

C During your Stay at the University

1. Payment of Tuition Fees

【Period of Payment】 April 1st to May 31 for the first semester
 October 1st to November 30 for the second semester

【How to Pay】 Degree student : Automatic deduction from Japan Post Bank account
 Please open an account at the Japan Post Bank, and submit an automatic deduction form, which is enclosed in admission guide, at the nearest post office.

Non-degree student : Please remit fees through bank or Japan Post Bank.

【Tuition fees】 (Academic year 2016)

	Per semester	Per year
Undergraduate students	¥267,900	¥535,800
Graduate students	¥267,900	¥535,800
Research students	¥178,200	¥356,400

(Research students : ¥29,700 per month, Students who pay per subject : ¥14,800 per unit)

If tuition fees are revised during your period of enrolment, you have to pay tuition at the revised rate.



2. Exemption of Tuition Fee

If students are unable to pay for the tuition fees due to unforeseen financial difficulties after entering the university, they may appeal to the university for its exemption. Students with a good academic record will be considered for a half or full tuition exemption. Non-degree students, such as research students are not eligible to apply for an exemption.

【Information Session concerning Tuition Fee Exemption】

July : for the second semester, January : for the first semester

Further Information

Yoshida Campus	: Student Service Section, Student Support Division	TEL : 083-933-5164
Kogushi Campus	: Education • Student Support Section, Educational Affairs Division, School of Medicine	TEL : 0836-22-2099
Tokiwa Campus	: Student Support Section, Faculty of Engineering	TEL : 0836-85-9011

3. Scholarships

The following outline is concerned with main scholarships for privately financed international students. Scholarships are granted based on the student's academic record and financial situation. Some scholarships require certificates of graduation and transcript of your academic records from your university etc. Information regarding application procedures is available at your affiliated faculty or graduate school.

<Monbukagakusho Honors Scholarship for Privately Financed International Students > (Application period : April)

【Graduate students】

Eligibility	Privately financed graduate students Privately financed research students with a bachelor degree or higher for those who wish to conduct research at a graduate level
Amount per month	¥48,000
Duration :	1 year



【Undergraduate students】

Requirement	Privately financed undergraduate students
Amount per month	¥48,000
Duration :	1 year

<Yamaguchi University’s Scholarship for Privately Financed International Students>

Eligibility	Privately financed research students
Amount per month	¥45,000
Duration	1 year
Number of selection	20 students (Graduate students and Undergraduate students in Total)

<Other>

There are other scholarships available in addition to those listed above. Information on these scholarships is posted on the bulletin boards of affiliated faculty or graduate schools.

For more information, please refer to the booklet, “Scholarships for International Students in Japan,” published by the Japan Student Services Organization. To receive this booklet, please contact the organization directly (details as follows) and fill up a request form at their Web page. For those who wish to receive more than 2 copies, please consult in advance.

Study in Japan Unit, Information Services
 Division, Student Exchange Department
 Japan Student Services Organization (JASSO)
 2-2-1 Aomi, Koto-ku, Tokyo, 135-8630
 TEL: 03-5520-6111 FAX: 03-5520-6121

The contents of this booklet are also available on the Japan Student Services Organization (JASSO) website.

	JASSO	http://www.jasso.go.jp/
	Regarding Scholarships	http://www.jasso.go.jp/study_j/scholarships_e.html

4. Certificates

Please refer to the following information for where and how to obtain certificates. Processing times vary per certificate type, so please be sure to submit your applications in a timely manner.

【Degree students】

Certificate of Enrollment	Issued immediately by automatic machines
Certificate for Purchasing Discount Travel Ticket for Students	Yoshida Campus : 1st floor information counter, General Education Building Kogushi Campus : Educational Affairs Division, 1st floor of Training Building A, School of Medicine Tokiwa Campus : 1st floor of the Main Building, Faculty of Engineering
Certificate of Commuting	Yoshida Campus : Student Support Section, Student Support Division Kogushi Campus : Education・Student Support Section, Educational Affairs Division, School of Medicine Tokiwa Campus : Student Support Representative, Faculty of Engineering
Certificate of Expectation of Graduation / Completion	Yoshida Campus : Issued immediately by automatic machines Kogushi Campus : Issued immediately by automatic machines (undergraduate student) Graduate Student Educational Affairs Section, Educational Affairs Division, School of Medicine (graduate student) Tokiwa Campus : Student Support Representative, Faculty of Engineering

【Non-degree students (Research students / Auditors, etc.)】

Certificate of Enrollment	Educational Affairs Section of your affiliated faculty or graduate school
---------------------------	---

*Certificate for Purchasing Discount Travel Ticket for Students and the Certificate of Commuting are not issued for non-degree students.

