**\*Form 3\***

Date:

**Request Form for Overseas Research**

To: Japan Development Service Co., Ltd.

Name :

Country :

University :

As I wish to be temporarily absent from Japan for the purpose of overseas research, I am making the following application for approval.

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 (A JDS Fellow must submit a fixed itinerary to the JDS Office no later than one (1) week before leaving Japan.)

(1) Flight Schedule to the destination country

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Origin | Destination | Flight Number | Destination | Other Details |
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(2) Schedule in the destination country

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| --- | --- | --- | --- |
| Period | Place of stay | Activities | Contact Phone number |
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3. Accompanying dependents

|  |  |  |
| --- | --- | --- |
| Name | Relationship | Accompanying / non-accompanying |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

4. Approval by academic advisor

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| --- | --- |
| As the academic advisor of the above-named JDS Fellow, I hereby affirm that the overseas research proposed by the Fellow is necessary for the Fellow’s master’s thesis / dissertation research. The expected results of this overseas research for the furthering of the Fellow’s master’s thesis research / dissertation are as follows:

|  |
| --- |
|  |

Name of advisor: Signature or seal:  |

5. Plan for Overseas Research (Research Proposal)

(1) Current theme / topic of master’s degree thesis / dissertation

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| --- |
|  |

(2) Reason(s) why the Overseas Research is necessary

(Please explain the reason(s) of this overseas research if it is necessary for your master’s thesis research. Please also explain why it is essential for this research to be conducted overseas rather than in Japan.)

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(3) Purpose of the Overseas Research

(Please describe specifically the methods and the locations of the proposed survey or field-work overseas, the kinds of data to be collected, the target persons and topics of interviews, etc.)

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(4) Expected results of Overseas Research

(Please describe how you expect the results of your proposed overseas research to contribute to your master’s thesis research / dissertation.)

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6. Provisions of covenant

**(1)** **Responsibilities and expenses arising during my temporary absence from Japan:** I agree to accept full and complete responsibility of any illness, injury, or accidents that may occur during my temporary absence from Japan, and for 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.

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**\*Form 3\***

Signature :

|  |
| --- |
| Important:1. This notification must be submitted to *Japan Development Service Co., Ltd.* *(JDS office)* 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.* *(JDS office)* 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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