

Kumamoto University User Manual for Export Control Checking System

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I. Security Export Control and Purpose of Using Checking System

1. What is Security Export Control?

Security Export Control **must** be conducted under national laws and regulations.

Please understand that the Control prevents terrorists and countries of security concern from developing, manufacturing, using, and storing weapons of mass destruction, and **contributes to maintaining global peace and security**.

The university provides e-learning training using Moodle. For the purpose and details of the control system, refer to the following training course.

Online Training on Security Export Control (Time required: Approx. 20 min.)

<https://md.kumamoto-u.ac.jp/course/view.php?id=71973>

[Supplementary note] Faculty, staff, and students who do not have a Kumamoto University ID

Contact the Risk Management Division of Headquarters for Research and Development Strategy. The division will send you training materials.

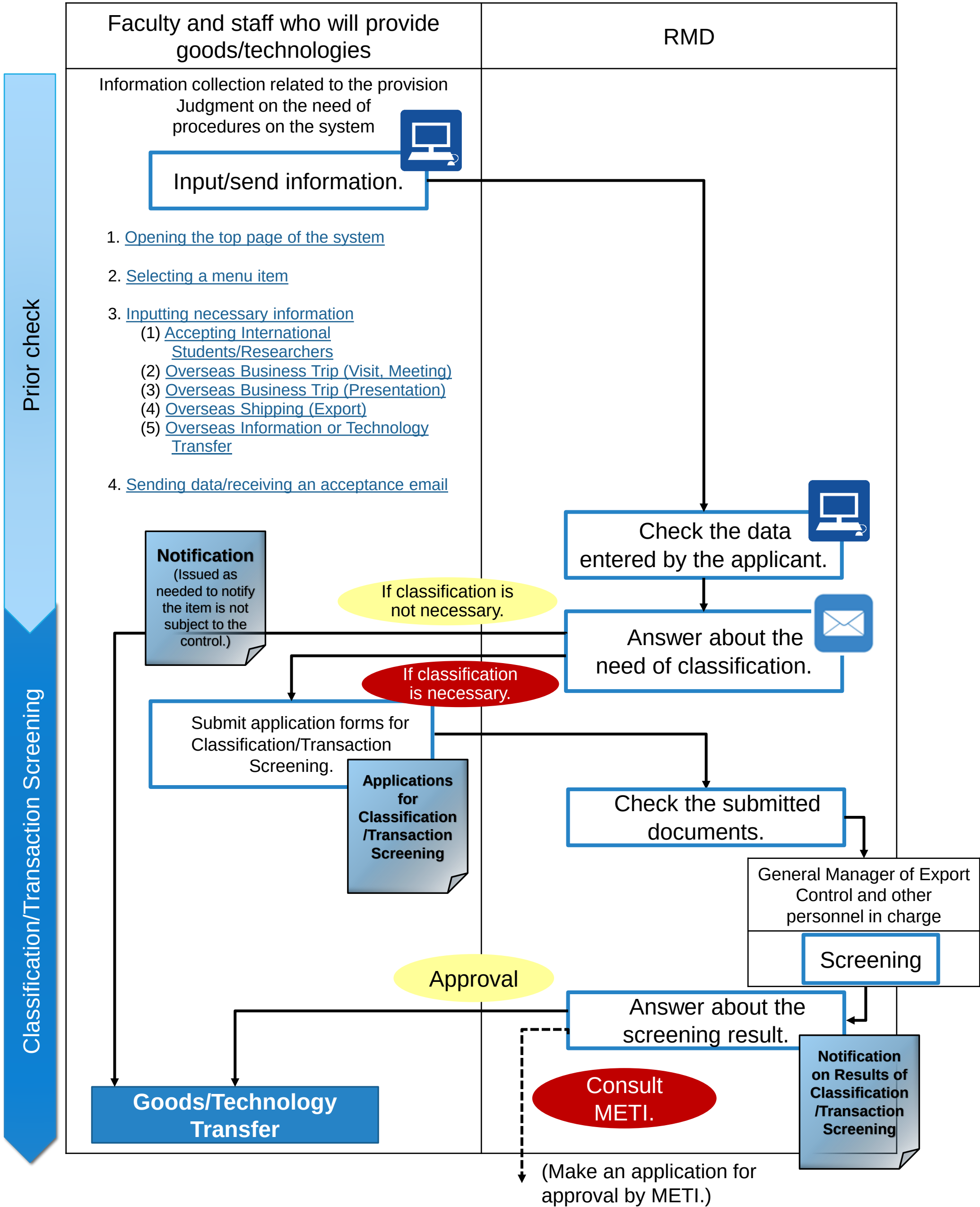
2. Purpose of using this system

This system helps users follow the procedure for a **“prior check,” whereby the university judges whether the classification and transaction screening performed by the university are required** before conducting these procedures. Moreover, the Risk Management Division of the Headquarters for Research and Development Strategy (RMD) uses this system to acquire and examine the information.

The checking system sorts data necessary for judging whether classification and transaction screening are required by category, such as export of goods and transfer of technologies, supporting the faculty and staff members in following the procedure for a prior check (for need of screening), as well as helping RMD check these procedures. Consequently, the university can improve the accuracy of its export control.

II. Overall Procedures for Our Security Export Control and Role of Checking System

- ◆ The following is the flow of security export control in the university.
This system is used mainly for prior checks.
- ◆ For the details of on-screen operations and other information, click the link of each option or refer to the explanations on pages 6 and after.



III. Overview of Checking System and Things to Pay Attention To

▶ Conditions for using this system

- Any faculty and staff members who have a Kumamoto University ID can use this system.

(Note) If a faculty and staff member who does not have his/her own ID needs a prior check, a person in charge of contact will input the data on behalf of the applicant.

▶ Users cannot save data temporarily.

- The functions of the system are limited to input and sending data necessary for prior check.
 - Contact RMD each time you need to correct or cancel your application.
 - You cannot temporarily save data entered in the system (i.e., by suspending and restarting the procedure).
- (Note) - If multiple faculty or staff members manage the data that needs to be submitted, one of the members should collect and input the information.
- There are a variety of input items. The system is set to timeout after a certain period of time, so you should prepare all the necessary documents before inputting the information.
 - Note that you have to directly submit to RMD information that has not been obtained when following the procedure for prior check at a later date.

