

Enrolling in the Overseas Students Safety Management Assistance Service and Overseas Travel Insurance

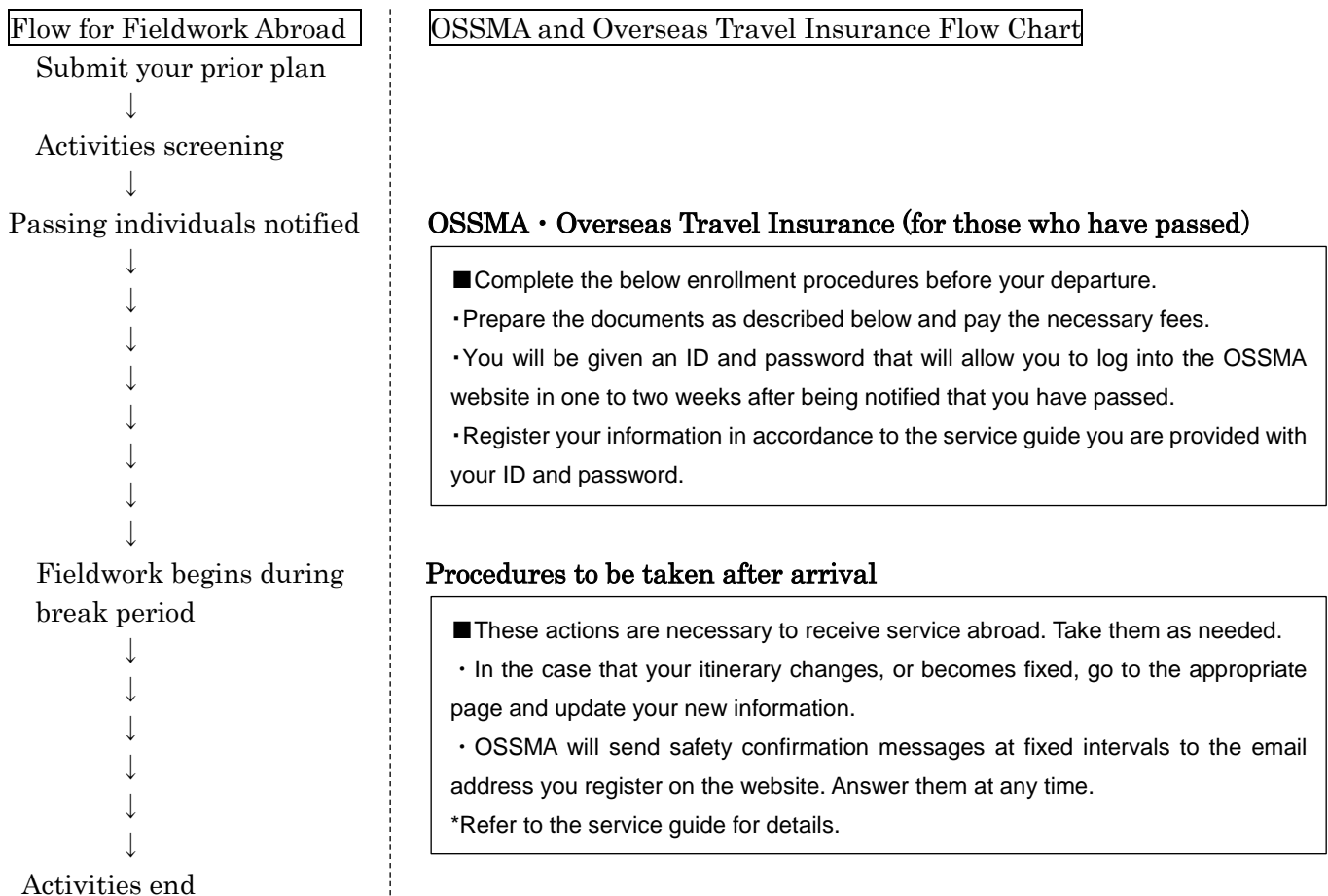
Students taking part in overseas activities as fieldwork in a course are obligated to enroll in Emergency Assistance Japan Co., Ltd.'s (EAJ) "Overseas Students Safety Management Assistance Service (OSSMA)" designated by the Faculty of Policy Management, Faculty of Environment and Information Studies, and the Graduate School of Media and Governance (hereafter, the undergraduate and graduate schools), as well as a comprehensive overseas travel insurance policy that meets the requirements of the undergraduate and graduate schools.

