

Example

Please submit this form as an attachment in Word format to the Management Office of Medical Research ([risk@belle.shiga-med.ac.jp](mailto:risk@belle.shiga-med.ac.jp)) before your departure.

2022.10.1(Ver3.0)

Form No.7

To: the President of Shiga University of Medical Science

### OVERSEAS TRAVEL FORM (Personal Purposes)

I hereby notify you that I will travel overseas for the following purpose(s) in accordance with the Article 8 of Shiga University of Medical Science Regulation for Security Export Control, the Unfair Competition Prevention Act and the Convention on Biological Diversity.

Submission Date	October 1 <sup>st</sup> 2022		
Division, Office, Center or Department Department Position Title/Name Extension Number Emergency Phone while traveling	Department of ***** Assistant Professor Taro Shiga **** ****@*****.*** 090-*****-*****		
Transit and Destination (Country or Region)	Federal Republic of Germany (Republic of Finland)		
Purpose of Travel	Private travel abroad.		
Duration	October 6 <sup>th</sup> 2022 to October 12 <sup>th</sup> 2022		
Travel Dates/Period Declaration	Month/Day	Flight Number	City, State/Country * Name of Institution you are going to visit (see note 3.)
	10/5	EK 317	Depart from Kansai International Airport
	10/6		Arrive at Dubai International Airport
		EK 135	Depart from Dubai International Airport
			Arrive at Venezia Tessera Airport
	10/13	EK 136	Depart from Venezia Tessera Airport
			Arrive at Dubai International Airport
	10/14	EK 316	Depart from Dubai International Airport
			Arrive at Kansai International Airport
Will you travel with any technologies that are not sold on the open market, intellectual properties or devices including laptops and USB drives? (see note 4.)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (    )		
Will you transfer any biological resources or biological samples from overseas, or carry any with you to overseas? (see note 4.)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (    )		

This does not include research information or data for your own personal use. However, if you share it with others, it also includes research information and data stored on your computer, USB and so on.

1. You are required to submit this form when you travel overseas for personal purposes except for business.
2. Fill in the boxed area only.
3. Write the name of any academic conference or research institution that you will attend or visit.
4. If you transfer any biological resources or biological samples from overseas or carry any with you to overseas, write the details in the brackets and attach 'Form 8 Notification of Overseas Travel (Check Sheet) '.
5. If you decide to transfer any biological resources or biological samples from overseas or carry any with you to overseas after you submit this form, inform the Management Office of Medical Research of the details immediately. (You may need to complete another procedure in advance.)
6. If any companies or institutions pay travel or other expenses for you, please go through the procedure at the Personnel Division.

\* Please understand that if concerns rise over the safety and security at your destinations, we may share the information that you provided with relevant departments.

Submit to: Management Office of Medical Research  
[risk@belle.shiga-med.ac.jp](mailto:risk@belle.shiga-med.ac.jp)

[Management Office of Medical Research]

Confirmation Date of the Director : Choose the Date

Confirmation Date of the Staff : Choose the Date