

## Study Abroad / Overseas Travel Registration Manual

### [ Overview ]

Okayama University collects information on students' departure dates, return dates, and locations of stay for overseas travel undertaken for academic purposes (excluding personal travel) as part of its risk management measures for overseas travel.

Once your overseas travel for academic purposes has been approved, please register your basic information in the **International Exchange Support and Overseas Travel Registration System**. You must submit a **Departure Notification** before leaving Japan and a **Return Completion Notification** after you return.

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](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 11 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. Registration/Modification of Study Abroad Travel Notification

Once your overseas travel for academic purposes has been approved, please enter the required information about your host institution and destination (basic information). Be sure to complete this registration **no later than one week prior to your departure**. After completing this step, promptly submit your **Departure Notification**.

- a. Select “(1) New registration” under “Notification of travel abroad for study”.

International Exchange Support/Overseas Travel Registration System 日本語

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 the required information under “Information on place of study: Basic information”, then click “Register”.

International Exchange Support/Overseas Travel Registration System Login user name : T E S T

Menu > Notification of travel abroad for study: Register

Notification of travel abroad for study: Register

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

Personal Information

Student Number	00000004
Name	T E S T

**Information on place of study: Basic information**

Faculty that executes the program *	(Select)
Department that executes the program	(The information is displayed after the faculty that executes the program is selected.)
Study abroad program/type *	(Select)
Program name *	(The information is displayed after study abroad program/type is selected.)
Region *	(Select)
Country *	(An item is displayed when the region is selected.)
Host university/host organization *	
Date of start of permission for study abroad (YYYYMMDD) *	
Date of end of permission for study abroad (YYYYMMDD) *	
Complementary information *	<input type="checkbox"/> International exchange based on the agreement among universities <input type="checkbox"/> International exchange during which credits will be earned <input type="checkbox"/> Study abroad in graduate school for 3 or more months <input type="checkbox"/> Not applicable to above items
Name of teacher in charge of the program *	

- c. On the confirmation page, Review the information you entered and click “Register”. If an error appears, correct the information and Click “Register” again.

International Exchange Support/Overseas Travel Registration System Login user name : T E S T

Menu > Notification of travel abroad for study: Register > Confirm your entry

Confirm your entry

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

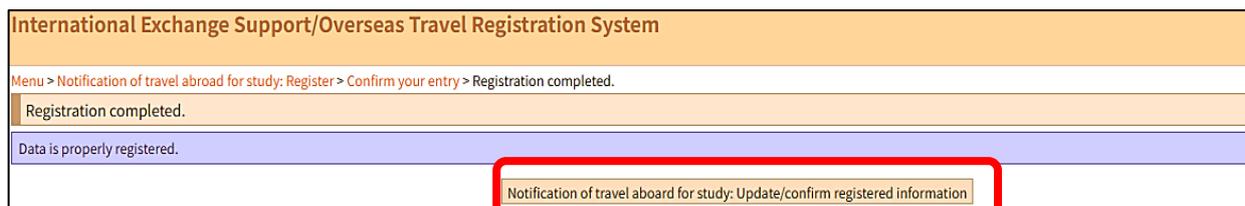
Personal Information

Student Number	00000004
Name	T E S T

**Information on place of study: Basic information**

Faculty that executes the program	School of Letters
Department that executes the program	Humanities
Study abroad program/type	Study Abroad Programs (Others)
Program name	Others (Study Abroad Programs)
Program details	UM-AUN Summer Camp 2025
Region	Asia
Country	MALAYSIA
Host university/host organization	University of Malaysia
Date of start of permission for study abroad (YYYYMMDD)	2026/02/01
Date of end of permission for study abroad (YYYYMMDD)	2026/03/01
Complementary information	International exchange based on the agreement among universities
Name of teacher in charge of the program	Cathy Kawada

