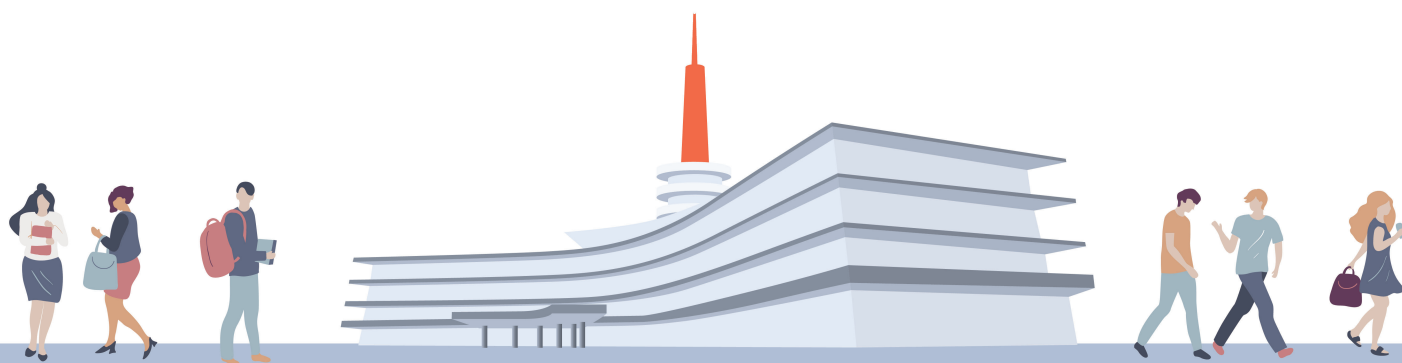




# INTERNATIONAL STUDENTS GUIDE BOOK 2025

東海大学留学生手引き

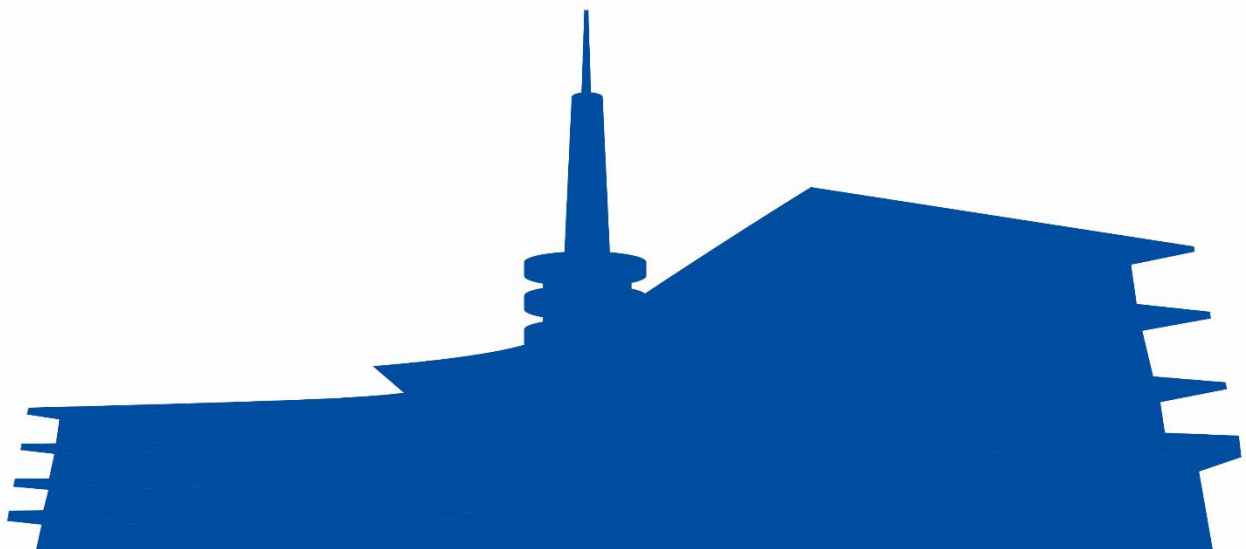


**TOKAI UNIVERSITY**

# 『留学生の手引き』目次

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# 1. Campus Life

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## (1) Basic Information about Campus Life

### 1) College Offices

College Offices provide the necessary support for your student life.

Office Hours: 9:00-17:00 (Weekdays) 9:00-16:00 (Saturdays)

### 2) Libraries

Please refer to the following websites:

<https://library.time.u-tokai.ac.jp/> (Japanese website)

<https://library.time.u-tokai.ac.jp/?lang=english> (English website)

### 3) Student ID Card and ID Number

Student ID: A document that certifies one's status as a student of Tokai University. You must carry it with you at all times.

Student ID Number: Your ID indicates your academic year, department, class number, seminar number, and personal number. (e.g.) Student ID: 5 C P K 1 1 9 9

「5 C = enrolled in Spring Semester 2025」

「PK = School of Cultural and Social Studies, Department of Media Studies」

「1 = class no.」 「1 (A) = seminar no.」 「99 = personal no.」

<Handling of Student ID Card>

- The sticker on the back of the student ID card, distributed during guidance for current students, indicates the expected graduation date.
- Please do not remove the sticker until you complete the 8th semester!  
e.g. If the sticker comes off after washing your clothes, please consult the college office.
- Please be careful, as the IC data on your student ID card may be erased by the magnetism of your mobile phone. Also, do not fold the card or expose it to strong impact.
- If you lose your student ID card, please request a replacement at your affiliated college office.  
A reissuing fee is 2,000 yen and an application for re-issuance is required.

\*Your student ID card is required on exam days. If you forget it, obtain a temporary identification certificate from your college office before the exam.

### 4) Classrooms and Classroom Numbers as follows: Please check your classroom locations beforehand. (e.g.)

- 1A-306 → Building 1, A wing- 3<sup>rd</sup> floor, Room 06
- 2W-101 → Building 2, West wing – 1<sup>st</sup> floor, Room 01
- 6C-201 → Building 6, C section, 2<sup>nd</sup> floor, Room 01

### 5) Academic Adviser

Your academic adviser provides advice and consultation on studying, scholarships, and other issues that may arise.

If you need a consultation, check 【TIPS⇒キャビネット⇒01共通⇒06オフィスアワー】 for availability.

## 6) Commuting

### 【Bicycle】

★ Students who use a bicycle must be sure to complete the following procedures properly.

- Purchase liability insurance
- Register your bicycle at the store where you purchased it. \* If it was a gift from someone, update the registration (to your name) at a nearby bicycle shop.
- Attend a special safety lecture given by the university (Check TIPS for course availability).

★ Below rules must be kept:

- Bicycles are considered "light vehicles" under the Road Traffic Act. Failure to follow traffic laws may result in penalties. For details, check the linked page below:

【Bicycle traffic rules (Tokyo Metropolitan Police)】

<https://www.keishicho.metro.tokyo.lg.jp/kotsu/jikoboshi/bicycle/menu/rule.html>

- Park at designated bicycle parking areas.

\*If you park in an unauthorized location, your bicycle may be towed, and you may be required to pay a fine to retrieve it."

- Do not leave your bicycle on campus for more than 1 week.
- Lock your bike when you park even if it is just for a short period of time. Double locking is advisable.

