



Tokyo University of Agriculture and Technology
Education Program for Field-Oriented Leaders in Environmental Sectors in Asia and Africa
(FOLENS Program)

Internship Handbook

FY2013

1. Outline of FOLENS Internship

For the FOLENS Internship, students take their own initiative to find their internship site based on their interests and backgrounds. Possibilities include international organizations, governmental agencies, private companies, and non-governmental organizations both in Japan and abroad. The duration of Internship is usually for a month or more. **In order to acquire a credit for the FOLENS program, you must participate in the Case Study Workshop that is held after your internship.**

To apply for Internship, first, read this handbook carefully and submit your Form of Proposal for Internship to FOLENS Office. FOLENS Office will provide you as much assistance as possible to make your internship meaningful and valuable.

2. Deciding the Internship Site and Schedule

(1) Deciding Your Internship Site/ Host Organization

You need to find and contact a host organization that matches your interests and future plan. FOLENS Office will support the process by providing information, advice, and resources. Fill in the Form of Proposal, and make an appointment with FOLENS Office for consultation **as soon as possible**. Upon your request, FOLENS will issue an official recommendation letter for you to apply for internship. Your internship host organization is determined when the organization accepts your application.

(2) Deciding Your Internship Schedule

Determine the period of your internship by consulting the host organization and FOLENS Office. You need to complete all the internship activities **by the end of February in 2014** at latest.

Once it is confirmed, write it down in the “Internship Registration Sheet” (download a format from the FOLENS Website’s section “Monitoring/Documents”).

If your internship site is **within a commutable area from your residence**, submit the Registration Sheet to FOLENS Office by no later than **one month before** starting your internship.

If your internship takes place far from your residence, you will need to travel to the site and stay there during the internship. If this is the case, submit the Registration Sheet no later than **two months before** starting your internship. **As a rule, your travel schedule cannot be changed.** If you have to change it for some unavoidable reasons, be sure to consult the FOLENS Office in advance. It is not allowed to combine a private trip before or/and after the travel for the internship.

3. Expenses for Internship and Financial Support by FOLENS

(1) Main Expenses for Internship (Marked with * are those possibly supported by FOLENS)

- *Travels
 - Fare to travel to an internship site in case it is not within your commutable area
 - Fare to commute to an internship/accommodation site from your residence or accommodation
 - Fare for a trip assigned by a host organization during internship
- *Accommodations
- Meals
- Fees for accidental/medical and compensation insurance
- Other miscellaneous fees

<Following are only for internship outside of Japan >

- *Fees for acquiring a visa (only when necessary)
- *Fees for immunizations
- *Fees to communicate with FOLENS Office
- Overseas travel insurance fees

(2) Expenses Supported by the FOLENS Program

• Travels and Accommodations

If your internship site is too far from your residence to commute, you will need to stay in its neighboring area during the internship. Expenses for the travel and accommodation are supported by FOLENS. For accommodation, the amount is calculated in accordance with the FOLENS rule, based on the length (basically up to one month) and location. These are deposited into your bank account usually before you start internship.

The expenses to commute to a host organization from your residence or accommodation are also covered by FOLENS.

Expenses for a trip assigned by a host organization as part of your internship may also be covered by FOLENS. If you have such a trip, consult with FOLENS Office in advance.

- Fee for Acquiring a Visa

This is necessary if your internship site is in a country that requires you a visa. Inform the FOLENS Office of the visa fee, even before you acquire a visa, as soon as the fee is determined. When making your payment to the embassy, ask for a receipt with your full name written.

- Fees for Immunizations

Generally, FOLENS can pay for immunizations for Hepatitis A, Tetanus, Rabies, and Yellow Fever. Inform the FOLENS Office of the immunization fee, even before you receive it, as soon as the fee is determined. Be sure to obtain a receipt as well as a description of the types of vaccines, with your full name printed.

- Fees for Communicating with FOLENS

Expenses to communicate with FOLENS Office during the internship may also be covered by FOLENS to the extent that they are within the limited amount. Consult with FOLENS Office prior to your internship to discuss its possibility, amount, and procedures.

4. Administrative Procedures

Where is your internship site located?

- Within a commutable area from your residence in Japan>>>Read (1) - (3) and (9)
- In Japan but outside of your commutable area>>>Read (1)-(4) and (9)
- Outside of Japan>>>Read (1)-(9)

(1) Submitting Required Documents to FOLENS Office

Refer to the checklist of documents to be submitted (Attachment 1) and submit each document to the FOLENS Office **no later than the designated deadline**. Documents to be submitted via e-mail can be downloaded from the FOLENS website (Click “Monitoring/Documents”). Use FOLENS Head Office address (folensho@ml.tuat.ac.jp) for submission. Be sure to **make copies** of the original documents, such as receipts, **for your own reference**. If you have any questions concerning how to prepare documents, ask the FOLENS Office.

