



Guide for International Students

After Your Arrival in
Japan

2025 AUTUMN
INTERNATIONAL AFFAIRS OFFICE
TUAT

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Emergency Numbers

緊急連絡先 (24時間)

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Necessary Procedure for New Students after Their Arrival in Japan

N O.	Procedure Required	Details	Place	Fees required	Timing	Remarks
1	Notification of Residence Address (Residence Registration)	Visit the city hall/local municipal office with your 'residence card' and 'passport'.	City hall/local municipal office	Free of charge	Registration should be completed <u>within 14 days</u> after your residence in Japan is confirmed.	
2	Enrollment of National Health Insurance (NHI)	All international students with a status of residence of 3 months or longer must join NHI. After completing the registration above (1), visit the section of NHI at the city hall/local municipal office for this procedure.	City hall/local municipal office	Approx. 1,000 JPY per 1 month (Varies depending on area of your residence)	Insurance premium: approx. 1,000 JPY per month (varies depending on the location of your residence)	An invoice will be sent to you directly. Please check the invoice and make the payment before the payment deadline.
3	Enrollment in Personal Accident Insurance for Students Pursuing Education and Research (GAKKENSAI)	Mandatory insurance to cover your physical injuries due to unexpected accidents occurred during your education, research and extracurricular activities while at TUAT. Illnesses are NOT covered.	on campus	Approx. 1,000 JPY per year (varies depending on length of your study in Japan)	Immediately after your arrival in Japan (preferably on your arrival day)	
4	Enrollment of Personal Liability Insurance for Students (GAKUBAI)	Mandatory insurance to cover your unexpected compensation liability for physical injuries or financial damages occurred to others during your daily life	on campus	Deposit: 5,000 JPY, Insurance premium: approx. 8,500 JPY per year (varies depending on the length of your study in Japan)	Immediately after your arrival in Japan (preferably on your arrival day)	Deposit of 5,000 JPY will be returned when you register withdrawal from COOP. Make sure to register before you leave Japan.
5	Enrollment of Personal Accident Insurance (FUTAI GAKUSOU)	Optional insurance to cover your injuries, illness, compensation responsibility to others, etc. during your daily life, in addition to the above Personal Accident Insurance (GAKKENSAI)	on campus	Insurance premium: 15,000 JPY up to 1 year (varies depending on the insurance plan type and length of your study in Japan)	Immediately after your arrival in Japan (preferably on your arrival day)	

Websites with Important Information to Read (1)

Please visit the websites below for important information to live in Japan.

► **Guide on Residing in Japan**

https://www.moj.go.jp/isa/guidebook_all.html

► **Traffic Rules in Japan**

https://www.keishicho.metro.tokyo.lg.jp/multilingual/english/traffic_safety/traffic_rules/index.html

► **Natural Disasters**

<https://tabunka.tokyo-tsunagari.or.jp/disaster/howto.html>

► **Disaster Prevention Guide Book (Tokyo Metropolitan Government)**

<https://www.bousai.metro.tokyo.lg.jp/bousai/1000031/1003770.html>

The city office of your residing city provides information on residence registration, National Health Insurance, garbage disposal information, etc.

► **Koganei City Office**

(Residence registration, National Health Insurance, garbage disposal information, etc.)

[Multilingual : 小金井市公式WEBへようこそ \(koganei.lg.jp\)](http://www.koganei.lg.jp)

► **Fuchu City Office**

<https://www.city.fuchu.tokyo.jp/multilingual/index.html>

Websites with Important Information to Read (2)

-Not to get involved in crimes in Japan-

There have been reported cases of incidents involving e-mail fraud (e-mail scam) on campus. Please be aware of handing your personal information on a daily basis, to minimize the damage to individuals as much as possible. Please pay special attention to fraud e-mails with great caution.

When conducting research activities, you might encounter opportunities to communicate with overseas institutions or companies about related collaborations, etc. While the other party you are dealing with belongs to an institution, organization or company, and if the other party's e-mail address is from a free-of-charge personal account such as Gmail, the e-mail may be pretending to be an official e-mail. Please pay special attention to the action you take, for example, not to reply to the e-mail or to check the situation with the institution, such as through the correct contact information posted on its official website.

Please go over the websites below thoroughly.



◆ 犯罪にまきこまれないように (shown in simple Japanese)

https://www.keishicho.metro.tokyo.lg.jp/kurashi/anzen/live_in_tokyo/makikomarenai.html

◆ Foreign Resident Manual

Helping you avoid getting caught up in criminal activity and have a peaceful and safe time in Japan.

<https://www.seikatubunka.metro.tokyo.lg.jp/documents/d/seikatubunka/r5zairyuu-english>

◆ 詐欺電話に注意 Be aware of scam-calls

https://www.keishicho.metro.tokyo.lg.jp/multilingual/japanese/safe_society/avoid_victim/sagidenwa.html

Garbage Disposal in Japan

Why it is important to follow the garbage disposal rules in Japan

- ▶ Garbage disposal rules are taken very seriously in Japan.
- ▶ Your neighbors make much effort to ensure they are disposing trash properly and they expect the same from one another.
- ▶ To maintain clean garbage stations and avoid crows and pests to gather.

Garbage Disposal

- a. Garbage collection schedule and sorting rules: the collection schedule and sorting rules vary depending on the type of garbage and city/ward of your residence. Please follow the set rules of the city/ward you stay in and place your garbage at the designated place in the morning of the designated day(s). Unsorted garbage or incorrectly-placed garbage (incorrect place, incorrect time/date) will not be collected. For details of the garbage disposal, please check the city office web site below.

◆Fuchu Garbage Calendar:

https://www.city.fuchu.tokyo.jp/kurashi/gomirisaikuru/bunbetu_calendar/gomicalendar/index.html

Guide to sort garbage (Fuchu):

https://www.city.fuchu.tokyo.jp/kurashi/gomirisaikuru/bunbetu_calendar/tagengo_guidebook.html

◆Koganei Garbage Calendar:

<https://www.city.koganei.lg.jp/kurashi/446/gomidashikata/gomicalendartebiki/gomicalendar.html>

Guide to sort garbage (Koganei):

<https://www.city.koganei.lg.jp/smph/kurashi/446/gomidashikata/gomicalendartebiki/gaikokugobunbetu.html>

Campus Information

Important information is posted on the University's website:

(HOME > Campus Life & Career Support > Notices for Current Students > Campus Life > SIRIUS > Bulletin Board.

