

留学生生活を快適に送るために

— 新入学留学生ガイダンス資料 —

—新入学留学生指南—

**Guidance
for New International Students**

2018年4月

徳島大学国際センター

徳島大学国際中心

International Center

Tokushima University

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I . Campus Life

1. Exemption of Tuition Fees

Regular international students may be eligible to receive partial or complete exemption of tuition fees, in the case that they are in financial difficulty and recognized to excel in their studies after matriculation. For more detailed information and applications, please consult the following offices:



Campus	Office
Kuramoto	Section of Academic Affairs (<i>Kyomu Gakumu-kakari</i>) of the applicants' faculty
Josanjima	Student Support Division (<i>Gakusei Shien-ka</i>)

All application documents must be submitted before the designated application deadline.

(The expected application deadline is the middle of March for the first term and the middle of September for the second term.)

Note: Exemption of tuition fee is not applicable for students sent by a foreign government, research students, auditors for specific subjects and exchange students.

2. Scholarships (For Self-funded International Students)

When private scholarships for international students are available, notices will be put up on the information bulletin board of each faculty and on the official website of the International Center (<http://www.isc.tokushima-u.ac.jp>). Please arrange necessary documents to apply for a scholarship. * You may also check what scholarships TU international students received recently. Please refer to the attached list of the scholarship for more information.

3. Repeating Years

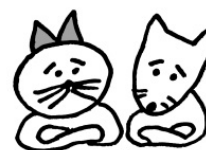
International students (especially, in an undergraduate program) who have repeated a year twice (or more) may have their application for visa extension rejected. Should this happen, international students will have to return to their home country.

4. Taking a Leave of Absence from the University

If an international student takes a leave of absence from the University for more than three months, he/she will have to return to his/her home country unless there is a justifiable reason to stay in Japan (e.g. illness).

*International students' visa (student visa) has been granted on the premise that the student has sufficient funds to meet all financial needs for the entire period of study. Thus, **"a financial reason" will not be regarded as a justifiable reason.** The student visa may be cancelled if

international students do not perform their activities as a student for a continuous period of more than three months without any justifiable reason. Also, during the leave of absence, activities outside the visa status such as **doing part-time job are not allowed.**



II . Life in Japan (1)

5. To-Do After You Arrive In Japan

1) Moving-in Notification: You need to submit a moving-in notification within 14 days after you arrive in Japan.

- Place to Submit the Notification: City/Town Hall of your new residence
- Things Needed for Your ID: Residence Card and Passport

If your Residence Card has not been issued yet, please show your passport only.

2) Signing up for the National Health Insurance of Japan:

Please refer to 6. National Health Insurance (NHI)

3) Opening Bank Account: Only for those who wish to own a bank account in Japan

Things Needed for your ID

- Japan Post Bank: Passport and Residence Card
- Other ordinary banks: Passport, Residence Card and *Inkan* (Stamp)



*Those who have moved to Tokushima from another area of Japan

1) Moving-in Notification: You need to submit a notification within 14 days after you have finished moving in.

- Place to Submit the Notification: City/Town Hall of your new residence
- Things Needed for Your ID: Moving-out Notification issued by the City/Town Hall where you resided before moving-in, Passport

2) Enrollment in NHI: The NHI used in a previous residence may no longer be used. Please enroll in the NHI at City/Town Hall of your new residence.

3) Notification to Immigration Office: You need to submit the “NOTIFICATION OF THE ACCEPTING ORGANIZATION” within 14 days after you enter the university.

For more details, please refer to 24. Notifications to Immigration Office.

6. National Health Insurance (NHI)

International students who plan to stay in Japan for 3 months or longer are obligated to sign up for

the National Health Insurance (NHI). Please ensure you enroll in the NHI and pay the premiums.

1) Where to Apply for NHI: City/Town Hall of your new residence

2) Things Needed for your ID: Passport and Residence Card

National Health Insurance covers 70% of the incurred medical expense in case of injury or illness.

7. Driver's License

Please be careful NOT to drive if you have drunken alcohol, even a single glass of beer. If you are punished for drunken driving, your fellow passengers and your friend who rented a car for you will also be punished by law.



Penal Regulations for Drunken Driving

In case the driver was arrested for drunken driving	Driver	Imprisonment with work for not more than 5 years or a fine of not more than one million yen
	Provider of the vehicle	
	Fellow Passenger	Imprisonment with work for not more than 3 years or a fine of not more than 500,000 yen

Please note that traffic regulations in Japan are very strict. If you violate them, you will be punished by law.

If you cause a serious traffic accident, you will also be punished by the University.

Please learn traffic regulations in Japan and be sure to follow them.

1. Cars and Motorcycles

a) Driver's License

You must have an international driving permit or Japanese driver's license in order to drive a car or a motorcycle in Japan.