▶ Minimum data required when performing data entry

- You cannot follow the subsequent steps unless you have input at least “Country,” “Institution,” and “(Provided) Technology/Goods” to fulfill the purpose of the control system.
- Even if you are in a hurry, be sure to clarify the three items mentioned above before inputting the data without fail.
- (At a later date, directly submit to RMD information that has not been entered when performing data entry.)

▶ Part of the data can be submitted in documents.

- For some items, you can submit data by attaching documents instead of inputting the information in the system.
- (Example)
- Curriculum Vitae or other document that can confirm the academic background and career history of the accepting international student/researcher
 - Admission application or research plan that confirms the nature of the technology planned to be provided to the accepting international student/researcher
 - List of multiple personal effects in business travel
 - List of shipments to be sent overseas
 - Article or document related to the specifications of the contents to be provided, etc.

III. Overview of Checking System and Things to Pay Attention To

► Timetable after sending the information on the system

- After the applicant sends the data, RMD will answer regarding the need for classification and other formalities in approx. one week.

(Note) It takes an additional week for classification and other formalities; and usually takes approx. three to four weeks to make an application to and receive a reply from METI, if required.

Particularly if you think the goods/technology need to be screened, collect information and start the procedure in a planned manner.

[Key point] Procedures and judgment criteria for Security Export Control vary depending on institutions and universities that control export.

Although the control system of each university is formulated based on the same regulations, the flow of the formalities, required time, and judgment criteria as a university differ depending on the university. Allow enough time for the procedure, because the procedures for the screenings may not finish in time if you perform a prior check at the last minute for reasons such as “The screening did not take much time at my previous university,” or “Export of the goods (or technology) was permitted without problems at the other university involved in the collaboration.”

► Although you are required to enter information for all cases where information/technology and goods will be provided in principle, you can omit the procedures for part of the cases.

- Whether the technology/goods are subject to Security Export Control will be judged using all data in an integrated and step-by-step manner.

We request applicants to input the information in the system without fail and not to suspend the data entry for reasons such as the country belongs to Group A, or the goods are not list-controlled goods.

- However, for technologies and goods that definitely do not need screening, you can omit the system input (prior check by RMD) If the “Check whether advance confirmation can be omitted” item in each menu applies, you can apply without providing detailed information, and an automatic email will be sent to notify you that the pre-confirmation can be omitted.

IV-1. Opening the top page of the system

- (1) Log in to the Integrated Authentication System of Kumamoto University.
- (2) Select Export Control Checking System (輸出管理チェックシステム) from the menu options of the system.

熊本大学ポータル

Kumamoto University

熊大ポータル

学内情報

時間割

お知らせ・新着情報

教職員の皆様へのお知らせ

● 2020/10/21 [重要]全学無線LAN用の暗号化パスワードが変更されました。[パスワードはこちら](#)
(総合情報統括センターヘルプデスク)

● 2020/10/12 【注意喚起】[Microsoft office2010のサポート終了について](#)
(総合情報統括センター)

● 2020/ 9/28 [新型コロナウイルスの流行に伴う本学の対応について\[第20報\]](#) (英語)
(総務部総務課)

● 2020/ 9/25 [令和2年度【子宮頸がん検診】・【乳がん検診】受診申込システム\[抽選結果\]](#)
(労務課職員厚生担当)

● 2020/ 8/17 [学長候補者選考に関するお知らせ](#)
(総務部総務課)

● 2020/ 6/ 8 [ストレスチェックシステム](#)
(労務課職員厚生担当)

● 2020/ 5/ 8 [新型コロナウイルス対策に関する情報共有サイトについて](#) (大学ICT推進協議会)
(遠隔授業関連情報)

● 2020/ 3/13 [新型コロナウイルス感染症の感染拡大防止のためのクラスター対策について](#) (添付1) (添付2)
(公衆衛生保健課)

シングルサインオン対応アプリ

統合認証対応システム

● 熊本大学Zoom関連情報(職員向け)(NEW)

● [学務情報システム SOSEKI](#)

● [シラバスシステム](#) (マニュアル)

● [CALLシステム](#)

● 全学LMS(e-Learning) Moodle (マニュアル)

このポータルの「時間割」タブもご利用下さい。

● [学修成果可視化システム\(ASO\)教職員用](#) (マニュアル)

● [履修カルテシステム](#) (教員免許担当者用)

● 職員録システム

● [進路決定報告システム](#) (進路担当者用)

● [スケジュール・掲示板システム](#) (掲示板参照)

● [事務手続き質疑応答集システム](#)

● [図書館システム](#) (MyLibrary)

● [熊大シーズ集システム](#) シーズ登録・編集

● [IT資産管理システム](#)

● [オンラインストレージ\(Proself\)](#) (マニュアル)

● [サイトライセンスソフト・ダウンロードシステム](#)

● [授業改善アンケートシステム](#)

● [設備管理データベースシステム](#)

● [自動車運転記録管理システム](#)

● [輸出管理チェックシステム/Export Control Checking System](#)

以上のシステムは、ポータルに入る時に既に統合認証を行っていますので、ワンクリックで直接ご利用いただけます。

SOSEKIの掲示情報(10595999)

必要に応じてブラウザの『戻るボタン』をご使用ください。

メニュー

[掲示板]

- If you select ENGLISH, the Menu screen and part of the Input screen will be displayed in English.
- If you click FAQ, inquiries received by RMD and other information will be displayed.
(Japanese only)
- If you click Contact Information, your email client will be activated automatically and you can compose a email message to RMD.



熊本大学

Kumamoto University

Export Control Checking System

JAPANESE

ENGLISH

Reference Materials

Manual

F A Q
(Japanese Only)

Contact Information

If you have related materials (list of shipment items/personal belongings, relevant papers/documents, etc), you can upload the data on the input confirmation screen. There is no limit to the data format and size.

Select an option, 1~6, as appropriate.
 (*)If you will transfer technology and options 1~4 do not apply to you, please select option 5.
 If more than one of these options applies to you, please select a single main option and include all other details within.

1.Accepting International Students/Researchers

2.Overseas Business Trip(Visit, Meeting)

3.Overseas Business Trip(Presentation)

4.International Joint Research

5.Overseas Information or Technology Transfer (*)

6.Overseas Shipping (Export)

IV. Operating Procedures of Checking System

IV-2. Selecting a menu item

(1) Click the item for which you wish to follow the procedure for prior check from the five options displayed on the screen.