Information is sometimes sent to students' individual TUAT e-mail addresses (《8 digit》@st.go.tuat.ac.jp), so ensure to check your TUAT e-mail account every day. Please inquire at the related administration office for details.

Please check the following regularly.

① Bulletin Board in Integrated Academic Administration-Learning Management System, SIRIUS (log in with TUAT ID)

https://www.tuat.ac.jp/campuslife_career/sirius/

**② Your TUAT e-mail address
(* * * * * @st.go.tuat.ac.jp)**

③ TUAT Handbook for Students

https://www.tuat.ac.jp/campuslife_career/campuslife/binran/

Administration Offices

Fuchu Campus: 3-5-8 Saiwai-cho, Fuchu-shi, 183-8509 Tokyo

Fuchu Student Support Office (Faculty of Agriculture/Graduate School of Agriculture/United Graduate School of Agricultural Science)	1 st Floor, Office Bldg. for Faculty of Agriculture
(Educational Affairs Section)	☎ 042-367-5662
(Admissions Section)	☎ 042-367-5546
(Graduate School Section)	☎ 042-367-5670
(Student Support Section)	☎ 042-367-5579

Koganei Campus: 2-24-16 Naka-cho, Koganei-shi, 183-8588 Tokyo

Koganei Student Support Office	1 st Floor, Administration Bldg.
(Student Support Section)	☎ 042-388-7011
(Educational Affairs Section I / II)	☎ 042-388-7010

Office Hours: 8:30 am - 5:15 pm on Monday to Friday

Campus Maps

Fuchu: <https://www.tuat.ac.jp/en/outline/overview/access/fuchu/>
 Koganei: <https://www.tuat.ac.jp/en/outline/overview/access/koganei/>

International Student Temporary Departure from Japan Notification (外国人留学生一時出国届)

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Please submit the following “International Student Temporary Departure from Japan Notification” prior to your temporary departure from Japan when the date for your returning to the home country is confirmed.

This “Temporary Departure from Japan Notification” can be submitted online (through Google Forms) from the link below.

◆ Temporary Departure from Japan Notification (Google Forms) ◆

<https://forms.gle/W3yexFqcJNR5bT5j6>

※ If you cannot submit the notification through Google Forms, please complete the “Temporary Departure from Japan Notification (Excel version)” and submit it by e-mail to the Student Support Section, etc. of the department you belong to. Please attach a confirmation e-mail you have received from your supervisor when submitting the notification.

※ Students belonging to BASE, please complete the “Temporary Departure from Japan Notification (Excel version)” and submit it by e-mail to the Koganei Student Support Office Student Support Section. Please attach a confirmation e-mail you have received from your supervisor when submitting the notification.

※ For “Temporary Departure from Japan Notification (Excel version)”, please contact to the Student Support Section, etc. of the department you belong to.

You also need to go through legal procedures when leaving temporary. Please check below.

Re-entry permit

<http://www.immi-moj.go.jp/english/tetuduki/zairiyuu/sainyuukokukyoka.html>

<Student Support Section, etc. in charge of this matter>

■ Faculty of Engineering/Graduate School of Engineering/BASE students:
Koganei Student Support Office Student Support Section

■ Faculty of Agriculture/Graduate School of Agriculture/United Graduate School of Agricultural Science students:
Fuchu Student Support Office Student Support Section
Fuchu Student Support Office United Graduate School of Agricultural Science Student Affairs Section

Scholarship (1)

To receive the Japanese government (MEXT) scholarship or other financial assistance, please complete the necessary procedures below by the given deadlines.

1. Japanese Government (MEXT: Ministry of Education, Culture, Sports, Science and Technology) Scholarships

a. Receiving the scholarship amount monthly

In order to receive the scholarship amount monthly, you will have to visit a section in charge of this scholarship program at Student Support Office (of Fuchu Campus or Koganei Campus where your affiliated department is located) at the beginning of each month, and sign on the enrollment list (Zaiseki-bo) to confirm your enrolment at TUAT. On the designated date toward the end of each month, the monthly amount will be transferred to the Japan Post Bank account under your name of which information you have earlier submitted for the scholarship transfer. As for the registered bank account, please open your Japan Post Bank account at a Japan Post Office near TUAT soon after you are enrolled in TUAT. If for a whole month from the first day to the last day you are not in Japan or you cannot confirm your enrolment at TUAT, the scholarship amount for that corresponding month will not be provided. There may be a special arrangement for this case, so please make sure to consult the section in charge of this scholarship program in advance prior to being away from TUAT.

Scholarship (2)

b. Extension of the scholarship period

When the scholarship provided period for a Japanese government (MEXT) scholarship ends for a Japanese-government-sponsored international student, s/he can apply for an extension of the scholarship-provided period. Ones who have applied for this extension will be notified of its application procedure in advance. If you wish to apply for an extension, please complete the procedure by the deadline at the section in charge of this scholarship program. The MEXT will make decisions on the extension applications. As there are a number of people who apply for an extension every year, not all applicants become a recipient of this benefit. The basic rules for the scholarship-period extension, etc. are as follows:

- International students under the Research Student Scholarship: Ones under the Research Student Scholarship whose scholarship period will end; and who will continue to proceed to a master- or doctoral-level program at a university from/after April or October.
- International students under the Undergraduate Student Scholarship: Ones who are enrolled in their final year of an undergraduate program at a university as a student under the Undergraduate Student Scholarship; and whose admission into a master- or doctoral-level program at a university is approved; and who wish to proceed to a master- or doctoral-level program at a university after the scholarship-provided period ends.

Scholarship (3)

c. Cancellation of the monthly Scholarship payments

Your scholarship is cancelled in the following cases:

- i. When any false statement you made in your application documents is found,
- ii. When you violated any articles of the pledge to the MEXT,
- iii. When you are subject to disciplinary action by the University or a judgment is made on your study results as unpromising,
- iv. When your visa status changes from “Ryugaku” to any other category,
- v. When you are absent from the university for a long period of time.

d. Return travel ticket

When a Japanese Government (MEXT) Scholarship Student has completed the study program and returns to his/her country, a flight ticket (economy class) from Narita Airport or Haneda Airport to the nearest international airport to his/her residence will be provided. Notice will be made to all students completing their courses. If you wish to receive a return travel ticket, please follow the procedures. The application should be made in July for students completing the course in September, and in December for those completing in March. After the expiration of the scholarship, students cannot apply for a return travel ticket.