[How to Achieve Driver's License in Japan]

I) Enter a Driving School and Take a Test for the License

You need to pay about 250,000 yen or 350,000 yen for the school. High level of Japanese skills are required. Instead of taking the test in Japanese, you can choose to take the test in English or Chinese.

II) Switch a Foreign Driver's License to a Japanese one

Please bring necessary documents to the Driver's License Center in *Matsushige*

Please also note following conditions to switch your license:

1. The applicant must be able to prove that he/she stayed in the issuing country for at least three months in total after obtaining the license
2. The applicant's license must be valid (expired license cannot be switched.)
3. The applicants have to pass some tests such as traffic rule knowledge test and driving skill test.

For further information, please contact Tokushima Driver's License Center in *Matsuchige* (TEL: 088-699-0110).

III) International Driving Permit

1. In case you have an International Driving Permit issued by contracting countries and conforming to the model contained in the Convention at Geneva, the permit is valid for one year In Japan.

* It also must be noted that the international driving permit may not be valid in Japan depending on the country where the permit was issued. For example, the international driving permit issued in Mongolia is not valid in Japan.

2. The Permit is effective only if you have stayed in the issuing country for more than three months.

(NOTE)

If you stay in Japan for more than one year, please achieve Japanese Driver's License by going to the driving school or switching your license.

*Driving without a permit or license will result in severe punishment. If you cause an accident without an officially valid permit or license, there will be more serious consequences. Please make sure NOT to drive without a permit or license.

b) Insurance

Students should have a voluntary insurance in case of unexpected traffic accidents.

*There are two types of insurance in Japan: Compulsory Automobile Liability Insurance and voluntary insurance.

○Compulsory Automobile Liability Insurance

This insurance is compulsory for all the people who own and drive a car or a motorcycle in Japan.

[Basic Coverage of the Compulsory Automobile Liability Insurance]

You may use this insurance in case you killed or injured a person in the accident you caused.



Following cases cannot be covered by the Compulsory Automobile Liability Insurance:

- ✓ Driver's own injuries
- ✓ Damage of your vehicle
- ✓ Self-inflicted accident (ex. In case you bumped into an electric pole and were injured.)
- Damage to the property of others (ex. Damage you caused on an electric pole)

*** Excessive damage shall be covered by the person who caused the accident.**

○Voluntary insurance (not compulsory)

Voluntary insurance is to supplement the Compulsory Automobile Liability Insurance. This

insurance covers any damage caused by the insured person to another person's property or the insured person's own property (e.g. car or motorcycle) as well as the injury or death of other person(s) caused by the insured person. The payout in the event of an accident is high compared to the Automobile Liability Insurance.

***In the event of an accident, you may need to pay more than you expect. In case the damage exceeds the limit of coverage of your Automobile Liability Insurance at most 30 million yen for fatal case, you need to cover the excess on your own. Please be sure to purchase a voluntary insurance.**

c) Traffic Accident (If you caused an accident...)

Please follow the procedure below when you caused a traffic accident:

1. Assist the person you hit. If you need an ambulance, call 119.
2. Move your car/automobile/bicycle to an open space.
3. Call 110 and ask help for the nearest police.
4. Call your voluntary insurance company and ask them to help you. In



case you need to negotiate

with the person(s) you gave damage, please ask your insurance company to contact them.

5. Be sure to take notes of the person, his/her address and the number of the car.
6. Contact the university (your supervisor, the section of academic affairs of your Faculty/Graduate School and International Office)

*** If you do not have a voluntary insurance, you need to do all the negotiations by yourself. Please be sure to purchase a voluntary insurance for an emergent case.**

d) Tax

Owner of a car or a motorcycle must pay tax once a year.

【Types of tax】

Motor Vehicle Tax

Automobile (excluding motorcycles or light vehicles) owners must pay this tax.

Light Vehicle Tax

Motorcycle or light vehicle owners must pay this tax.

【How to pay tax】

Car or motorcycle owners will receive a tax notice every year on April 1.

This tax can be paid at a bank, post office or a convenience store.

