

2. On-Campus Procedures for Hosting Researchers

(1) Submitting the Security Export Control Application

The faculty liaison must follow the flowchart and complete both the Security Export Control Review Application (C/D) and the Overview of the Technology to Be Provided and the Research Plan (Excel templates, downloadable from the site below), then submit them to the Office of Human Resources Management (s-jinji-kakari@adst.keio.ac.jp, ext. 64066).

<https://app.notion.com/p/keio-univ/38b6e24e55de8001a8c1ccc60f5e0ddc?source=copy link>

The School of Medicine and the university will review the flowchart results. Even if the result is "Not Applicable," the finding itself will be reviewed for validity. If the result is "Potentially subject to regulation," submit any materials or papers setting out the technology to be provided to the researcher to the Office of Human Resources Management immediately.

* In this case, you may need to apply to the Minister of Economy, Trade and Industry through the Office of Research Development and Sponsored Projects, so please contact us as soon as possible.

(2) Appointment Applications for Visiting Research Fellows

As a rule, if a visitor will be accessing the department for two weeks or more for research, please confirm the purpose of the visit and eligibility requirements before applying for an appointment. Applications for an appointment should be submitted through the person responsible for hosting the visitor. Once the appointment is made, a hospital ID card will be issued.

Please contact the Office of Human Resources Management (s-jinji-kakari@adst.keio.ac.jp, ext. 62013) for more information.

(3) Submitting the Prescribed Forms

- 1) Have the visitor submit the prescribed "[Immunization Record](#)" form. The host department should check it and keep it on file.
- 2) The prescribed "[Medical Information Privacy Agreement\(医療個人情報保護誓約書\)](#)" must be signed by the visitor and submitted to the Office of General Affairs (8th floor of Building 2) by the first day of their visit.
- 3) Please submit any other documents requested by the Office of Human Resources Management or other departments.