### 【Train/Bus】

When purchasing a commuter pass, you must bring your student ID card and complete the procedure at the reception counter.

### 【Motorcycle】

★ If you wish to use a motorcycle for commuting:

- Those who wish to commute by car/motorcycle must purchase liability insurance and attend our special safety lecture (Check TIPS for course availability).
- Also, motorcycles must be parked in designated parking areas of the campus.

## 7) Class schedule

The class schedule will be posted on the TIPS cabinet at the beginning of the semester. Please be sure to check it.

## 8) Others

Please check TIPS or Tokai University's official website for notifications (absence, class cancellation and class schedule changes etc.) in the event of heavy storms, strikes, transportation and other emergency cases.

# (2) Changes of Personal Information • Enrollment Status

## 1) Change in Personal Information

For changes to the name of the guarantor or tuition payer, submit the "Various Change Notification" form (*Kakushu Henko Todoke*).

For changes such as surname (name change) or nationality, complete the procedure by presenting

your passport and residence card.

Update your information in the student portfolio on TIPS if there are any changes to the address or phone number of the student, guarantor, tuition payer, or emergency contact.

※The same applies if there are any changes to the details on your residence card. Please refer to TIPS.

## 2) Changing of Enrollment Status

Please consult thoroughly with your guarantor and academic advisor, and obtain their consent before contacting your affiliated College Office.

→ Prepare the designated form (e.g., ○○ application). → Submit the form to your College Office.

## 3) Leave of Absence

It is possible to take a leave of absence if you will be absent from the university for more than 2 months, but less than 6 months in the spring or fall semester or for 2 semesters (less than a year).

- The submission date of the "Leave of Absence Application" cannot be retroactively changed. Please complete the procedure before the semester begins.
- You MUST return to your country during the leave of absence.
- If your leave of absence covers an entire semester, a leave of absence enrollment fee of 25,000 yen per semester must be paid.

## 4) Re-enrollment (after a leave of absence)

Students will be removed from the university if "Application for Re-enrollment" (*Fukugaku Negai*) is not submitted within 2 months after the end of the leave period.

## 5) Withdrawal

When a student needs to be away from the university for more than a year for some reason (military service etc.).

- Generally, the withdrawal date is the beginning of the semester following the semester when the last tuition payment was made. Additionally, withdrawal in the middle of a semester is only possible if the tuition for that semester has been fully paid.  
e.g.If the tuition for the Fall semester of 2025 is fully paid, the withdrawal date will be April 1, 2026.
- The withdrawal date cannot be backdated to the university's acceptance of the withdrawal request. If you know you need to submit a withdrawal request, please do so promptly.  
\*Note: If you are to serve in the compulsory military service, you MUST complete all the necessary procedures prior to the withdrawal.

## 6) Re-admission

When a student wishes to be re-admitted after withdrawal or removal.

- Consult with your College Office at the start of the semester.
- For re-admission in spring semester, the application needs to be submitted by the end of November of the previous year. For re-admission in fall semester, the application needs to be submitted by the end of May. If a Certificate of Eligibility is required for re-admission, you also need to confirm its application deadline with your College Office in advance.
- If the application is approved, the student will be re-admitted to the school, department, major and semester in which the student was at the time of withdrawal/removal.

- Application for re-admission will be possible after 1 semester (6 months) in case of withdrawal/after 2 semesters (1 year) in case of removal.

#### 7) Removal and Returning

- Removal: If the tuition is not fully paid by the due date, your enrollment at the university will be terminated.
- Returning: Students who have been dismissed can return to school if the full tuition fees and the returning fee (5,000 yen) are paid by the following dates:  
For spring semester, July 31 / for fall semester, January 31.

#### 8) Transferring (School/Department)

The examination for transferring schools or departments takes place each year in October.  
Consult with your College Office in advance.

#### 9) Other

**Early Graduation :** Students who meet the following conditions are eligible to graduate from an undergraduate school Tokai University at an early date:

- Undergraduate students who are enrolled in the 4th or 5th semester at the time of application.
- All required credits have been earned.
- The criteria for your school's grade standards are met.
- The tuition fees are paid in full.
- Students who have re-enrolled, transferred, or changed departments or majors are not eligible for the Early Graduation System.

**Postponement of Graduation:** Students who meet the graduation requirements but wish to continue their enrollment for the purpose of job hunting may do so, provided they meet the following conditions.

- Enrolled in an undergraduate course for at least 8 semesters (excluding the Faculty of Medicine).
- The criteria for graduation are met.
- It will not exceed the limit of the enrollment period (6 years for doctoral courses, 4 years for graduate courses, and 8 years for undergraduate courses).
- Tuition fees are paid in full.

## (3) Certificates

Issuance of certificates needs to be applied online and received at convenience stores or sent out by postal mail.

<https://www.u-tokai.ac.jp/campus-life/support/convenience-store/>

For some certificates that are not supported by the online application service, please consult with your College Office.



institutions corresponds to the same person. Individual Number Notices will be delivered via simplified registered mail 2-3 weeks following the residence registration.

2) How to make an application for your Individual Number Card (also known as My Number Card)

Your Individual Number Notice and Individual Number Application Form will be sent to the address on your residence certificate by registered mail. You can submit your application either by mail or online, using a smartphone or computer. You will receive your My Number Card approximately one month after submitting your application.

For more details on how to apply for a My Number Card, please visit the website of the Organization for Local Authorities and Information Systems.

<https://www.kojinbango-card.go.jp/apprec/apply/> (Multilingual support)

3) What you can do with a My Number Card

- Obtain certificates and official documents (such as a Certificate of Residence) at convenience stores and other locations
- Use as an official ID card and as proof of your personal ID number (My Number)
- Use as a health insurance card (requires prior application). However, currently, only a limited number of medical institutions accept it and not all medical facilities participate.
- Complete residence-related procedures online.
- Use it for various online administrative procedures.

4) For individuals who already have a My Number Card

- If there are any changes to your name, address, or other personal details, you must inform the municipality where you reside of these changes.
- After renewing your period of stay, please update your My Number Card at the municipal office of your city, ward, or village before the expiration date of your card.

\*Please note that the expiration date of your My Number Card will not automatically be adjusted, even if your period of stay is extended.

5) Returning the My Number Card

- If you are leaving Japan and do not plan to return in the future, you must complete procedures such as submitting a notification of moving out and cancelling National Health Insurance premiums at the city or ward office where you reside, and return your My Number Card.
- If you are leaving Japan but may return in the future, you should submit a notification of moving out, settle your National Health Insurance premiums, and inform the municipal office of your intention to return to Japan. Your My Number Card will then be stamped as “returned” at the counter and handed back to you. When you next come to Japan and register as a resident, please submit the My Number Card to the municipal office of your new place of residence.

\*About Individual Number (My Number): The 12-digit number assigned to you will remain the same throughout your life, even after you return to your home country.

\*Starting from fiscal year 2025, the residence card and My Number Card will be merged into a single card, which will be known as the “Specified Residence Card – tokutei my number card”.