 **Export Control Checking System** JAPANESE ENGLISH List-Controlled Items

If you have related materials (list of shipmei
you can upload the data on the input confirm

Select an option, 1~6, as appropriate.
(*)If you will transfer technology and options 1~4 do not apply to you, please select option 5.
If more than one of these options applies to you, please select a single main option and include all other details within.

1.Accepting International
Students/Researchers

2.Overseas Business
Trip(Visit, Meeting)

3.Overseas Business
Trip(Presentation)

4.International Joint
Research

5.Overseas Information
or Technology Transfer
(*)

6.Overseas Shipping
(Export)

[Specific examples of each menu option]

Menu item	Examples
Accepting International Students/Researchers	▶ Acceptance of international graduate students and students in internship positions who will enroll in science courses (School of Education) of the graduate school; and be provided with technology. ▶ Cases where international undergraduate students will start research attended with technology transfer under the guidance of the mentoring instructor immediately after enrolling in a science course ▶ Acceptance of foreign nationals as a researcher regardless of employment
Overseas Business Trip (Visit, Meeting)	▶ In the case where non-public or unreleased technology will be transferred in a meeting or conference at the place to be visited ▶ In the case where research materials/equipment, reagents, or tangible objects as research results will be carried (or be sent in advance) when the applicant travels on business, even if the technology/goods to be provided do not apply to the above mentioned condition
Overseas Business Trip (Presentation)	▶ For presentations in which a special duty of confidentiality will be imposed on participants ▶ For presentations for limited participants that are not held for the purpose of publication of technology ▶ In the case where research materials/equipment, reagents, or tangible objects as research results will be carried (or be sent in advance) when the applicant travels on business, even if the technology/goods to be provided do not apply to the above mentioned condition
International Joint Research	▶In case of implementing joint research with foreign universities, research institutes, private companies, etc.
Overseas Shipping (Export)	▶ In the case of exporting research materials/equipment, reagents, or tangible objects as research results or entrusting the export to a customs agent
Overseas Information or Technology Transfer	▶ In the case where the applicant has an opportunity to transfer technology to foreign researchers and other people concerned in a way other than the methods (1) Accepting International Students/Researchers) to (4) Overseas Shipping (Export)

- Note: Students cannot use this system.
- If a student is traveling alone, please have the faculty member in charge enter the information on his/her behalf.
 - If a student is accompanying a faculty member, please enter the name of the student in the "Business travelers" of the "Technology contents" or "Detail of Presentation" screen when the faculty member enters own information.

IV. Operating Procedures of Checking System

IV-3. Cases in which system input can be omitted

【Cases in which system input can be omitted for each menu item】

Menu	Cases in which system input can be omitted
Accepting International Students/ Researchers	▶Acceptance of international students of the graduate school or other institutions, who will belong to the Graduate School of Social and Cultural Sciences, or the Graduate School of Education: and not be provided with technology transfer ▶Acceptance of international undergraduate students ✕ Except for students who will immediately start research with supervisor's technology transfer after entering university. ▶Acceptance of international students who do not perform research but only take courses based on commercial publications and published materials ▶Acceptance of foreign nationals as a researcher or other personnel will belong only to a non-scientific department or other division, and no technology will be transferred <u>For life sciences, it can also be omitted in the following cases.</u> ✕However, if the foreign national comes from the United Arab Emirates, Iran, Egypt, North Korea, Syria, Taiwan, China, Pakistan, Hong Kong, Lebanon, or Russian Federation, click the ② button at the bottom of this page because required to enter the check system. In the cases where foreign nationals accepted as an international student, researcher, etc. will belong to a life science department or other division, meet all of the following conditions: i. to iii. i) Transferred technology is not related to the following substances ✓ Viruses, bacteria, toxins, and fungi, as well as biological materials derived from them ✓ Proteins such as antibodies, enzymes, and receptors that detect or identify chemical products, as well as cell lines used in their production ✓ Vectors, viruses, or cell lines containing biocatalysts such as enzymes that clarify or degrade chemical preparations or the genetic information necessary for their production ii) The user of the technology transferred is not a military-related or weapons manufacturer. iii) The use of the technology transferred is not likely to be used for military or weapons development
Overseas Business Trip(Visit, Meeting)	▶Overseas business travel without providing information or technology (e.g., fieldwork, only to obtain information etc.) ▶In the case where the purpose of the business trip is the transfer of technology that has already been open to the public and the applicant does not bring along (send in advance) any goods. (e.g.) Lectures and practical training sessions using commercially available books, published papers and other disclosed materials ▶In the case where the applicant brings along (sends in advance) only goods to which the following apply; ▪ Luggage for individual travel that includes only marketed products other than storage media. ▪ Storage media used only by the applicant that he / she will bring back (People visited by the applicant will not use, view, or receive the media.) (E.g.) Commercially available PCs and smartphones. ▪ Materials to be distributed for lectures and practical training sessions to transfer technology that is already open to the public ▶In the case where the business trip is related to joint research for which prior confirmation of security export control has been completed once (only if there is no change in the research theme or the technology transferred). <u>For life sciences, it can also be omitted in the following cases.</u> ✕However, if the foreign national comes from the United Arab Emirates, Iran, Egypt, North Korea, Syria, Taiwan, China, Pakistan, Hong Kong, Lebanon, or Russian Federation, click the ② button at the bottom of this page because required to enter the check system. In the cases where foreign nationals accepted as an international student, researcher, etc. will belong to a life science department or other division, meet all of the following conditions: i. to iii. i) Transferred technology is not related to the following substances ✓ Viruses, bacteria, toxins, and fungi, as well as biological materials derived from them ✓ Proteins such as antibodies, enzymes, and receptors that detect or identify chemical products, as well as cell lines used in their production ✓ Vectors, viruses, or cell lines containing biocatalysts such as enzymes that clarify or degrade chemical preparations or the genetic information necessary for their production ii) The user of the technology transferred is not a military-related or weapons manufacturer. iii) The use of the technology transferred is not likely to be used for military or weapons development

