

Dean of Graduate School of Design and School of Design	Director of Administrative Office	Director of Student Affairs Division	Academic Affairs Section	Student Affairs Section	Person In-charge

Date / /

Traveling Overseas Notification

To the Dean of Graduate School of Design and School of Design

Enrollment date:

Course:

Student number:

furigana (kana above or beside kanji to indicate pronunciation)

Name (Handwritten only):

Date of birth: / /

Current Address: 〒

Contact number:

I am writing to inform you that I will be traveling overseas as follows.

Purpose of Travel					
Destination					
Departure date				Return date	
Itinerary · Route					
Contact information	Japan	Residence (Tel): Contact person name (relationship):			
	Overseas	□Tel: □e-mail:			
Confirmed by	Guardians	Name (Handwritten only)			
		Current Residence (Handwritten only)			
	Supervisor	Name (Handwritten only)			

In the case of a lecture or training course, please enter the name of the course under the "Purpose of travel", and attach a detailed description of the content, if available.

Please enter the name of the departure and arrival airports, transit routes, flight numbers, etc., for the "itinerary and route". In addition to a telephone number and e-mail address where you can be reached overseas, please provide the address of your place of residence.