<Reference information on the My Number system>

The Japan Agency for Local Authority Information Systems (multilingual support):

<https://www.kojinbango-card.go.jp/>

Immigration Service Agency (multilingual support):

<https://www.moj.go.jp/isa/support/portal/mynumbercard.html>

My Number Card and Residence Card:

<https://www.moj.go.jp/isa/content/001420065.pdf>

## (4) National Pension

All registered residents of Japan aged 20 to 59 years are obliged to enroll in the National Pension System including international students. However, if you have difficulty paying contributions because of limited income, there are contribution postponement and exemption systems. In principle, you need to make an application for postponement or exemption every year. Please be aware that the type of exemption depends on your student status.

### 1) Regular/Matriculated (degree-seeking) International Students::

Students over 20 with low income who have difficulty paying National Pension contributions can apply for a deferral under the "Student Payment Deferral Program." This program is available only to Regular/Matriculated (degree-seeking) and must be applied for each year.

### 2) Non-Matriculated (non-degree seeking) International Students, such as International Research Students, etc.

Non-Matriculated (non-degree seeking) students are not eligible for the "Student Payment Deferral Program." Instead, they should apply for the "Exemption or Deferral of National Pension Contributions," which also requires a yearly application. International students should not use these systems to evade payment of contributions. For more details, contact the National Pension office at your local municipality.

### 3) Procedures After Graduation

<Returning to Home Country ("Withdrawal Lump-Sum System")>

If you have paid National Pension contributions for 6 months or more, you can receive a lump-sum withdrawal. Submit the withdrawal request at the National Pension office of your municipality.

<When Starting Employment>

If you join a company or organization, you will be enrolled in the Employee Pension or Mutual Aid Pension. You will need your "Basic Pension Number" for the transfer. If you weren't enrolled as a student, you must complete the enrollment procedure at your local city or ward office to obtain your Basic Pension Number.

#### 【Social Security Agreements】

If your home country has a social security agreement with Japan, you may be able to transfer your Japanese pension record to your home country's pension system. However, if you receive a lump-sum withdrawal from Japan, you will not be able to combine your Japanese pension record with your home country's system.

National Pension System Information (Various Languages)

<https://www.nenkin.go.jp/service/pamphlet/kaigai/kokunenseido.html>

Exemption and Deferral of National Pension Contributions

<https://www.nenkin.go.jp/shinsei/kokunen/kokunen.files/20.pdf>

Social Security Agreements

<https://www.nenkin.go.jp/service/shaho-kyotei/shaho.html>

Japan Pension Service Website

<http://www.nenkin.go.jp/>

## ( 5 ) Change in Registration Details

| Details   |                           | Where to go   | Deadline  |
|---|---------------------------|---|---|
| Notification of moving                                  | Move to a different city  | ①Moving out Procedures<br>(at the municipal office of your previous address)<br>Submit Moving-Out form<br>→ Obtain Moving-out Certificate<br>②Moving-in Procedures<br>(at the municipal office of new address)<br>→ It will be dealt with “Moving-out Certificate”. | Within 14 days of moving<br><br>[Necessary documents]<br>①Residence Card<br>②My Number Insurance Card or Eligibility Certificate<br>③Change of Address for National Pension |
|   | Move within the same city | ①Moving out Procedures<br>(at the same municipal office)  |   |
| Change of Name, Date of birth, sex, nationality, region |                           | Immigration Office (or its branch office)   | Within 14 days of change  |

## ( 6 ) Extension of Period of Stay

Residence period extension: It is possible to apply starting three months before the expiration of the residence period. The application should be made at the Immigration Services Agency.

### The following documents are required when applying for an extension

#### 1 ) Everyone

- ① Application for Extension of Period of Stay (“For applicant, part 1 and part 2”)
- ② Application for Extension of Period of Stay (“For organization part 1 and part 2”)
- ③ List of required documents and various certificates
- ④ Passport
- ⑤ Residence Card
- ⑥ Face Photo × 1

(size: 4cm×3cm/Must have no background/No hat/ Must be taken within 3 months/ Must be different from the one used on the current passport and Residence Card)

- ⑦ Certificate for payment of fee (Your signature is required)
- ⑧ Handling fee ➡Purchase a revenue stamp at a post office or immigration office
- ⑨ Documents related to expense support (for eligible individuals only): If you have received guidance related to permission for extracurricular activities during the application for residence period extension, you must prepare documents related to expense support at that time.
- ⑩ Scholarship Certificate (For eligible individuals only): It must state the amount and duration of the scholarship. All scholarship recipients should contact their scholarship organization to obtain the certificate.

2) For Graduates and Undergraduates, the following documents are also required:

- ⑪ Certificate of Enrollment
- ⑫ Academic Transcript
- ⑬ “Students who are repeating and who have poor academic performance”  
Teaching Plan (written by your academic adviser).
- ⑭ “Students who are repeating and who have poor academic performance”  
Statement of Reasons (written by the applicant with evidence documents)

3) For Research Students, the following documents are also required:

- ⑪ Certificate of Enrollment for Research Students
- ⑫ Research plan (To be created by yourself, including the "research period" and "research content.")
- ⑬ Certificate of Enrollment for Research Students \*If you have been a research student for more than two semesters
- ⑭ Study plan for international students  
※This form will be prepared by the supervising faculty member, but before applying, make sure to have a thorough discussion with the supervising faculty member and make a plan to engage in at least 10 hours of research and study per week.

4) For New Students, the following documents are also required:

- ⑪ Completion Certificate and Academic Transcript (of your previous school/course)
- ⑫ Certificate of Attendance of your previous school/course (If you were enrolled in a Japanese language course at a Japanese language school or university).
- ⑬ Certificate of Attendance for Previous Course (If you were enrolled in a Japanese language course at a Japanese language school or university)
- ⑭ Written explanation (with supporting documents such as medical certificates etc.)

\*Only if the attendance rate at the previous Japanese school was less than 85%.

Note: The immigration office may request additional documents other than those listed above.  
In such cases, you must prepare them as soon as possible.

## ( 7 ) Short-Term Exit and Re-entry (Special Re-entry Permits)

Special Re-entry Permits: The system where foreign nationals holding a valid passport and residence card do not require permission for re-entry within one year if returning during that period when departing from Japan.

### 【Departure】

- ★ Present your residence card.
- ★ Tick the column for “Using a Special Re-Entry Permits” in The Embarkation and Disembarkation Card.
- \* If the residence period is set to expire within one year of the departure date, you must complete the re-entry and residence period extension procedures before it expires.
- \* You must inform your academic adviser about leaving Japan (reason, returning date etc.) prior to the departure
- \* If you leave Japan with a deemed re-entry permit, you must re-enter Japan within one year.  
→ If you exceed one year, your residence status will be lost, and you will not be able to re-enter Japan unless you apply for a new residence status.

## ( 8 ) Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted (Application for permission to work part-time)

If you wish to undertake a part-time job:

⇒ Apply for the “Permission to Engage in Activity other than Permitted under the Status of Residence Previously Granted” at the immigration office.

1) Necessary Documents: ①Application Form ②Passport ③Residence Card

→ If the application is granted, a seal will be stamped on the back of the resident card and a sticker will be affixed in your passport.

- ★ Students cannot undertake part-time jobs during a leave of absence or if the enrollment status is withdrawn/removed.
- ★ Students are not required to apply for permission to work under the contract with Tokai University. (e.g.) Teaching Assistant, Research Assistant, Tutor, etc.
- ★ For government-sponsored students, it is necessary to consult with the relevant section of the Embassy in advance.