IV-3. Cases in which system input can be omitted

Menu	Cases in which system input can be omitted
Overseas Business Trip(Presentation)	▶In the case where the academic presentation is intended to disclose the technology to the general public and the applicant does not bring along (send in advance) any goods. ▶In the case where the applicant brings along (sends in advance) only goods to which the following apply; ▪ Luggage for individual travel that includes only marketed products other than storage media. ▪ Storage media used only by the applicant that he / she will bring back (People visited by the applicant will not use, view, or receive the media.) (E.g.) Commercially available PCs and smartphones. ▪ Materials to be distributed for academic presentations that are intended to make the technology in general public. ▶In the case where the business trip is related to joint research for which prior confirmation of security export control has been completed once (only if there is no change in the research theme or the technology transferred). <u>For life sciences, it can also be omitted in the following cases.</u> ※However, if the foreign national comes from the United Arab Emirates, Iran, Egypt, North Korea, Syria, Taiwan, China, Pakistan, Hong Kong, Lebanon, or Russian Federation, click the ② button at the bottom of this page because required to enter the check system. ▶In the case where the business trip for life sciences meets all of the following conditions i) to iii) - i) Transferred technology is not related to the following substances ✓ Viruses, bacteria, toxins, and fungi, as well as biological materials derived from them ✓ Proteins such as antibodies, enzymes, and receptors that detect or identify chemical products,as well as cell lines used in their production ✓ Vectors, viruses, or cell lines containing biocatalysts such as enzymes that purify or degrade chemical preparations or the genetic information necessary for their production - ii) The user of the technology transferred is not a military-related or weapons manufacturer. - iii) The use of the technology transferred is not likely to be used for military or weapons development
International Joint Research	<u>For life sciences only, entry into the export control check system can be omitted in certain cases.</u> Check the following omissible cases, select and click the button at the bottom of this page. ※For science and technology, click the button ② at the bottom <u>For life sciences, it can also be omitted in the following cases.</u> ※However, if the foreign national comes from the United Arab Emirates, Iran, Egypt, North Korea, Syria, Taiwan, China, Pakistan, Hong Kong, Lebanon, or Russian Federation, click the ② button at the bottom of this page because required to enter the check system. ▶In the cases where foreign nationals accepted as an international student, researcher, etc. will belong to a life science department or other division, meet all of the following conditions: i. to iii. - i) Transferred technology is not related to the following substances ✓ Viruses, bacteria, toxins, and fungi, as well as biological materials derived from them ✓ Proteins such as antibodies, enzymes, and receptors that detect or identify chemical products, as well as cell lines used in their production ✓ Vectors, viruses, or cell lines containing biocatalysts such as enzymes that clarify or degrade chemical preparations or the genetic information necessary for their production - ii) The user of the technology transferred is not a military-related or weapons manufacturer. - iii) The use of the technology transferred is not likely to be used for military or weapons development

IV-3. Cases in which system input can be omitted

Menu	Cases in which system input can be omitted
Overseas Information or Technology Transfer (*)	▶In the case where the academic presentation is intended to disclose the technology to the general public and the applicant does not bring along (send in advance) any goods. ▶In the case where technology will be transferred through the tour course open to public at facilities in our university ▶Participation of the faculty or other personnel in overseas study programs and training without transferring technology ▶Transfer of information or technology that has already been disclosed and is available to many and unspecified parties Carrying storage media containing technical information used only by the applicant (The other parties will not use, view, or receive the information.) ▶Sending manuscripts for submission to academic journals or academic conferences ▶Transfer of a minimum set of technologies required for submission or registration of industrial property rights ▶Transfer of information or technology associated with joint research for which a prior check under the Security Export Control has been already completed <u>For life sciences, it can also be omitted in the following cases.</u> ※However, if the foreign national comes from the United Arab Emirates, Iran, Egypt, North Korea, Syria, Taiwan, China, Pakistan, Hong Kong, Lebanon, or Russian Federation, click the ② button at the bottom of this page because required to enter the check system. ▶In the case where the business trip for life sciences meets all of the following conditions i) to iii) i)Transferred technology is not related to the following substances ✓ Viruses, bacteria, toxins, and fungi, as well as biological materials derived from them ✓ Proteins such as antibodies, enzymes, and receptors that detect or identify chemical products,as well as cell lines used in their production ✓ Vectors, viruses, or cell lines containing biocatalysts such as enzymes that purify or degrade chemical preparations or the genetic information necessary for their production ii)The user of the technology transferred is not a military-related or weapons manufacturer. iii)The use of the technology transferred is not likely to be used for military or weapons development
Overseas Shipping (Export)	▶Foodstuffs and leather and wood products, not subject to catch-all control ▶Commercial publications ▶In the case of submitting the “研究成果としての有体物提供申請書.” (Application for Provision of Tangible Materials as Research Results) <u>For life sciences, it can also be omitted in the following cases.</u> ※However, if the foreign national comes from the United Arab Emirates, Iran, Egypt, North Korea, Syria, Taiwan, China, Pakistan, Hong Kong, Lebanon, or Russian Federation, click the ② button at the bottom of this page because required to enter the check system. ▶In the cases where the goods to be sent fulfil all of the following conditions i) to iii) i)The goods is not related to the following substances. ✓ Viruses, bacteria, toxins, and fungi, as well as biological materials derived from them ✓ Proteins such as antibodies, enzymes, and receptors that detect or identify chemical products,as well as cell lines used in their production ✓ Vectors, viruses, or cell lines containing biocatalysts such as enzymes that purify or degrade chemical preparations or the genetic information necessary for their production ii)The user of the goods is not a military-related or weapons manufacturer iii)The use of the goods is not likely to be used for military or weapons development

IV-4. Inputting necessary information

(1) Accepting International Students/Researchers

- ◆ Before inputting the data...
 - Examine related documents to check whether or not the technology/goods require formalities in the system.
If it is difficult for you to determine if formalities using the system are needed, conduct the necessary procedures in the system.
 - If foreign researchers and students will visit the university, input data on the (5) Overseas Information or Technology Transfer screen.

[Key point] Complete the procedures by the time of formal determination (informal determination) on acceptance.

We need to verify that the acceptance does not have any problems regarding Security Export Control and to take proactive measures if there is any problem before determining formally (or informally) to accept researchers or students.

If any problem regarding Security Export Control is detected after notifying the researchers or students of the formal (or informal) determination on the acceptance, the theme of the research may need to be changed or the acceptance may be canceled, causing the international students/researchers disadvantages.