(2) Medical/Accidental Insurances

As a student at TUAT, you are supposed to have purchased at entry the **Personal Accident Insurance for**

Students Pursuing Education and Research (学研災 : 学生教育研究災害傷害保険), which covers injuries incurred during classes including internship. It does not apply to accidents occurred during free time or medical treatment or hospitalization due to illness. **Check if you have this policy in effect** and if not, be sure to purchase it.

If your internship site is in Japan, bring your **national or other health insurance card** with you during the internship for any unexpected accident or illness.

Those traveling overseas need to have some form of **overseas travel insurance** to cover the costs for medical treatment or hospitalization due to illness and accidents during free time. You can purchase it at TUAT Students Coop or any other agency. If your internship site is within your home country and have some other way to cover the medical fees, inform FOLENS Office.

You may be able to receive compensation with an overseas travel insurance plan attached to your credit card; however, the terms are often restricted. On the other hand, since an insurance attached to a credit card may cover item loss/damage due to accidents, we recommend that you check the details.

(3) Compensation Insurances

At entry to TUAT, you may have subscribed to one of the compensation insurances TUAT recommends such as Gakkenbai (学研賠 : 学研災付帯賠償責任保険). This is for compensating loss or damage that you cause to someone including a host organization during your internship. Check if you have this in effect, and if not, be sure to purchase it before you start the internship.

(4) Reservations for Accommodations

Make reservations by yourself based on consultation with a host organization and FOLENS. Write your schedule and planned accommodations on Attachment 3 and submit it to the FOLENS Office. Note that you must submit your schedule **no later than two months** before the departure date, but you can resubmit another form with your planned accommodations at a later date.

(5) Reservations for Travels

If your internship site is not within your commutable area, you need to make reservations for a reasonable transportation by yourself. Proceed **with careful communication with the FOLENS Office**.

If you are traveling by air, be sure to submit an estimate issued by an airline or travel agency before you actually make a payment. You can purchase a ticket which allows change for the return flights although you should not change your schedule without a special reason. Also, confirm whether the airfare is the same as or below the airline's regular discount fare. Read Attachments 1 and 2 and inform the schedule (Attachment 3) and the airfare estimate (with the airport tax and fuel surcharge clearly specified) to the FOLENS Office **no later than two months before the departure date** and pay the fees before the ticket

issuing deadline.

Example of Travel Agents:

- World Creations

Tel: 03-3440-4641; Web site: <https://www.wci-jp.com/mform/index.html>

- H.I.S.

Web site: <http://e.his-j.com/shop/air/search.aspx>

Fuchu Keyaki-Namiki Branch Office (Tel: 042-352-4811; Web site: www.lococom.jp/cu/his_180/)

Kokubunji Branch Office (Tel: 042-322-8651; Web site: www.lococom.jp/cu/his_805/)

- Nankai Travel International

Tel: 03-3543-9677; Web site: www.nanka-e-tabi.com/kaigai/tokyo/index.html

- Tokyo University of Agriculture and Technology's Co-op Ticket Agency

Tel: 042-364-5131 (ext. 5131); Web site: www.tuat-coop.jp/

It is best to drop by in person. (Reception for overseas travel is available only at the Fuchu Campus Branch as of May 2010)

(6) Immunizations

If your internship site is in a country considered as high-risk, you are recommended to receive immunizations. Necessary vaccines vary greatly, depending on your hometown, internship location, age, and the length of your stay. Immunization against yellow fever is required to travel to some countries in Africa and South America.

Depending on the types and number of vaccines, you must be immunized **one month or more before** your departure. Accordingly, it is important to decide on a destination and schedule for Internship as early as possible and then make an inquiry with a specialized physician or an immunization center. After receiving immunizations, be sure to submit to the FOLENS Office the original receipt and a document describing types of immunizations and, if you receive immunization against yellow fever, a copy of the international certificate.

If you check the website of the embassy of your host country and of the quarantine station, you can find out what diseases are currently prevalent. The university's Health Service Center has a manual on contagious diseases and you can contact doctors and nurses there to consult about your own health, medicines and food you should have during your stay.

Immunization Centers near the Tokyo University of Agriculture and Technology (Web sites are in Japanese.)

- Immunization Center, Kokubunji City Doctors' Association (国分寺市医師会予防接種センター)
Kokubunji Izumi Plaza 2F, 2-3-8 Izumicho, Kokubunji-shi

Tel: 042-324-0238; Web site: www.kokubunji-med.or.jp/yobo.htm

• Navitas Clinic Tachikawa (ナビタスクリニック立川)

Ecute 4F (Tachikawa JR Station), 3-1-1 Shibazaki-cho, Tachikawa-shi

Tel: 042-521-5334

Web site: <http://www.navitasclinic.jp/> (Japanese)

• If you must be immunized against yellow fever:

If you receive immunization against yellow fever, **ask the staff to issue an international certificate and carry the certificate with you when you travel overseas.**

+ Tokyo Quarantine Station (東京検疫所)