2) Hours Permitted for Working Part-Time

For international students: up to 28 hours a week

※ During a vacation period: Maximum of 40 hours a week (8 hours a day × 5 days)

3) Long-term Vacation Certificate: Please submit your academic year record to your part-time job employer.

If you need the "Long-term Vacation Certificate," please consult with the College Office.

4) Caution: It is prohibited to be engaged in part-time work contrary to public order or morality. (e.g.) Part-time work in entertainment and amusement trade, such as bars, host and hostess clubs, pachinko parlors, and mah-jong parlors. Also, cleaning jobs at the above places are prohibited.

If you break the above rules:

If you engage in part-time work without a permit or if you work more than the hours permitted by

the permit, you will be deemed to have worked illegally and will be subject to penalties.

★ Working more than the permitted hour permitted by the permit

⇒Your Residence Card status “Student” may be taken away.

★ Working without a permit ⇒You may be deported.

**【Mail delivery is possible】**

Starting from January 1, 2024, online applications to obtain “Permission to Engage in an Activity Other than Permitted under the Status of Residence Previously Granted” and the option for receiving it by postal mail after issuance is available. If the following conditions are met, it is possible to receive the permission by postal mail.

- 1) Register user information through the online residence application system.
- 2) The online application for the “Permission to Engage in an Activity Other than Permitted under the Status of Residence Previously Granted” must be filed simultaneously with the application for “Extension of Period of stay”, “Application for Change of Status of Residence”, or the application for “Permission to Acquire Status of Residence”.
- 3) When applying through the online residence application system, select 'Mail Delivery' as the 'Receipt Method.' Please refer to the details below for confirmation.

**【Immigration Services Agency HP】**

- Regarding the issuance of “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted” by postal mail when applying online:

[https://www.moj.go.jp/isa/applications/guide/11\\_00025.html](https://www.moj.go.jp/isa/applications/guide/11_00025.html)

- Online procedure for residence permit application:

<https://www.moj.go.jp/isa/applications/guide/onlineshinsei.html>

## **( 9 ) Extension of Visa Before Graduation**

- 1) For those whose visa expires before graduation:

If you will continue studying or proceed to the next stage of your education, you must extend your visa (status of residence “Student”).

**【Necessary Documents】**

- ① Application for Extension of Period of Stay (“For applicant, part 1 and part 2”)
- ② Application for Extension of Period of Stay (“For organization part 1 and part 2”)
- ③ Certificate of Expected Graduation
- ④ Academic Transcript
- ⑤ A document clarifying your ability to pay all expenses (eligible individuals only)

For recent visa extension applications with guidance on activities beyond qualifications, prepare documents for expense coverage.

- 2) For those who have already found a job:

Please check the details on the website of the Immigration Services Agency below:

<https://www.moj.go.jp/isa/applications/procedures/16-2.html>

### 【Necessary Documents】

- ① Application for Changing of Status of Residence  
(Available for download from the above site)
- ② ID Photo (4cm × 3cm, no hat, with a plain background, taken within the past 3 months).
- ③ Certificate of Graduation or Certificate of Expected Graduation
- ④ Passport
- ⑤ Residence Card
- ⑥ Handing Fee (revenue stamp)
  - ★ Certificate for Payment of Fee (available for download from the above website)
  - ★ Documents prepared by your employer → Consult with your employer beforehand
- ① Copy of employment contract (including job description, period of employment, wage amount)
- ② Statement of reason for employment (The reason for recruiting the applicant).
  - ※ Regarding other documents, they vary depending on the category of the affiliated organization (employer). For details, please refer to the checklist below.
  - Common to all categories: : <https://www.moj.go.jp/isa/content/001404131.pdf>
  - For Categories 3 and 4 only: : <https://www.moj.go.jp/isa/content/001367000.pdf>

#### 3) For those who will continue to seek employment after graduation:

You must change the status of residence to “Designated Activities (for seeking employment)”.

(If you are granted, the period of stay will be 6 months, and you are allowed to apply for the extension of this visa only once).

### 【Necessary Documents】

- ① Application for Changing of Status of Residence  
(Available for download from the above site)
- ② ID Photo (4cm × 3cm, no hat, with a plain background, taken within the past 3 months).
- ③ Passport
- ④ Residence Card
- ⑤ Document proving the ability to cover expenses during the period of stay.
- ⑥ Certificate of Graduation or Certificate of Expected Graduation
- ⑦ Recommendation letter for continued employment activities from the previous university  
(from the Dean of the department or research director)
- ⑧ Evidence that you are seeking employment
- ⑨ Certificate for Payment of Fee (Available to download from the above site).
- ⑩ Handing Fee (revenue stamp)

#### 4) For those who got a job offer and will be starting the job starting from the next fiscal year

Change of residence status to "Designated Activities" (for those with a job offer) → Consult with your employer beforehand.

### 【Necessary Documents】

- ① Application for Changing of Status of Residence
- ② ID Photo (4cm × 3cm, no hat, with a plain background, taken within the past 3 months).

- ③ Passport
- ④ Residence Card
- ⑤ Document to prove the ability to cover all expenses during the stay
- ⑥ Certificate of Graduation or Certificate of Expected Graduation
- ⑦ Pledge (available for download from the Immigration and Residency Management Agency website)
- ⑧ Letter of acceptance/appointment
- ⑨ Certificate for Payment of Handling Fee (Available to download from the above site)
- ⑩ Handling Fee (revenue stamp)

5) Graduate university and proceed to graduate school afterward:

A foreign student graduating from university has the option to change their residence status to “Specific Activities” through a pledge with the university if their “Study Abroad” status is at risk within one year before enrolling in graduate school.

**【Necessary Documents】**

- ① Application for Changing of Status of Residence
- ② ID Photo (4cm × 3cm, no hat, with a plain background, taken within the past 3 months).
- ③ Passport
- ④ Residence Card
- ⑤ Document to prove the ability to cover all expenses during the stay
- ⑥ Certificate of Graduation
- ⑦ \*Pledge (Document detailing regular communication for prospective graduate students on the waiting list from the intended graduate school)
- ⑧ Admission approval letter issued by the prospective graduate school.
- ⑨ Application for “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted”
- ⑩ Certificate for Payment of Fee (available for download from the above website)
- ⑪ Handling Fee (revenue stamp).

**\*Pledge :**

- Students advancing to the graduate school of Tokai University should contact the college office they belong to or plan to belong to. The pledge form to be submitted to the Immigration Bureau will be issued by the affiliated college office.
- Students advancing to the graduate school of another university should contact the university they will be attending.

## ( 1 0 ) Obtaining Visas for Your Family

Please note that Tokai University cannot be your guarantor or complete the necessary documents and procedures on your behalf.

Procedures to bring your family members to Japan: Please inquire at the embassy of your home country as procedures vary from country to country.

Ministry of Foreign Affairs of Japan (MOFA) URL:

<http://www.mofa.go.jp/mofaj/toko/visa/index.html>

### 1 ) Short-term Stay/Visit (90 days or less)

\*Check whether your country has signed the Visa Exemption Agreement with Japan or not in the MOFA site above.