◆ Input items and key points

Screen	Input item (Input method)	Key point
Country	Nationality (Input data or select from the pull-down list.) -Name (Input)	
Whether prior confirmation can be omitted	-Check each item if it applies to your export	If the situation regarding your export applies to the conditions for skipping the prior confirmation here, the input steps from this point on will be skipped and you will move to the final step, the contact information input screen.
Current Affiliation and CV	- Institution to which the foreign student/researcher currently belongs (Input data or select from the pull-down list.) - CV (University and after graduation) (Input data or select from the pull-down list.)	◦ Input the full name, not the abbreviated name. ◦ Check the options carefully when items mostly corresponding to the entered letters are displayed in the pull-down list. Example: Input letters "Iranian company" → In the pull-down list "Tejerat Gostar Nikan Iranian Company" ◦ If the person currently belongs to multiple institutions and/or has work experience (including experience in parallel with academic life), list all the information. We perform checks and screening on not only his/her final academic background but also all the institutions to which the person belongs or belonged. ※ If an international student/researcher has multiple affiliations, you may omit the entry by uploading documents such as a CV application for admission that describe the history of affiliations. For details, please refer to "IV-5. Sending data/receiving an application acceptance email ".

IV-4. Inputting necessary information

(1) Accepting International Students/Researchers

Screen:	Input item (Input method)	Key point
Offer Details	- Check on list-controlled goods (Select from the pull-down list; or select N/A or Unknown.) - Free description (Input *Limited to 400 characters.) Alternatively, • Enter links to related article websites, etc. • Upload related documents (application form, research plan, related articles, etc.) - Laboratory to which the person will belong (Input) - Position (Select International Student or Researcher) - Course (Input)	Skip this Check(In Japanese only) ◦ Input information on objects to be generated/manufactured in the research and /or objects to be used in the research. Also enter the following supplemental data so that RMD can also perform a careful check. - Research theme described in documents related to foreign-student screening - Specifications
Status of Residence	In residence/Not in residence (Select either of them.) Applicability of the 'Specific Categories' (Select any of the options)	◦ If it is unknown, select “Not in residence.” (This item is displayed when "Others" is selected for "Status of Residence ") ○If you selected "Category 1" or "Category 1 and 2," enter the name of the foreign corporation or foreign government which has the employment contract, etc.
Funds	(Multiple items can be selected.)	◦ Input as much information as possible on not only academic fees, but also his/her travel expenses and living expenses in Japan.
Period of Acceptance	MMM YYYY to MMM YYYY (Select from the pull-down list.)	◦ Leave the field blank if the period of the acceptance is unknown.
Preferred date	(Select a date from the calendar.)	◦ Input a desired response date. Notify RMD of the desired date based on the screening schedule in your department and the scheduled response date to the student or researcher to be accepted. (In principle, it takes one week for RMD to respond to you about the need for screenings including classification, and it takes an additional one or two weeks to conduct the screenings in the university when necessary.)
Contact Information	- Department (Input) - Name (Input) - Email address (Input) - Extension number (Input)	◦ If another person inputs the information instead of the faculty or other personnel Input in the Name field the name of the faculty member or other personnel that will be in charge of the student or researcher, followed by the name of the proxy, as in (Proxy: XX).

IV-4. Inputting necessary information

(2) Overseas Business Trip (Visit, Meeting)

- ◆ Before inputting the data...
 - Examine related documents to check whether or not the technology/goods need the formalities in the system.
If it is difficult for you to determine if formalities using the system are needed, conduct the necessary procedures in the system.

[Key point] Input information on the item to be brought along (sent in advance) without fail, regardless of whether the objects will be provided or brought back.

The object will not be excluded for the reason that the objects will not be provided or will be brought back.
*However, you do not need to input information on objects to which the cases apply where the applicant can omit the procedures.

[Key point] The university will issue a “Notice of non-subject items” for the objects that will be carried (or sent in advance) as needed.

The document indicating that the organization has verified the item is not subject to the List Control may be required at customs. Accordingly, the university issues a “Notice of non-subject items” as needed, even if the object does not need Classification/Transaction Screening. Carry the document together with the object or put the document in the package of the item.

[Key point] You can make an application on two occasions by the deadline for completing the procedures.

If you will make a business trip and send related materials/equipment, etc.; and need to determine to make the business trip or need to send the materials/equipment, etc. in advance, you can make an application on two occasions through the pages of this menu option or through (5) Overseas Shipping (Export) in the system.

◆ Input items and key points

Screen	Input item (Input method)	Key point
Country	Destination country for the trip (Input data or select from the pull-down list.)	
Organization	The Organization to be visited (Input data or select from the pull-down list.)	◦ Input the full name, not the abbreviated name. ◦ Check the options carefully when items mostly corresponding to entered letters are displayed in the pull-down list. Example: Input letters “Iranian company” → In the pull-down list “Tejerat Gostar Nikan Iranian Company”
Whether prior confirmation can be omitted	-Check each item if it applies to your export	If the situation regarding your export applies to the conditions for skipping the prior confirmation here, the input steps from this point on will be skipped and you will move to the final step, the contact information input screen.
Technology contents	Business traveler (select either only the person who entered the information or with a accompanying person)	

IV-4. Inputting necessary information

(2) Overseas Business Trip (Visit, Meeting)

◆ Input items and key points

Screen	Input item (Input method)	Key point
Technology contents	-Check on list-controlled goods (Select from the pull-down list; or select N/A or Unknown.) - Free description (Input *Limited to 400 characters.) Alternatively, • Enter links to related article websites, etc. • Upload related documents (application form, research plan, related articles, etc.)	Skip this Check(In Japanese only) ◦ Input information on objects to be generated/manufactured using technology to be transferred when visiting the institution/meeting people concerned and/or objects brought along and used when visiting the institution/meeting people concerned. Also enter the following supplemental data so that RMD can also perform a careful check. - Specifications - If the applicant needs to send materials/equipment in advance and has made an application once, enter the acceptance ID given at the time of the previous application.
Period of Stay	MMM DD, YYYY to MMM DD, YYYY (Select from the pull-down list.)	
Purpose	Purpose of the visit and meeting (Input)	◦ Clarify related business and joint research if any.
Items to be Brought Along	- With/Without (Select either of them.) - Detail (Input)	◦ Input information on the items to be brought along regardless of whether the objects will be provided or brought back. *However, input is not required if the applicant will bring along only the following items. - Luggage for individual travel that includes only marketed products other than storage media - Storage media used only by the applicant that he/she will bring back (People visited by the applicant will not use, view, or receive the media.) Examples: Commercially available PCs and smartphones - Materials to be distributed for lectures and practical training sessions to transfer technology that is already open to the public.
Preferred date	(Select a date from the calendar.)	◦ Input a desired response date. Notify RMD of the desired date based on the scheduled response date to the institution to be visited, the preparation for the itinerary, and other schedules. (In principle, it takes one week for RMD to respond to you about the need of the screenings including classification; and takes an additional one or two weeks to conduct the screenings in the university when necessary.)
Contact Information	- Department (Input) - Name (Input) - Email address (Input) - Extension number (Input)	◦ If another person inputs the information instead of the faculty or other personnel Input in the Name field the name of the faculty member or other personnel that will make a business trip, followed by the name of the proxy, as in (Proxy: XX).