Tokyo Port Bay Government Bldg. 8F, 2-7-11 Aomi, Koto-ku, Tel:

03-3599-1515

Web site: www.forth.go.jp/keneki/tokyo/syokai/yobo.html (Japanese)

+National Center for Global Health and Medicine (国立国際医療研究センター)

1-21-1 Toyama Shinjuku-ku Tokyo, Tel: 03-3202-1012 (15:00-17:00)

<http://www.forth.go.jp/keneki/narita/>

+ Japanese Quarantine Association (日本検疫衛生協会)

1-8-2, Marunouchi, Chiyoda-ku, Tel: 03-3201-0848/1308

http://www.kenekieisei.or.jp/project_01.html (Japanese)

Information on prevalent diseases and necessary immunizations:

- English

The Ministry of Foreign Affairs of Japan: <http://www.mofa.go.jp/index.html>

Centers for Disease Control and Prevention: <http://wwwnc.cdc.gov/travel/destinations/list.aspx>

Vaccines for International Travel: <http://merck.com/mmhe/sec25/ch303/ch303a.html#CHDGAIBD>

- Japanese

Medical information from Japanese embassies: www.mofa.go.jp/mofaj/toko/medi/index.html

Overseas safety information provided by the Ministry of Foreign Affairs of Japan: www.anzen.mofa.go.jp/

Quarantine Station, Ministry of Health, Labour and Welfare: www.forth.go.jp/index.html

Immunization service counter of quarantine stations: www.forth.go.jp/archive/tourist/vaccine.html

(7) **Passport and Visa**

Some countries require **a certain number of days** remained in a valid passport for issuing a visa or providing



visa exemption. Be sure to check your passport and obtain a new one if necessary.

You may need to acquire a **visa** in advance depending on **the country you visit, activities, as well as the items you will be carrying with you.** You should consult the host organization and a foreign office such as an embassy of the host country to determine whether you need a visa, what type of visa you need, and how you apply for it. The FOLENS Office can help you as necessary.

Since the FOLENS Office will keep a copy of your visa, either **send scanned data or bring the original to the office.**

Below are possible troubles:

- A visa was required for a transit landing, but a student did not have a visa.
- A student returned to Japan later than originally planned, and the visa exemption period had expired.
- Since a student brought test materials along, the tourist visa exemption was not applicable at the airport, and s/he could not enter the country.

(8) Rental of Communication Equipment for Use Abroad

To secure a means of communication while you are abroad, an overseas cell phone can be lent to you. Come to the FOLENS Office to pick one up. To activate it, you need to purchase a SIM card and an international telephone card at the destination. For a procedure to purchase them and get refunded, consult with FOLENS Office before your departure. You can also borrow a mobile computer if necessary.

(9) After Completing the Internship

Immediately after you finish the internship, stop by the FOLENS Office to submit the necessary documents listed in “Attachment 1” and return the borrowed items if any. Bring your name stamp (印鑑) if you have one.

5. Other Things to Do for Your Safety and Health

▪ Collecting Information

You should collect information on the host organization and the area you are staying as much as possible before your start the internship.

Staff of the host organization will kindly contribute their time and energy to supervise your internship. To avoid troubling them too much, you need to learn about the organization beforehand, including its history, mission, contents of work, and tasks for you. During the internship, you should respect the rules and customs of the organization and try to behave in accordance with them.

If you need to travel to a new place for the internship, you should collect information on the site and take appropriate safety measures. Especially if you are traveling abroad, collect information on health and safety issues through internet and people who know the area well. Also pay attention to the newspaper and news broadcasts on a daily basis. Note that as a rule, travel to a region for which Japanese Ministry of Foreign Affairs announces hazard information is not permitted.

Japanese Ministry of Foreign Affairs “海外安全ホームページ” (in Japanese): www.anzen.mofa.go.jp/

U.S. Department of State “International Travel Information”:

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Japanese embassies in foreign countries:

www.mofa.go.jp/mofaj/link/zaigai/index.html (in Japanese)

www.mofa.go.jp/about/emb_cons/over/index.html (in English)

▪ **Safety Precautions**

During the internship, conduct a lifestyle respecting the law, customs, religion, and culture of the local community. Learn from your host organization and local residents how to take care for your safety.

Remember basic precautions that you should take anywhere in the world, such as not to carry a large amount of cash or valuables, not to leave your passport or any other valuables unattended, not to simply trust strangers, to lock a room or a car etc.

Health maintenance is important both before and during the internship, not only to make your experience meaningful but also to make it comfortable and enjoyable. You have to undergo the health checkup conducted at the university every year and maintain your own health according to the results of the checkup. During internship, bring medications with you to suit your physical characteristics and health. As basic precautions, beware of uncooked food and tap water. Try not to be bitten by mosquitoes as they carry some serious diseases including malaria and dengue fever.

Driving a car or motorcycle during the Internship is basically prohibited. If you foresee an inevitable need, consult the FOLENS Office in advance.