★ Visitors from countries or regions that are exempted from applying visa will need to present passport at the time of arrival

★ Visitors from countries or regions that require a visa to enter Japan will need to apply for the “short-term stay” visa.

#### **To apply for a Temporary Visitor Visa:**

- ① Person who will visit Japan must prepare their documents.
- ② The application needs to be submitted to the Japanese consulate-general or embassy in his/her country.  
→Evaluation will be conducted at the overseas diplomatic mission in the applicant’s country but the Ministry of Foreign Affairs Japan may intervene depending on the situation. Please allow adequate time for processing and evaluation of the application (The evaluation period usually takes about one week to one month).

#### **【Necessary Documents】**

##### **★ If the inviter is a foreign student:**

- ① Certificate of booking of flights/boats (entering and leaving Japan)
- ② Schedule of Stay
- ③ Letter of Reason for Invitation (prepared by the inviter in Japan)  
Attach the document to support your reasons for the invitation, if there is any.  
(e.g.) A medical certificate in the case of inviting a relative for medical care/The invitation of graduation ceremony in the case of attending the graduation ceremony
- ④ Documents of the student (inviter)
  - Certificate of Residence (within 3 months from issuance)
  - Certificate of enrollment
  - Residence Card
- ⑤ Documents to show that the applicant is capable of paying the travel expenses of the invitee (e.g.) Applicant’s balance book (in case the visa applicant pays travel expenses)
- ⑥ Certificate of income or tax payment certificate issued by the inviter’s local municipal office (in case the inviter pays travel expenses)



- ⑦ Letter of Guarantee (If the applicant is a government-financed *KOKUHI* student, a certificate of government scholarship is required instead of letter of guarantee.)
- ⑧ Documents related to the guarantor (same as the above)

Note: Tokai University cannot be your Japanese guarantor. Please find a guarantor by yourself.

\*If the applicant is a Chinese national, documents listed on ⑦ and ⑧ must be submitted. For applicants other than Chinese nationals, the Japanese Embassy/consulate may ask for those as supplemental documents.

\*The designated formats must be used for the “Letter of Reason for Invitation,” “Schedule of Stay” and “Letter of Guarantee.”

\*For details on those formats and the most recent information, please refer to the Ministry of Foreign Affairs website.

★ If the inviter is a Japanese national:

- ① Certificate of Residence (including all household members’ information and the relationships between them/ within 3 months from issuance)
- ② Documents to prove the occupation (e.g.) Certificate of employment or business license etc.
- ③ One of the following documents:
  - Most recent taxation/tax payment certificate
  - Tax payment certificate issued by the tax office
  - Copy of tax return form with a tax office’s acceptance stamp
 →Gross income should be indicated. Withholding tax statements are not acceptable.

★ If the inviter is a non-Japanese resident:

(The inviter must have a visa status that allows to work with a period of stay of 3 years or longer)

- ① Certificate of Residence (including all household members’ information and the relationships between them/within 3 months from issuance)
- ② Documents to prove the occupation (e.g.) Certificate of employment or business license etc.
- ③ One of the following documents:
  - Most recent taxation/tax payment certificate
  - Tax payment certificate issued by the tax office
  - Copy of tax return form with a tax office’s acceptance stamp
 →Gross income should be indicated. Withholding tax statements are not acceptable.

★ Procedures for international students of Chinese nationals to invite their relatives:

- ① All documents must be prepared in Japan (Required certificates must have been issued within 3 months of the date of submission).
- ② Send the required documents to the applicant in China.
- ③ The applicant needs to prepare their application form, passport, a photograph and other necessary documents in China.  
(The required documents differ depending on the type of visa, so you are advised to consult with the Japanese Consulate-General or Embassy in China in advance.)

- ④ When all materials are prepared the applicant applies for the visa via a designated visa proxy designated by the Japanese Consulate-General or Embassy in their jurisdiction. For details of proxy, please consult with the Japanese Consulate-General or Embassy in the applicant's jurisdiction (The Embassy or Consulate-General may ask the applicant to attend an interview or submit additional documents if necessary).
  - ⑤ Wait for the result  
(If there is no problem with the application, the result will be informed after a week or so.)
  - ⑥ If the examination is successful, the applicant may visit Japan  
(The period of stay will be 3 months. Visa extension is not possible.)
- 2) If the reason for visiting Japan is “to stay a long term (living with a foreign student)”:
- If a foreign student studying in Japan under the residence status of “Student” wishes to bring family members to Japan to live together, only his/her spouse and children are eligible. In that case, the resident status of the family member will be “dependent” and the activities permitted while in Japan will be limited to those related to daily activities.
- The category of ‘daily activities’ does not extend to any paid activity.
- However, if the permission to engage in activity is permitted, they may engage in part-time work (up to 28 hours a week).

#### 【Necessary Documents】

- ① Documents certifying the relationship between the student and his/her family member(s). At least one of the followings is required:  
→Family registration certificate/Certificate of acceptance of marriage report/Marriage certificate/Birth certificate
- ② A Copy of resident card of the foreign student
- ③ A Copy of passport of the relatives
- ④ Documents certifying your ability to pay all expenses  
(a copy of a bankbook, a remittance certificate, a copy of a passbook or a certificate of scholarship etc.)
- ⑤ Certificates of enrollment and transcript of the foreign student who will be the financial supporter.
- ⑥ Letter of Reason (incl. the reason to invite, who you wish to invite and the period of stay)
- ⑦ Two face photos of family member(s) (H4cm x W3 cm)
- ⑧ One self-addressed standard-size envelope with stamps affixed (for simplified registered mail, *kan-i kakitome* in Japanese)

## ( 1 1 ) Before Leaving Japan

Please complete the following procedures before returning to your home country:

### 1) Moving-out procedures

Please go to your local municipal office with your Residence Card, My number (notification) card and passport. You are advised to do the procedure about 2 weeks prior to the departure date.

2) Withdrawal from National Health Insurance

Return your National Health Insurance Card (Kokumin Kenkō Hokensho) to your local municipal office and make any necessary payments.

3) Return of My Number Card

Those who do not plan to return to Japan must surrender their My Number Card.

4) Submission of *Ridatsu Todoke* ("The Notification of Accepting Organization")

Upon graduation or completion of the course, you must fill out the 'Notification of Accepting Organization (Ridatsu Todoke)' within 14 days and submit it to the Immigration Services Agency of Japan. You can submit it through the Immigration Services Agency's electronic notification system or mail it to the Tokyo Immigration Bureau.

➡ <https://www.ens-immi.moj.go.jp/NA01/NAA01S/NAA01STransfer>

Postal Address : 〒160-0004 東京都新宿区四谷1-6-1 四谷タワー14階

Addressee : 東京出入国在留管理局 在留調査情報部門届出受付担当

※Write 「届出書在中」 in red on the front of the envelope.

※Enclose a copy of your resident card (both the front and the back sides)

5) Other Contracts

You need to cancel contracts or services of the followings before leaving Japan: Your flat/apartment, telephone, electricity, gas, water, internet services, bank/post office accounts etc. (Scholarship recipients: please close your bank account after receiving your last stipend).

