

# Overseas Travel Registration System Operation Manual

**For Student**  
**First Edition**

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### Recommended browser

- Internet Explorer 11.x
- Firefox - Latest edition
- Safari - Latest edition
- Google Chrome - Latest edition
- Microsoft Edge - Latest edition

### Access to the system

You can input information into the overseas travel registration system using either the computer or your smartphone. Please access the system using the following URL or the “International Exchange/Study Abroad” page from the Osaka University official website.

<http://osku.jp/m0783>



Please use the following URL if you are unable to access the system using the short URL provided above.

<https://www.abroad.icho.osaka-u.ac.jp/system/>

## Register new overseas travel notification

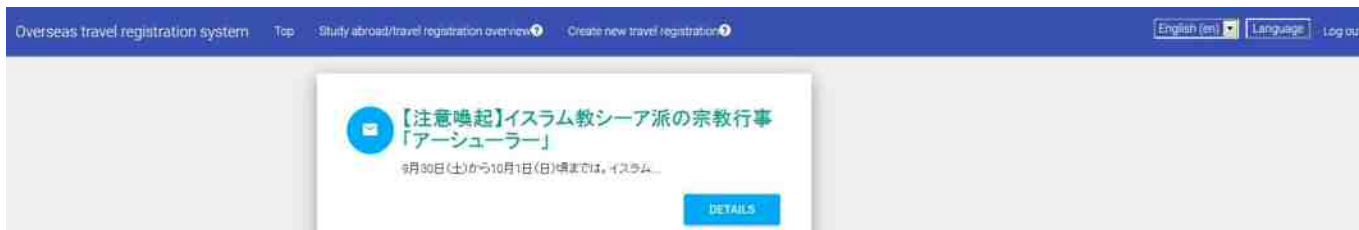
### Login to the system



The screenshot shows the login page of the Osaka University IT authentication portal. At the top right, there is a blue navigation bar with the text "海外渡航システム" and "トップ", and a "ログイン" button circled in red. Below this is a white box with a blue icon and the text "テスト おしらせのテスト" and a "お知らせ一覧" button. The main heading is "大阪大学 全学 IT 認証基盤サービス". Below that is the Osaka University logo and the text "大阪大学 OSAKA UNIVERSITY". A blue button labeled "ログイン" is highlighted. Below the button are two input fields: "大阪大学個人ID:" and "パスワード:". Below the input fields is a "ログイン" button.

