

Information and Points to Note regarding the Health Checkup for Employee Dispatched Overseas

Kyoto University provides a health checkup for Employee Dispatched Overseas. Please read the precautions and other information before coming for the health checkup.

About application

Please apply for the examination as soon as possible through your department's section.

Online Questionnaire:

Once you are notified of the date of your examination, please complete the online questionnaire no later than the day before your checkup. The online questionnaire is only accessible through the computer or smartphone connected to the university's internal network (KUINS) or wireless LAN network (KUINS-Air).

How to access the online questionnaire:

You can access the online questionnaire via the page below. (only accessible through the university's internal network).

<https://u.kyoto-u.jp/kaigaihaken>

- 1 Please enter your SPS-ID and password and click the "Log in" button to log in to the system.
- 2 Please follow the instructions on the screen and enter the required information on the online questionnaire.
- Please refer to the online questionnaire procedures, accessible from the same page.
- If you have not completed the online questionnaire by the day before your health checkup, or if you have completed it on the day of your health checkup, the information will not be registered. In this case, you will be required to complete the questionnaire using a tablet computer at the Health Care Office when you come for your checkup.

Health checkup reception hours:

- You cannot take the health checkup on a date other than the specified date and time.
- If you will be late, please call the Health Care Office (extension: 16-2405 / phone: 075-753-2405).
- The reception closes at 15:40. If you arrive at the venue after 15:40, you will be unable to receive the health checkup and your appointment will be cancelled.

1. Items to bring with you on the day of the checkup

(1) Your Kyoto University Staff ID Card

(2) Your urine sample in a container collected in the morning of the checkup day.

*Please receive a urine sample container from your department's section in charge of employment.

Health Care Office hours: 10:00 to 17:00 on Mondays through Fridays (closed 12:00 to 13:00)

2. Contents of the health checkup:

- (1) Reception, urine sample submission (and completion of online questionnaire using a tablet computer, if necessary)
- (2) Height and weight measurement, blood pressure test
- (3) Eyesight test
- (4) Blood tests
- (5) Chest X-ray (direct digital radiography)
- (6) Electrocardiogram test and waist measurement

- (7) Hearing test
- (8) Interview (doctor consultation)

3. Health checkup examination details

(1) Reception, urine sample submission (and completion of online questionnaire using a tablet computer, if necessary)

- Collect your urine immediately after waking up using the paper cup provided, and fill the plastic sample container 2/3 full.
- Close the lid of the container tightly, and put it in an airtight plastic bag.
- The urine test will not be conducted at a later date, even for those who are menstruating at the time of the checkup. Please inform the reception desk that you are currently menstruating period, when submitting your sample.
- If you have not completed the online questionnaire, please complete it at the reception desk using a tablet computer.

(2) Height and weight measurement, blood pressure test

- Please wear clothing that is easy to put on and take off.
- Blood pressure should be measured on a bare arm or over a shirt or light sweater without rolling up the sleeves.

(3) Eyesight test

- If you usually wear glasses or contact lenses, your eyesight will be measured while wearing them. Please be sure to bring your glasses.
- Please tell the optometrist that you usually wear glasses or contact lenses.

(4) Blood test

- Do not eat or drink anything (except water or tea) four hours prior to your health checkup as blood samples must be collected on an empty stomach (meaning at least four hours after the last meal).
- Do not eat or drink coffee, juice, soft drinks, gum, candy, or other sugary drinks or food, as they will affect the blood test results. You may drink water or tea only.

Notes:

- If you are taking medication, please take it as usual.
- If you are taking diet related medication, such as diabetes medication, please consult with your doctor in advance and follow their instructions.
- If you have ever felt unwell during or after giving a blood sample, please tell the staff before the blood sample is taken.

(5) Chest X-ray test (direct digital radiography)

- Only plain T-shirts may be worn during the X-ray.
- In particular, please refrain from wearing clothes with patterns, embroidery, buttons, decorations, spangles, etc.
- Bras must be removed during the X-ray.
- Please be sure to remove all metal objects in advance, including watches, necklaces, and other jewelry, as they are visible on the X-ray image.
- Long hair must be tied up with an elastic band, etc., so as not to fall over the shoulders.

Note:

- If you do not want to take the X-ray test as you are pregnant (or may be pregnant), please inform the staff.

(6) Electrocardiogram test and waist measurement

- Please wear clothes that are easy to put on and take off, as the electrocardiogram electrodes are placed directly on the bare chest, wrists, and ankles. (Please do not wear tights or stockings.)

(7) Hearing test

- Simple hearing test equipment will be used for the test. If you have any hearing impairment, please inform the staff before taking the hearing test.

(8) Interview

- The interview will be conducted by a physician.

(9) Other points to note

- Please note that an examination gown is not provided at the venue.
- Please refrain from wearing boots, etc., which take time to put on and take off.
- Please allow a little more time for the health checkup, as we may have to wait a little while as we conduct the health checkup for new employees at the same time.
- In principle, test results will be provided in the following month.

Omission of the health checkup for Employee Dispatched Overseas (at the time of departure)

If you have already received the required health checkup items and will receive this health checkup for Employee Dispatched Overseas (at the time of departure) within 6 months of the date of the health checkup, you may be able to omit the relevant items after being interviewed by a physician. Even in cases where the examination is omitted, the interview is still required, so you will need to come in for the examination.

If you have already received all or some of the required health checkup items, please bring the results of the checkup items.

If you do not bring that on the day of the health checkup, you will not be able to skip the test.

Please note that if you do not bring the test results on the day of the checkup, you cannot skip the tests.

Occupational Welfare Division

Health Care Office

Agency for Health, Safety and Environment

Health Checkup Venue

**Reception Desk, 1st floor of the Yoshida
Campus Health Care Office
(West of the Café-Restaurant Camphora)**

**The reception desk for the health
Checkup for Employee Dispatched Overseas
is here.**


**14:00- for men
15:00- for women**



Occupational Welfare Division Agency for Health, Safety and Environment, Kyoto University
Address: Yoshida Honmachi, Sakyo-ku, Kyoto, 606-8501

- Inquiries about the schedule and planning, etc.:
Health Section, Environment, Safety and Health Division, Facilities Department
Extension: 16-2420 (Phone: 075-753-2420)
- Inquiries about Online Questionnaire:
Health care Office
Extension: 16-2419 (Phone: 075-753-2419)
- Inquiries about healthcare:
Health Care Office
Extension: 16-2405 (Phone: 075-753-2405 (reception))

The 2024 Annual New Employee Health Check Schedule (Schedule are subject to change)

 New Employee Health Check scheduled date *New Employee Health Check period is within three months from the date of hire.
(Health Checkup for Employee Dispatched Overseas will be conducted on the same schedule.)

April (None)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August (None)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September (Conducted at health checkup sites)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
In August and September, during the Annual Health Checkup, Annual New Employee Health Checkup can be taken at the same site as the Annual Health Checkup. Please check the notice of the Annual Health Checkup scheduled to be issued around July for details such as reservations. *Health Checkup for Employee Dispatched Overseas are not available in September.						

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2025 January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2025 February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2025 March (None)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

採尿容器・採尿方法

How to Collect your Urine Sample

1 採尿容器に氏名を記入

Write your name on the container.

名前以外は
記入不要

Enter your name only.

2 採尿カップに尿を取る

Collect the urine in the paper cup provided.

3 容器の2/3まで尿を入れてください。

Fill the sample container 2/3 full.

2/3

尿の量

2/3 full

4 容器のふたを閉めて、密閉袋に入れてください。

Close the cap tightly and put it in the sealed bag.

