

## International Conference Presentation Support (ICPS) Support for Graduate Students Guidelines for the Academic Year 2024

April 2024  
Graduate School of Education, Kyoto University  
Global Education Office (GEO)

If you are eligible for support, please carefully check the notes listed below before preparing to participate in academic conferences.

### 1. Before attending an international conference

\* In principle, submit the following documents to the GEO at least five weeks before your departure date to attend the conference. You may submit these as electronic documents, except for (2).

- 1 Estimate for flight tickets and itineraries  
\* Required: Breakdown of expenses such as airport tax and fuel surcharge, flight schedule including departure and return flights.
- 2 Original receipt for the flight tickets (only if they have already been purchased)
- 3 Program of the international conference you are to attend, etc.
- 4 Notice of acceptance of your presentation at the conference

\* In addition to the above, you must carry out the following procedures yourself.

Procedure	Division	Submit to	Submission deadline	Remarks
Travel expense system user registration	Humanities Joint Accounts Division	Registration Form: <a href="https://u.kyoto-u.jp/vnofs">https://u.kyoto-u.jp/vnofs</a>	5 weeks before departure	Only those who have not yet registered. Under "The requesting Department," select "Graduate School of Education or Faculty of Education"
Bank transfer request form submission	Accounting Support Office, Humanities Joint Accounts Division	Submit to: <a href="mailto:a10accounting-support@mail2.adm.kyoto-u.ac.jp">a10accounting-support@mail2.adm.kyoto-u.ac.jp</a>	5 weeks before departure	Only those who have not yet registered a bank transfer account with the Kyoto University
Overseas travel accident insurance registration	—	<a href="mailto:globaledu@mail2.adm.kyoto-u.ac.jp">globaledu@mail2.adm.kyoto-u.ac.jp</a>	5 weeks before departure	Required: Unlimited insurance covering medical treatment and relief
Overseas travel notification submission	Education and Academic Affairs	Submit online at the KULASIS Overseas Travel Information Registration	3 weeks before departure	Required: Itinerary, a copy of the travel application, a copy of the overseas travel insurance policy. The copy of the travel application will be created and sent to you by the GEO.

**2. After attending an international conference**

\* Please submit the following documents to the GEO within ten days of your return to Japan. The support payment will be made after all the travel application procedures have been completed. If your submission is delayed, we will not be able to reimburse your travel expenses due to the school regulations and will deem that you have declined the support. Please ensure to submit relevant documents on time.

- 1 Original ticket stub and receipt (or your boarding pass if you have misplaced the ticket stub)
- 2 Attachment 3 "Participation Report" (Word) and 3 photos by email
- 3 Attachment 3 "Participation Report" (PDF, signed)

**3. Office to contact for inquiries and document submission**

Global Education Office, Graduate School of Education  
(Room 207, 2F, Faculty of Education Main Building)  
Ext: 3046 Email: [globaledu@mail2.adm.kyoto-u.ac.jp](mailto:globaledu@mail2.adm.kyoto-u.ac.jp)

# Flowchart of Application and Payment Procedures for International Conference Presentation Support (ICPS)

April, 2024 GEO