In the following cases, students cannot apply for the return travel ticket:

- i. Returning home for personal reasons during the scholarship period,
- ii. Continuing to stay in Japan as a self-supporting international student after the expiration of the scholarship,
- iii. Obtaining travel allowance from public organizations other than MEXT, and
- iv. Not returning to their home country within the scholarship period.

Scholarship (4)

2. Scholarships for Privately Financed International Students

a. Applying for Private Scholarships

There are two types of scholarships offered by private foundations: "university-recommended scholarships," which you apply through the University, and "free application scholarships," which you apply directly.

i. University-recommended scholarship

This type Scholarships require a recommendation from the University. Students cannot apply directly to the Scholarship foundation. Students who wish to receive a university-recommended scholarship must register twice a year (first and second semester). Each faculty and graduate school conducts an interview and document screening. Then the University will decide students who meet from the nominees. The application period will be announced on the Sirius(University Educational System)"Bulletin board" of the university-wide education system of each faculty and school.

ii. Individual Application Scholarship

Information on individual application scholarships may be provided by the scholarship organization to the university ,or by contacting the scholarship organization individually. Please check the application guidelines carefully and apply directly to the scholarship organization.

Scholarship (5)

b. Learning Encouragement Scholarship

MEXT grants the Honors Scholarship to privately financed international students with outstanding academic performance and character who are enrolled in a regular undergraduate, master's or doctoral program who achieved satisfactory results recognized as needing financial support to continue their studies in Japan. However, those who have a certain level of scholarship or other financial assistance from other private organizations or public institutions are not eligible to apply.

- ◆ Application period : April
- ◆ Monthly subsidy : JPY 48,000 for graduate student / JPY 48,000 for undergraduate student
- ◆ Qualification :
Undergraduate: registered as a regular undergraduate students
Graduate: registered as a regular graduate student, or research students or other students with studies equivalent to the graduate course or with educational background exceeding Bachelor's degree.
- ◆ Language skills: must meet either 【A】 or 【B】
【A】 Japanese language skills
Those who passed the N2 level of the Japanese-Language Proficiency Test (JLPT) or those who have scored 200 or more in Examination for Japanese University Admission for International Students (EJU)
【B】 English language skills
Those who have B2 level or higher of the European Common European Framework of Reference for Languages (CEFR)
- ◆ Subsidy period : 1 year (from April to March)

https://www.jasso.go.jp/ryugaku/scholarship_j/shoreihi/about.html

Students who wish to receive the scholarship should apply for registration in the same way as university recommendations for private scholarships. For FY2020, there are currently no application slots available from April for both (1) the undergraduate level and (2) the graduate level. When additional recruitment opportunities become available, we will recommend students from the registrant pool. For more information on private scholarships and study incentive funds, please contact the appropriate office.

Scholarship (6)

Students who wish to receive the scholarship should apply for registration in the same way as university recommendations for private scholarships.

For private scholarships, please contact the office below:

- ◆ Graduate School of Agriculture/Faculty of Agriculture • • • Student Support Section of Fuchu Student Support Office
- ◆ Graduate School of Engineering • • • Admission Section of Koganei Student Support Office
- ◆ Faculty of Engineering, BASE • • • Student Support Section of Koganei Student Support Office
- ◆ United Graduate School of Agricultural Science • • • United Graduate School of Agricultural Science Student Affairs Section(Fuchu Student Support Office)

c. Tuition Exemption

If a student has difficulties in paying tuition due to financial reasons and has an excellent academic record, or in case of unavoidable circumstances including wind and flood damages, the student may be exempted from all or a half of the tuitions for the current term, after due consideration of the application. The application procedure will be announced on the bulletin board of each faculty and other locations. Potential applicants must submit an application form and other required documents by the deadline.

- ◆ Graduate School of Agriculture/Faculty of Agriculture • • • Student Support Section of Fuchu Student Support Office
- ◆ Graduate School of Engineering • • • Admission Section of Koganei Student Support Office
- ◆ Faculty of Engineering • • • Student Support Section of Koganei Student Support Office
- ◆ United Graduate School of Agricultural Science • • • United Graduate School of Agricultural Science Student Affairs Section(Fuchu Student Support Office)
- ◆ Graduate School of Bio-Applications and Systems Engineering • • • Admission Section of Koganei Student Support Office

Counseling for international students

We have several counseling rooms on campus. If you have a problem, please feel free to consult us there.

1. Organization for the Advancement of Education and Global Learning (EAGLe)

The Organization for the Advancement of Education and Global Learning (EAGLe) provides counseling for international students' study, living and other issues. Consulting by e-mail is also available.

Fuchu Campus

Name of Professors	Room	Extension	
Associate Prof. Natsumi Ito	Main Building International Center (1F)	5651	itonatsu@go.tuat.ac.jp
Associate Prof. Kayo Yokomori	Main Building GIO (1F)	5920	yokomorikayo@go.tuat.ac.jp

Koganei Campus

Name of Professors	Room	Extension	
Prof. Tomoko Hongo	Building #13, Room 506	7620	hongot@go.tuat.ac.jp
Associate Prof. Yukiko Horikiri	Building #13, Room 504	7622	horikiri@go.tuat.ac.jp

Organization for the Advancement of Education and Global Learning (EAGLe)

The purpose of the Organization for the Advancement of Education and Global Learning is (EAGL) to help international students enjoy a more fulfilling time on campus. This organization runs Japanese classes, plans various events and issues newsletters to provide useful information for international students.

Services for international students provided by EAGL includes:

1. Services

- ① International student support regarding international exchanges
- ② Provides Japanese Language classes for undergraduates and graduate school international students
- ③ General support for Japanese life and language
- ④ Planning and management of various study abroad programs of TUAT

2. Japanese Language Support for International Students

a. Japanese Language classes

We conduct the Japanese classes for regular international students.

b. Japanese Language Learning TUAT original website: "ACTION TUAT!"