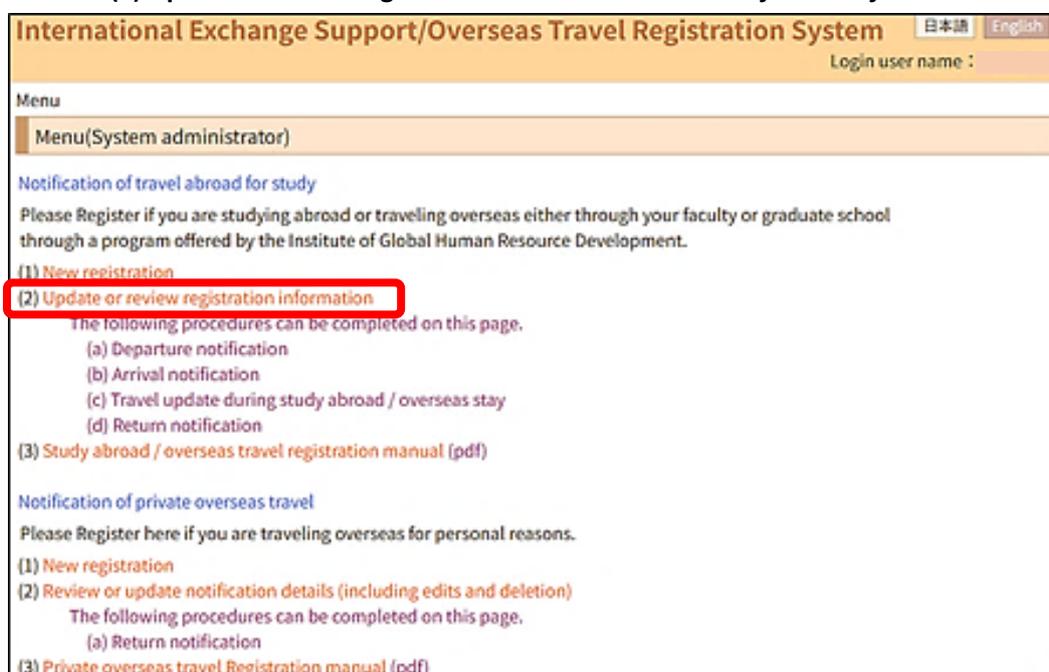
- d. When the message appears indicating that the data has been successfully registered, click **“Notification of travel abroad for study: Update/confirm registered information”**.



### 3. Registration / Modification of the *Departure Notification* from Japan

Once your travel plans are finalized, please register your **Departure Notification** from Japan. Be sure to complete the registration no later than one week prior to your departure.

- a. Select **“(2) Update or review registered information”** under **Notification of Travel Abroad for Study**.



- b. You will be directed to the search screen. Use the travel period and status filters to narrow down your results. To enter the **Departure Notification** from Japan, click **“Details”** on the far left of the relevant travel record.



c. Under *Various Notifications*, click the “**Register**” button to the right of *Departure Notification*.

**International Exchange Support/Overseas Travel Registration System** Login user name : T E S T

Menu > Notification of travel abroad for study: Update/confirm registered information > Notification of travel abroad for study: Details

**Notification of travel abroad for study: Details**

Notification of departure from Japan must be registered before departure from Japan.

Results 1 of 2

**Information on place of study**

Acceptance number	5445
Study abroad program/type	Language Training and Short-Term Overseas Training
Program name	Language Training and Short-Term Overseas Training
Program details	Cross culture Study in Seoul
Country	REPUBLIC OF KOREA
Host university/host organization	SKKU
Duration of travel	Before the data is registered
Status	Before the data is registered

**Various notifications**

Types of notifications	Status of registration	
Departure notification	Notification of departure from Japan must be registered before the departure from Japan.	<input type="button" value="Register"/>
Arrival notification	Enter notification of departure from Japan first.	
Notification of travel during study abroad	Enter notification of departure from Japan first.	
Return notification	Enter notification of departure from Japan first.	

d. Enter the required information related to your departure, then click the “**Register**” button at the bottom of the page. Fields marked with an asterisk (\*) are mandatory.

**Departure notification**

Study abroad program/type	Language Training and Short-Term Overseas Training
Program name	Language Training and Short-Term Overseas Training
Program details	Cross culture Study in Seoul
Country	REPUBLIC OF KOREA
Host university/host organization	SKKU
Date of departure from Japan (YYYYMMDD) *	20260220
Scheduled date of return to Japan (YYYYMMDD) *	20260228
Number of days	9 days
Itinerary (outward journey) *	<p>KE8835</p> <p>Enter all information including boarding date, flight number, place of departure, route, place of destination and connecting flight, if any.</p>
Itinerary (inbound journey) *	<p>KE8836</p> <p>Enter all information including boarding date, flight number, place of departure, route, place of destination and connecting flight, if any.</p>
Accommodation information	<p>National Hotel</p> <p>Name of Facility, Address, Phone Number, Emergency Contact Number etc.</p>
Type of Visa	<p>Registration in Tabireji (in cases of travel abroad within 3 months) or overseas residential registration (in cases of travel for 3 or more months, local registration is required). *</p> <p>tourist</p> <p><input checked="" type="radio"/> Already registered <input type="radio"/> Will register later <input type="radio"/> Not registered because I am an international student</p> <p>In case of "Will register later", you need to do it later.</p>
Notes	

- e. A confirmation screen will appear. Review the information carefully and click “**Register**”. If any error messages are displayed, correct the indicated items and click “**Register**” again.