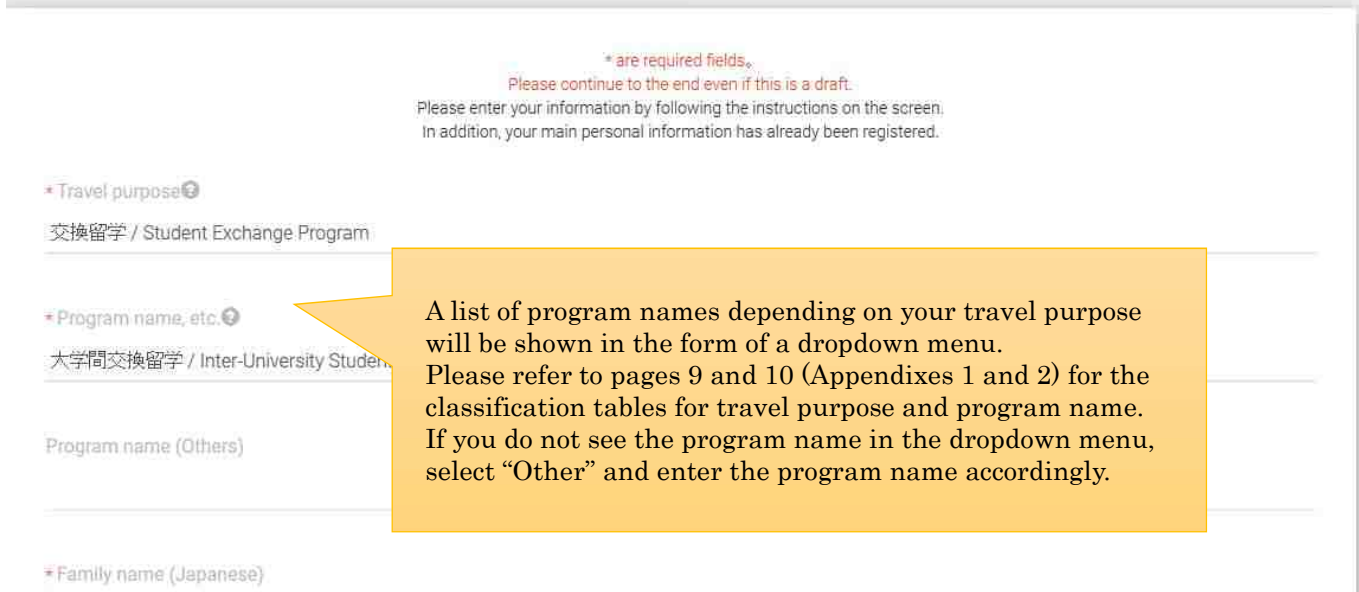
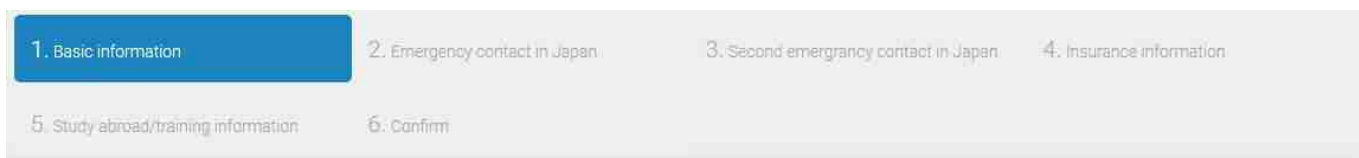
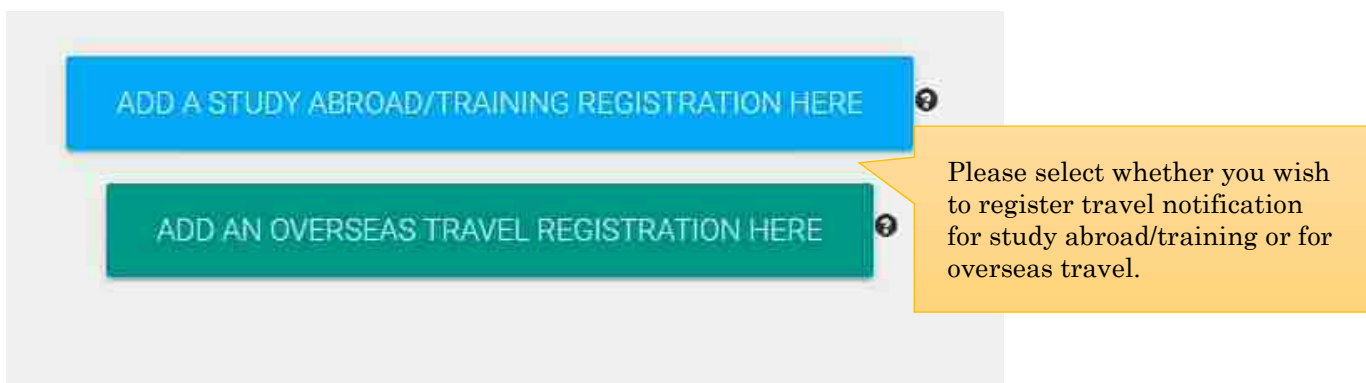
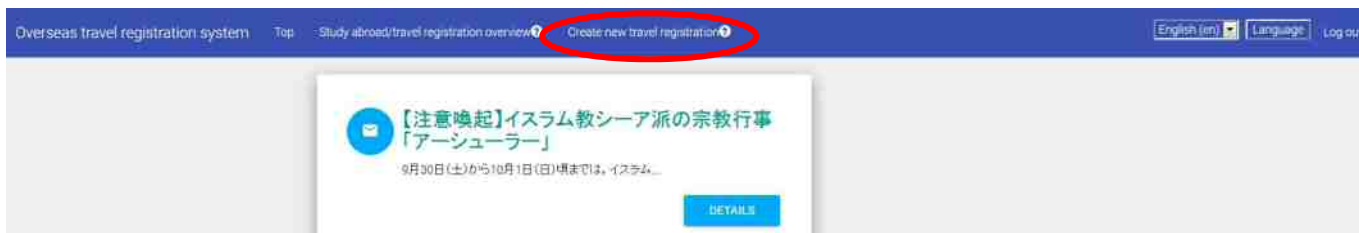
- [ポータルサイト\(パスワード変更等\)](#)

Please access the system and proceed to login. You will be taken to the home page after you have logged in successfully.