6) Large-size refuse/Bulky rubbish

You need to make a reservation to dispose of bulky rubbish. Call the bulky waste collection center of your local authority or make an online request.

7) Be aware of your status of residence

After graduation, completion, withdrawal or removal from Tokai University, you are not allowed to stay in Japan even if your period of stay is still valid. Staying in Japan as a "Student" is illegal in this case.

8) Return before the withdrawal/removal date

When leaving Japan, mark 'No plans for school readmission' on the ED card at the airport, and hole-punch the residence card. Even if it's still valid, it becomes invalid. Upon return, apply for a relevant residence status.

9) Return of your Residence Card

You must return your Residence Card to the immigration officer at the airport upon your departure.

## ( 1 2 ) Other matters related to the status of residence

1) Periodic reporting (graduated, withdrawn, removed, or missing etc.)

When an international student graduates, completes their studies, withdraws, is expelled, or their whereabouts become unknown, a regular report must be immediately submitted to the Ministry of Education, Culture, Sports, Science and Technology and the Immigration Services Agency.

If there is a change in residence status or an update of the residence period, the necessary procedures must be completed immediately.

## 2) Revocation of Status of Residence

A system to revoke your status of residence if you stay in Japan for more than 3 months without engaging in activities that meet the requirements of your status of residence. In case it is a malicious case, you will be departed on the same day and will not be allowed to re-enter Japan for 5 years.

★ Please inform your College Office in advance if you are taking a leave of absence or are to be removed or withdrawn.

★ You must change your status of residence when you are no longer a college student after graduating or completing your studies at Tokai University.

## 3) Submission of “The Notification of Accepting Organization” by international students:

### ★ “Notification of Withdrawal *Ridatsu Todoke*”

In case that you are no longer accepted at the institution (by graduation, withdrawal, etc.), you need to report it by submitting *Ridatsu Todoke* (Notification of withdrawal) to the Immigration Bureau.

### ★ “Notification of Transfer *Iseki Todoke*”

Transfer Notification: When transferring to a new school (enrollment or transfer), a notification must be submitted to the Immigration Services Agency within 14 days.

### <Submission of Notifications>

| Reason  | Documents to submit  |
|---|--|
| When leaving Tokai University for graduation, completion, withdrawal, or removal.   | <ul style="list-style-type: none"> <li>• Form 1 - 2 &lt;<i>Ridatsu Todoke</i>&gt;</li> <li>• A copy of your resident card</li> </ul>   |
| When entering Tokai University from a different university, graduate school, Japanese language school, and vocational schools etc.  | <ul style="list-style-type: none"> <li>• Form 1 - 3 &lt;<i>Iseki Todoke</i>&gt;</li> <li>• A copy of your resident card</li> </ul>   |
| When entering a different university, graduate school etc. in Japan after leaving Tokai University.   | <ul style="list-style-type: none"> <li>• Form 1 - 6</li> <li>&lt;<i>Ridatsu Todoke</i>&gt;, &lt;<i>Iseki Todoke</i>&gt;</li> <li>• A copy of your resident card</li> </ul>   |
| You can download the above forms from the website below.<br><a href="http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html">http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html</a>   |  |
| <b>【Postal address for submission】</b><br>〒160-0004<br>東京都新宿区四谷1-6-1 四谷タワー14階<br>Yotsuya Tower 14F, 1-6-1 Yotsuya, Shinjuku-ku, Tokyo, 160-0004<br>東京出入国在留管理局在留調査情報部門届出受付担当行<br>※Write 「届出書在中」 in red on the front of the envelope. | <b>【Submit through the Internet】</b><br>You can use the electric notification system through the below immigration website:<br><a href="https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html">https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html</a> |

\*Notification of Withdrawal: If leaving the country before the withdrawal/removal date, check 'No plans for re-entry' on the ED card at the airport when departing. Also, perforate the residence card. No need to send a Notification of Withdrawal.

## ( 1 3 ) The Immigration Services Agency Email Distribution Service

The Immigration Services Agency sends useful information by e-mail to foreign residents in Japan. Additionally, notifications about residency expiration are also sent out three months and two weeks prior to the deadline. International students must register for this service.

<https://www.moj.go.jp/isa/publications/publications/mail-service.html>

## 3. Income Tax and Resident Tax Exemption Scheme

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Foreign residents in Japan working for over a year are generally taxed similarly to Japanese citizens. However, Chinese national students are exempt from tax collection under the Japan-China Tax Treaty.

- ★ To qualify for tax exemption, the employer must submit a "Declaration Form for Tax Treaty" to the tax office overseeing the company's location, along with necessary details and attachments such as a certificate of enrollment by the day before the first salary payment.
- ★ If unaware of this exemption system and subject to withholding tax on income from part-time work, individuals can request a refund of the withheld withholding tax by submitting a "Claim for Refund of Withholding Tax under the Tax Treaty" to the relevant tax office. This should include necessary details, along with attachments such as a certificate of enrollment.
- ★ This provision applies strictly to cases where international students engage in part-time work to cover living and tuition expenses. It's important to note that if the monthly salary or annual income is substantial, tax exemption may not be applicable, so caution is advised.

## 4. Scholarships

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This system offers financial support to students eager to learn. Scholarships have different eligibility criteria, durations, and conditions, with many available both within and outside the university.

※For privately funded international students, scholarships are generally available for those holding the "Student" residence status in Japan.

### 【Tokai University Scholarships】

These scholarships are unique to Tokai University, supporting students who excel academically or face financial challenges. Scholarships for privately funded international students are also available. For more details, please refer to the scholarship guide.

### 【External Scholarships】

These scholarships are offered by private foundations and external organizations. There are "internal application" scholarships, which require university selection, and "direct application" scholarships, where no university selection is needed. For information on available scholarships and the application process, please refer to the international student scholarship guide.

〈For more information about scholarships, please visit the scholarship homepage.〉

<https://www.u-tokai.ac.jp/examination-admissions/scholarship/>

## 5. Tutor Program

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【Tutor Program】…This is a program where graduate students assist international students in their first to fourth semesters (usually the first and second years of undergraduate studies). It is open to those interested, with details provided during guidance sessions. Refer to the Tutor Recruitment Guidelines for more information.

- 1) Aim…A tutor (typically a graduate student) provides individualized extracurricular guidance and support to international students, aiming to enhance their academic progress.
  - \* The role of a tutor involves teaching skills such as report writing and research methods, as well as providing guidance and support for inquiries. However, it does not include writing reports on behalf of the student.
- 2) Tutors…Generally, Japanese graduate students, with exceptions for international students in some cases.
- 3) Eligible International Students…Students who wish for tutor guidance and are enrolled in the 1st to 4th semesters (the 1st and 2nd years of undergraduate studies).
  - \*Please apply only if you really need a tutor’s assistance.
  - \*If a great number of students apply for the tutoring, we may conduct a screening process based on the necessity through conducting an interview etc.
- 4) Content of Guidance…The contents of guidance given by tutors will be related to academic study, and Japanese language etc.
- 5) Fee…Free of charge (Tokai University will be responsible for the fee).
- 6) Pairing of Students…The university arranges pairs of international undergraduates and graduate students.
  - \*The university will try to arrange pairs of students in the same field of specialization as much as possible, but if there is a shortage of graduate students, or if available dates and times do not work out, we may arrange pairs of international students with graduate students in different fields of specialization.