▪ **Communicating with TUAT and Family**

Give your schedule and **contact information** (office and accommodation) to FOLENS Office, your supervisor, and your family before your departure. Inform the cell phone number as soon as you purchase the SIM card on arrival. During your internship, send a **simple report** of a few lines to FOLENS Office via e-mail or telephone, **once a week or more**. If you have any problems and need support, contact FOLENS Office any time.

- **Returning from Overseas**

For those traveling overseas, it is important to be aware of **diseases you may have brought back with you**. If you show such symptoms as a fever or diarrhea upon returning to Japan, you should **go into quarantine** at the airport and undergo proper diagnosis. If you become ill within one month after returning to Japan and are examined/treated at a medical institution, be sure to tell the doctor about your stay overseas.

8. Handling Emergencies

In an emergency, call the FOLENS Office and your supervisor as soon as possible (See Attachment 8 for a flowchart of emergency contact). When a major disaster or incident occurs in your host country, **even if you are not personally involved in it**, contact us as early as possible. Contacting local consulate/embassy of your home country may also be an effective means of obtaining help. When a disaster strikes, a local community may also be confused. If this is the case, keep contact with FOLENS Office so that it can provide you information collected in Japan.

If you must be treated at a hospital, bring your **insurance card**. If overseas, showing a card written in English may enhance the chance of your receiving speedy and proper treatment and transportation.

6. In the Case of Changes or Cancellation

- **Changes before You Start Internship**

If there is a change in the schedule you submitted, notify the FOLENS Office immediately and complete the designated procedures.

- **Changes in Schedule or Accommodation during Internship**

In case you need to change your schedule or accommodation during the internship, contact the FOLENS Office. In particular, if there is a need to change your return date (whether the date is pushed forward or backward), explain the reason to **get an approval beforehand**.

Note that if, without any special reason, you decide to cancel your trip or discontinue the internship, you may have to pay for all the incurred expenses yourself.

7. Participation in the Case Study Workshop

After returning to Japan, you must **participate in the Case Study Workshop** to receive credit. Details of the Case Study Workshop will be sent to you as soon as determined.

List of Attachments

- Attachment 1: Checklist of documents to be submitted
- Attachment 2: Flowchart of reservation procedures for flight and accommodations
- Attachment 3: Internship Registration Sheet
- Attachment 4: Bank Account Payment Request Form
- Attachment 5 (1-3): Off-campus Activity Registration Form/ Internship Registration Form
- Attachment 6: Note of Temporary Leave for Foreign Students
- Attachment 7: Official Trip Report Form
- Attachment 8: Flowchart of contacts in an accident/emergency during the FOLENS program

Attachment 1

Checklist of Documents to Be Submitted

	Document	*Who needs it?	**How to submit	Remarks
More than 2 months before	Form of proposal for internship	●	E-Mail & Bring	Download a format from FOLENS website
By 2 months before (By 1 month before if commuting from your residence)	Internship registration sheet	●	E-Mail	Attachment 3
	Bank account payment request form (銀行口座振込依頼書)	●	Bring	Attachment 4, signed or sealed
	Estimate of airfare (航空券見積書)	→	Bring	Issued by airline or travel agent
	Copy of a photo page of your passport	☆	Scan and E-mail or Bring a copy	
By 1 and half months before	Official trip application form (旅行命令伺い)	☞	Come to FOLENS Office to sign	FOLENS Office will prepare the document and inform you by email when it's ready
By the departure	Flight schedule (フライトスケジュール)	→	E-Mail	Issued by airline or travel agent
	Copy of e-ticket (E チケットの写し)	→	E-Mail	Necessary only if you are using an e-ticket
	Copy of documentation of the immunization vaccine description (接種ワクチンの内容記載書類写し)	☆	Scan & E-mail, or Bring a copy	An international certificate as well if you are immunized against yellow fever
	Gakugai Kenkyu/Chosa Todoke (Off-Campus Activity Application Form for Agriculture students) or Internship Application Form (for Engineering students) (学外研究・調査届・インターンシップ申請書)	●	Bring	Submit to your graduate school and submit a copy to FOLENS Office
	Note of Temporary Leave for Foreign Students (外国人留学生一時出国届)	☆	Bring	Submit to your graduate school and submit a copy to FOLENS Office
Right after the end of internship	Receipts of other expenses covered by FOLENS	● (if any)	Bring	For a necessary format and procedure, check with FOLENS Office in advance
	Official trip report (出張報告書)	☞	Bring	Attachment 6, with signature
	Receipt of airfare (航空券代領収書)	→	Bring	Issued by airline or travel agent
	Boarding passes (搭乗券半券)	→	Bring	
	Visa receipt (ビザ領収書)	☆	Bring	Issued by embassy
	Immunization receipt (予防注射領収書)	☆	Bring	Issued by medical institution
Within a month after the end of internship	Report of internship	●	E-Mail	Download a format from FOLENS Website