International Exchange Support/Overseas Travel Registration System		Login user name
Menu > Notification of travel abroad for study: Update/confirm registered information > Notification of travel abroad for study: Details > Notification of departure from Japan: Register > Confirm your entry		
Confirm your entry		
Confirm your entry. If everything is OK, click "Register".		
Personal Information		
Name	T E S T	
Name in roman alphabet	HELLO WORLD	
Zip code	7000832	
Address (in Japan)	Okayama	
Phone number (in Japan)	012-3456-7890	
Phone number (at destinations)	+01-234-5678-9000	
Whether the course is designated as a special course for global human resource development	Yes	
Okayama University email address	test@okayama-u.ac.jp	
Contact email address (other than university email address)	helloworld@gmail.com	
Line ID		
Skype ID		
Passport	Passport No.	JP8569125A
	Date of issue of passport	2026/01/01
	Date of expiration of passport	2027/12/01
Guardian/guarantor	Name	Happy World
	Relationship	mother
	Zip code	7000881
	Address	Okayama
	Phone number (in Japan)	0862517037
	Phone number (at destinations)	+01-234-5678-9000
	Email address	happyworld@gmail.com

- f. When a message confirming that the data has been successfully updated appears, click “**Back to Notification of Travel Abroad for Study Details.**”

International Exchange Support/Overseas Travel Registration System		Login user name :
Menu > Notification of travel abroad for study: Update/confirm registered information > Notification of travel abroad for study: Details > Notification of departure from Japan: Details		
Notification of departure from Japan: Details		
Data has been properly updated.		
<input type="button" value="Notification of travel abroad for study: Back to details"/>		<input type="button" value="Modify registered information"/>

- g. The registration status of the **Departure Notification** from Japan will change to “*Already Registered*”. If you need to make corrections, click “**Details**” to edit the information. Please update your registration promptly whenever there are any changes.

Various notifications		
Types of notifications	Status of registration	
Departure notification	Already registered When scheduled date of return to Japan, etc. is changed, modify the data.	<input type="button" value="Details"/>
Arrival notification	After arrival at a place of study, register notification of arrival.	<input type="button" value="Register"/>
Notification of travel during study abroad	Register notification when you leave a country during study abroad or travel across states.	<input type="button" value="Register"/>
Return notification	Register notification of return to Japan after returning to Japan.	<input type="button" value="Register"/>

- h. This completes the registration of your **Departure Notification** from Japan. After arriving at your destination, be sure to submit your **Arrival Notification**.

#### 4. Registration / Modification of the **Arrival Notification**

Please submit your **Arrival Notification** immediately after arriving at your destination. Be sure to complete the registration no later than the day after your arrival.

a. Under *Various Notifications*, click the “**Register**” button to the right of **Arrival Notification**.

Various notifications		
Types of notifications	Status of registration	
Departure notification	Already registered. When scheduled date of return to Japan, etc. is changed, modify the data.	Details
Arrival notification	After arrival at a place of study, register notification of arrival.	Register
Notification of travel during study abroad	Register notification when you leave a country during study abroad or travel across states.	Register
Return notification	Register notification of return to Japan after returning to Japan.	Register

b. Enter the required information, including your date of arrival, and then click the “**Register**” button at the bottom of the page.

Notification of arrival: Register

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

Information on place of study

Acceptance number	5444
Study abroad program/type	Study Abroad Programs (Others)
Program name	Others (Study Abroad Programs)
Program details	UM-AUN Summer Camp 2025
Country	MALAYSIA
Host university/host organization	University of Malaysia
Duration of travel	2026/01/16 ~ 2026/02/12
Status	Scheduled date of return is exceeded.