e) Use of Seat-belt and Helmet

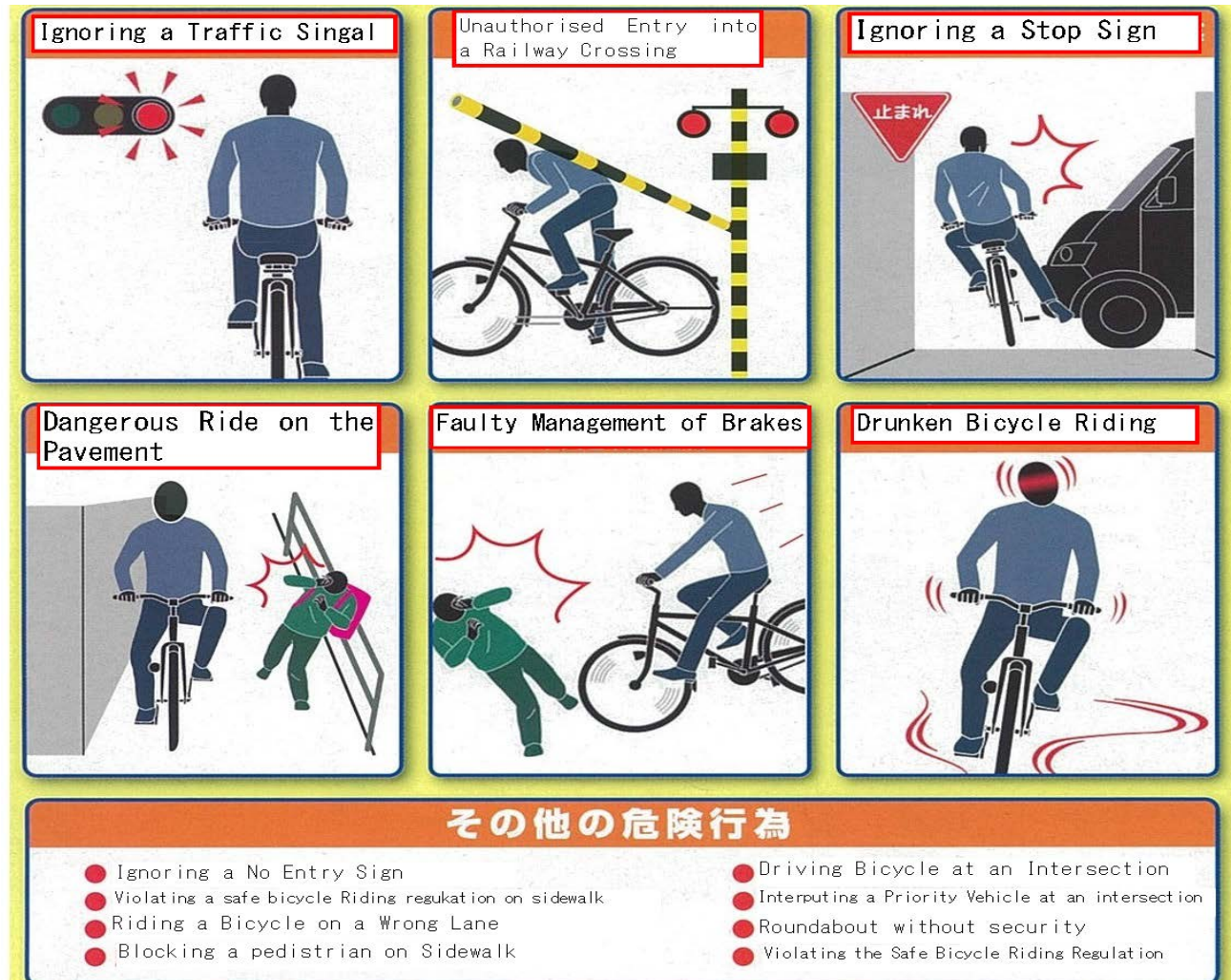
You must wear a seat-belt when driving a car. This applies not only to the driver but to other fellow passengers in the car. Wearing a seatbelt is compulsory for all passengers in the passenger

seat and rear seats. Wearing a helmet is compulsory when riding a motorcycle.

2. Bicycles

a) Traffic Rules

A bicycle is categorized as a light vehicle in Japan. Please do not conduct following dangerous acts while you are riding a bicycle.



In the event where you are caught by the police due to the above dangerous acts, you need to take a special lecture on safe bicycle riding and pay money for it.

Special lecture on safe bicycle riding

• Lecture Fee ; 5,700 JPY

If you do not take the lecture, you will be fined 50,000 JPY

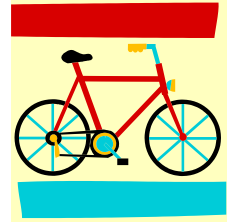
Bicycles must be parked in the designated parking areas. It is not allowed to park a bicycle in the area around Tokushima Station. In case of parking violation, your bicycle will be removed by the authority. For taking back your bicycle you have to go to the bicycle depot located in Bandai-cho and pay a fine of 1500 JPY.

b) About Insurance for Bicycle Accidents

Currently, we have several accident cases that international students cause while they are riding a bicycle.

You may damage a car with your bicycle. If you were found responsible for such an accident, you have to pay compensation for repairing the car.

We strongly advise you to purchase an insurance for bicycle accidents.