Important

IV-4. Inputting necessary information

(3) Overseas Business Trip (Presentation)

- ◆ Before inputting the data...
- Examine related documents to check whether or not the technology/goods need the formalities in the system.
If it is difficult for you to determine if formalities using the system are needed, conduct the necessary procedures in the system.

[Key point] If you have other duties, such as a meeting for research, during a business trip for your presentation, formalities for each work will be required.

We assume you will perform many other duties to take advantage of the opportunity for overseas business travel. If the places you will visit or the technology/information to be transferred differ from those for your presentation, you will be required to complete the procedure for prior check for each work.

[Key point] Input information on the items to be brought along (sent in advance) without fail, regardless of whether the objects will be provided or brought back.

The object will not be excluded for the reasons that the objects will not be provided or will be brought back.
*However, you do not need to input information on objects to which the cases apply where the applicant can omit the procedures.

[Key point] The university will issue a “Notice of non-subject items” for objects that will be carried (or sent in advance) as needed.

A document indicating that the organization has verified the item is not subject to the List Control may be required at customs. Accordingly, the university issues a “Notice of non-subject items” as needed even if the object does not need Classification/Transaction Screening. Carry the document together with the object or put the document in the package of the item.

[Key point] You can make an application on two occasions by the deadline for completing the procedures.

If you will make a business trip and send related materials/equipment, etc.; and need to determine to make the business trip or need to send the materials/equipment, etc. in advance, you can make an application on two occasions through the pages of this menu option or through (5) Overseas Shipping (Export) in the system.

◆ Input items and key points

Important

Screen	Input item (Input method)	Key point
Country	Destination country for the trip (Input data or select from the pull-down list.)	
Academic Conference Title	Academic conference title (Input)	
Whether prior confirmation can be omitted	-Check each item if it applies to your export	If the situation regarding your export applies to the conditions for skipping the prior confirmation here, the input steps from this point on will be skipped and you will move to the final step, the contact information input screen.
Conference Location	- City (Input) - Venue (Input) - Scheduled period for the presentation MMM DD, YYYY to MMM DD, YYYY (Select from the pull-down list.)	
Detail of Presentation	Business traveler (select either only the person who entered the information or with a accompanying person)	

Important

IV-4. Inputting necessary information

(3) Overseas Business Trip (Presentation)

◆ Input items and key points

Screen	Input item (Input method)	Key point
Important Detail of Presentation	- Free description (Input *Limited to 400 characters.) Alternatively, ・ Enter links to related article websites, etc. ・ Upload related documents (application form, research plan, related articles, etc.)	◦ If information that has not been disclosed yet is included in the presentation (even if the amount is small), input the fact and the detail of the information. Example: In the case where you will exhibit data that have not been described in the materials but have been obtained recently
Duration	MMM DD, YYYY to MMM DD, YYYY (Select from the pull-down list.)	
Items to be Brought Along	- With/Without (Select either of them.) - Detail (Input)	◦ Input information on the items to be brought along regardless of whether the objects will be provided. *However, input is not required when the applicant will bring along only the following items. - Luggage for individual travel that includes only marketed products other than storage media - Storage media used only by the applicant that he/she will bring back (People visited by the applicant will not use, view, or receive the media.) Examples: Commercially available PCs and smartphones - Materials to be distributed at a usual academic conference to disclose technology to many and unspecified parties where a duty of confidentiality is not imposed on the participants
Contact Information	- Department (Input) - Name (Input) - Email address (Input) - Extension number (Input)	◦ If another person inputs the information instead of the faculty or other personnel Input in the Name field the name of the faculty member or other personnel that will make a business trip, followed by the name of the proxy, as in (Proxy: XX).

IV-4. Inputting necessary information

(4) International Joint Research

- ◆ Before inputting the data...
 - Examine related documents to check whether or not the technology/goods need the formalities in the system.

If it is difficult for you to determine if formalities using the system are needed, conduct the necessary procedures in the system.

[Key point] Follow the procedures in the system before starting joint research with a foreign university, research institute, or private company. Once you have completed the procedures, you do not need to follow the procedures each time for overseas business trips and provision of information and technology related to joint research.

◆ Input items and key points

Screen	Input item (Input method)	Key point
Country	Partner country (Input data or select from the pull-down list.)	
Organization	Organization where the technology will be transferred (Input data or select from the pull-down list.)	◦ Input the full name, not the abbreviated name. ◦ Check the options carefully when items mostly corresponding to the entered letters are displayed in the pull-down list. Example: Input letters “Iranian company” → In the pull-down list “Tejerat Gostar Nikan Iranian Company”
Whether prior confirmation can be omitted	-Check each item if it applies to your export	If the situation regarding your export applies to the conditions for skipping the prior confirmation here, the input steps from this point on will be skipped and you will move to the final step, the contact information input screen.
Technology Contents	- Free description (Input *Limited to 400 characters.)	
Joint Researchers	Name (Input)	
Intended End-use	- Purpose of use/applications (Input) -Reasons (Multiple items can be selected.) Alternatively, ・ Enter links to related article websites, etc. ・ Upload related documents (application form, research plan, related articles, etc.)	◦ Input the frequency if the items will be sent multiple times under the same conditions, including the institution to which the items will be delivered, the items to be sent, and the purpose of use.
Contact Information	- Department (Input) - Name (Input) - Email address (Input) - Extension number (Input)	◦ If another person inputs the information instead of the faculty or other personnel Input in the Name field the name of the faculty member or other personnel that will provide the data, followed by the name of the proxy, as in (Proxy: XX).

IV-4. Inputting necessary information

(5) Overseas Information or Technology Transfer

- ◆ Before inputting the data...
- Examine related documents to check whether or not the technology/goods need the formalities in the system.
- If it is difficult for you to determine if formalities using the system are needed, conduct the necessary procedures in the system.

[Key point] It is necessary to raise the awareness of (foreign) researchers and international students regarding the control.