【Degree students / Non-degree students】

Student Identification Card	Issued when you enter the university as a degree students/non-degree students
Transcript of Academic Records	Educational Affairs Section of your affiliated faculty or graduate school (For freshmen of School of Medicine and Faculty of Engineering, this is issued at General Education Section, Education Support Division.)
Certificate of the Japanese Government (<i>Monbukagakusho</i>) Scholarship Student	Yoshida Campus : International Student Support Office Kogushi Campus : Education・Student Support Section, Educational Affairs Division, School of Medicine
Certificate of Monbukagakusho Honors Scholarship for Privately Financed International Students	Tokiwa Campus : Student Support Section, Faculty of Engineering
Health Certificate	Health Service Center at each Campus

5. Permission to Engage in Activity other than that Permitted

under the Status of Residence Previously Granted : Part-time Job See appendix 10

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/09.html>

The activities that an international student can partake in are limited to study and research. Those international students who are interested in working part-time or undertaking any sort of activity that brings in an income, are required to obtain permission in the form of an official work permit. If a student undertakes a part-time job without this permit, both the student and the employer are punished. Your permit is valid until the period of your residency. You can apply for the permission again at the same time that you extend your residency period. For further information, ask the International Student Support Office or International Student Section of your affiliated faculty or graduate school.

In addition, there is a possibility that you might be involved in illegal activities while working at a part-time job without knowing it. There are increasing numbers of international students who have been arrested because they received objects they did not order for somebody else, or because they withdrew money from somebody else's bank account. These illegal organizations use sweet words to get you to work, but you cannot get involved with them.

Also, while you are taking time of absence from school, even if you have been granted a permission to engage in activity other than that permitted by the status of residence, you cannot work as a part-time worker with a visa status of 「College Student」.

*To receive payment from the university for education/research assistance you do not need permission to engage in activities other than those permitted by the status of residence.

(Example) Our university's TA, RA, pay for experiment assistance/organization of materials, pay for script editing/proofreading, pay for translation, pay as a translator, and others.



【Hours Permitted to Work】

Up to 28 hours a week (during vacation periods, up to 8 hours a day and within 40 hours a week)

【To Get Permission to Undertake Activities Outside of the Visa Status】

Apply at the Immigration Bureau. You might be able to get Permission to Undertake activities outside of the Visa Status on the day of the application, or it might take up to 1 or 2 weeks, so leave plenty of time to get the permission.

You will need the following :

- Application form for permission to undertake activities outside of the visa status
- Residence card
- Passport

When you receive permission to undertake activities outside of the visa status, a certified sticker will affix on your passport. The permission will be written on the back of the residence card.

【Places You are Not Permitted to Work】

- Entertainment and amusement scenes such as nightclubs, bars, parlors, etc.
- Gambling facilities such as mahjong or pachinko parlors.
- Engaging in work such as washing dishes or cleaning at these types of businesses is not permitted.



【Caution】

For working as a part-time worker, you have something that can prove that you have been permitted to undertake activities outside of the visa status (resident card, etc.) at all times. First-year students are not allowed to work until after July 1st to get used to the lectures and life in the university. Yamaguchi University cannot be a

guarantor for your part time job.

【Information on Part-Time Jobs】

Information on part-time jobs is available at the Yamaguchi University Coop.

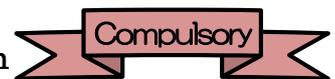
 **Further Information**

Yoshida Campus : No.1 bulletin board of the General Education Building (in front of Classroom 2) TEL : 083-933-0613
Tokiwa Campus(Ube) : in front of the Coop Shop on the 1st Floor of the Welfare Building, Faculty of Engineering TEL : 0836-35-4433



It is most important for a student to live in Japan without injury or sickness. However, some students may need to receive medical care due to illness or car accidents. When you happen to be in such a case, you can apply for the following insurance. Some insurance is compulsory, so please complete the admission procedure.

6. Personal Accident Insurance for Students Pursuing Education and Research



All students, including research students and auditors, must take out this insurance (Excluding Faculty of Health Medicine). This insurance covers accidents that occur on campus, including accidents that may occur during lectures and experiments, and other school events that include commuting to and from school. To register, please use the form that is distributed to you at the time of entry into the university and pay at the post office for the expected duration of study. For further information, please inquire at the Student Service Section, Student Support Division, or refer to the website.