◆ **In the case you cause physical damage to a person or to a vehicle**

✦ **Liability Insurance for Students**

- **This insurance covers liability for any damages caused even while you are not on the way to the university (ex. while on the way to your part-time job).**
- **Place to apply: University COOP**
- **Insurance Fee: 1,780 JPY for a one-year contract**
 - If you are renting an apartment from a private housing agent and have enrolled in a comprehensive housing insurance, this liability insurance may also cover liability for damages caused. If you want to know more in detail, please consult the International Affairs Division.
 - **In the past, there was an incident which a TU international student caused while riding a bicycle. Since the student did not have an insurance for bicycle accidents, he/she had to cover the damages by him/herself. We strongly advise you to purchase insurance for bicycle accidents..**

In a case that a female high school student riding a bicycle collided with a passenger on a street, the student was sentenced to pay 60 million yen for the severe damage she caused.

If you are going to use a bicycle as a means of your transportation, please be sure to buy this insurance.

◆ **In case you are injured**

- ✦ **Personal Accident Insurance for Students Pursuing Education and Research (PAS) and Liability Insurance coupled with PAS**



- All matriculated full-time undergrad/graduate students have this insurance at the time of entrance.
- This insurance covers any injury occurred inside the university during class, research, or club activities etc.
- The insurance covers any damages caused while on the way to and from the university.
- ✦ **Student Comprehensive Mutual Insurance “Mutual Life Insurance”**
 - This life insurance covers injury and sickness even while outside of university.
 - Place to apply: University COOP
 - Insurance Fee: 12,800 JPY for one year
 - **If you are studying in the university as a non-matriculated student (as a research student, a special exchange student, a special research students or as a credit auditor), you do not likely enroll in PAS. We strongly advise you to purchase insurance.**

c) Registration

When you own a bicycle, you must complete bicycle registration at the nearest police station and put a registration sticker on your bicycle. If you ride a bicycle without this sticker, you may be stopped by the police and suspected as a possible bicycle theft.

If you buy a bicycle at a bicycle shop, the shop may carry out the registration procedure for the bicycle. Please ask at the shop when you buy.

d) Transferring ownership of a bicycle over to a friend

Please do NOT forget to cancel the bicycle registration before handing a bicycle over to a friend.

e) Traffic Accident (If you caused an accident or you are involved in an accident...)

Please follow the procedure below:

1. Assist the person you injured. If you need an ambulance, call 119.
2. Move your car/automobile/bicycle to a secure open space.
3. Call 110 and ask help for the nearest police. Call 110 to the police, if you need an assistance.
4. Call your voluntary insurance company and ask them to help you.

In case you need to negotiate with the person(s) you gave damage, please ask your insurance company to contact them.

5. Be sure to take notes of the person, his/her address and the number of the car.
6. Contact the university (your supervisor, the section of academic affairs of your Faculty/Graduate School and the International Affairs Division)

***If you do not have a bicycle insurance, you need to do all the negotiations by yourself. Please be sure to buy a voluntary insurance for an emergent case. We strongly advise you to purchase a voluntary insurance.**

8. National Pension Plan

All the residents in Japan aged between 20 and 59 are required to join the National Pension Plan. International students are no exception.

Students who have difficulty in paying their pension premiums can apply for “*Special Payment System for Students*” to extend the national pension premiums.

Please apply at the city/ town hall.

If you intend to work in Japan in the future, we strongly advise you to apply for this system.

Otherwise you may not be able to receive pension even if you reached the age to receive it.

For more information, contact:

Tokushima City Hall: 088-621-5161 or 088-621-5162

Kitajima Town Hall: 088-698-9801



【Pension Types】

1. Basic Pension for the Elderly: Paid to persons of age 65 and over who have enrolled in the plan and have paid the premium for the period required to qualify as a recipient.
2. Basic Disability Pension: Paid to persons who have become disabled during the enrollment period.
3. Basic Pension for the Bereaved: Paid to an insured person's child(ren) or spouse taking care of a child(ren) after the insured person is dead.

9. Legal Compliance

Following acts can be regarded illegal in Japan, even if the same acts will be regarded legal in your home country.

1. Carrying discarded items back to your home

If you take valuable items like TV set, bicycle and electric appliances, discarded at a disposal area back to your home, you can be arrested on a charge of embezzlement.



2. Illegal Dumping

If you put out the trash in the undesignated area, you can be imposed a penalty fee because of the violation of law.

3. Lending Your Bank Account

Please do not lend your bank account to others even if your friends ask. If your number is misused for an illegal business behind you, you can be treated disadvantageously. (ex.: not to be permitted to extend your VISA.)



4. Business

You must not do any kind of business such as selling Japanese goods to your country or selling items by auction. Those acts are illegal.

5. Illegal Drugs (Stimulated drug, marijuana, MDMA, MDA, cocaine, heroin, paint thinner, and other dangerous drugs)

In Japan, selling/buying/receiving drugs and even possessing them are illegal. If you violate the regulation, you will be punished with imprisonment or imposed fine.

★Dangerous Drugs

In Japan, many cases are reported that the dangerous drugs are sold online as “a legal herb,” “an incense” or “an aromatic perfume”. Those items contain the same or similar substances of the stimulant drugs and marijuana. They are very dangerous and illegal.