Arrival notification

Date of arrival (YYYYMMDD) *	20260116
Accommodation information	Hotel Malaysia Garden
Registration in Tabireji (in cases of travel abroad within 3 months) or overseas residential registration (in cases of travel for 3 or more months, local registration is required). *	<input checked="" type="radio"/> Already registered <input type="radio"/> Will register later <input type="radio"/> Not registered because I am an international student In case of "Will register later", you need to do it later.

c. A confirmation screen will appear. Review the information and click “**Register**”. If any error messages are displayed, correct the indicated items and click “**Register**” again.

Confirm your entry

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

Information on place of study

Acceptance number	5444
Study abroad program/type	Study Abroad Programs (Others)
Program name	Others (Study Abroad Programs)
Program details	UM-AUN Summer Camp 2025
Country	MALAYSIA
Host university/host organization	University of Malaysia
Duration of travel	2026/01/16 ~ 2026/02/12
Status	Scheduled date of return is exceeded.

Arrival notification

Date of arrival	2026/01/16
Accommodation information	Hotel Malaysia Garden
Registration in Tabireji (in cases of travel abroad within 3 months) or overseas residential registration (in cases of travel for 3 or more months, local registration is required).	Already registered

d. When a message confirming that the data has been successfully updated appears, click “**Back to Notification of Travel Abroad for Study Details**”.

International Exchange Support/Overseas Travel Registration System

Login user name

Menu > Notification of travel abroad for study: Update/confirm registered information > Notification of travel abroad for study: Details > Notification of arrival: Details

Notification of arrival: Details

Data is properly registered.

- e. The status of the **Arrival Notification** will change to “**Already Registered.**” If you need to make corrections, click “**Details**” to edit the information.

Various notifications		
Types of notifications	Status of registration	
Departure notification	Already registered When scheduled date of return to Japan, etc. is changed, modify the data.	Details
Arrival notification	Already registered	Details
Notification of travel during study abroad	Register notification when you leave a country during study abroad or travel across states.	Register
Return notification	Register notification of return to Japan after returning to Japan.	Register

- f. This completes the registration of your **Arrival Notification**.

## 5. Registration / Modification of the Travel Update During Study Abroad / Overseas Stay

If you plan to leave your host country or travel across state/provincial borders during your study abroad program, you must submit a Notification of Travel During Study Abroad. Please complete the registration no later than three days prior to your departure.

- a. Under *Various Notifications*, click the “**Register**” button to the right of **Notification of Travel During Study Abroad**.

Various notifications		
Types of notifications	Status of registration	
Departure notification	Already registered When scheduled date of return to Japan, etc. is changed, modify the data.	Details
Arrival notification	Already registered	Details
Notification of travel during study abroad	Register notification when you leave a country during study abroad or travel across states.	Register
Return notification	Register notification of return to Japan after returning to Japan.	Register

- b. Multiple travel entries may be registered. When entering your first travel notification, the corresponding entry screen will be displayed. Enter the required information, such as the reason for travel and the travel start date, and then click the “**Register**” button.

Notification of travel during study abroad	
Reason for travel *	Visit friends and sightseeing
Date of start of travel (YYYYMMDD) *	20260110
Date of end of travel (YYYYMMDD) *	20260111
Number of days	2 days
Itinerary (outward journey) *	local train <small>Enter all information including boarding date, flight number, place of departure, route, place of destination and connecting flight, if any.</small>
Itinerary (inbound journey) *	local train <small>Enter all information including boarding date, flight number, place of departure, route, place of destination and connecting flight, if any.</small>
Place to stay	Region * Country * Name of place to stay *
	Accommodation information
Notes	Crown Plaza ABC City <small>Name of Facility, Address, Phone Number, Emergency Contact Number etc.</small> 81-567-6652-7788 <small>When staying at two or more places, enter the travel information (itinerary) and places to stay here.</small>
<input type="button" value="Cancel"/> <input type="button" value="Register"/>	

- c. A confirmation screen will appear. Review the information and click “**Register.**” If any error messages are displayed, correct the indicated items and click “**Register**” again.

Menu > Notification of travel abroad for study: Update/confirm registered information > Notification of travel abroad for study: Details > Notification of travel during study abroad: Register > Confirm your entry

**Confirm your entry**

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

**Information on place of study**

Acceptance number	5444
Study abroad program/type	Study Abroad Programs (Others)
Program name	Others (Study Abroad Programs)
Program details	UN-AUN Summer Camp 2025
Country	MALAYSIA
Host university/host organization	University of Malaysia
Duration of travel	2026/01/16 ~ 2026/02/12
Status	Scheduled date of return is exceeded.