The screenshot shows the home page of the Osaka University IT authentication portal. At the top, there is a blue navigation bar with the text "Overseas travel registration system", "Top", "Study abroad/travel registration overview", "Create new travel registration", "English (en)", "Language", and "Log out". Below this is a white box with a blue icon and the text "【注意喚起】イスラム教シーア派の宗教行事「アーシューラー」" and "9月30日(土)から10月1日(日)頃までは、イスラム...". Below the text is a "DETAILS" button.

## Register basic information of overseas travel notification



Please fill in all required fields in the new registration page for travel notification.

**\*Go to “6. Confirmation” and proceed to save your draft along the way when inputting the information.**

Please enter the required information for confirmation. (\* are required fields)

After entering information from (1) Basic information to (5) Study abroad/training information, please review the information displayed, tick 'Confirm' and click on 'Submit' at the bottom right of the screen.  
If there are fields that are not completed yet (especially required field), tick 'Draft' and click on 'Submit' to save the information that you have entered.

Draft  
 Confirm

Please select whether you would like to save the draft or confirm and submit under the “6. Confirmation” page.  
\*You will not be able to submit the information if the required field are empty.

*Purpose	フィールドワーク / Fieldwork
*Program name, etc. Program name (Others)	その他 / Others
*Name (Japanese)	KOAN部局検証用学生 096
*Name (Alphabet)	KoanBukyokuKensyoyoGakusei 096
*Gender	男性
*Course	学部
*Department	人間科学専攻
*Telephone number	0668747164
*Email address	abcdefg@hijklm.jp
*Address	吹田市山田丘1-1
Japanese national	YES

**Register overseas travel information**

Enter travel information after inputting basic information.

Overseas travel registration system

1. Basic overseas travel information  
2. Visa information during study abroad  
3. Information about your supervisor at the place of your study abroad (learning)  
4. Information about the person in charge of study abroad at the place of your study abroad

5. Destination

\* are required fields

Please enter information about your travel destination by following the instructions on the screen.  
If you will travel to several countries, please enter your travel information for each country.

\* Country name  
国名を選択してください。

\* Date of Entry

\* Date of Exit

State, Province, Prefecture

\* City

Remarks

## Overseas Travel Detail Page

Receipt number 1049 ▼

▼Click on the button to expand and show detailed information.

Overseas travel Information

Australia ▼

You can modify contents that are already registered using the Edit button.

For those traveling in more than two countries, please add your travel information below.

ADD OVERSEAS TRAVEL INFORMATION (TRAVEL)

ADD OVERSEAS TRAVEL INFORMATION (STUDY)

## Register flight information

Please enter flight information if you are travel overseas by plane.

Overseas travel Information

Australia ▼

For those traveling in more than two countries, please add your travel information below.

ADD OVERSEAS TRAVEL INFORMATION (TRAVEL)

ADD OVERSEAS TRAVEL INFORMATION (STUDY)

If you will travel by plane, please add your flight information below.

ADD FLIGHT INFORMATION

1. Flight information 2. Information of Departure place 3. Information of Arrival place 4. Confirm

\* are required fields

Please enter the information about your flight by following instructions on the screen.  
If you will take several flights due to, for example, a transit, please enter information for each flight.

\* Airline

\* Airline code

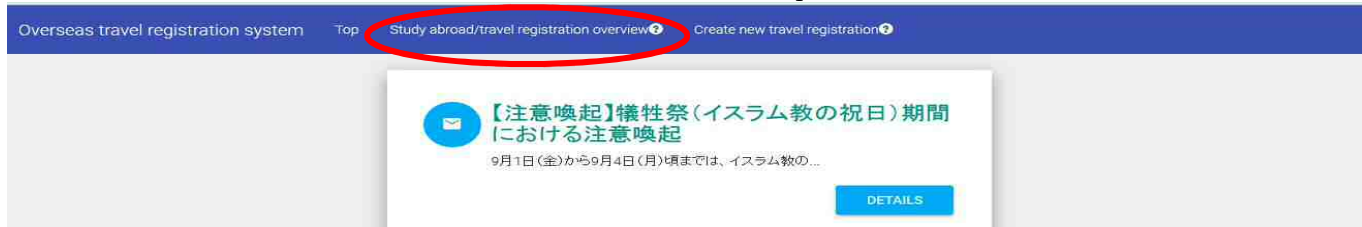
\* Flight Number

Please enter the airline code by referring to the airline code table on page 11.  
Also, please enter only the number of the flight.  
< Example > For Japan Airlines JL 106 flight  
Airline Code JL  
Flight number 106