***If your internship site is...**

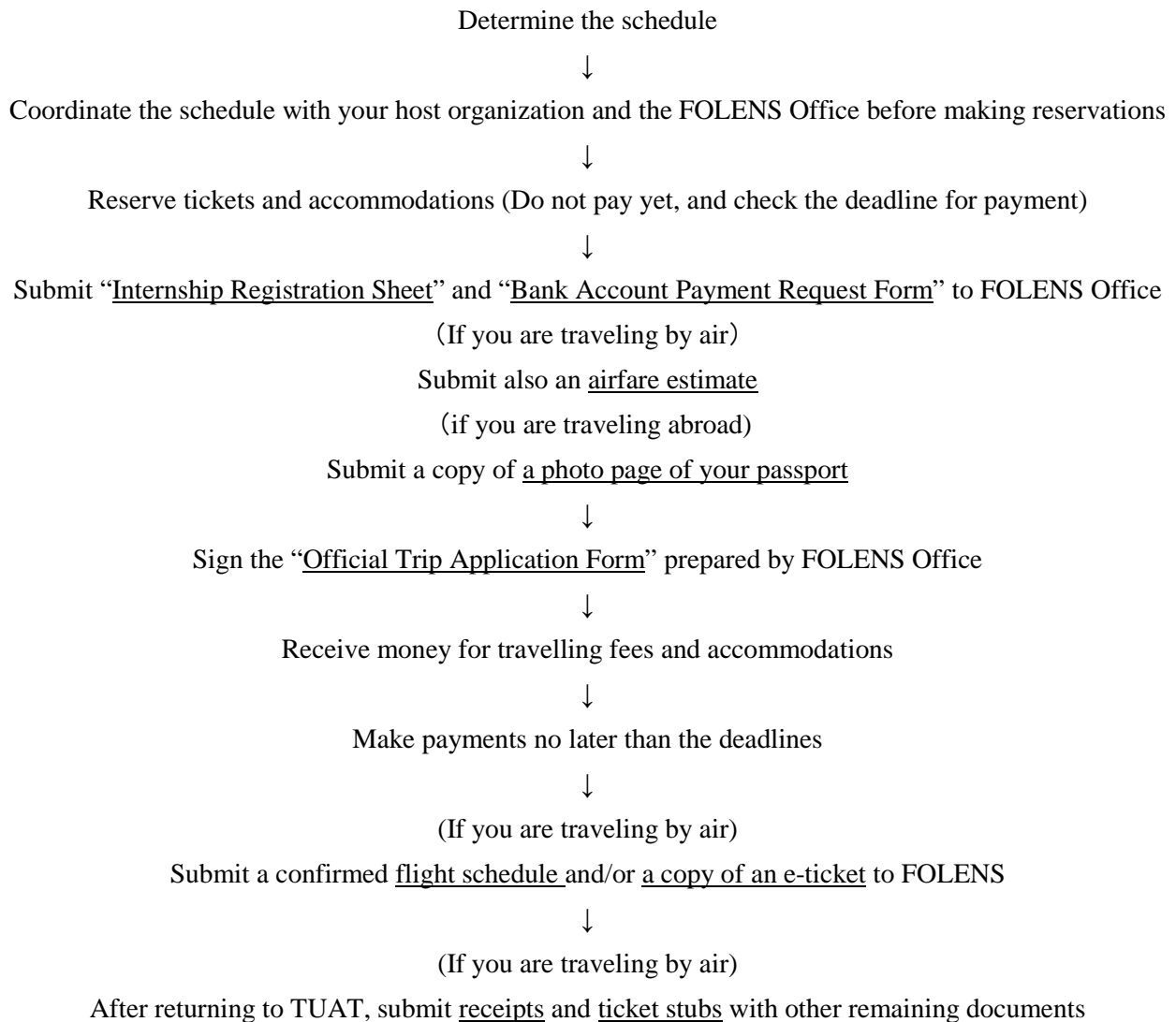
- ・ Within a commutable area from your residence in Japan >>> Submit only “●”
- ・ In Japan but outside of your commutable area and...
 - ... You are not traveling by air >>> Submit “●” and “☞”
 - ... You are traveling by air >>> Submit “●”, “☞”, and “→”
- ・ Outside of Japan >>> Submit “●”, “☞”, “→”, and “☆”

****For how to submit the documents...**

- ・ “E-Mail” >>> Download a format from FOLENS Website (“For Members”) and send it to FOLENS Office (celens@ml.tuat.ac.jp)
- ・ “Scan and E-mail” >>> Bring a copy to FOLENS Office in person OR scan it and send by e-mail.
- ・ “Bring” >>> Submit the original document in person to the FOLENS Office and keep a copy with you.