Check the website below and this document for details, and take the necessary steps to enroll in the above service and insurance after you have a firm understanding of how they work.

If we cannot confirm that you have enrolled in the above service and insurance, you will not be allowed to register for classes in the following semester. Also, the university will not concern itself with any problems caused by not completing the procedures required to enroll in these services.

<Enrollment Process Flow for the OSSMA and Overseas Travel Insurance>

The procedures required to enroll in and receive service from the Overseas Students Safety Management Assistance Service and a comprehensive overseas travel insurance is as follows.



<Whether the OSSMA and a Comprehensive Overseas Travel Insurance is Necessary or Not>

Whether the OSSMA and a comprehensive overseas travel insurance are necessary or not depends on the travel destination and which course the student is taking. Check where you fall on the flow chart and take the appropriate actions described in the following paragraphs.

If you placed at 【A】 → You do not need to take the procedure

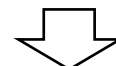
*However, those who correspond to *2 are required to submit documents proving the insurance contract (this allows us to confirm that it meets our standards).

If you placed at 【B】 【C】 【D】 → Take the procedures below**<How to Join the OSSMA and a Comprehensive Overseas Travel Insurance>****【B】 【C】 【D】 Common Procedures**

- ① Access the URL below and confirm the information listed.
http://www.gakuji.keio.ac.jp/sfc/pe/overseas_assistance.html
- ② Those who pass the screening will be notified and sent one of the below.
 - 【B】 Result】 Overseas travel insurance enrollment request and fee calculation sheet
 - 【C】 Result】 OSSMA fee calculation sheet
 - 【D】 Result】 OSSMA and overseas travel insurance enrollment request and fee calculation sheet

Fill out the necessary fields (highlighted in yellow) and calculate the required expenses on the enrollment request sheets (【B】and【D】), and the fee calculation sheet (【C】).

*The OSSMA enrollment request and fee calculation sheet can also be downloaded from the above URL, but please do not use it for these purposes.

**Required procedures for 【B】 and 【D】**

- ③ Deposit the calculated fees from ② to the designated bank account and attach a copy of the payment to the appropriate space on the enrollment request sheet. Send the document to EAJ either through post mail, fax, or email as a pdf.
- ④ After sending ③ to EAJ, send the same documents to the CDP office (by hand or through email).

Required procedures for 【C】

- ③ Deposit the calculated fees in ② to the designated bank account, copy of the payment, and send it to the CDP (by hand or through email).

<Points of Caution>

- The enrollment request form we will send you at the time of notification of your results will differ depending on your flow chart results. Make sure to only use the forms addressed to you. Do not use forms downloaded from the internet.
- If the flow chart leaves you with a ※ sign, take notice of the below points.
 - ※1 If your travel destination is your home country, you cannot enroll a comprehensive travel insurance designated by the university. We recommend you enroll in accident and liability insurance in your home country.
 - ※2 Submit a document showing the contract of the insurance you have enrolled in (a copy is fine). This will allow us to confirm whether it meets our standards or not.
- If you passed the screening, please take the enrollment procedures as soon as possible (aim for within 5 days after being notified of your screening results).
- **The enrollment procedures are complete once you have submitted a copy of the payment to the CDP office. If, on the day of your departure, the CDP office cannot confirm that you have done so, you will not be allowed to register for classes in the following semester. Also, the university will not concern itself with any problems caused by not completing the procedures required to enroll in these services.**
- Contact the CDP office immediately if your travel schedule changes after being notified that you have passed the screening (including for cancelations).
- ※ The fee for cancelation after receiving your ID and password from EAJ is ¥1,080 regardless of the

reason. If you have already paid the enrollment fee, the cancellation fee will be deducted from it and it will be repaid. If you have not yet paid the enrollment fee, you will only have to pay the cancellation fee.

- ※ If there is an increase in the membership fee or insurance cost due to a change in your schedule, make the deposit including the difference. Reversely, if there is a decrease in cost, you will be repaid for the difference.