*If you are not so sure about the item you are going to order, please do not purchase it.

*Say NO if your friends recommend you to try drugs.

*Do not carry unknown person’s luggage when you are going back to your home country. You may be utilized as a drug career.

Ex. Examples of Illegal Drugs



10. Social Security and Tax Number system (My Number System)

The social Security and Tax Number, so-called “My Number”, is given to individual resident in Japan and you may be asked to show your My-Number card when you work as a part-timer. Please be sure NOT to lose the card.



For further information about My-Number System, please refer to the following URL.

<http://www.cao.go.jp/bangouseido/>

Explanations in multiple languages are available here.

<http://www.cao.go.jp/bangouseido/foreigners/index.html>

III. Housing and Dormitory

11. Renting an Apartment

In case you are going to rent an apartment from a real estate agent, not from the university COOP, please consult the International Affairs Division in advance.

12. Comprehensive Renters Insurance for Foreign Students Studying in Japan

All international students at Tokushima University who intend to rent private accommodation are obligated to purchase Comprehensive Renters Insurance for Foreign Students Studying in Japan provided by the Japan Education Exchange Services (JESS) .



The annual fee for the insurance is 4,000 JPY (one-year insurance fee, 2,500 JPY and one-year membership fee, 1,500 JPY), and two-year insurance fee is 8,000 JPY (two-year insurance fee, 5,000 JPY and two-year membership fee, 3,000 JPY). The TU Supporters Association will subsidize the students with the annual membership fee after completion of all the necessary application procedures (1,500 JPY or 3,000 JPY).

To purchase the insurance, please contact the International Affairs Division on *Josanjima* Campus or its branch office on *Kuramoto* Campus.

*University Guarantor System for International Students

Tokushima University (Director of the International Center) will act as an international students'

guarantor if they have difficulty in finding a guarantor to rent an apartment.

International students wishing to apply for this guarantor system must meet the following requirements:

1. The applicant must be enrolled at Tokushima University.
2. The visa status of the student must be "Student".
3. The applicant must have the "Comprehensive Renters' Insurance for Foreign Students Studying in Japan" provided by JESS

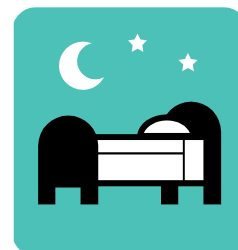
For more information, please consult at the following offices:

Campus	Office
Kuramoto	International Affairs Division (Kokusai-ka) Section of Academic Affairs (<i>Kyomu-kakari</i> or <i>Gakumu-kakari</i>) of the applicant's faculty
Josanjima	International Affairs Division (<i>Kokusai-ka</i>)

13. Tokushima University's International House

Tokushima University's International Houses in *Kitajima-cho*, *Itano-gun*, and *Nichia-Kaikan* International House in *Shinkura-cho*, Tokushima City, have been established to provide international students with accommodations and facilities for international exchange.

International House in *Kitajima-cho* is a 4-story building with 32 rooms for single students and one three-story building with 18 suites for married students and their families. Both buildings are reinforced concrete structures. As for public facilities, there are multi-purpose halls, lavatories, shower rooms, etc. The monthly rent for a single room is 5,900 yen (plus 1,000yen for shower); a couples' suite, 9,500 yen; and a family suite, 14,200 yen.



Nichia-Kaikan International House in *Shinkura-cho* has 30 single rooms for female international students and researchers. Each room is equipped with a kitchenette, a single bed, a prefabricated bath system with a bathtub and a lavatory among others. The monthly rent for each room is 11,000 yen.

Students who want to move into the above International Houses should contact the following offices:

Campus	Office
<i>Kuramoto</i>	International Affairs Division or Section of Academic Affairs (<i>Kyomu-kakari</i> or <i>Gakumu-kakari</i>) of the applicant's faculty
<i>Josanjima</i>	International Affairs Division (<i>Kokusai-ka</i>)

IV. Periodical Health Checkup and Health Service and Counseling Center

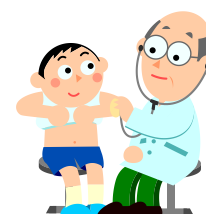
14. Periodical Physical Checkups

All students are required by law to undergo periodical physical checkups. Blood-checkups, urine tests, chest X-rays and other tests are conducted at the university every year in April and October. These checkups are free of charge.

*Students who do not undergo checkups at the university are required to take them at a hospital at their own expense.

*Some private-funded scholarships require applicants to submit their health certificate.

*When you apply for a company, you may be required to submit your health certificate.



15. Health Service and Counseling Center

The Health Service and Counseling Center is a welfare facility which provides students with free first-aid and consulting services. Consultation for treatment is provided for health problems such as illness, injury, and other concerns about student life including harassment. Please feel free to use it when you are ill and for consultation regarding medical treatment.

