

Criteria for overseas travel permission

Kyoto University's "Criteria for overseas travel permission" are based on the overseas travel safety information and warnings issued by the Ministry of Foreign Affairs (MOFA). Persons authorized to grant permission for business trips for university-related work or to participate in university programs should do so in accordance with these criteria and in consideration of the safety of the travel and the destination, as well as all other relevant factors relating to the persons undertaking the travel. Even in the case of overseas travel for private purposes, including travel for research, sightseeing, or returning home, please confirm the safety information for the destination and make appropriate decisions regarding the planned travel based on these criteria.

Travel advice/warnings issued by the Ministry of Foreign Affairs (MOFA) of Japan (including warnings regarding infectious diseases)	Students		Faculty and staff members	
	Travel permission	Advice upon travel	Travel permission	Advice upon travel
None	Permitted (in principle) However, travel is not permitted if there are any reasonable grounds to cancel it.	Exercise caution and take appropriate safety measures.	Permitted (in principle) However, travel is not permitted if there are any reasonable grounds to cancel it.	Exercise caution and take appropriate safety measures.
Level 1 Exercise caution	Permitted (in principle) However, travel is not permitted if there are any reasonable grounds to cancel it.	Exercise due caution and take the necessary safety measures.	Permitted (in principle) However, travel is not permitted if there are any reasonable grounds to cancel it.	Exercise due caution and take the necessary safety measures.
Level 2 Avoid Non-essential travel	Not permitted (in principle) However, travel is permitted if it is deemed necessary and there are reasonable grounds to proceed with the travel.	Exercise utmost caution and take all possible safety measures.	Requires consideration Travel is permitted if there are reasonable grounds.	Exercise utmost caution and take all possible safety measures.
Level 3 Avoid all travel (cancellation of travel recommended)	Not permitted	Cancel travel/evacuate	Not permitted (in principle) However, travel is permitted if it is deemed necessary and there are reasonable grounds to proceed with the travel.	Exercise utmost caution and take all possible safety measures at both individual and organizational levels.
Level 4 Evacuate and avoid all travel (evacuation recommended)	Not permitted	Cancel travel/evacuate	Not permitted However, travel is permitted in emergency situations if it is absolutely essential.	Cancel travel/evacuate. Exercise maximum caution and take all possible safety measures at both individual and organizational levels when traveling in emergency situations.

Please note:

March 23, 2018, Management Council, International Strategy Office

- These criteria are guidelines for granting permission for overseas travel. Persons authorized to give travel permission must give due consideration to the safety situation of the travel destination and all relevant factors regarding the persons who will travel.
- In the case of travel to multiple countries or regions, the person authorized to permit the travel must **confirm the safety situations of all destinations.**
- "Reasonable grounds to travel" must be determined based on a comprehensive consideration of the following factors: the purpose of the travel, safety information provided by other travelers/relevant organizations/collaborators, the situation with regards to collaborative activities relating to the travel, information provided on the overseas safety website of MOFA Japan, overseas safety information provided by other governments, media coverage regarding the safety of the travel destination(s), and all other relevant factors.
- In the case that travel is permitted, additional requirements for the travelers (such as the submission of a pledge) should be included as necessary.