

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 9 of Shiga University of Medical Science Regulation for Security Export Control, the Unfair Competition Prevention Act and the Convention on Biological Diversity.

Submission Date	April 7, 2025		
Division, Office, Center or Department	Department of *****		
Position Title/Name	Assistant Professor / James Smith		
Extension Number	****		
Emergency Phone while traveling	****@*.**.** or 090-****-****		
Transit and Destination (Country or Region)	Los Angeles, United States of America		
Purpose of Travel	Returning to my home country to attend my cousin's wedding.		
Duration	From April 10, 2025 to April 18, 2025		
Travel Dates/Period Declaration	Month/Day	Flight Number	City, State/Country * Name of Institution you are going to visit (see note 3.)
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.	4/10	NH98	Departing from Kansai International Airport
	4/11	NH106	Arrival at Tokyo International Airport
	4/14	NH105	Departing from Tokyo International Airport
	4/17	NH105	Arrival at Los Angeles International Airport
	4/18	NH15	Attend my cousin's wedding
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 checked="" 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 ()

1. You are required to submit this form when you travel overseas.
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 : Research Promotion Division
hqkenkyu@belle.shiga-med.ac.jp

起案日： 年 月 日

研究推進課長	課長補佐	研究推進係
医学研究監理室長		