<https://tuataction.com/>

c. Information on Japanese Language Learning Website (in general)

<https://drive.google.com/file/d/14HAM78eBQSujsMqfDQIDgZNQnkL12wpR/view?usp=sharing>

d. Japanese Language support by local community

Koganei City Japanese Class

<https://nihongo.tokyo-tsunagari.or.jp/jp-class/243/>

Fuchu International Salon

<https://www.city.fuchu.tokyo.jp/shisetu/komyunite/shisetu/kokusai.html>

Feel free to contact the following staff in case that you wish to get any support regarding Japanese language study.

@KOGANEI CAMPUS

Tomoko HONGO, Professor Email: hongot@cc.tuat.ac.jp

@FUCHU CAMPUS

Natsumi ITO, Associate Professor Email: itonatsu@go.tuat.ac.jp

TUAT J-Support (Jサポ) : Online Japanese language and culture consultation

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Feel free to make an appointment if you wish to get any language support needed for your everyday life in Japan.

Booking URL:

<https://icenteronlineschedule.as.me/schedule.php>

Consultation duration: 15-30 min. per session

*advance booking required.



Tutor System and Advisors

2. Tutor System

To support international students, we have a tutor system. International students who have just arrived in Japan or undergraduate students who have just entered TUAT can receive support from a tutor. Tutors can give advice to students on their Japanese language learning, classes or daily life in Japan, etc.

Generally, the matching tutor of a student will be an undergraduate or graduate student of TUAT who is in the same or related field of study as the field of study the international student is in. Tutors are selected based on recommendation from either a supervisor or advisor of Organization for the Advancement of Education and Global Learning (EAGL). Since a matching tutor will be selected for each international student, the international student and his/her tutor can set a time on their own for advice and support. Please take advantage of this system to make the best out of your study in Japan. In general, a student can receive support from a tutor during/within the following period:

- ★ Undergraduate international students: 1 year upon his/her enrollment at TUAT (support time: 80 hours)
- ★ Graduate international student: Half a year upon his/her arrival in Japan (support time: 20 hours)
- ★ MEXT research students: Half a year upon his/her arrival in Japan (support time: 20 hours)
- ★ International students other than the above (ones who will be enrolled at TUAT for 3 months or longer): 1 month upon his/her arrival in Japan (support time: 15 hours)

4. Advisors

Advisors can help freshmen on their daily life. Students newly entering university may face difficulty in adjusting to a new life style. An advisor will be appointed to each class. Please contact the advisor directly for consultation.

For students belonging to a laboratory, their supervisor will be the closest person who they can consult with about their field of study or personal matters, etc.

Any other students, please contact the administrative office affiliated with your faculty, etc. for an advisor.

Other Counseling Services

3. Student Counseling Rooms

Student Counseling Room is set up on each campus and is open as a space for free talk between students and staff. Please visit at designated time.

Fuchu Campus Counseling Room	Koganei Campus Counseling Room
1 st Floor, Main Building, Faculty of Agriculture Tel: 042-367-5579 Thursdays; from 12:00-13:00	3 rd Floor, Administration Building, Faculty of Engineering Tel: 042-388-7018 Second and Fourth Tuesday of each month; from 15:00-18:00

4. Health Counseling <https://www.tuat.ac.jp/outline/facility/health/>

To keep good health conditions both physically and mentally is important for your student life.

a. Health Service Center

Health Service Center is available for all students to support and advise your health. They are located in both Fuchu and Koganei campuses and you can use them free of charge. They provide you with simple treatment or introduce appropriate hospitals to you as necessary. Also, professional counseling by doctors and mental counselors are available. Please contact the Health Service Center below.

Open day and time: Mon. through Fri. 9:00-16:30 (both Fuchu and Koganei)

Fuchu Campus

In the site of administration office (building marked "25" in the campus map at the end of this guidebook)

Tel: 042-367-5548

Koganei Campus

1st Floor, Administration Building (building marked "34" in the campus map at the end of this guidebook)

Tel: 042-388-7171

b. Medical Checkup

Medical checkup for students takes place twice a year in April and October. All details are informed on the related bulletin boards in advance.

5. Harassment Counseling

We respect all the human rights and try to create the best environment for education and study at TUAT. Please do not worry alone, and contact EAGLe Office, Health Service Center, Student Counseling Room, or wherever you feel most comfortable.

Legal Procedures

1. Entry/Staying in Japan

a. Residence Card

For foreign nationals staying in Japan for three months or longer, a residence card is issued upon their arrival in Japan if the entry point is among one of the airports of Narita, Haneda, Chubu or Kansai. After you receive your residence card, please keep it in a safe place and carry it with you whenever you leave home. When requested by an administrative officer of a government body such as an immigration inspector, immigration control officer, or police, you must present the card. A residence card will not be issued if you are staying in Japan for less than three months.

b. Extension of Period of Stay in Japan

The longest you can stay in Japan with a status of residence of "Student" is four years and three months. This period of stay can be extended with renewal procedure. You can apply for extension at Immigration Services Agency of Japan before the expiration date (Those with a residence period of six months or longer can apply for extension as early as approximately three months before the expiration date).

Required documents for Application for Extension of Period of Stay : ① Application for Extension of Period of Stay (available on Ministry of Justice of Japan website or at the Immigration Services Agency of Japan service counters), ② Photo (1 copy, 4cm x 3cm, taken approximately within past 3 months), ③ Residence card, ④ Passport or Certificate of Eligibility, ⑤ Proof of enrollment in school/employment in Japan, ⑥for a document(s) to prove his/her financial ability to support the expenses incurred during the applicant's stay in Japan , ⑦ Application fee (JPY 4,000), ⑧ A document to permit the applicant to engage in an activity other than ones permitted under his/her status of residence in Japan (if applicable).

c. Change in your Residence Status

When you graduate from the university or Japanese-language school you belong to in Japan, or you enroll in or transfer to a different school in Japan, you must submit a notification concerning the institution where you are engaged in an activity to the Immigration Services Agency of Japan within 14 days of the graduation/completion/enrollment/transfer. Please refer to the Ministry of Justice web page: http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00014.html

Upon graduation from school/completion of your program, you must promptly leave Japan even if there is a period of stay left on your residence card since your status of residence of "Student" in Japan is no longer valid. The same shall apply to your withdrawal, dismissal, or leave of absence from the institution. If you are to remain in Japan (for example, job search after graduation), you are required to apply for a change of your status of residence at the Immigration Services Agency of Japan. Please consult with the administrative section in charge of this matter at TUAT for details.