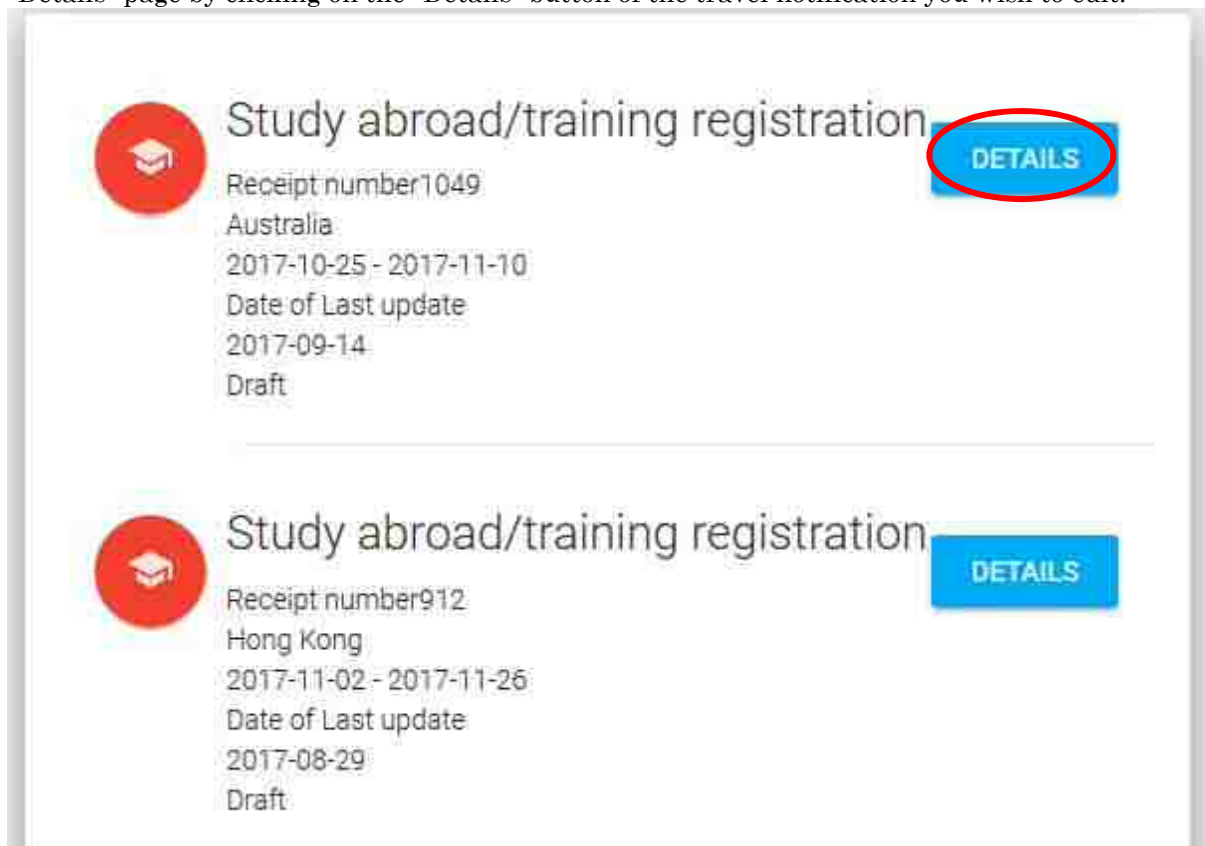
## Edit overseas travel information notification (continue editing draft)

### Overseas travel registration overview



Transit to the overseas travel notification list screen from the top screen.



A list of overseas travel notifications you have previously submitted will be displayed. Please enter the “Details” page by clicking on the “Details” button of the travel notification you wish to edit.




## Overseas Travel Registration Details

Receipt number 1049 ▾  

Registration is not completed.

Overseas travel Information

Australia ▾ 

You can modify contents that are already registered using the Edit button.



You can modify contents that are already registered using the Edit button.

For those traveling in more than two countries, please add your travel information below.