Students belonging to the Faculty of Health Medicine should take a “Will”. For further information, please inquire to Education • Student Support Section, Educational Affairs Division, School of Medicine.

【Premium】 (The insurance premium varies according to the expected duration of your study.)

Insurance period	1 year	2 year	3 year	4 year	5 year	6 year
Premium	¥1,000	¥1,750	¥2,600	¥3,300	¥4,050	¥4,700

Personal Liability Insurance for Students in addition to the Disaster and Accident Insurance for Students indemnifies students for personal liability provided for by law for injury caused to a third party or property damaged during regular curricular activities, school events, internship, and while commuting to and from university etc. Hopefully join this insurance to indemnify accidents of injuring a third party while riding on a bicycle. (Insurance premium : ¥340 per year)

【Insurance Coverage】

Death benefits	¥10 million-¥20 million (when death occurs within 180 days of an accident)
Disability benefits	¥450,000-¥30 million
Medical benefits	¥3,000-¥300,000 (There are some conditions for the number of days of medical treatment.)
Additional benefits for hospital stays	¥4,000 for each day in the hospital (limited to maximum of 180 days)

 **Further Information**

Student Service Section, Student Support Division	TEL:083-933-5164
Student Support Section, Faculty of Engineering	TEL:0836-85-9011
Education • Student Support Section, Educational Affairs Division, School of Medicine	TEL:0836-22-2099

Recommended

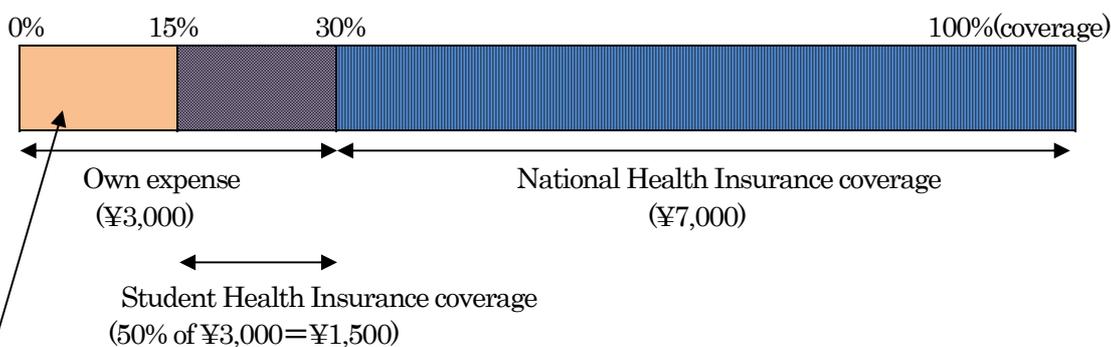
7. Student Health Insurance Association

Student Health Insurance subsidizes part of the medical expenses required in the case of an accident, illness or treatment to your teeth. For the medical treatments that can be applied by the health insurance policy, 50% of the medical expenses required thereof will be subsidized. The maximum amount per year that may be subsidized is ¥60,000. A person who does not enter the National Health Insurance is not able to receive this support.

Union dues are ¥2,500 (Degree Student) or ¥2,000 (Non Degree Student) a year. Please pay your all dues in one lump sum by a payment form distributed at the time of university entry. For further information, please refer to the union bureau at the Union in the Student Support Division(TEL:083-933-5612). (For Tokiwa Campus, Student Support Section, Faculty of Engineering (TEL:0836-85-9011). For Kogushi Campus, Education/ Student Support Section, Educational Affairs Division, School of Medicine (TEL:0836-22-2099))

***Students of the United Graduate School of Agricultural Sciences, Tottori University cannot purchase this insurance.**

Ex) If you join the Student Health Insurance Association additionally and spend ¥10,000 for a medical treatment.



Conclusive self-pay expense (15% of whole expense = ¥1,500)

8. Reducing the National Health Insurance Fee

The premium of National Health Insurance is determined by last year's earnings from January 1st to December 31st. If the earnings are low, the premium will be reduced. Be sure to apply and report your earnings. For further information, ask the Insurance and Pension Division at the City Hall. To learn about National Health Insurance, see p.1 about the 「National Health Insurance」.

【Yamaguchi City】

Do a 「Application for Resident Tax」 at the Resident Tax Division at City Hall every year between February 16th to March 15th and report your earnings. If you forgot to apply, ask the National Pension Section, Health National Pension Division at the City Hall.

【Ube City】

Every year around March, City Hall will send forms to ask about last year's earnings. Fill in the required section and turn it in to the National Pension Section, Health National Pension Division during the given period.



