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June/7/2022

Revision of the Considerations and Response Policies (5-1) for Novel Coronavirus Infections

Consideration 5-1 of “Considerations and Response Guidelines Concerning the Novel Coronavirus Pandemic (Infection Spreading Phase)” (February 18, 2021. Kyushu University Novel Coronavirus Crisis Response Headquarters Working Group) relates to this university’s handling of new trips overseas. Please be advised that the decision has been taken to revise Consideration 5-1, as detailed in the attachment.

Accordingly, please respond on the basis of the revised response guidelines, effective from the date of this notice.

Contact for inquiries: Takeshi KURAMOTO (Mr.),
International Affairs Division, International Affairs Department
Extension: 90-2213
E-mail : intlkhosa@jimu.kyushu-u.ac.jp

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5. Matters Related to Traveling To and From Japan

5-1. Permission to travel overseas, etc.

Relevant Departments:

- International Affairs Division, International Affairs Department
- Student Affairs Planning Division, Student Affairs Department

Policies:

Permitting members of the university to travel overseas is based on infectious disease risk levels as follows:

- (1) Overseas travel (business trip) for university business, study abroad, etc.
 1. If the infectious disease risk level at the destination is Level 4, travel is not permitted.
 2. If the infectious disease risk level at the destination is Level 3, travel is generally not permitted.
However, the Novel Coronavirus Crisis Response Headquarters may allow travel in special circumstances if requested by the head of the department. *1
 3. If the infectious disease risk level at the destination is Level 2, the head of the department may decide whether or not the travel is permitted and grant permission. In such cases, a report will be made to the International Affairs Department *2.
 4. If the infectious disease risk level of the destination country is "Level 1" or lower, the head of the department shall ascertain the travel status of faculty and staff by travel orders, etc., and of students by the prescribed overseas travel notification, and report information on the traveler to the International Affairs Department*2.

- (2) Overseas travel other than for university business, study abroad, etc. (personal travel)

If the infectious disease risk level of the destination country is Level 2 or higher, The head of the department may decide whether or not the travel is permitted. When a student travels to a country/region with a risk level of infectious disease 1 or lower, the head of the department is required to monitor the travel status by submitting the prescribed overseas travel report (no report is required).

*1. The application documents and submission address for overseas travel at Infectious Disease Hazard Level 3 are as follows :

(1) Faculty members, etc. (including temporary staff and those who commute to the University)

Application Form

Letter of Intent to Travel Abroad (In addition to detailing the applicant's destination and travel schedule, please explain in detail why they must travel for university business to a country/region where travel is generally not permitted, and why the timing of the trip cannot be changed. Please also note whether or not the applicant has been vaccinated.)

Submit to:

International Affairs Division, International Affairs Department
intlkhosa@jimu.kyushu-u.ac.jp

(2) Students, etc. (including research students, etc. and those who commute to the University)

Please refer to Notification of handling issued by the International Affairs Department and the Student Affairs Department.

*2. Reporting documents and submission address for overseas travel at the infectious disease risk level 2 or lower are as follows.

(1) Faculty members, etc. (including temporary staff and those who commute to the University)

Required Documents

Prescribed form (list)

Submit to:

For Faculty and Staff:

International Affairs Division, International Affairs Department
intlkhosa@jimu.kyushu-u.ac.jp

(2) Students, etc. (including research students, etc. and those who commute to the University)

Please refer to Notification of handling issued by the International Affairs Department and the Student Affairs Department.

*3. The decision on whether or not to approve an overseas travel request will be based on the current infectious disease risk level as well as the security conditions of the destination country/region.

(Reference)

MOFA's Travel Advice and Warning on Infectious Diseases

<https://www.anzen.mofa.go.jp/masters/tawinfectiousdiseases.html>

Level 4: Evacuate and Avoid All Travel (Evacuation Alert)

Level 3: Avoid All Travel (Travel Cancellation Alert)

Level 2: Avoid Non-essential Travel

Level 1: Exercise Caution

Precautions for Overseas Travelers

- 1 When traveling abroad, regardless of the infectious disease risk level, some countries/areas have immigration and post-entry restrictions for Japanese citizens and travelers departing from Japan. For more information, please visit the Ministry of Foreign Affairs website below.
https://www.anzen.mofa.go.jp/covid19/pdfhistory_world.html
- 2 If you have a pre-existing medical condition (such as a chronic illness), you should consult with your doctor in advance and follow their diagnosis and judgment regarding whether or not you can travel and what precautions you should take while traveling.