## In the case of staying over in multiple countries in a single trip


### Add overseas traveling information

Please enter the travel information for each country in the case of staying over in multiple countries in a single trip.



Receipt number 1049 ▾  

Registration is not completed.


Overseas travel Information

Australia ▾ 

For those traveling in more than two countries, please add your travel information below.

If you will travel by plane, please add your flight information below.





**Overseas Travel classification Table (appendix 1)/Program Classification table (appendix 2)**

Appendix 1

Travel Purpose	Travel / Study abroad
Exchange Program	Study abroad
Overseas Study Program by Osaka University	Study abroad
Overseas Study Program by Others	Study abroad
Fieldwork	Study abroad
Research/ Academic Conference etc.	Study abroad
Internship by Osaka University	Study abroad
Internship by Others	Study abroad
Volunteer	Study abroad
Private Study Abroad	Study abroad
Others	Study abroad
Overseas Travel	Travel
Temporary Return	Travel
Others	Travel

Appendix 2

Travel Purpose	Program Name
Exchange Program	University-wide Student Exchange Programs
	Individual School Programs
	Double Degree Programs
Overseas Study Program by Osaka University	University of Essex Summer Language Study Program
	Monash University Spring Language Study Program
	University of Groningen Summer Program
	Financial Aid for Study Abroad provided by Osaka University Future Funds Globalization Support Project (Overseas Group Training Grant)
	(Foreign Studies) Osaka University - Tongji University (Shanghai) Chinese Language Practice and Cultural experience program
	(Foreign Studies) Taiwan Language and Culture program
	(Foreign Studies) Indonesia Local Experience Camp
	(Foreign Studies) Indonesia Area Studies camp in Netherlands-Leiden.
	(Foreign Studies) Thai short-term language program
	(Foreign Studies) Vietnamese Summer Program
	(Foreign Studies) Myanmar Study Tour
	(Foreign Studies) Hindi Summer School
	(Foreign Studies) Moscow State University Russian short term training
	(Foreign Studies) University for Foreigners of Siena Summer Language Study Program
	(Law) Legal English / Introduction to Australian law (Seminar)
	(Science) Summer Program for Fostering young researchers in Science and Engineering
(Medical) Campus Asia by Inter-University Exchange Project	
(Medical) Medical Frontier Program	
(Medical) Advanced Medical Frontier Program	
(Medical) Subjective Practical Training for Fifth-Year Students	
(Medical) Basic Assignment for 3rd-Year Students	

## 【Overseas Travel Registration System Operation Manual -For Student-】

Travel Purpose	Program Name
Overseas Study Program by Osaka University	(Dentistry) Undergraduate Student Overseas Dispatch program
	(Pharmacy) Global Pharmacy Seminar
	(Pharmacy) Global Clinical Seminar
	(Engineering) Overseas English Language course for undergraduate student in Science and Engineering.
	(Engineering) Overseas Research Presentation course for undergraduate student in Science and Engineering.
	(Engineering) Biological resources and environment
	(Engineering) Osaka University - Tongji University joint design workshop
	(Language and Culture) Osaka University - Chulalongkorn University / Exchange Program for graduate student in Japanese Language and Culture
	(Osipp) OSIPP Overseas Internship
	(Leading) CBI
	(Leading) IPBS
	(Leading) IMSC
	(Leading) HWIP
(Leading) RESPECT	
Overseas Study Program by Others	Campus France Spring Language Study Program
	Hanyan University Summer School
	Chungang University Summer School
	Pusan National University Summer School
	National Cheng Kung University Summer School
	The Chinese University of Hong Kong Summer School
	Tongji University Student Workshop
Iran short term training program by the Sasagawa middle east isram fund	
Fieldwork	Joint Field Study By High Schools and Universities - Foods and Drug-Resistant Bacteria in Vietnam
	Field Study - Empirical Study on the Current State of Forms of Subsistence and Economic Activity in the Pu'er Region
	Engineering Research Field Study for On-Site Learning ① - Regionally Oriented Design
	Engineering Research Field Study for On-Site Learning ② - Regional and Biological Resources
Research/ Joining the Conference etc.	Encouragement Program for Undergraduate Independent Study
	JSPS Grants
Internship by Osaka University	Coupling Internship
Internship by Others	IAESTE Internship
	METI Internationalization Promotion Internship Program
	The Japan Foundation "NIHONGO Partners" Program
	The Japan Foundation Japanese Language Education Intern Abroad Dispatch Program
Volunteer	United Nations Youth Volunteer
Private Study Abroad	Language training
	Privately-funded International Study
Others	RENKEI INTERDISCIPLINARY WORKSHOP

