

学生の皆さん、海外に行く時は

# 海外渡航届の

入力を忘れずに！

When traveling out of Japan,  
Students are required to submit the  
"Overseas Travel Notification"



留学でも！  
旅行でも！

In case of both  
study and private  
trips!

H27.11.2 より運用開始！  
Start from Nov. 2<sup>nd</sup>, 2015

<http://j.mp/OTN-PC>



<http://j.mp/OTN-SP>



PC・スマホで  
提出できる！

With your PC device  
or smartphone!

Let's start  
with QR scan!







# Please submit the “Overseas Travel Notification”

All students in the University of Tsukuba are required to submit the “Overseas Travel Notification (OTN)” online when they travel out of Japan. This is for the University to confirm your safety promptly when emergency situations such as a natural disaster, terrorism, and pandemic of disease hit the countries or areas where you are staying. Therefore, we ask all students to submit the OTN form even when you go on a private trip.

In addition, we have introduced OSSMA\*<sup>1</sup> (Overseas Students Safety Management Assistance) to further support available in troubles during your trip. We use the OTN data as a basis to proceed with your application for OSSMA. So, please start with submitting the OTN form in accordance with the following flow chart.

1

- Login to manaba page\*<sup>2</sup> through scanning the QR code below (with your PC device or smartphone)

2

- Click “Overseas Travel Notification (○th time while in the university)” from the “Surveys” list

3

- Submit the form after filling in all necessary information\*<sup>3</sup> including destinations, traveling period, contact address in an emergency …etc.

4

- Be sure to e-mail an OSSMA staff in case you choose to apply for it

\* 1 OSSMA is a security management assistance system designed to enhance the safety of students studying abroad. Its service is available only to OSSMA members who have paid personal fees.  
<http://g-commons.global.tsukuba.ac.jp/news/news/applicationguide/>

\* 2 The United Authentication ID (the 13-digit number printed on the back of your student ID card, under the barcode) and the password are required to login. In case you forget your password, a new password can be reissued for you. Please come in person to the office of Academic Computing & Communications Center, or the closest library.

\* 3 Upon inputting information, prepare items like your passport and any documents including your flight information (e.g. flight ticket (e-ticket), a reservation slip, itinerary …etc.) which will help you to confirm the necessary information.

<http://j.mp/OTN-PC>

<http://j.mp/OTN-SP>



▼Inquiry :

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