Private Overseas Travel Registration Manual

[Overview]

As part of its crisis management measures, Okayama University collects information on students who *travel overseas for private purposes* (such as tourism or part-time work). The information collected includes the departure date, return date, and details of the destination.

All students traveling abroad are required to complete a new registration in the International Exchange Support / Overseas Travel Registration System before departure, and to submit a Return Completion Notification after coming back to Japan.

Since you may need to access the system from off campus (including while overseas) to complete registration procedures, you must connect to the Okayama University network via VPN (Virtual Private Network), which enables secure off-campus access, and complete the required registration. VPN connection instructions:

https://www.citm.okayama-u.ac.jp/citm/service/nw_ouvpn.html

Please be sure to test your VPN connection before departure from Japan. For details, refer to page 6 of this manual.

1. **Log in to the International Exchange Support / Overseas Travel Registration System**

   a. Access the system using the URL below

   https://fspr.cc.okayama-u.ac.jp/sams/

   b. Log in using your **Okadai ID** and **password**

2. **New Registration**

   Once your travel plans are confirmed, submit your notification **at least one week before your departure.**

a. Under "*Notification of Private Overseas Travel*", select (1) **New Registration**.

International Exchange Support/Overseas Travel Registration System　日本語　English

Login user name：

Menu

Menu(System administrator)

Notification of travel abroad for study

Please Register if you are studying abroad or traveling overseas either through your faculty or graduate school through a program offered by the Institute of Global Human Resource Development.

(1) New registration
(2) Update or review registration information
      The following procedures can be completed on this page.
         (a) Departure notification
         (b) Arrival notification
         (c) Travel update during study abroad / overseas stay
         (d) Return notification
(3) Study abroad / overseas travel registration manual (pdf)

Notification of private overseas travel

Please Register here if you are traveling overseas for personal reasons.

(1) New registration
(2) Review or update notification details (including edits and deletion)
      The following procedures can be completed on this page.
         (a) Return notification
(3) Private overseas travel Registration manual (pdf)

b. Enter Personal Information

Fields marked with an asterisk (*) are required.

International Exchange Support/Overseas Travel Registration System

Login user name：T E S T

Menu > Notification of private overseas travel: Register a new notification

Notification of private overseas travel: Register a new notification

All fields marked with an asterisk (*) are required.

Personal Information

Student Number	00000004
Name	T E S T
Name in roman alphabet *	Enter your name as it appears on your passport book.
Zip code (No dash in between)	Search address
Adress (in Japan) *	
Phone number (in Japan)	Please enter a phone number where we can reach you in Japan.
Phone number (at destinations)	Please enter a phone number where we can reach you in Japan.
Okayama University email address	test@okayama-u.ac.jp
Contact email address (other than university email address) *	
Line ID	
Skype ID	
Passport — Passport No.	Passport information is required. When you have not obtained a passport yet, enter information later.
Passport — Date of issue of passport (YYYYMMDD)	
Passport — Date of expiration of passport (YYYYMMDD)	
Guardian/guarantor — Name *	
Guardian/guarantor — Relationship *	
Guardian/guarantor — Zip code (No dash in between)	Search address
Guardian/guarantor — Address *	
Guardian/guarantor — Phone number (in Japan)	

c. Enter Private Travel Information

Fields marked with an asterisk (*) are required.

Notification of private overseas travel

Study abroad program/type	Private overseas travel
Date of departure from Japan (YYYYMMDD) *	
Scheduled date of return to Japan (YYYYMMDD) *	
Number of days	0 days
Purpose of travel abroad *	Enter sightseeing, part-time job, volunteer activities, internship, etc.
Itinerary (outward journey) *	Enter all information including boarding date, flight number, place of departure, route, place of destination and connecting flight, if any.
Itinerary (inbound journey) *	Enter all information including boarding date, flight number, place of departure, route, place of destination and connecting flight, if any.
Place to stay — Region *	(Select)
Place to stay — Country *	(An item is displayed when the region is selected.)
Place to stay — Name of place to stay *	
Place to stay	

d. Once you have finished entering all the information, click the "**Register**" button.

   If an error appears, correct the information and click "**Register**" again.

e. A confirmation screen will appear. If the information is correct, click the "**Register**" button.