Attachment 2

Flowchart of Reservation Procedures for Travels and Accommodations



Attachment 3 Internship Registration Sheet

Student Name:				
Internship Title/Theme:				
Host Organization Information (Office in Japan/ if applicable)				
Name				
Address				
Contact Person	Name			
	Position			
Telephone			FAX	
E-mail				
Website				
Host Organization Information (Office in Internship Site/ if applicable)				
Name				
Address				
Contact Person	Name			
	Position			
Telephone			FAX	
E-mail				
Website				
Internship Activity Information				
Duration	From	/	/	To
Working Days and Time	Monday to Friday/ Other (specify: _____)			
	From	:	to	:
	(_____ hours/day)			
Address of Internship Site	(Fill in if it is different from the address above)			
Contents of Activities				

Accommodation/ Travel Information					
(Skip this part if you are commuting to the internship site from your residence in Japan)					
Accommodation					
Name					
Address					
Telephone		FAX			
Travel Schedule (add rows if necessary)					
Date	Means of Transportation (Air, Train etc./ Flight code)	Departure		Arrival	
		Time	Place	Time	Place
Commuting Transportation (Transportation between your accommodation or home and internship site)					
Transportation (Eg. JR/ Keio-Line/ Seibu Bus etc)		Departing Place		Arriving Place	
Insurance Information (Check what you have in effect)					
Accidental	<input type="checkbox"/> 学生教育研究災害傷害保険 <input type="checkbox"/> その他 ()				
Compensation	<input type="checkbox"/> 学研災付帯賠償責任保険 <input type="checkbox"/> 学生賠償責任保険 <input type="checkbox"/> その他 ()				
Accident/Comp.	<input type="checkbox"/> 学生総合共済 <input type="checkbox"/> その他 ()				
Overseas Travel Insurance	Insurance Company: Name of Insurance: Policy Number: Contact of Insurer or Agency:				
Recommendation Letter/ Contract (Check what you need)					
I request FOLENS to issue: <input type="checkbox"/> Recommendation Letter <input type="checkbox"/> Contract with Host <input type="checkbox"/> Other ()					

Attachment 4

Bank account payment request form (can be filled in Excel form by double click)

振 込 依 頼 書									
<input type="checkbox"/> 新規 <input type="checkbox"/> 変更 <input type="checkbox"/> 削除			平成 年 月 日						
東京農工大学 殿									
(提出先:資産管理チーム出納係(内線:5523、5012))									
〒 -									
(フリガナ)									
住所									
(フリガナ)									
依頼者	氏名				印				
連絡先									
所属・内線									
職種 ・常勤職員 ・非常勤職員 ・学外の方									
東京農工大学から私に支払われる、謝金・賃金・旅費等については、下記の通り振込まれるよう依頼します。									
記									
※ゆうちょ銀行以外の金融機関をご利用の場合									
銀行 信用金庫 組合	支店	預金種目 (どちらか一方○印)		口座番号 (数字のみを右つめでご記入ください)					
コード	金融機関番号	支店番号	1. 普通 2. 当座						
※ゆうちょ銀行をご利用の場合(次の内容の画方を記入願います)									
(口座の内容)			(他金融機関からの振込の受取口座)						
通帳記号	通帳番号 (右つめでご記入ください)		店番	預金種目 (どちらか一方に○印)	口座番号 (数字のみを右つめでご記入ください)				
				1. 普通 2. 当座					
<ul style="list-style-type: none"> ・金融機関番号のみ、不明の場合は記入省略可(銀行のキャッシュカードに記載されています。) ・□は、必ずチェックをお願いします。 ・振込先は、原則として依頼者本人の口座に限ります。 やむを得ない事情により、依頼人と名義人が違う場合は、下記の内容を記入願います。									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">(フリガナ)</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">口座名義</td> <td></td> </tr> </table>						(フリガナ)		口座名義	
(フリガナ)									
口座名義									
(名義人が違う理由)									
<ul style="list-style-type: none"> ・内容確認のため、キャッシュカードの写し又は通帳(見開きページ)の写しを提出願います。 									
ここに記載された内容は、国立大学法人東京農工大学から行う支払事務に使用するものであり、それ以外の目的には使用しません。									

Attachment 5-1 Off-campus Activity Registration Form for United Graduate Schools of Agriculture (See a web site of United Graduate School)

See:

<http://www.tuat.ac.jp/~uni-grad/yoshiki.htm>

Contact UGA Office for detail.