Not knowing about the Security Export Control in Japan and at the university, researchers and international students from other countries may exchange information on the details of research at the university with their colleagues, advising researchers, and other people concerned in their native countries in routine communications; and may even send analysis data or other research results by email in certain circumstances without following the necessary procedures. Please complete the necessary formalities before permitting researchers and international students to provide data, its results, and other information on research.

◆ Input items and key points

Screen	Input item (Input method)	Key point
Country	Destination country of data/technology (Input data or select from the pull-down list.)	
Institution	Institution where the technology will be transferred (Input data or select from the pull-down list.)	◦ Input the full name, not the abbreviated name. ◦ Check the options carefully when items mostly corresponding to the entered letters are displayed in the pull-down list. Example: Input letters “Iranian company” → In the pull-down list “Tejerat Gostar Nikan Iranian Company”
Whether prior confirmation can be omitted	-Check each item if it applies to your export	If the situation regarding your export applies to the conditions for skipping the prior confirmation here, the input steps from this point on will be skipped and you will move to the final step, the contact information input screen.
Recipient	Name (Input)	
Technology Transfer Method	(Multiple items can be selected.)	
Technology Content	- Free description (Input *Limited to 400 characters.) Alternatively, • Enter links to related article websites, etc. • Upload related documents (application form, research plan, related articles, etc.)	
Frequency	Frequency of transfer (Input)	◦ Input the frequency if the items will be sent multiple times under the same conditions, including the institution to which the items will be delivered, the items to be sent, and the purpose of use.

IV-4. Inputting necessary information

(5) Overseas Information or Technology Transfer

◆ Input items and key points

Screen	Input item (Input method)	Key point
Frequency	Frequency of transfer (Input)	◦ Input the frequency if the items will be sent multiple times under the same conditions, including the institution to which the items will be delivered, the items to be sent, and the purpose of use.
Background	- Purpose of use/applications (Input) - Reasons (Multiple items can be selected.)	◦ If there is any contract or other agreements that can be shown as a basis, input information so that the relationship between the (overarching) purpose clarified in the contract and the purpose of sending the goods on this occasion is explained clearly.
Contact Information	- Department (Input) - Name (Input) - Email address (Input) - Extension number (Input)	◦ If another person inputs the information instead of the faculty or other personnel Input in the Name field the name of the faculty member or other personnel that will provide the data, followed by the name of the proxy, as in (Proxy: XX).

IV-4. Inputting necessary information

(6) Overseas Shipping (Export)

- ◆ Before inputting the data...
- Examine related documents to check whether or not the technology/goods need the formalities in the system.
If it is difficult for you to determine if formalities using the system are needed, conduct the necessary procedures in the system.
 - If you do not bring along materials/equipment but rather send them when you make a business trip, follow the procedure through the pages of Overseas Business Trip or through both the pages of this menu option and Overseas Business Trip.

[Key point] Input information on the items to be sent regardless of whether or not the objects will be returned.
The objects will not be excluded for the reasons that the items will be returned from the borrower after use or the objects borrowed from the partner institution will be returned.

[Key point] The university will issue a “Notice of non-subject items” for the objects to be sent as needed.
A document indicating that the organization has verified the item is not subject to the List Control may be required at customs. Accordingly, the university issues a “Notice of non-subject items” as needed even if the objects do not need Classification/Transaction Screening. Put the document in the package of the objects to be delivered.

[Key point] You can make an application on two occasions by the deadline for judgment.
If you need to determine to make the business trip before sending the items or need to send the materials/equipment, etc. in advance, you can make an application on two occasions through the pages of this menu option or through (2) Overseas Business Trip (Visit, Meeting) or (3) Overseas Business Trip (Presentation) in the system.

◆ Input items and key points

	Screen	Input item (Input method)	Key point
Important	Country	Destination country of the item (Input data or select from the pull-down list.)	
Important	Institution	Institution where the items will be delivered (Input data or select from the pull-down list.)	◦ Input the full name, not the abbreviated name. ◦ Check the options carefully when items mostly corresponding to the entered letters are displayed in the pull-down list. Example: Input letters “Iranian company” → In the pull-down list “Tejerat Gostar Nikan Iranian Company”
Important	Whether prior confirmation can be omitted	-Check each item if it applies to your export	If the situation regarding your export applies to the conditions for skipping the prior confirmation here, the input steps from this point on will be skipped and you will move to the final step, the contact information input screen.
	Recipient	Name (Input)	
	Goods	-Check on list-controlled goods (Select from the pull-down list; or select N/A or Unknown.)	Skip this Check(In Japanese only)

IV-4. Inputting necessary information

(6) Overseas Shipping (Export)

◆ Input items and key points

Screen	Input item (Input method)	Key point
Goods	- Free description (Input *Limited to 400 characters.) - Alternatively, • Enter links to related article websites, etc. • Upload related documents (application form, research plan, related articles, etc.) - Amount (Input) - Price in Japanese yen (Input)	◦ Input information on the item to be sent overseas and/or parts that constitute the item (e.g., species name in the case of a virus). Also enter the following supplemental data so that RMD can also perform a careful check. - Specifications - If the applicant sends goods used or transferred during a business trip; and has made an application for a prior check related to the trip, enter the acceptance ID given at the time of the previous application. ◦ If the applicant will send multiple goods You can submit the list and related materials by email or by using Proself. ◦ If the retail price is unknown Contact RMD separately.
Frequency	Frequency of transfer (Input)	◦ Input the frequency if the items will be sent multiple times under the same conditions, including the institution to which the items will be delivered, the items to be sent, and the purpose of use.
Background	- Purpose of use/applications (Input) - Reasons (Multiple items can be selected.)	◦ If there are any contract and other agreements that can be shown as a basis, input information so that the relationship between the (overarching) purpose clarified in the contract and the purpose of sending the goods this time will be explained clearly.
Preferred date	(Select a date from the calendar.)	◦ Input a desired response date. Notify RMD of the desired date based on the scheduled response date to the institution where the item will be delivered, the date of shipping, and other schedules. (In principle, it takes one week for RMD to respond to you about the need for screenings including classification, and it takes an additional one or two weeks to conduct the screenings in the university when necessary.)
Contact Information	- Department (Input) - Name (Input) - Email address (Input) - Extension number (Input)	◦ If another person inputs the information instead of the faculty or other personnel Input in the Name field the name of the faculty member that will send the item, followed by the name of the proxy, as in (Proxy: XX).