Legal Procedures (2)

d. Temporary Departing from Japan and Re-entry into Japan

If you leave Japan temporarily during a summer break, etc., you must inform your TUAT supervisor/department chief and the administration office in charge of this matter. In general, international students, who possess a residence card or who possess a passport with a note saying "a residence card will be soon issued" attached on, do not need to re-apply for permission to re-enter Japan when they temporarily leave Japan if they return to Japan within a year for the purpose of continuing their authorized activities to engage in Japan. However, they are required to present their residence card when they leave Japan.

International students who leave Japan with this re-entry permit will not be able to extend the validity period of their residence in Japan from outside of Japan. Please be aware that you will lose your status of residence in Japan if you do not return to Japan within one year upon your departure from Japan. If your period of residence in Japan will be expiring in less than one year upon your departure from Japan, you must return to Japan before it expires.

e. Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted (Part-Time Jobs)

With a status of residence of "Student", your activities authorized to engage in while staying in Japan only include the activities that are related to your study and research as an international student. To work part-time, you need to apply at Immigration Bureau of Japan for permission to engage in activity other than that permitted under the status of residence previously granted. Please refer to the Ministry of Justice website below for documents, etc. required for application or contact the Immigration Services Agency of Japan. <https://www.moj.go.jp/isa/index.html>

Please note that you do not have to apply for such permission to work on campus as a teaching assistant, research assistant, tutor or other similar posts. In principle, you can only work up to 28 hours per week while the University is in session, and up to 8 hours per day during the summer, winter and spring breaks. You are NOT permitted to work at an adult entertainment industry or adult entertainment industry-related business. In addition, MEXT students may also engage in part-time work only with permission from the Immigration Bureau. Before you apply at the Immigration Bureau please use the checklist on the next page to ensure that your work does not interfere with your studies or research.

Checklist for part-time employment

Here is a summary of what you must do before starting your part-time job.
If you are thinking of working part-time, please go through this checklist first.

[Prerequisites / Mindset]

- ☐ Since Japanese Government Scholarship students receive a salary from government funds with the expectation that they will serve as a bridge between the two countries in the future and contribute to the advancement of Japan's education and research capabilities, you fully understand that you must not neglect your studies and research by becoming too immersed in your part-time job.

[Obtaining approval from your academic supervisor]

- ☐ **You have discussed and received approval from your academic supervisor regarding the content and hour of your part-time job** and made sure that it does not interfere with your research.

[Applying for part-time work permit at the Immigration Bureau]

- ☐ **You have obtained a part-time work permit(*) in immigrant Bureau.**
(*)Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted
- ☐ **Not on leave of absence.** (Part-time work is not permitted during leaves of absence from the university because "Student" status of residence is based on the premise that the student is engaged in studies at an educational institution.)

[Searching for a part-time job]

- ☐ **Working hours are within 28 hours per week (8 hours per day during university holidays).**
- ☐ **It is not a store that engages in adult entertainment business (cabaret club or snack bar that serves alcohol at night, pachinko, mahjong, game center, etc.).**

Reference

[Application to Engage in Activity other than that permitted under the Status of Residence Previously Granted to the Immigration Bureau]

- ◆ Download the Application Form for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted from the Immigration Services Agency website
https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri07_00003.html
- ◆ Apply for part-time work permit by taking the **"Application Form for Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted,"** your **"Residence Card,"** and **"Passport"** to the nearest Immigration Bureau.
- ◆ Tokyo Immigration Bureau (Please check the location and opening hours).
→ The Tachikawa branch office is close to the university.
https://www.moj.go.jp/isa/about/region/tokyo/plain_japanese.html
- ◆ **As it may take between 2 weeks to 2 months** for a permit to be granted, **please apply well in advance.**

[Problems with your part-time job]

- ◆ If you have any problems with your part-time job, talk to a trusted Japanese friend, university staff, or telephone the consultation service.
- ◆ Foreign language telephone consultation service (Ministry of Health, Labor and Welfare Consultation Dial for Foreign Workers)
<https://www.check-roudou.mhlw.go.jp/soudan/foreigner.html>

Legal Procedures (3)

2. At City/Local Municipal Offices

a. Notification of residence address

After determining your residence in Japan, you must take residence card to your local municipal office and report your address. You must do the same if your passport includes a note that your residence card will be provided later. In this case, you must take your passport to the municipal office. Residence card will be delivered to you by mail approximately 1 week after your registration.

You also need to report your address to your local municipal office if you change or renew your visa and become a medium or long-term resident.

When your address changes, please take your residence card to your former municipal office and report the change and do the same at new municipal office within 14 days after you move.

b. National Health Insurance

All international residents with resident permit of 3 months or longer should join the "National Health Insurance Program". With the National Health Insurance, you will need to pay only 30% of the medical treatment expenses, when you or your family is sick or injured in Japan and receive treatment at a registered hospitals/institutions.

For procedures to join the Insurance, please consult with your local municipal office immediately after your residence is fixed. The insurance card will be sent to you in a few days after the enrollment process and ready for use. Please keep it carefully.

◆ Fuchu City Office : Insurance / Pension Section on the 5th Floor of Main Office

◆ Koganei City Office : Insurance / Pension Section on the 2nd Floor of No.2 Office

To join the insurance, you will need to pay monthly premium. At the beginning of every fiscal year, the amount of insurance premium is determined by your income for previous year. Please submit a tax report if you have no income other than scholarship. Invoice is sent to your resident by mail every month. Please check the invoice and pay before deadline.

For resignation or any changes of address, you must go to the municipal office before you leave Japan or move to another city, in order to settle remaining payments and return the insurance card.

Medical and Insurance System

1. National Health Insurance⇒City Hall

As previously mentioned in “Legal Procedures (3)”, all international students/researchers with residence permit of 3 months or over should join the “National Health Insurance Program”. Payment of fee (approx. JPY 10,000/year) is required however, with the health insurance, medical treatment fee that you need to pay would be reduced to 30% total. For procedures to join the insurance, please go to local municipal office. International students with short term stay permit do not need to join the National Health Insurance Program. However, it is important to purchase overseas travel insurance in your mother country before your arrival to Japan.