The center is located on the first floor of Liberal Arts and Sciences Building No.5 on *Josanjima* campus, while on the *Kuramoto* campus; a rest area in the branch health center (in *Kuramoto* Student Service Center) is available for the students who are unwell.



V. Certificates and Other On-campus Services

16. Issuance of Official Certificates

International students should contact the academic Affairs Section of their faculty when they need official certificates (e.g. transcript).



17. Update of Personal Information

Personal Records must be submitted to the International Affairs Division. Any changes to the content of the Personal Records (e.g. address, contact numbers, etc.) also must be notified to International Affairs Division.

18. Arrival Allowance

New international students who do NOT fall under one of the following conditions are eligible to receive an arrival allowance of 20,000 yen. This arrival allowance is provided by the TU Supporters Association.

*Students who fall into one of the following categories are not eligible:

- Students whose intended period of enrollment in Tokushima University is less than 6 months,
- Students who are on Japanese Government Scholarship or foreign government-sponsored scholarships,
- Students who are receiving or scheduled to receive a scholarship,
- Students who are scheduled to receive financial support equivalent to a scholarship,
- Students who have transferred into Tokushima University from other institutions in Japan such as universities, technical colleges and Japanese language schools,
- Students who have formerly been enrolled in Tokushima University, or

Students who have a spouse or family members residing in Tokushima.

*Application forms are available at the section of Academic Affairs of your Faculty on *Kuramoto* campus. On *Josanjima* campus, please come to International Affairs Division and get the forms.



19. Loan System

Council for the Promotion of Intercultural Exchange with Tokushima's International Students provides below listed loan systems for students who are in need of temporary funds.

	Amount of Loan	Method of Repayment
Loan	Maximum of 100,000 yen	Repay either in a lump-sum or by installments within six months.

*Application form is available at the International Affairs Division offices in *Josanjima* and *Kuramoto*.

VI. Visas

20. Extension of Period of Stay

Students who plan to stay longer than the permitted period must apply for extension of the period of stay. Application for visa extension is accepted from three months prior to the current visa's expiration date.

The applicant is required to stay in Japan when they apply for VISA extension. Please prepare the required documents and submit them to the office below:



Campus	Office
<i>Kuramoto</i>	International Affairs Division (<i>Kuramoto-Kaikan</i>) Third Thursday Only
<i>Josanjima</i>	International Affairs Division (<i>Kokusai-ka</i>) Every Thursday (Except the third Thursday)

If you have any questions concerning your visa, you may also consult with visa professionals on the above dates.

The following documents are required:

1. Application for Extension of Period of Stay
* To receive this application form, please access the offices above.
2. Residence Card
3. Certificate of Transcript (Only necessary for regular students.)
4. Student Registration Certificate

5. Certificate of Research Content (Only necessary for research students). The certificate is issued at the section of Academic Affairs.)
6. Request of Delivery for Organization (Application form is available at the International Affairs Division (on *Kuramoto* and *Josanjima* Campuses) and Confirmation sheet of registration of your classes
7. Certificate for Payment of Fee (The form is available at the International Affairs Division (on *Kuramoto* and *Josanjima* Campuses))
8. Fee for extension of period of stay (4,000 JPY)
9. Proof documents of financial background (Certificate of scholarships, photocopy of bank book, financial support statement, certificate of employment, and income certificate, etc.)
*For more detailed information about the proof of financial background, please consult the above offices by at least 3 months before the visa expires.
10. Passport
11. A Face photo for residence card (4cm x 3cm)

21. Residence Card

You have to carry your Residence Card with you all the time while you are staying in Japan.

You must show your registration card if a police officer ask you to do it.

If you did not carry your card with you or did not show your card to the police officer, you may be fined.

* If you have lost your residence card...

- (1) Report the loss to the nearby police.
- (2) Apply for the reissuance of your card within 14 days

Please submit following documents to International Affairs Division on *Josanjima* or *Kuramoto* Campus.

Documents you need to submit:

- (1) Application form for reissuance (available at International Affairs Division on *Josanjima* or *Kuramoto* Campus)
- (2) A Face Photo (4cm×3cm)
- (3) Official certificate for the loss of your residential card
- (4) Passport



22. Temporary Return to Home Country

Students who leave Japan temporarily for the purpose of returning to their home country or traveling abroad must submit “the Notice of Traveling Abroad” at International Affairs Division on *Josanjima* or *Kuramoto* Campus. Please also be sure to inform the section of Academic Affairs of your faculty of your travel schedule.

- Re-entry permit from Immigration Office is not necessary for those who reenter Japan within one year after departure. (This is called a special re-entry permit.) Please also make sure to carry your residence card and passport when you leave/enter Japan
- If your period of stay in Japan expires within 1 year after your departure, please ensure that you need to re-enter Japan before the expiration of your period of stay.
- International students require a re-entry permit if they are not reentering Japan within one year after departure; otherwise, you cannot re-enter Japan and have to apply for your student visa again. The application form is available at the International Affairs Division (Josanjima and Kuramoto).