3. Review Your Submitted Notification (Edit or Delete)

a. Under "*Notification of Private Overseas Travel*", select **(2) Review or update notification details (including edits and deletion)**.

b. Click the "Details" button for the travel entry you want to edit.

c. The details will be displayed. Click the "**Modify**" button to modify the information.

d. After making the necessary changes, click the "**Modify**" button to complete the modification.
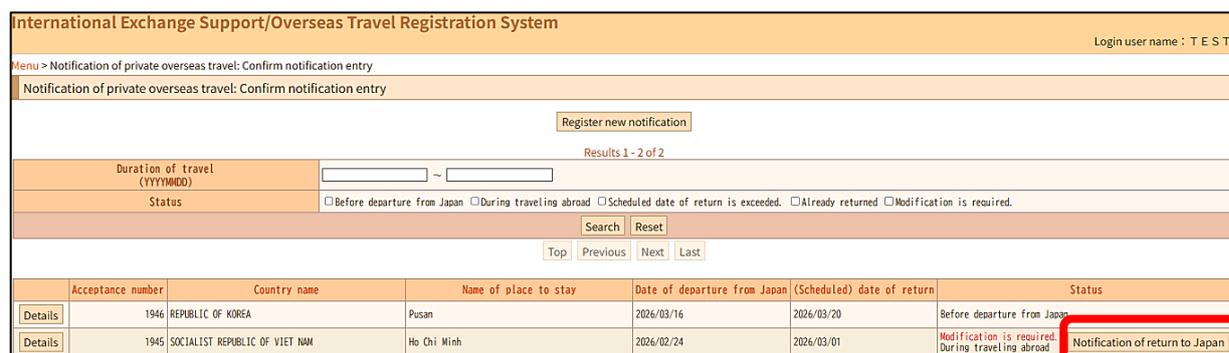
4. Return Completion Notification

As soon as you return from your trip, submit your Return Completion Notification. **Be sure to register it by the next day at the latest.**
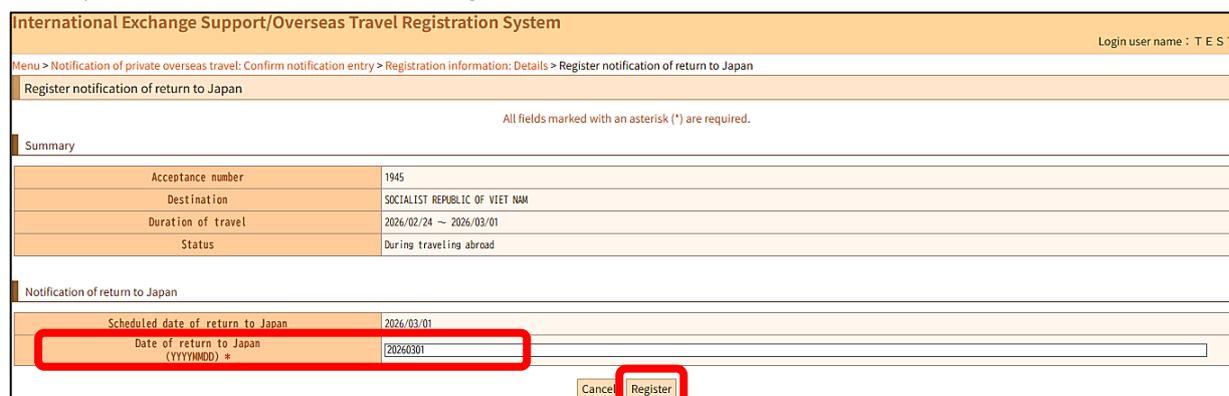
a. Under "*Notification of Private Overseas Travel*", select **(2) Review or update notification details (including edits and deletion).**
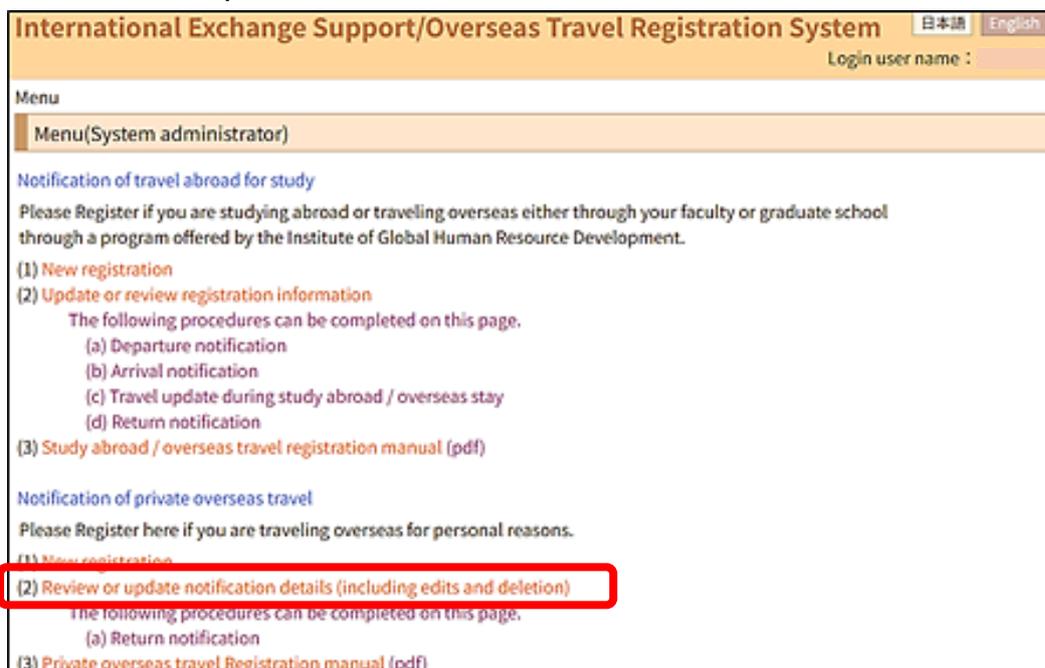
b. Click the "**Notification of Return to Japan**" button in the Status column of the travel entry for which you want to submit a return notification.