2. Personal Accident Insurance for Students (GAKKENSAI) ⇒Student Support Office

On entrance to TUAT, we ask all the students to join the “Personal Accident Insurance for Students Pursuing Education and Research”, which covers you against physical injuries arising from unexpected accidents during your education, research and extracurricular activities (Illnesses are not covered by this insurance). You can join at any time of the year. Insurance fee will be charged for annual basis only regardless of the enrollment timing. Please contact Student Support Office.

3. Personal Liability Insurance for Students (GAKUBAI) ⇒CO-OP

“Gakubai” covers damages for which the students may be held legally liable to pay in Japan or abroad by injuring third parties or damaging any property belonging to third parties during their curricular activities, extracurricular activities, or school events, and commuting to and from them. To join the insurance, you need to become a member of the COOP with membership fee, however, the fee will be refunded at the termination of the membership before your return to home country. Please contact Student Support Office.

https://kyosai.univcoop.or.jp/info/dm_book/pamph_inter2024/#target/page_no=1

4. Accident Insurance (FUTAI GAKUSOU)

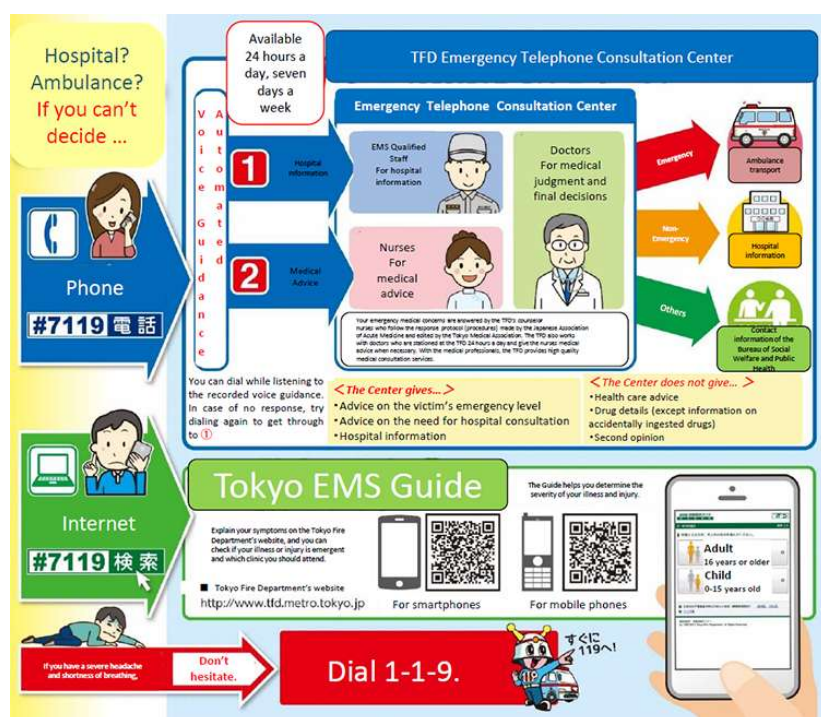
“Futai Gakusou” is a voluntary insurance covering your injuries, illness, compensation responsibility etc. during general life, in addition to above Personal Accident Insurance. To join Futai Gakusou, you first need to join Personal accident Insurance. Please contact Accident Insurance Consultation Desk directly at ☎0120-811-806 (9:30 to 17:00 weekdays) for details.

When you are feeling ill...

- ▶ The website below provides information on what to do when you are feeling ill. https://www.jnto.go.jp/emergency/eng/mi_guide.html#search
- ▶ **If you are not sure to call the ambulance, call #7119 Emergency Telephone Consultation Center**

The Tokyo Metropolitan Government has introduced the Emergency Telephone Consultation Center to assist residents who got sick or injured but are not sure if they should call an ambulance or go to the hospital on their own. The emergency telephone consultation team consisting of physicians, nurses to respond to callers' inquiries. For details, check the website below:

https://www.tfd.metro.tokyo.lg.jp/life/kyuu_adv/soudan-center.html



病院？救急車？迷ったら...

#7119

電話で相談 東京消防庁緊急相談センター

ネットでガイド 東京消防庁緊急ガイド

こちらからもつながります

23区 03-3212-2323

多摩地区 042-521-2323

東京消防庁 東京都医師会 東京都福祉保健局

#7119...Know It. Let It Help You.

By Mr. Kohei Furukawa (at work in Fuchu)

2019 TFD Life Safety Slogan ("#7119" Special Award)

Multilingual Medical Questionnaire Form

► Multilingual Medical Questionnaire Form (23 languages)

In such cases of sickness or injuries, please use the questionnaire form below to explain your conditions to doctors.

Multilingual Medical Questionnaire Form : <https://kifjp.org/medical/japan>

You can decide which hospital department to visit by looking for symptoms and conditions that match yours.

※This is only a guideline. If you have symptoms or conditions other than those listed, or if you are unsure, don't hesitate, and make sure to see a doctor.

Face

- mucous discharge Ophthalmology >
- double vision Ophthalmology >
- trouble seeing objects Ophthalmology >
..... Neurosurgery >
- blocked nose Internal Medicine >
..... Otolaryngology >
- runny nose Internal Medicine >
..... Otolaryngology >
- earache Otolaryngology >
- poor hearing Otolaryngology >
- pain in teeth/gums Dentistry >

head

- headache Neurosurgery >
..... Internal Medicine >
- dizziness Neurosurgery >
..... Internal Medicine >
..... Otolaryngology >

throat

- sore throat Internal Medicine >
..... Otolaryngology >
- coughing Internal Medicine >
..... Otolaryngology >

abdomen

- abdominal pain Internal Medicine >
..... Surgery >
- diarrhea Internal Medicine >
..... Surgery >
- nausea Internal Medicine >
..... Neurosurgery >
- stomachache Internal Medicine >
..... Surgery >

Pediatrics

- children's disease Pediatrics >

women

- pregnant Obstetrics & Gynecology >
- sterility Obstetrics & Gynecology >
- abnormal menstruation Obstetrics & Gynecology >

whole body

- fever Internal Medicine >
..... Otolaryngology >
- body aches Orthopedics >
- body numbness Orthopedics >
..... Neurosurgery >
- unconsciousness Neurosurgery >
- fatigue Internal Medicine >
- injury Orthopedics >
..... Surgery >
- pain of skin Dermatology >
- itchiness Dermatology >
- burn Dermatology >
- rash (red spots on skin) Dermatology >
- sleep is poor Psychiatry >
- anxiety or panic attacks Psychiatry >
- feel depressed Psychiatry >

Medical facilities with foreign language support

► Hospitals

Please refer to a list for hospitals with English and other language speaking staffs.