23. **Part-time Work (Activity Other than that Permitted under the Status of Residence)**

Foreigners in Japan with student visa status are not permitted to work. **If they wish to engage in part-time work, they need to obtain "Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted" (*Shikaku-gai-katsudou*).**

Students who are on leave of absence are NOT allowed to work part-time (activities outside the visa status).

1. **Total work hours must not exceed 28 hours per week.**

In the past, an international student was refused to extend his/her visa due to the violation against this regulation of the maximum work hour.

2. **International Students are NOT allowed to work at places for entertainment and amusement industries,** such as bars, pubs, cabarets, pachinko parlors, mahjong parlors, game arcades, etc.



3. International students will be punished or deported under the following circumstances:

- a) When an international student works without obtaining a permission to engage in activity other than that permitted under the status previously granted,
- b) When an international student is clearly found to be engaged solely in activities to earn money,
- c) When an international student works more than 28 hours per week, or
- d) When an international student works at places for entertainment and amusement industries as shown in (2) above.

4. Other Important Issues:

- a) Before you start to work as a part time...

Please discuss work conditions with your employer before starting to work part time.

Before you sign your work contract, please read work regulations carefully and ask your employer to issue Notice of Employment for you. If you cannot understand the contract, please consult with your Japanese friends or the International Affairs Division.

b) Before you quit your part time job...

Please let your employer know at least one month before you quit the job.

Please meet and discuss with your employer (or manager) and obtain their consent for quitting the job. In the past, we had a troublesome case in which an international student informed his/her employer on phone that he/she will quit the job one day before he/she intended to quit.

Required documents are as follows:

- Application for " Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted"
 - Application form is available at the International Affairs Division (*Josanjima, Kuramoto*).
- Residence Card
- Passport

Please be sure NOT to violate the regulation when you work part-time.

24. Notifications to Immigration Office

In the following cases, you are required to submit the “NOTIFICATION OF THE ACCEPTING ORGANIZATION” to the immigration office within 14 days.

If you fail to submit the notification, you will be punished.

○In case you are going back to your home country immediately after you graduate/leave the university, you do not have to submit the notification to the immigration office. Please return your residence card to immigration control at the airport.

1) When do you have to notify to the office?

a) When you graduate/leave the university: Use Form 1-2

b) When you move/enter another university in Japan: Use Form 1-2, 1-3

c) When you move to/enter TU from another university in Japan: Use Form 1-2, 1-3

* You can download the forms from the URL below:

http://www.isc.tokushima-u.ac.jp/documents_list/

2) How to Submit the Applications

a) Submit the forms(s) directly at the nearest Immigration Office in your residence

b) Mail the form(s) to the Immigration Bureau

Address: *Tokyo Nyuukoku Kanrikyoku Zairyu Kanri Jouhou Bumon Uketsuke Tantai,*

5-5-30 Minato Minami, Minato-ku, Tokyo, 108-8255

* Write “Notifications” on the envelope in red.

* Mail the application with the copy of your residence card.



c) Internet

1. Access the official homepage of the Immigration Bureau:
<https://www.ens-immi.moj.go.jp/NA01/NAA01SAction.do> (Japanese)
<https://www.ens-immi.moj.go.jp/NA01/NAA01SAction.do;jsessionid=0056977705EEA9A07215B9E7A73A1A68S01?hdnGng=L2> (English)
2. Click “For mid-to-long-term residents”
3. Click “Authentication ID issued” and register in the system
4. Enter your Authentication ID and password and process the application

VII. Life in Japan (2)

25. When you move from your current apartment...

1) In case you are going to move to another place within the same city/town, please complete the following within 14 days after moving:

a) **Notification of Moving Out**

- Place of Submission: City/Town Hall of your present residence
- Things Needed for your ID: Passport, Residence Card and Certificate of NHI



2) If you intend to move to somewhere outside of your current city/town, please complete the following within 14 days after moving:

a) **Notification of Moving-out (The notification will be accepted from one month before moving out.)**

- Place to Submit: City/Town Hall where you resided before moving
- Things Needed for your ID: Passport and Residence Card
- The city/town will issue a certificate of moving-out. To complete the notification of moving in, you need to submit the certificate at the city/town hall of your new residence.

b) **Withdrawal from NHI**

- Place of Application: City/Town Hall where you resided before moving
- Things Needed for your ID: Passport and Residence Card

c) **Notification of Moving-in**

- Place of Submission: City/Town Hall of your new residence
- Things Needed for your ID: Passport and Residence Card

d) **Enrolling in NHI**

- Place of Application: City/Town Hall of your new residence
- Things Needed for your ID: Passport and Residence Card