c. Enter your return date and click the "**Register**" button.

d. Review the information on the confirmation screen. If the information is correct, click the "**Register**" button. Once the Return Completion Notification has been submitted, you will no longer be able to edit or delete the information.

International Exchange Support/Overseas Travel Registration System

Login user name：T E S T

入力内容確認

Confirm your entry. If everything is OK, click "Register".

Summary

Acceptance number	1946
Destination	REPUBLIC OF KOREA
Duration of travel	2026/02/16 ～ 2026/02/19
Status	Scheduled date of return is exceeded.

Notification of return to Japan

Scheduled date of return to Japan	2026/02/19
Enter date of return to Japan	2026/02/19

Modify Register

Note: After the notification of return to Japan is entered, you will not be able to correct or delete notification of private overseas travel.

◆ **(Reference) Accessing Okayama University Systems from Outside the Campus (Including Overseas)**

To access Okayama University systems (such as the Academic Affairs System or Moodle) from outside the campus, you must first set up a VPN connection on your smartphone or PC **while on campus**. You also need to install the necessary software (download and configure the app, etc.) in advance.

How to set up the VPN:

1. Go to the Okayama University website (https://www.okayama-u.ac.jp) and enter "**FortiClient VPN**" in the search bar.
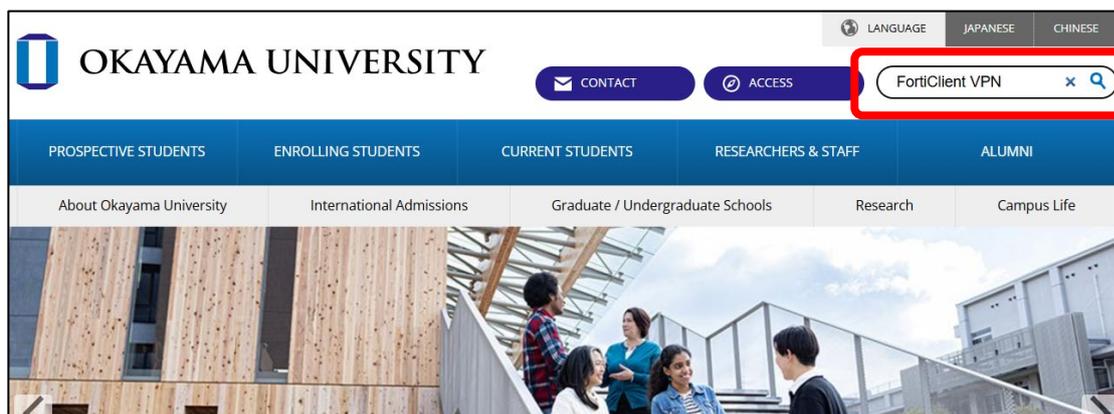
2. Click the top result titled "FortiClient VPN Connection (Accessing the University Network from Off-Campus)".

3. While following the setup manual, complete the configuration on campus (within the campus network environment).