## 6. Receiving Information from the University

### Effective use of the TIPS “Tokai Information Portal Site”

An information service system that provides notices, useful information etc. through the Internet.


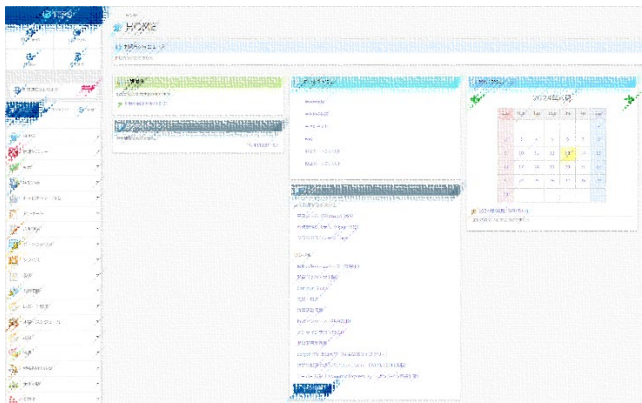
- Check the site regularly
- Set up the message forwarding to receive messages to the mail address of your mobile phone.
- You also need to check the notice board and “Global Network” page on the university website at the same time.

Access to the notice board: <https://tips.u-tokai.ac.jp/campusweb/>

Global Network page : <https://www.u-tokai.ac.jp/global/>

【How to use】 The notice board

Access to the notice board: <https://tips.u-tokai.ac.jp/campusweb/>

| 【Login Page】   | 【After login】   |
|--|---|
|  |  |

#### 【Main Functions】

- |                            |                   |                 |            |          |
|----------------------------|-------------------|-----------------|------------|----------|
| • Cancel & make-up classes | • Administrator   | • Scholarship   | • Syllabus | • Course |
| • Attendance Information   | • Message board   | • Portfolio     | • Enquete  | • Exam   |
| • Respond to Student Post  | • Applications    | • Student Post  | • Survey   | • Grade  |
| • Learning guidance        | • Research Papers | • Cabinet & FAQ | • Club     |          |

## 7. Healthcare

### (1) Health Care Promotion Office

- ★ Mission: To support students in leading a healthy and comfortable campus life, both physically and mentally.
- ★ Health Checkup: In April, Tokai University conducts free health check-ups for students. (For fall enrollment, it is held in October).

For Shonan Campus :

Announcement through TIPS ➡ Make a reservation ➡ Undergo health check-up at the scheduled time and location

For other Campuses: Check with your Health Care Promotion Office

- ★ Location of Health Care Promotion Office

| Campus : Building No.                      |                               |
|--|-------------------------------|
| Shonan : 2F, Building 15                   | Shinagawa : 1F, Building 1    |
| Isehara : 1F, Building 3                   | Shizuoka : 2F, Building 2     |
| Sapporo : 1F, Building 2                   | Kumamoto : 1F, New Building 1 |
| Aso Kumamoto Rinku Campus : 1F, Building 1 |                               |

### (2) National Health Insurance

- ★ Under the National Health Insurance Law, any international students who are staying over 3 months in Japan (and have a Resident Card) are obliged to join National Health Insurance.
  - ★ When you are ill or injured, you can receive medical treatment, including hospital consultation and therapy, with a 30% co-payment for the medical expenses.
- 1) The following cases require you to complete the procedure for joining the National Health Insurance at the city hall:
- After moving to a new city/town and completing your residency registration  
→ Proceed to the National Health Insurance office at the local city or town hall.
  - After receiving your new residence card  
→ Report it to the city or town hall where you live and complete the procedure.
  - When returning to your home country  
→ Submit the move-out notification and complete the procedure for withdrawing from the National Health Insurance. Make sure to pay any outstanding fees before returning to your home country.

#### 【What to bring】

National Health Insurance application form, Residence Card, Student ID, Passport

#### 2) High-Cost Medical Care System

This system reimburses the amount that exceeds the monthly cap on medical expenses if the total amount paid at medical institutions or pharmacies exceeds the limit within a given month.



### ( 3 ) Student Health Insurance Union (Gakusei-kenkō- hoken-gojo-kumiai)

- 1 ) Health insurance system that covers the out-of-pocket expenses for medical treatment received.
  - Coverage applies to general medical expenses for injuries and illnesses (insurance medical treatment).
  - You are automatically enrolled in the insurance policy at the time of enrollment.
  - Not covered: dental treatment, oral surgery, physical therapy at non-medical facilities, and certain exclusions like cosmetic surgery and traffic accidents under general health insurance.
  - Monthly medical expenses totaling less than 1,000 yen are not eligible for reimbursement.

#### 2 ) Maximum Coverage

|                        |                  |
|------------------------|------------------|
| Outpatient, Dispensing | 40,000 yen/month |
| Hospitalization        | 40,000 yen/month |
| Total                  | 480,000 yen/year |



<For example>

|                                  | Medical Expense | National Health Insurance 70% | Self-payment 30% | Student health insurance coverage. | Own expense |
|----------------------------------|-----------------|-------------------------------|------------------|------------------------------------|-------------|
| Undergraduate/ Graduate Students | ¥10,000         | ¥7,000                        | ¥3,000           | ¥3,000<br>*Requires application    | ¥ 0         |

#### 3 ) Apply for Coverage

Submit your application to your college office within three months from the month following the medical treatment.

### ( 4 ) Medical Consultation in Foreign Languages

If you wish to receive medical treatment in a foreign language, please refer to the below site:

#### 1 ) AMDA International Medical Information Center

(Opening hours : Monday to Friday ※ depending on the language)

TEL:03-6233-9266 URL: <https://www.amdamedicalcenter.com/>

#### 2 ) Multilingual Medical Questionnaire

You can use this form to explain your symptoms in your native language. Please fill it out and bring it to your medical consultation. URL: <http://www.kifjp.org/medical/>

#### 3 ) Ministry of Health, Labour and Welfare - Medical Information Network "Navi"

The Medical Information Network allows users to search for medical institutions and pharmacies nationwide. It provides various information, including general details such as consultation dates and specialties, as well as information on treatable conditions, available treatments, and services offered. Available languages: Chinese, Korean, English.

TEL: 0570-000692

URL: <https://www.iryuu.teikyouseido.mhlw.go.jp/znk-web/juminkanja/S2300/initialize>

## 8. Job Hunting in Japan

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- ★ A crucial start as a working professional that will shape your future life.
- ★ Job hunting in Japan: The approach is the same for both international and Japanese students.
- ★ A key to successful job hunting: Understand your aptitude, developing a sense of purpose early on in the student's life.

### 【How to conduct the job search】

#### 1) Self-analysis

Reflect on your reasons for studying in Japan, your learnings, and your motivation to work in the country.

#### 2) Future Plan

Think about what you will do after graduation: Deciding whether to work in Japan, return to one's home country, or pursue further education.

\*If you wish to work as a full-time (regular) employee:

Companies hiring full-time (regular) employees often ask applicants to work a long term as they are making personnel decisions based on long-term personnel development plans.