Further Information

Yamaguchi City Hall : National Pension Section, Health National Pension Division TEL : 083-934-2802
Ube City Hall : National Pension Section, Health National Pension Division TEL : 0836-34-8287

9. High Medical Expenses

In the event one person pays for a high cost medical expense at a medical institution during a month period, the person should apply at the city's Insurance and Pension Division. If accepted, money that goes beyond the certain amount of medical expense will be refunded to the applicant's bank account (within a two to three month period). If you are scheduled to go into the hospital for treatment, please let us (International Student Support Office) know your situation. We can help you apply to the city's Insurance and Pension Division in order to get the remissions for the fee for food in the hospital and for the medical expense that goes beyond the certain amount of medical expense.



Further Information

Yamaguchi City Hall : National Pension Section, Health National Pension Division TEL : 083-934-2802
Ube City Hall : National Pension Section, Health National Pension Division TEL : 0836-34-8287

10. Inbound Medical Assistance Service

“Inbound Medical Assistance Service” is a service for international students in Japan.

■Service Contents

1. Clinic/Hospital Information	You will be provided Clinic/Hospital information over the telephone, to see a doctor nearby your residence.
2. Translation	Three-way telephone translation service is available when you find difficulty for understanding language at a clinic (*), or need to communicate with a taxi driver when you go to see a doctor. (*) Translation service with a doctor is available with the doctor's permission only.

-This service is NOT a medical insurance.

-All medical expenses (including checkup, treatment and hospitalization) charge YOU.

■Telephone Number

Call the number below when you need our medical assistance services:

Telephone Number : 03-3811-8124 (No toll-free Line)

-We answer “Emergency Assistance Japan” when you call us.

-This is not a toll-free line. Please note that you need to pay for the telephone charges.

-Please inform YOUR NAME and NAME OF YOUR UNIVERSITY to us when you call.

■Note

◆The service is only for members.

◆The service is only available while staying in Japan within the contract term.

Even though with the contract, you cannot use this service if you were outside of Japan.

D Housing

1. International Houses

There are International Houses at both the Yamaguchi Yoshida (Main Campus) and Ube Tokiwa (Faculty of Engineering) Campuses that provide residential accommodation for international students and researchers. Unfortunately, there are not enough rooms to accommodate the number of students who wish to live there, so even if you apply, you may not be offered a room. Information about application procedures will be displayed on the bulletin boards of your affiliated faculty or graduate school.

New admissions : every April and October

Period of stay : 6 months

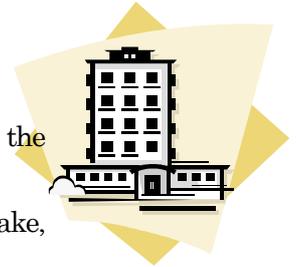
Application period : For Yoshida Campus: January··for the April intake, July··for the October intake
For Tokiwa Campus: Late December-January for the April intake, Middle of June-Middle of July for October intake

Inquiry : Yamaguchi International House

1677-1, Yoshida, Yamaguchi, 753-0841 TEL : 083-933-5030

: Ube International House

2-18-1, Tokiwadai, Ube, 755-0097 TEL : 0836-85-9014



Name of Dormitory		Type of Room	Number of Rooms	Rent (per month)	Cleaning Deposit (at admission)
Yamaguchi International House Yoshida Campus (Yamaguchi)	1st Dorm	Single room	36 rooms	¥11,200	¥19,000
		Couple room	4 rooms	¥17,900	¥29,000
		Family room	3 rooms	¥26,800	¥37,000
	2nd Dorm	Single room A	16 rooms	¥16,200	¥19,000
		Single room B	9 rooms	¥19,200	¥19,000
		Single room C	3 rooms	¥20,000	¥19,000
Ube International House Tokiwa Campus (Ube • Faculty of Engineering)	Single Dorm	Single room	33 rooms	¥11,200	¥25,000
	Family Dorm	Couple room	6 rooms	¥17,900	¥35,000
		Family room	8 rooms	¥26,800	¥45,000

[Regarding the Cleaning Deposit]

Residents are required to pay a cleaning deposit when moving into either of the houses. This money is used to cover the costs of professional cleaning when residents move out. If the cost of cleaning exceeds the cleaning deposit, the residents will be required to compensate the difference.

[Note]

- Residents cannot park their cars at the International House.



2. Student Dormitories

There are student dormitories in the Yoshida and Tokiwa Campuses. If some rooms are available, international students can move into student dormitories. You can check the information on the web site or bulletin board of your affiliated faculty or graduate school.