[Machine Translation]

5. Matters Related to Traveling To and From Japan

5-1. Permission to travel overseas, etc.

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- Student Affairs Planning Division, Student Affairs Department

Policies:

Permitting members of the university to travel overseas is based on infectious disease risk levels as follows:

(1) Overseas travel (business trip) for university business, study abroad, etc.

1. If the infectious disease risk level at the destination is Level 4, travel is not permitted.

2. If the infectious disease risk level at the destination is Level 3, travel is generally not permitted.

However, the Novel Coronavirus Crisis Response Headquarters may allow travel in special circumstances if requested by the head of the department. *1

3. If the infectious disease risk level at the destination is Level 2 ~~or lower~~, the head of the department may decide whether or not the travel is permitted and grant permission. In such cases, a report will be made to ~~the Novel Coronavirus Crisis Response Headquarters~~ the International Affairs Department *2.

3.4. If the infectious disease risk level of the destination country is "Level 1" or lower, the head of the department shall ascertain the travel status of faculty and staff by travel orders, etc., and of students by the prescribed overseas travel notification, and report information on the traveler to the International Affairs Department*2.

(2) Overseas travel other than for university business, study abroad, etc. (personal travel)

If the infectious disease risk level of the destination country is Level 2 or higher, The head of the department may decide whether or not the travel is permitted, ~~regardless of the infectious disease risk level of the destination country.~~ When a student travels to a country/region with a risk level of infectious disease 1 or lower, the head of the department is required to monitor the travel status by submitting the prescribed overseas travel report (no report is required). ~~In such cases, a report*3 shall be made to the Novel Coronavirus Crisis Response Headquarters.~~

*1. The application documents and submission address for overseas travel at Infectious Disease Hazard Level 3 are as follows
~~Application forms should be submitted as follows:~~

(1) Faculty members, etc. (including temporary staff and those who commute to the University)

Application Form

Letter of Intent to Travel Abroad (In addition to detailing the applicant's destination and travel schedule, please explain in detail why they must travel for university business to a country/region where travel is generally not permitted, and why the timing of the trip cannot be changed. Please also note whether or not the applicant has been vaccinated.)

Submit to:

International Affairs Division, International Affairs Department
intlkhosa@jimu.kyushu-u.ac.jp

(2) Students, etc. (including research students, etc. and those who commute to the University)

Please refer to Notification of handling issued by the International Affairs Department and the Student Affairs Department ~~the "Handling of Students Traveling Overseas (Notice)" (Kyushu University RYUKAI No. 4, April 28, 2022).~~

*2. Reporting documents and submission address for overseas travel at the infectious disease risk level 2 or lower are as follows.

(1) Faculty members, etc. (including temporary staff and those who commute to the University)

Required Documents

Prescribed form (list)

~~A copy of Notification of Traveling Overseas, etc. (document showing that the head of the department has given permission to travel)~~

Submit to:

For Faculty and Staff:

International Affairs Division, International Affairs Department
intlkhosa@jimu.kyushu-u.ac.jp

(2) Students, etc. (including research students, etc. and those who commute to the University)

Please refer to Notification of handling issued by the International Affairs Department and the Student Affairs Department ~~the "Handling of Students Traveling Overseas (Notice)" (Kyushu University RYUKAI No. 4, April 28, 2022).~~

~~*3. Required documents should be submitted as follows:~~

~~**Required Documents**~~

~~A copy of Notification of Traveling Overseas, etc. (document showing that the head of the department has given permission to travel)~~

Submit to:

For Faculty and Staff:

International Affairs Division, International Affairs Department
intlkhosa@jimu.kyushu-u.ac.jp

For Students:

Student Affairs Planning Division, Student Affairs Department
gaphosa@jimu.kyushu-u.ac.jp

- *34. The decision on whether or not to approve an overseas travel request will be based on the current infectious disease risk level as well as the security conditions of the destination country/region.

(Reference)

MOFA's Travel Advice and Warning on Infectious Diseases

<https://www.anzen.mofa.go.jp/masters/tawinfectiousdiseases.html>

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https://www.anzen.mofa.go.jp/covid19/pdfhistory_world.html
- 2 If you have a pre-existing medical condition (such as a chronic illness), you should consult with your doctor in advance and follow their diagnosis and judgment regarding whether or not you can travel and what precautions you should take while traveling.