**Notification of travel during study abroad**

Reason for travel	Visit friends and sightseeing	
Enter date of start of travel	2026/01/17	
Enter date of end of travel	2026/01/18	
Number of days	2 days	
Itinerary (outward journey)	local train	
Itinerary (inbound journey)	local train	
Place to stay	Region	Asia
	Country	MALAYSIA
	Name of place to stay	ABC City
	Accommodation information	Crown Plaza ABC City
Notes	81-567-6652-7788	

- d. When a message confirming that the data has been successfully updated appears, click **“Back to Notification of Travel Abroad for Study Details”**.

Menu > Notification of travel abroad for study: Update/confirm registered information > Notification of travel abroad for study: Details > Notification of travel during study abroad: Details

**Notification of travel during study abroad: Details**

Data is properly registered.

- e. Once at least one entry has been registered, the **“Register”** button will change to **“Details”**. To add or delete a Notification of Travel During Study Abroad, click the **“Details”** button.

Various notifications

Types of notifications	Status of registration	
Departure notification	Already registered When scheduled date of return to Japan, etc. is changed, modify the data.	<input type="button" value="Details"/>
Arrival notification	Already registered	<input type="button" value="Details"/>
Notification of travel during study abroad	Register notification when you leave a country during study abroad or travel across states.	<input type="button" value="Details"/>
Return notification	Register notification of return to Japan after returning to Japan.	<input type="button" value="Register"/>

- f. To add a new travel notification, click **“Register New Notification of Travel”** and complete the registration in the same manner as described above.

International Exchange Support/Overseas Travel Registration System

Login user name : T E S T

Menu > Notification of travel abroad for study: Update/confirm registered information > Notification of travel abroad for study: Details > Notification of travel during study abroad: Details

**Notification of travel during study abroad: Details**

Data is properly registered.

**Information on place of study**

Acceptance number	5444
Study abroad program/type	Study Abroad Programs (Others)
Program name	Others (Study Abroad Programs)
Program details	UN-AUN Summer Camp 2025
Country	MALAYSIA
Host university/host organization	University of Malaysia
Duration of travel	2026/01/16 ~ 2026/02/12
Status	Scheduled date of return is exceeded.

**Notification of travel during study abroad**

1	Reason for travel	Visit friends and sightseeing		
	Period of travel	2026/01/17 ~ 2026/01/18		
	Itinerary (outward journey)	local train		
	Itinerary (inbound journey)	local train		
	Place to stay	Country		MALAYSIA
		Name of place to stay		ABC City
		Accommodation information		Crown Plaza ABC City
		Notes		81-567-6652-7788
				<input type="button" value="Modify"/>
				<input type="button" value="Delete"/>

- g. This completes the registration of your **Notification of Travel During Study Abroad**.

## 6. Registration / Modification of the Return Notification to Japan

Please submit your **Return Notification** to Japan immediately after returning to Japan. Be sure to complete the registration no later than the day after your return.

- a. Under *Various Notifications*, click the “**Register**” button to the right of **Return Notification** to Japan.

Various notifications	
Types of notifications	Status of registration
Departure notification	Already registered When scheduled date of return to Japan, etc. is changed, modify the data. <span style="float: right;">Details</span>
Arrival notification	Already registered <span style="float: right;">Details</span>
Notification of travel during study abroad	Register notification when you leave a country during study abroad or travel across states. <span style="float: right;">Details</span>
Return notification	Register notification of return to Japan after returning to Japan. <span style="float: right;">Register</span>

- b. Enter your Date of Return to Japan, then click the “**Register**” button.

Notification of return to Japan: Register

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

Information on place of study

Acceptance number	5444
Study abroad program/type	Study Abroad Programs (Others)
Program name	Others (Study Abroad Programs)
Program details	UM-AUN Summer Camp 2025
Country	MALAYSIA
Host university/host organization	University of Malaysia
Duration of travel	2026/01/16 ~ 2026/02/12
Status	Scheduled date of return is exceeded.

Return notification

Scheduled date of return to Japan	2026/02/12
Date of return to Japan (YYYYMMDD) *	<input type="text" value="20260212"/>

- c. A confirmation screen will appear. Review the information and click “**Register**”. If any error messages are displayed, correct the indicated items and click “**Register**” again.