IV-5. Sending data/receiving an application acceptance email

- (1) Click the To Submission Confirmation button after entering and confirming all the information until the Contact Information screen.
- (2) Make a final check for all the input items displayed on the screen.
- (3) If there are any items that need to be corrected, return to the page concerned by clicking the Correct button to modify the data. After the correction, click the To Submission Confirmation button on the screen to proceed to the final confirmation screen again.
- (4) Click the Send button.
- (5) The procedure is completed when the Sending Completion screen appears.

1.Accepting International Students/Researchers

Nationality・Name

Whether prior confirmation can be omitted

Current Affiliation and CV

Technology Contents

Status of Residence etc.

Funds

Information about Concerns

Period of Acceptance

Preferred date

Contact Information

Contact Information

Enter the contact information for the faculty member, and the contact information for the proxy if the proxy is entering on behalf of the faculty member. You will receive an e-mail notification regarding this matter at the address you entered.

Contact information for the faculty member

Department : Kumamoto University

Name : ABC DEF

Email address : abc@jimu.kumamoto-u.ac.jp

Extension number : 3143

Contact information for the proxy

Department :

Name :

Email address :

Extension number :

prev

To Submission Confirmation

Accepting International Students/Researchers

You are submitting the following information.

Nationality

Correct

Nationality

People's Republic of China

留学生・研究者の氏名 first

aaa bbb

Whether prior confirmation can be omitted

Correct

Whether prior confirmation can be omitted

Current Affiliation and CV

Correct

Current affiliation

ABC University

Offer Details

Correct

Subject for study

AAAAAAAAAAAAAAAAAAAAA

Preferred date

Correct

Duration

2025/03/31

Contact Information

Correct

Department

Kumamoto University

Name

ABC DEF

MAIL

abc@jimu.kumamoto-u.ac.jp

Extension number

3143

If you have any related documents, upload them here.

(E.g.) Curriculum vitae, Application for admission, Research plan, Emails regarding the research with the international student or researcher, List of shipment items/personal belongings, Certificate of non-applicability or Classification by the manufacturer etc.

Select files to upload.

ファイルを選択...

※If you return to the previous page, you must upload files again on this page.

Send

[Sending Completion screen]

The information has been successfully submitted.
RMD will reply on the need for screening by email within one week. If you do not receive an email, contact us.

Risk Management Division of Kumamoto Innovative Development Organization
kido-rmd@jimu.kumamoto-u.ac.jp (Extension No.: 3143)

To Top

IV-5. Sending data/receiving an application acceptance email

(6) An application acceptance email will arrive in your inbox. (Automatically sent from the system.)

[Details of the application acceptance email]

Your New Application Received 【Export Control Check System】

熊本大学 輸出管理チェックシステム<kido-rmd@jimu.kumamoto-u.ac.jp>

宛先: 2025/03/13 (木) 10:04

Dear 熊本 大学 sensei

The Export Control Check System has received a new application with the following details.

You will be notified by email of the prior confirmation results (whether a formal review is required) within five business days.

Application receipt

Application Date and Time : 2025-03-13 10:04:35

Receipt ID : 153

Menu : 1.Accepting International Students/Researchers

Contact information of the faculty member

Name : 熊本 大学

Affiliation : リスク学部

Ext : 3143

Desired decision date : 2025-03-20

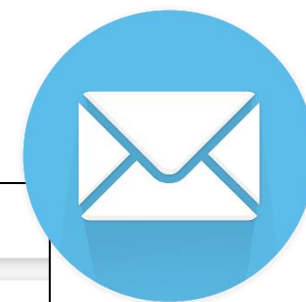
If you have any questions or if you are not familiar with this email, please kindly contact the Risk Management Division using the contact information below.

kido-rmd@jimu.kumamoto-u.ac.jp (Ext. 3 1 4 3)

[Key point] Be sure to save this email.

After sending the data, you cannot check the submitted information using the system.

To withdraw the application, or confirm or modify the details of the application, request RMD to do the necessary paperwork by email. We will need your Acceptance ID to search for your application in managed data, so please save the application acceptance email.



V. Other Related Procedures

V-1. Withdrawal and modification

(1) Forward (Extract) the application acceptance email to RMD.

Email address of RMD: kido-rmd@jimu.kumamoto-u.ac.jp

(2) Add [Withdrawal] or [Modification] to the beginning of the title.

(3) In the content:

In the case of [Withdrawal], describe the reasons (as much as possible).

In the case of [Modification], describe the item that you wish to modify and the details of the modified information (as well as the information before modification if possible).

[Example of an email requesting withdrawal]

Send



Option...

Text

- Time of auto saving of the draft: 15:51

To...

Risk Management Division of Kumamoto Innovative Development Organization

CC...

BCC...

Subject: **【Withdrawal】**Your New Application Received 【Export Control Check System】

I would like to cancel the following application for prior check I have made, because the desired overseas study destination of the student has changed.

The Export Control Check System has received a new application with the following details.

You will be notified by email of the prior confirmation results (whether a formal review is required) within five business days.

Application receipt

Application Date and Time : 2025-03-13 10:04:35
Receipt ID : 153
Menu : 1.Accepting International Students/Researchers

Contact information of the faculty member
Name : 熊本 大学
Affiliation : リスク学部
Ext : 3143
Desired decision date : 2025-03-20

If you have any questions or if you are not familiar with this email, please kindly contact the Risk Management Division using the contact information below.

kido-rmd@jimu.kumamoto-u.ac.jp (Ext. 3 1 4 3)

V-2. Management/sharing of application history

- ◆ RMD will manage data input into the system and information modified after making the application.
- ◆ Because the input data contains information requiring caution in handling, we do not provide the data to parties other than the following faculty and staff members in principle.

If you need the data, consult RMD.

Email address of RMD: kido-rmd@jimu.kumamoto-u.ac.jp Extension number: 3143

- If the faculty/staff member or other personnel who has entered the data needs to confirm the history
- If the faculty/staff member or other personnel prepares documents related to formalities when Classification/Transaction Screening is needed.
- If the department in charge of batch input of data related to international students or researchers or other sections wishes to use the input data to complete paperwork for acceptance screening or other tasks.

V-3. Preparation of applications for Classification/Transaction Screening

◆ If Classification/Transaction Screening are needed after a prior check, submit the following documents.

- (1) Application for Classification
- (2) Application for Transaction Screening
- (3) Copies of the contract deemed as a basis and related contracts