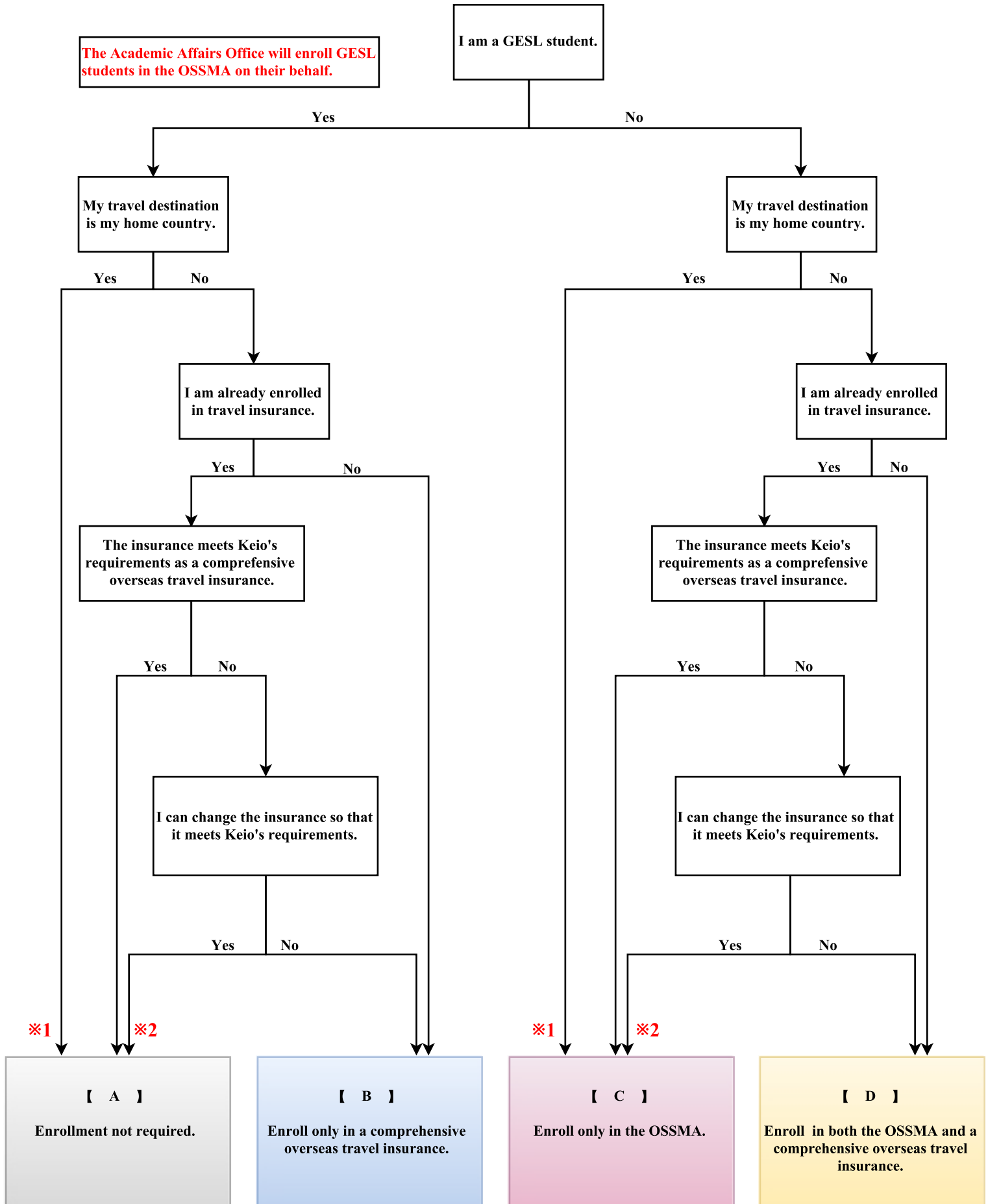
<submit documents and direct questions here>

CDP Office Alpha building 1st floor.

e-mail: cdp@sfc.keio.ac.jp

< Flow Chart for Need of Enrollment >

(The overseas Students Safety Management Assistance Service (OSSMA) designated by Keio University and a Comprehensive overseas travel insurance)



※1 Those whose travel destination is their home country cannot enroll in a comprehensive travel insurance designed by Keio University. We recommend you enroll in accident and liability insurance in your home country.

※2 A document is required that shows the contents of the contract of your comprehensive overseas travel insurance.