#### 3) Industry Research

- ① Think about what type of company you want to work for and what kind of work you would like to do.
- ② Understand what expectations companies have for international students and thoroughly research hiring conditions and benefits.

#### 4) Job Research:

This is important as you cannot work for a company without approval to change your residence status after you have been offered a job.

★ The primary condition is that the job requires a connection with academic fields at the university or proficiency in the native language.

★ Confirm the job details at the prospective company to which you are applying.

\*Some published reasons for Japanese companies to hire international students are:

“in order to secure talented personnel regardless of nationality”, “in order to secure global human resources”, “to bring diversity to the organization” etc.

\*Japanese language proficiency required of international students:

68.6% of companies answered “the ability to create reports and business letters.”

26.2% answered “the ability to communicate in business.”

This means approx. 95% of companies are asking for a Japanese language ability that exceeds daily conversation levels.

### 【Employment Support Services for International Students】

| Centers                                 | Available Support/Website  |
|---|--|
| Employment Service for foreigners       | Employment guidance, job interview sessions, and internship opportunities<br><a href="https://www.mhlw.go.jp/stf/newpage_12638.html">https://www.mhlw.go.jp/stf/newpage_12638.html</a>   |
| Foreign Residents Support Center: FRESC | Government offices support foreigners in Japan by providing consultations, assisting employers, and aiding local governments in foreigner support initiatives.<br>URL: <a href="https://www.moj.go.jp/isa/support/fresc/fresc01.html">https://www.moj.go.jp/isa/support/fresc/fresc01.html</a> |
| JASSO                                   | Employment support for international students<br>URL: <a href="https://www.jasso.go.jp/ryugaku/after_study_j/job/index.html">https://www.jasso.go.jp/ryugaku/after_study_j/job/index.html</a>  |

## 9. Reminder to International Students

### (1) Follow the Japanese laws and rules:

\* In the event that a foreign student violates Japanese law and is arrested, there is a possibility of deportation.

1) Do not borrow or lend your commuter passes or National Insurance Card to others.

e.g. 【Crime of Fraud】 ⇒ Up to 10 years of imprisonment.

2) Do not carry knives on your person.

e.g. 【Violation of Swords and Firearms Control Law】

⇒ Imprisonment for up to two years or a fine of up to 300,000 yen.\*

\*If carrying a blade with a length exceeding 6cm: Kitchen knives and cutters almost fall into those.

3) Shoplifting or unlawfully using/taking someone else's belongings without permission.

e.g. 【Theft】 ⇒ Up to 10 years of imprisonment or a fine of up to 500,000 yen.

\*It is not allowed to eat food before paying at the cashier. Simply saying 'I borrowed it' is not an excuse.

4) If you find any lost properties, you must take it/them to the police office.

e.g. 【Embezzlement of Lost Properties】

⇒ Up to 1 year of imprisonment or a fine of up to 100,000 yen.

**【You must be fully aware of these laws and ensure that you do not violate them!!】**

### (2) Prevention of Drug Abuse

As reported in newspapers and on television, there is a notable increase in drug abuse among individuals in their 20s, with incidents of arrests of university students for violations of the Cannabis Control Act, involving substances such as marijuana, LSD, stimulant drugs, and opiates etc.

Drug abuse poses a threat to the health and life of users, leading to the breakdown of families.

Moreover, it can escalate into tragic incidents such as murder and arson, becoming a societal issue.

The possession and use of drugs are strictly regulated by law, and violations can result in imprisonment for drug offenses.

Using such drugs even once can lead to addiction and dependence, making a single instance irreversibly impactful on one's entire life.

Be vigilant against the tempting allure of drug abuse, have the courage to say no if invited, and fully understand the dangers of such substance misuse. Strive to take responsible actions in light of the grave consequences of drug abuse.

Please be fully aware of the danger of drug abuse, and act consciously as a good and responsible student of Tokai University.

### (3) Prevention of Special Fraud Victimization

In recent years, there have been numerous incidents where Chinese people living in Japan receive scam phone calls from individuals claiming to be staff members of the Chinese Embassy or Chinese Public Security Bureau, demanding money.

【To avoid becoming a victim】

- ① Hang up the phone and consult with your family.
- ② Even if the caller claims to be from the Chinese Embassy or Chinese Public Security Bureau, hang up and consult with your family, close acquaintances, or the police.
- ③ Do not answer calls from unknown numbers. Verify the caller's number when you receive a call and do not answer if it is from a private or an unknown number.

If you receive such a call, consult with your family, close acquaintances, or the police immediately!

Police Consultation Dial: #9110 or visit your nearest police station.

## 10. Other Information

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### (1) Bank Account

★ Open account at post offices or banks ⇒ The account is for bank transfer, payment, and direct debit. etc.

【Necessary Documents】…Passport・Residence Card・Cash・*Hanko* (Name stamp)

【Process】

- ① Complete the procedures at a post office or bank.
- ② Fill out the application form and decide a 4-digit password.
- ③ Put some money into your new account → A bankbook will be made → Your cash card will be sent by post after a few days.

\*Some scholarships are paid by bank transfer.

\*It may take some time for the examination, therefore, please allow enough time for the procedure.

\*Although it is sometimes said that a signature is sufficient, a seal is often required in Japan. Thus, it is recommended that you make (or buy) your own seal (*hanko*).

\* Please avoid simple numbers like 1111, 1234, and your birthday.

## ( 2 ) Mobile phone

### 【How to sign up】

You can purchase a mobile phone at mobile phone shops and home appliance stores or at online shops.

### 【Necessary Documents】

- ① Residence Card    ② Bank Card or Cash card issued by your credit card company
- ③ Student ID card    ④ Parental Consent Form (for those aged under 18)

\*For details, please refer to the website of each company or inquire with them.

## ( 3 ) In the case of emergency

1 ) Fire, sudden illness or injury → Dial 119 without area code.

- ① In case of fire, call 119 (Fire station) to ask for a fire engine and call out to alert the neighbors.
- ② When your call is answered, report that a fire has broken out and your address, what is burning, the name of the building and a nearby landmark.
- ③ In case of sudden illness or serious injury, call an ambulance: dial 119 without area code.
- ④ When your call is answered, report that there is an emergency, describe the details and inform your address, name and the phone number from which you are calling.

\*Do not call an ambulance if your injury is minor and you can go to hospital by yourself.

2 ) Burglary, theft, extortion, violence and road accident → Dial 110 without area code.

- ① In case of damage caused by the above incidents, call the police on 110.
- ② When your call is answered, inform about when, where, and what happened.

\* Always carry your resident card, as accidents can happen anywhere/anytime.

3 ) Police Box (Koban)

Patrols the community, takes care of lost children, handles lost and found items, gives directions etc.

→If you have a problem, go to a police box.

4 ) Earthquakes

Japan is prone to earthquakes.

When an earthquake occurs, do not panic. Instead, take the following actions:

- ★ Go under the table to protect yourself. Do not leave the house in haste.
- ★ Turn off the gas, stove etc.
- ★ Avoid going to narrow streets, and stay away from walls, cliffs and rivers.
- ★ Check TV, radio and other information carefully to ensure your safety before acting
- ★ Do not use a car. You should walk to evacuate.
- ★ Do not use an elevator, and use stairs.

This concludes.