3) Things to Do When Moving

- a) Please inform the university (the International Affairs Division and Office of Academic/Student Affairs of your department) of your new address.
- b) Once your day for moving out has been decided, please let your landlord and housing agency (including University Coop) know the date **at least one month before the day**. Please also make sure to pay any remaining rent before you move out. If you delayed to inform your landlord about the moving day, you may be charged the rent for another month. Please be sure to read the housing contract carefully.
- c) Please contact electric, gas and water companies and pay any remaining fees before moving.
- d) Do not forget to inform the post office of your new address (Mail will be automatically forwarded to your new address).
- e) If you move out to another place in Japan, please do not forget to change your current address for your cell phone. If you return to your home country, please be sure to terminate your contract with the cell phone company before you leave Tokushima. Please also note to complete your payment for your cell phone.
- f) If you decide to transfer your bicycle to anyone, please make sure to remove your ownership for the bicycle.
- g) Please also make sure to submit the “NOTIFICATION OF THE ACCEPTING ORGANIZATION” to Immigration Office.
 - This is only when you are going to graduate/leave the university or to move to another university. Please also refer to 24. Notifications to Immigration Office.

26. International Exchange and Amicable Meetings with Local Residents

Informal gatherings of international students and local residents are held for cultural exchange and building amicable relations. We hope you will take an active part in these kind of meetings to deepen exchange and amity with local residents.

In regard to the schedule of such events, notices will be distributed to *Kuramoto* students through the Academic Affairs Section of each faculty and to *Josanjima* students through the International Affairs Division. Event information is also available on the homepage of International Center.

27. Religious Solicitation

If you are visited by a member of a religious group, please secure yourself against the agent. Do not offer your personal information to them.

If you are being harassed by religious group members constantly visiting your apartment, please feel free to consult the Academic Affairs Section of each faculty or the International Affairs Division.

Do not share your personal information (including your cell phone number) with unknown people.



VIII. What to Do Before Leaving the University

28. Things to Do Before Leaving the University

Following are matters that international students must take care of before leaving the University upon their graduation:

1. Notify the International Affairs Division and the Academic Affairs Section of your faculty of your intended date of departure.
2. Inform the apartment landlord or accommodation manager (ex. University Coop) of your intended date of departure at least one month before you leave Tokushima and complete any remaining rent payments.
If you are staying in the dormitory, please submit the “Notification for moving-out” to the International Affairs Division at least one month before you move out. If you are renting an apartment, please be sure to let your landlord know about the day for moving out; delayed notification of your moving day may charge you the rent for another month.
3. Contact the electricity, gas and water companies and pay for any remaining fees.
4. If you have a cell phone, please be sure to terminate the contract and complete the payment before you leave Tokushima.
5. Close your bank account.
6. Submit “Notification of Moving Out” to the municipality of residence. For details, refer to 25. 2), a) “Notification of Moving-out”
7. Apply for the withdrawal from NHI at the city/town hall. For details, please refer to 25. 2), b) “Withdrawal from NHI”
8. Cancel your bicycle registration if you intend on handing over your bicycle to anyone.
9. Submit the “NOTIFICATION OF THE ACCEPTING ORGANIZATION” to Immigration Office. For details, refer to 24 “Notification of Moving-out”. If you are going to return to your home country right after you graduate/leave the university, you do not need to submit



the notification. Please return your residence card at the immigration control of the airport.
10. Return your residence card at the airport.

Note: If you leave the university due to graduation or completion, you are **NOT allowed to stay in Japan as a student**, even your “student” visa is still not expired. Please return to your country promptly or obtain a working visa.

IX. Afterword

Students should consult their supervisor first if they have any problems or concerns.

International Center and International Affairs Division handle general affairs related to international students and announces several in-campus or out-campus events for international students. Please take an active part in these events to experience other cultures.

International students are welcome to contact anytime when in need of assistance.

International Center

Professors	Phone Number	E-mail
JIN, Chenghai Professor (Director)	TEL. 088-656-7543 (Ext. 82-7543)	kin@tokushima-u.ac.jp
Tran Hoang Nam Lecturer	TEL.088- 656-9974 (Ext. 82- 9874)	tran@tokushima-u.ac.jp
Yuko Fukuoka Designated Assistant Professor	TEL.088-656-9879 (Ext. 82-9879)	y.fukuoka@tokushima-u.ac.jp

International Affairs Division

Sections	Phone Number	E-mail
Student Support Section for International Affairs	TEL. 088-656-7079 (Ext. 82-7079)	ryugakuk@tokushima-u.ac.jp
Section of International Planning	TEL. 088-656-7491 (Ext. 82-7202)	kokukikakuk@tokushima-u.ac.jp
Kuramoto branch office	TEL. 088-633-7398 (Ext. 83-7398)	—
International House in Kitajima	TEL. 088-698-1244	—



Josanjima area ; International Center and International Affairs Division



Kuramoto area ; Kuramoto Branch Office