◎ You can search for hospitals, clinics, dental clinics, pharmacies in Japan from the URL below.

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

◎ When you need to have medical care, please check below:

https://www.jinto.go.jp/emergency/eng/mi_guide.html#search

Major General Hospitals around Koganei/Fuchu campus

Hospital name	HP Address
Tama Medical Center	https://www.tmhp.jp/tama/en/
Tokai University Hachioji Hospital	http://www.hachioji-hosp.tokai.ac.jp/index.php
Tachikawa Chuo Hospital	http://www.tactis.or.jp/

Housing (1)

1. International Houses and Dormitories

The International House is provided on both Fuchu and Koganei campuses. Also, we have room allotments in International Student House of Hitotsubashi University on Kodaira campus. In addition, Hinoki Dormitory (for both men and women) and two dormitories for Japanese students are partly open to international students. Please contact the international student section of the relevant faculty for details.

<Outline of facilities and tenancy procedures>

● Researchers

International House of TUAT

- Number of rooms : 9 (Fuchu Int'l House: 6 single, 1 couple, 2 family units)
30 (Koganei Int'l House: 29 single, 1 couple, 0 family units)
- Residential period : Max 1 year. Please consult your faculty/graduate school office for details.
- Application period : Anytime for single rooms. Announcement is made based on vacancy for couple and family rooms.
- Please contact Student Support Section, Educational Affairs Office

● International Students

International House of TUAT

- Number of rooms : 48 (Fuchu Int'l House: 40 single, 4 couple, 4 family units)
37 (Koganei Int'l House: 32 single, 3 couple, 2 family units)
- Residential period : Max. 1 year. Please consult your faculty/graduate school office for details.
- Application period : for general students Dec to Jan, and Feb to March. For all students July to Aug.
- **All new residents are required to join Fire Insurance upon move-in.**
https://kyosai.univcoop.or.jp/info/pdf/pamph_inter_english2025.pdf

Housing (2)

International Students House of Hitotsubashi University

- ▶ Number of rooms : 32 (20 single, 3 couple , few family units)
- ▶ Residential period : Max 1 year ※We do not accept applications for new students.
- ▶ Condition: Not available for new comers.
- ▶ All new residents are required to join Fire Insurance at upon move-in.

https://kyosai.univcoop.or.jp/info/pdf/pamph_inter_english2025.pdf

TUAT student dormitories

- ▶ Keyaki Dormitory : Koganei campus (for men)
- ▶ Hinoki Dormitory : Fuchu campus (for both men and women)

For more information, please check the website:

International House :

https://www.tuat.ac.jp/international/dormitories/international_house.html

TUAT student dormitories:

https://www.tuat.ac.jp/campuslife_career/campuslife/fukurikousei/gakuryo/

2. Private Apartments (Off-campus Housing)

For private apartments, you have to find them by yourself. Please refer to the list of off-campus dormitories and real estate agencies at below TUAT web site.

https://www.tuat.ac.jp/international/dormitories/off_campus_housing.html

You can also find the real estate information provided by neighborhood apartment owners at below sections. Please note, TUAT will provide information only and cannot act as agents.

- ◆ Fuchu Student Support Section : Fuchu Campus Main Bldg. 1st Floor Tel 042-367-5579
- ◆ Koganei Student Support Section : Koganei Campus Administration Bldg. 1st Floor Tel 042-388-7011

In general, a guarantor is required to rent a private apartments in Japan. In case you cannot find the guarantor in Japan, please join the "Comprehensive Renter's Insurance for International Students" managed by Japan Education al Exchanges and Services, so TUAT will be able to become your institutional guarantor. To join this insurance, your Certificate of Eligibility must be "Student ".

With condition that the students join this insurance, TUAT will issue "Certificate for Renting Apartment" to the apartment owner, in place of guarantor. If you have trouble finding a guarantor, please contact the relevant section and apply for the certificate. As there is a maximum limit of the guarantee amount and period, please consult with apartment owner/real estate agents beforehand.

Electricity, Gas and Water

3. Electricity, Gas, and Water

- a. For new contracts/terminations, refer to HP or call customer center below in English.
- b. In case of troubles such as blackout, gas or water leak, please contact the house administrator/apartment owner, or call customer centers.
- c. Electricity : Tokyo Electric Power Company (TEPCO)
HP : <https://www4.tepco.co.jp/en/customer/guide/service-e.html>
TEL: [Tama area Customer Center] Tel : 0120-995-661 or 662 (toll free. English speaking)
- d. Gas: Tokyo Gas Company
HP / TEL : http://www.tokyo-gas.co.jp/utility/office_e.html
EMERGENCY (gas leak, earthquake) : 0570-002299
[Customer Center] Tel : 0570-00221 1 (NOT toll free. After you hear the recorded message, press 1 or 7 and ask for English speaking staff.)
- e. Water : Bureau of Waterworks, Tokyo Metropolitan Government
HP: <https://www.waterworks.metro.tokyo.lg.jp/>

[Tama-area Customer Center]
Tel : 0570-091100 (NOT toll free. English speaking)

University Facilities

1. Library

There are two libraries at both campuses, TUAT students can freely use both libraries. There are some differences in rules at each campus therefore please refer to each library's "Guide Book" or access their websites below.

<https://web.tuat.ac.jp/~biblio/annai/index.html>

<https://web.tuat.ac.jp/~biblio/>

2. TUAT University Co-operative Union (COOP)

COOP is an organization funded and operated by the Co-op Union members. COOP provides variety of services including selling food, drinks, books, stationery, other daily products at COOP shops, operating cafeteria, ID photo machine, travel agency, ATM and accommodation services. COOP shops are located at both Fuchu and Koganei campuses. Please refer to the websites for details.