Submit:

Download an original form for Off-campus activity application form;

<http://www.tuat.ac.jp/~uni-grad/form/gakugai.doc>

Attachment 5-2 Off-campus Activity Registration Form for Master course students in G.S. Agriculture

(Double click to fill in)

(付表A)

平成 年 月 日

学 外 研 究 届

農 学 部 長
農 学 府 長 殿

指導教員氏名 (自署)

印

内線：

下記により、授業の一環として学外研究を実施いたしますのでお届けいたします。

- 調査 見学 実習 その他
 依頼状 の発送をよろしく願いいたします。 ※礼状の発送は実施報告書の提出後に行います。
 礼状
 依頼状や礼状の発送は不要です。

記

学生氏名等 複数の場合は備考欄 もしくは別紙にて提出	学科 専攻	年次	学籍番号 氏名
実施日 (期間)	平成 年 月 日 () ~ 平成 年 月 日 ()		
実施時間	時 分 ~ 時 分 (月・週)		回数 1日 時間
研究先	名称	〒	
	所在地	TEL :	
	集合日時 集合場所	月 日 ()	時 分
研究内容			
関連する 授業科目名等	<input type="checkbox"/> 授業科目名【 】 <input type="checkbox"/> 卒業論文 <input type="checkbox"/> 修士論文 <input type="checkbox"/> その他 ()		
引率教員	無・有 (引率教員名:)		
研究先での指導者	無・有 (指導者名:)		
安全確保のために 指導教員が 講じた措置	<input type="checkbox"/> 事前の安全教育の実施 <input type="checkbox"/> その他具体的に <input type="checkbox"/> 救急具の携行 <input type="checkbox"/> 連絡方法の確認		
保険加入状況 災害傷害及び賠償責任保険 に加入してなければ 本届は受理できません。 複数の場合は全員の加入が 必要です。	災害傷害	<input type="checkbox"/> 学生教育研究災害傷害保険 <input type="checkbox"/> その他 ()	
	賠償責任	<input type="checkbox"/> 学研災付帯賠償責任保険 <input type="checkbox"/> 学生賠償責任保険 <input type="checkbox"/> その他 ()	
公共交通機関以外の 交 通 手 段	<input type="checkbox"/> 自動車 (公用車・私用車等) <input type="checkbox"/> その他 () 【運転者: 】 運転者については、下記暫定措置を 【運転歴 年 】 満たすか否かの確認をしてください。		
依 頼 状	宛 名	依頼先の内諾の有無 有・無	
	住 所	〒 <input type="checkbox"/> 研究先所在地と同じ (記入不要) TEL :	
	封筒宛名	※ 宛名と封筒宛名が違う場合 部署: 役職: 氏名:	
備 考			

学外調査自動車事故再発防止等のための暫定措置 平成20年9月2日 農学府・農学部長裁定
 ○ 授業の一環としての学外調査に運用する車輛の運転者については、車輛の帰属や種類によらず、実体のある運転歴が2年を超える者であって、自己責任が5割を超える人身事故を2年以上起こしていない者とする。
 ○ 車輛が加入する保険については、十分な補償能力を有するものであることを授業担当教員が確認する。

※ 学研災付帯賠償責任保険 (学研賠) の手続先・・・府中地区学生サポートセンター-学生生活係
 学生賠償責任保険 (学賠) の手続先・・・東京農工大学 生協

Attachment 5-3 Internship Registration Form for G.S. of Engineering (Double click to fill in)

インターンシップ実施届

平成 年 月 日

工 学 府 長 殿

指導担当教員 印

専 攻 長 印

下記により、インターンシップを行いますので、お届け致します。

専 攻	専攻	単位認定（必ず記入） <input type="checkbox"/> あり <input type="checkbox"/> なし （科目名 _____ ） 単位数 _____	
年 次	専修 年		
学籍番号			
氏 名			
現住所	〒		
電 話	（自宅）	事務使用欄 （履修担当）	
	（携帯）		
E-mail			

電話・E-mailについては、緊急時連絡にも使用するので必ず記入すること。

期間	平成 年 月 日（ ）～平成 年 月 日（ ）		
実習テーマ			
実習内容			
実習先	名称		
	所在地		
	連絡先	担当者： _____	
実習時滞在場所 （遠地での場合）	宿泊先名称（実習企業の寮・実家・知人宅・賃貸住宅などの名称を記載）		
	宿泊先住所	〒 _____	
	連絡先（電話）		
加入保険	<input type="checkbox"/> 学生教育研究災害傷害保険		担当者使用欄 （加入確認印）
	<input type="checkbox"/> 学研災付帯賠償責任保険		
	<input type="checkbox"/> 生協（賠償）		
	<input type="checkbox"/> その他個人で加入のもの		
加入証明書	<input type="checkbox"/> 本学の様式	<input type="checkbox"/> 実習先の様式	<input type="checkbox"/> 不要

* この届は、実施1週間前までに提出してください。

* 保険に加入していない場合は、この届は受理できません。

Attachment 6

Date: 年 月 日
 year month day**外国人留学生一時出国届 Note of Temporary Leave**

- 国費 Japanese Government Scholarship Student
 政府派遣 Foreign Government Sponsored Student
 私費 Student at Private Expense (学習奨励費 Honors Scholarship)
- 工学部 Faculty of Engineering 工学府 Graduate School of Engineering
 農学部 Faculty of Agriculture 農学府 Graduate School of Agriculture
 生物システム応用科学府 Graduate School of Bio-Applications and Systems Engineering
 連合農学研究科 United Graduate School of Agricultural Science
 日韓予備教育生 Preliminary Student of Japan-Korea Joint Government Scholarship Program
 日本語研修生 6 Months Japanese Course Student