Menu > Notification of travel abroad for study: Update/confirm registered information > Notification of travel abroad for study: Details > Notification of return to Japan: Register > Confirm your entry

Confirm your entry

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

Information on place of study

Acceptance number	5444
Study abroad program/type	Study Abroad Programs (Others)
Program name	Others (Study Abroad Programs)
Program details	UM-AUN Summer Camp 2025
Country	MALAYSIA
Host university/host organization	University of Malaysia
Duration of travel	2026/01/16 ~ 2026/02/12
Status	Scheduled date of return is exceeded.

Return notification

Scheduled date of return to Japan	2026/02/12
Enter date of return to Japan	2026/02/12

NOTE: After the notification of return to Japan is entered, various notifications will be decided and unable to be corrected.

- d. When a message confirming that the data has been successfully updated appears, click “**Back to Notification of Travel Abroad for Study Details**”.

Menu > Notification of travel abroad for study: Update/confirm registered information > Notification of travel abroad for study: Details > Notification of return to Japan: Details

Notification of return to Japan: Details

Data is properly registered.

- e. After submitting the **Return Notification** to Japan, you will no longer be able to submit or modify any of the **Various Notifications**.

Various notifications		
Types of notifications	Status of registration	
Departure notification	Data cannot be modified because you have already returned to Japan.	<a href="#">Details</a>
Arrival notification	Data cannot be modified because you have already returned to Japan.	<a href="#">Details</a>
Notification of travel during study abroad	Data cannot be modified because you have already returned to Japan.	<a href="#">Details</a>
Return notification	Data cannot be modified because you have already returned to Japan.	<a href="#">Details</a>

- f. Your status will be updated to **“Already Returned”**.

Login user name : T E S T

Menu > Notification of travel abroad for study: Update/confirm registered information

Notification of travel abroad for study: Update/confirm registered information

Results 1 - 2 of 2

Duration of travel (YYYYMMDD)  ~

Status  Before the data is registered  Before departure from Japan  During traveling abroad  Scheduled date of return is exceeded.  Already returned  Modification is required.

[Search](#) [Reset](#)

[Top](#) [Previous](#) [Next](#) [Last](#)

	Acceptance number	Program name	Country name	Date of departure from Japan	Enter date of return to Japan	Status
<a href="#">Details</a>	5445	Language Training and Short-Term Overseas Training Cross culture Study in Seoul	REPUBLIC OF KOREA	2026/02/20	2026/02/28	During traveling abroad
<a href="#">Details</a>	5444	Others (Study Abroad Programs) UM-AUN Summer Camp 2025	MALAYSIA	2026/01/16	2026/02/12	Already returned

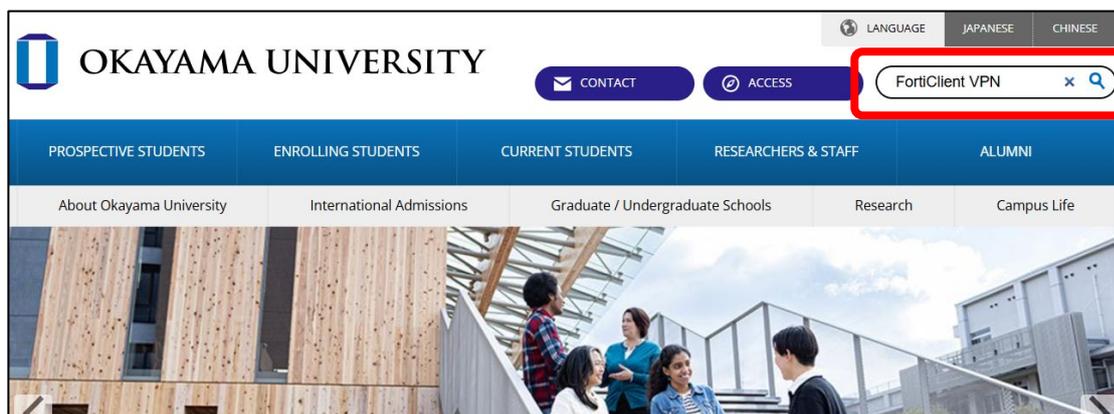
- g. Submission of the **Return Notification** to Japan completes all required entries in this system.

## ◆ (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 \(https://www.okayama-u.ac.jp\)](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).