<https://www.univcoop.jp/tuat/index.html>

3. Extracurricular Activities (Circles/Clubs)

At TUAT, athletic, academic and many different student groups are active. It would be a nice opportunity to meet Japanese students and get to know Japan/Japanese culture well. For details of activities, please refer to below web site. If there are specific activities you would like to join, but no English information is available, please contact International Affairs Office.

<http://www.tuat.ac.jp/campuslife/circle/index.html> (Sorry Japanese ONLY)

*Event: No-Ko-Sai

Every year in November, school festival called No-ko-Sai are held in November. Many International student groups participate in the festival. If you are interested, please contact International Affairs Office. For more information, please check the website below.

Daily Life Information (1)

1. Bank Accounts & Remittance

By opening a bank account, you will be able to make deposit, send money to designated recipients, pay utility bills by automatic transfer, pay by credit card, and so forth. Scholarship recipients are required to open a bank account to receive the money by bank transfer. Please note that some scholarships designate a specific bank to open the account. As for the Monbukagakusho or Japanese Government scholarship recipients must open their account at Japan Post Bank (Yucho Bank).

To buy a new mobile phone in Japan, you must have a bank account. To open a bank account, you need to present your passport and Residence Card or a copy of your Jumin-hyo (certificate of residence records). Some banks may also request your personal seal registration and other documents. Therefore please check beforehand.

For a simple remittance overseas or receiving money remitted from overseas, you may not have to open a bank account, but instead use ATMs located at convenience stores.

★**Western Union** : http://www.westernunion.co.jp/en/product_services.php

At Japan Post Bank (Yucho Bank) and Seven Bank, you can withdraw cash from your bank accounts in your home country. Please check below sites for details including fees.

★**Japan Post Bank (Yucho Bank)** : https://www.jp-bank.japanpost.jp/en_index.html

★**Seven Bank (at 7-11 convenience stores)** : <http://www.sevenbank.co.jp/intlcard/index2.html>

2. Phone & Internet

- a. Mobile Phone : We have a number of mobile phone service operators in Japan. To buy a new mobile phone, you need a bank account in Japan. In general for a new subscription, you need to present your bankbook, registered seal, Residence Card or a copy of your jumin-hyo (certificate of residence record), passport and a statement of a parent approval (if you are below age 20). Subscription details vary widely depending on the operators. Please take time to fully understand the contract details before signing the subscription.

- ◆ Au (KDDI) <http://www.au.kddi.com/english/?bid=we-we-gn-0002>
- ◆ Softbank <http://www.softbank.jp/en/mobile/>
- ◆ Docomo (NTT) <https://www.nttdocomo.co.jp/english/>

- b. Internet : Internet access conditions and providers differ depending on accommodations. For those who will reside in a private apartment, please confirm the details with the real estate agents.

Daily Life Information (2)

c. IC Card :

IC Cards are rechargeable cards with functions of transportation fare payments (bus, trains, subways) as well as commuter's pass, debit card acceptable at shops. You can purchase them at stations.

- ◆ SUICA (JR East IC Card) <https://www.jreast.co.jp/e/pass/suica.html>
- ◆ PASMO (Keio Line IC card) <http://www.pasmo.co.jp/visitors/en/>
- ◆ Train map in Tokyo
https://www.jreast.co.jp/e/routemaps/pdf/routemap_majorrailsub.pdf

4. **Bicycle Rules**

Bicycle liability insurance is mandatory for anyone who rides a bicycle in Tokyo. Please check whether your own insurance coverage includes bicycle liability and, if not, obtain separate bicycle liability insurance as soon as possible.

<https://www.japanlivingguide.com/living-in-japan/transportation/cycling-rules/>

In addition, with the enforcement of the revised Road Traffic Law, it is now mandatory effort for all bicycle riders to wear helmets in Japan.(from April, 2023)

Daily Life Information (3)

Bicycles purchased in Japan must be registered for theft prevention and early detection of stolen bicycles. The registrations fee is JPY 500. If you take over/purchase a bicycle from someone, you need to modify the registered information. Using a bicycle without updating the registration information is regarded as a theft and you may be penalized.

Also, please note riding a bicycle after drinking alcohol, is regarded as drunk-driving and may be penalized. It is also illegal to ride a bicycle under umbrella or to carry another person. Bicycle collisions have been increasing in and out of the campuses. Please drive your bicycles carefully, as bicycle accidents can lead to a huge compensation claims. For details of bicycle rules, please refer to the attachment.

As for bicycle parking, your bicycle may be removed if it is parked in a no-parking zone. To pick up your removed-bicycle, please note that you will be charged for removal expense (and storage cost). For explanations, please refer to city government pages of your residence.

5. Other

- You must always carry your RESIDENCE CARD and TUAT STUDENT ID CARD with you in order to present them when requested by immigration inspectors, control officers, police or other government administrative officers.
- It is strictly prohibited by the Japanese law to carry or use chemical substance such as drugs. If you violate the law, heavy penalty will be imposed. Please do not carry or use any chemical substances.

Procedures before leaving Japan

Many procedures are required when international students and researchers leave Japan. Please start preparing well ahead of the leaving date.

1. **Move-out procedures and utilities bill**

Usually you need to notify the landlord your moving date one month in advance and go through the necessary procedure. If you do not notify the landlord before the deadline, your security deposit may not be refunded.

It is also important to CANCEL electricity, gas, water services and pay the outstanding bills.

2. **Termination of contracts and others**

a. **Phone bill**

If you are using fixed line telephone, you need to notify the telephone company of your moving date and pay any outstanding bill. Similar procedure is necessary for mobile phones.

b. **Internet services**

Please cancel the internet services two months before your moving out date.

c. **Bank accounts**

You need to go to your bank to close the account. If your utility bills were paid from the bank account, it is necessary to confirm that all outstanding bills have been paid. If students were receiving a scholarship, they must confirm that the final payment of the scholarship has been made before closing your account.

d. **Notification of moving out and national health insurance payment**

You need to submit a notification of moving out to your local ward office. Also it is necessary to return the national health insurance card to the local ward office and **be sure to make a final adjustment of the health insurance fee before you leave Japan.**

e. **Return student card, library card, staff card**

Please return the cards to general affair division of your department.

f. **Return residence card**

Upon presentation of your Residence card at the airport, the immigration officer will punch a hole in the card to invalidate it and return it to you.



If you have any questions,
please contact International Affairs Office.

e-mail: kokusai@cc.tuat.ac.jp