学科・専攻 Department:

M / D 年次 year / 研究生 Research Student

氏名 Name : _____ 印 Seal

国籍 Nationality : _____

下記により出国しますのでお届けします。I leave Japan temporarily as follows.
記

一時出国の理由 Purpose of Exit	
期 間 Duration	From 年 月 日から year month day To 年 月 日まで year month day
出国先での連絡先 Contact Address and Phone Number Abroad	住所 Address: 電話番号 Phone : e-mail :
備 考 Note	
上記を確認します。 I confirm the statement above. 平成 年 月 日 year month day 指導教員 Supervisor 印 Seal	

Attachment 7 Official Trip Report (Double click to fill in)

別表第7 (第3号様式)

出張報告 (記録) 書

平成 年 月 日

学 長 殿

東京農工大学

所属部局 環境リーダー育成センター

職名

氏名

印

出張を下記のとおり行ったので報告いたします。

記

○科学研究費補助金の場合

・研究種目の名称 【 】

・研究課題名 【 】

・用務地 【 】

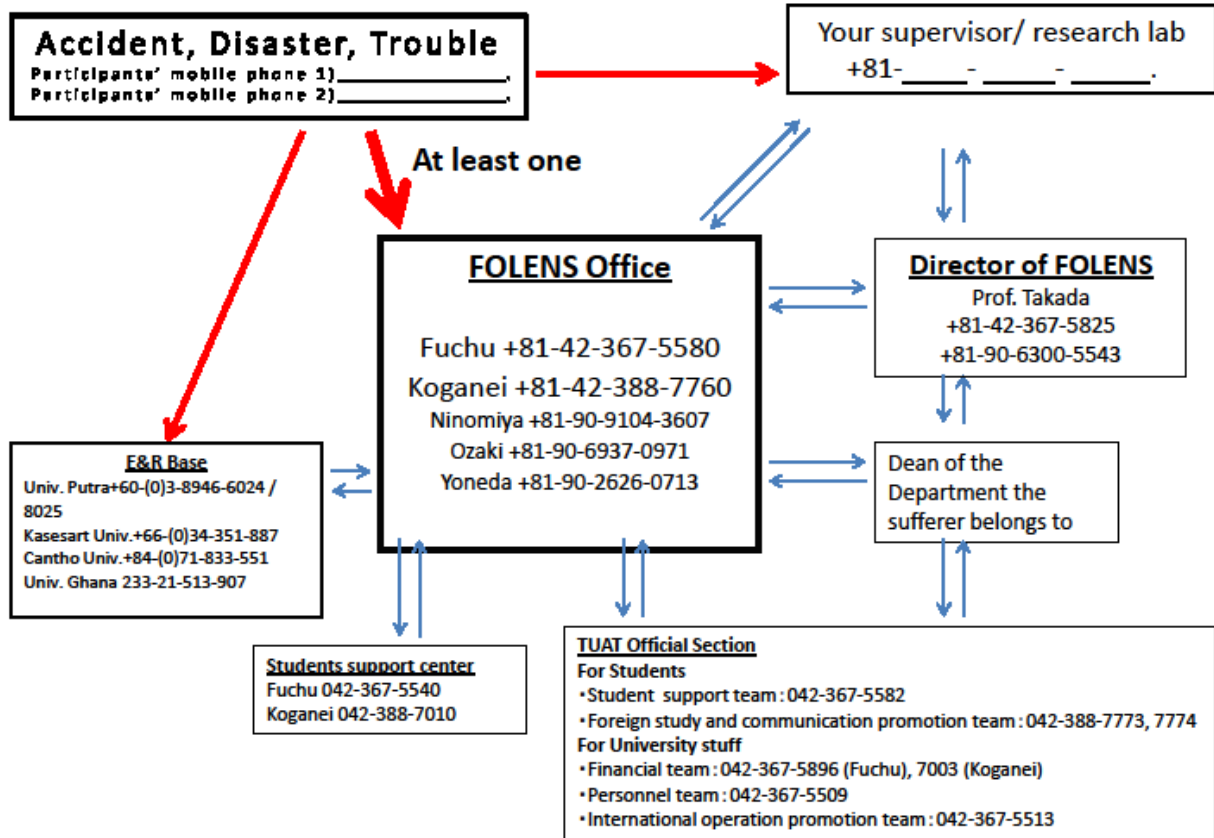
・用務先【名称及び住所】 【 】

・出張日程 【 】

・用務の概要等について

Attachment 8

Emergency Contact Flowchart in FOLENS



*A common procedure for calling to Japan from abroad (It varies in each country so make sure to check yourself before your departure)

- (1) Dial the international dialing access code of a country you are staying (varies in each country but 00, 011, or 0011 are common)
- (2) Dial Japan's country code "81"
- (3) Drop "0" and dial the rest of a phone number