**Airline Code table (appendix 3)**

Appendix 3

Code	Airlines	Code	Airlines
3K	JET STAR ASIA AIRWAYS PTE. LTD.	LJ	JIN AIR CO., LTD.
5J	CEBU PACIFIC AIR	LX	SWISS INT'L AIR LINES LTD.
7C	JEJU AIR CO., LTD.	MH	MALAYSIA AIRLINES SYSTEM BERHAD
7G	STAR FLYER INC.	MI	SILKAIR
9C	SPRING AIRLINES LIMITED CORP.	MR	MIAT MONGOLIAN AIRLINES
9W	JET AIRWAYS	MS	EGYPTAIR
AA	AMERICAN AIRLINES INC.	MU	CHINA EASTERN AIRLINES
AC	AIR CANADA	NH	ALL NIPPON AIRWAYS CO., LTD.
AE	MANDARIN AIRLINES	NX	AIR MACAU
AF	AIR FRANCE	NZ	AIR NEW ZEALAND LTD.
AI	AIR INDIA LTD.	OM	MIAT-MONGOLIAN AIRLINES
AM	AEROMEXICO	OS	AUSTRIAN AIRLINES AG
AY	FINNAIR OYJ	OZ	ASIANA AIRLINES INC.
AZ	ALITALIA-COMPAGNIA AEREA ITALIANA S.P.	PK	PAKISTAN INT'L AIRLINES
B7	UNI AIRWAYS	PR	PHILIPPINE AIRLINES, INC.
BA	BRITISH AIRWAYS P.L.C.	PX	AIR NIUGINI PTY LTD.
BR	EVA AIRWAYS CORP.	Q7	SAIPAN AIR
BX	AIR BUSAN	QF	QANTAS AIRWAYS LTD.
CA	AIR CHINA LTD.	QR	QATAR AIRWAYS
CI	CHINA AIRLINES LTD	SA	SOUTH AFRICAN AIRWAYS
CO	CONTINENTAL AIRLINES	SB	AIRCALIN
CX	CATHAY PACIFIC AIRWAYS LTD.	SC	CHANGDONG AIRLINES
CZ	CHINA SOUTHERN AIRLINES	SK	SCANDINAVIAN AIRLINES SYSTEM(SAS)
D7	AIRASIA X	SQ	SINGAPORE AIRLINES
DL	DELTA AIR LINES, INC.	SU	AEROFLOT RUSSIAN AIRLINES
EK	EMIRATES	TG	THAI AIRWAYS INT'L PUBLIC CO.,LTD.
EY	ETHIHAD AIRWAYS	TK	TURKISH AIRLINES INC.
FM	SHANGHAI AIRLINES CO., LTD.	TN	AIR TAHITI NUI
GA	GARUDA INDONESIA	TW	T'WAY AIR CO., LTD.
GE	TRANS ASIA AIRWAYS CORP.	TZ	SCOOT PRIVATE LTD.
HA	HAWAIIAN AIRLINES, INC.	UA	UNITED AIRLINES, INC.
HX	HONG KONG AIRINES LTD.	UL	SRILANKAN AIRLINES LTD.
HY	UZBEKISTAN AIRWAYS	UN	TRANSAERO AIRLINES
HZ	SAKHALINSKIE AVIATRASSY AIRLINES	UO	HONG KONG EXPRESS AIRWAYS LTD.
IR	IRAN AIR	US	US Airways
IT	TIGERAIR TAIWAN	VN	VIETNAM AIRLINES CORP.
JL	JAPAN AIRLINES CO. LTD	VS	VIRGIN ATLANTIC AIRWAYS LTD.
JQ	JETSTAR AIRWAYS PTY. LTD.	WP	ISLAND AIR
KA	HONG KONG DRAGON AIRLINES LIMITED.	XF	VLADIVOSTOK AIR JSC
KE	KOREAN AIR LINES CO.,LTD.	ZE	EASTAR JET CO., LTD.
KL	KLM ROYAL DUTCH AIRLINES	ZH	SHENZHEN AIRLINES.
LH	LUFTHANSA CARGO AG.	MM	PEACH AVIATION LTD.