

## Checklist for GRI

No.		Date of task completion	✓
<b>Prior to commencing your Internship</b>			
1	<b>Make sure to obtain permission from your academic advisor because the expenses of your internship is partly supported by your laboratory</b>	Required	<input type="checkbox"/>
2	<b>Submission of Initial Proposal [Form 1]. Ensure that the period of your GRI is more than 10 days except Saturday, Sunday, and holidays</b>	Required within six weeks after GRI orientation	<input type="checkbox"/>
3	<b>Submission of Detailed Proposal [Form 2]</b>	Required by a month prior to your departure	<input type="checkbox"/>
4	Submission of CV and Internship Pledge to your host organization /institution	If necessary	<input type="checkbox"/>
5	Submission of Internship Pledge to the International Programs Office	If necessary	<input type="checkbox"/>
<b>Students participating in internships at an overseas host organization/institution must also complete the following tasks.</b>			
6	Obtain a visa, purchase flight tickets, and take any required vaccinations depending on the destination	If necessary	<input type="checkbox"/>
7	Take out insurances: - 学生教育研究災害傷害保険(学研災) (Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)) - 学研災付帯賠償責任保険 (Liability Insurance coupled with Gakkensai)	Prior to your departure	<input type="checkbox"/>
8	Purchase overseas insurance (liability insurance must be included)	Prior to your departure	<input type="checkbox"/>
9	<b>Submission of a Notification of Overseas Travel Form (海外渡航届) to the office in charge:</b> Online: <a href="https://tokou.iee.nagoya-u.ac.jp/home">https://tokou.iee.nagoya-u.ac.jp/home</a> GSES: Academic and Student Section (大学院掛) GSOE: Civil & Environmental Engineering Office (土木工学専攻事務室)	Required by a week prior to your departure	<input type="checkbox"/>
10	Submission of Internship Pledge to the International Programs Office	If necessary	<input type="checkbox"/>
<b>After completion of your internship</b>			
11	<b>Submission of Final Report to your academic advisor and the International Programs Office (both hard and soft copy)</b>	Required within a month after completion of the internship	<input type="checkbox"/>
12	<b>GRI final presentation</b>	Required	<input type="checkbox"/>