**\*Form 2\***

Date:

**Notification of Overseas Travel (for private purpose)**

To: Japan Development Service Co., Ltd.

Name :

Country :

University :

I hereby give notice of my plans for traveling overseas for following reasons.

1. Term: From to  
(Departure from Japan: Month/Day/Year)   
(Re-entry to Japan: Month/Day/Year)

(Total days)

2. Flight Schedule and Contact Number at the destination

(1) Flight Schedule to the destination country

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  (Month/Day/Year) | Origin | Destination | Contact Phone Number  (Hotel, etc.,) | Others |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

(2) Contact Number at the Destination

|  |  |  |
| --- | --- | --- |
| Period | Place of Stay (Hotel, etc.) | Contact phone number |
|  |  |  |
|  |  |  |
|  |  |  |
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**\*Form 2\***

3. Approval by academic advisor

As the academic advisor of the above-named JDS Fellow, I hereby affirm that the said Fellow’s academic studies will not be adversely affected by the proposed overseas trip.

Name of advisor: Signature or seal:

4. Provisions of covenant

(1) Responsibilities and expenses arising during my temporary absence from Japan:

I agree to accept full and complete responsibility for any illness, injury, or accidents that may occur during my temporary absence from Japan, and for the payment of any and all costs related thereof.

(2) Departure and reentry procedures:

I agree to accept full and complete responsibility of obtaining all necessary visas and completing all other official procedures necessary for my departure from and reentry into Japan, as well as for the payment of all related costs thereof.

(3) Scholarship:

I agree that the payment of my scholarship may be reduced for a certain period of my absence from Japan in accordance with the provisions governing overseas travel in the Rules of JDS Fellows.

(4) E-mail:

I shall check my e-mail account regularly during the period of my trip.

Signature :

|  |
| --- |
| Important:  1. This notification must be submitted to *Japan Development Service Co., Ltd.* In charge no later than two (2) weeks prior to the proposed departure day for the trip.  2. A copy of the flight itinerary must be attached along with this notification.  3. A copy of the page(s) in your passport showing the exit and the entry stamps for your trip must be submitted to *Japan Development Service Co., Ltd.* In charge within one week after the end of the overseas trip period.  4. *Japan Development Service Co., Ltd.* will use the personal information supplied above for only the purposes of the JDS Project. |

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