Name of Dormitory	Sex	Occupancy	Type of Room	Rent (per month)	Overhead Expenses (per month)	Expenses for Entrance (at admission)
Yoshida 2nd	Male	10	Single	¥24,300	¥500	¥20,000
Tokiwa Women's	Female	5	Single	¥24,300	¥1,000	¥20,000
Tokiwa C	Male/Female	59	Single	¥24,300	¥2,000	¥20,000



Further Information

- Yoshida Campus (Yamaguchi) (Yoshida 2nd dormitories)
Student Service Section, Student Support Division
<http://web.cc.yamaguchi-u.ac.jp/~kouseika/tebiki/html/f07-01.htm>
- Tokiwa Campus (Ube) (Tokiwa Women's dormitories, Tokiwa C)
Student Support Section, Faculty of Engineering
<http://www.eng.yamaguchi-u.ac.jp/50campus/table13.html>



3. Private Apartments

You need to make a contract with the owner of a rented house directly or ask the real estate agent. When searching for an apartment, it is recommended that you go to the real estate agent with someone who understands Japan well. The following offices on campus offer information concerning apartments. Please note that the Kogushi (Ube • School of Medicine) and Tokiwa (Ube • Faculty of Engineering) Offices do offer information concerning available apartments, however they do not act as an intermediary.

Yoshida Campus	: Yamaguchi University Student Cooperative Office	TEL : 083-995-2706
Kogushi Campus	: Education • Student Support Section, Educational Affairs Division, School of Medicine	TEL : 0836-22-2099
Tokiwa Campus	: Student Support Section, Faculty of Engineering	TEL : 0836-85-9011



Information of private apartments for Kogushi Campus or Tokiwa Campus is available at Student Service Section, Student Support Division.

The cost of renting an apartment varies depending on its location and condition. Generally, the rent ranges between ¥20,000 and ¥45,000 per month. In Japan, in addition to paying the monthly rent, it is common to pay one-off fees called *shiki-kin* (deposit) and *rei-kin* (key money) when you move into the apartment.



<Regarding *Shiki-kin* and *Rei-kin*>

- Shiki-kin* (deposit) : Money paid to the property owner at the time of entry as a security deposit. It is used to cover the cost of repairs and cleaning when you vacate the room. (The unused *shiki-kin* is sometimes refunded).
- Rei-kin* (key money) : A type of “gratitude money” given to the property owner as thanks for the right to use his / her property. (Will not be refunded)
- Tesuhryo* (service charge) : Money paid to the real estate agent for acting as an intermediary.

【Example of the fees required to rent an apartment】

Shiki-kin (2 months rent) + *Rei-kin*(1 month rent) + *Tesuhryo*(1 month rent) + first month rent
= 5 months worth of rent

4. Prefectural Housing • Municipal Housing

The prefectural and municipal housing are not available for single students. When you leave the residence, you will be required to pay approximately ¥100,000 to cover cleaning costs such as *tatami* replacement. The university will not act as an intermediary. You might have duties to be a group leader or to check garbage etc. For further information on how to apply, please contact the following organizations directly.

<Prefectural Housing> Recruitment takes place 4 times a year. (in February, May, August, November).
<http://www.yjkk.or.jp/index.html>

Yamaguchi City :

Foundation, Yamaguchi Prefecture, Facility Management Foundation, Prefectural Housing Management Office, Yamaguchi Branch, 1-7 Mizunoue-cho, Yamaguchi, 753-8532
TEL : 083-934-2004



Ube City :

Foundation, Yamaguchi Prefecture, Facility Management Foundation, Prefectural Housing Management Office, Ube Branch, 1-1-50 Kotoshiba-cho, Ube, 755-0033
TEL : 0836-37-0878

<Municipal Housing> Recruitment takes place 4 times a year.

Yamaguchi City :

Urban Development Division, Architecture & Buildings Engineering Division, (in February, May, August, November)
2-1 Kameyama-cho, Yamaguchi, 753-8650
TEL : 083-934-2843
<http://www.city.yamaguchi.lg.jp/soshiki/83/4591.html>

Ube City :

Housing Section, Civil Construction Division, Administration, (in April, July, October, January)
1-7-1 Tokiwa-cho, Ube, 755-8601
TEL : 0836-34-8427
<http://www.city.ube.yamaguchi.jp/kurashi/sumai/shieijuutaku/nyuukyoannai/index.html>

5. When you need the Guarantor for Supporting your Housing Contract

In Japan, guarantors are usually required when you rent a private apartment or Prefectural / Municipal Housing. If international students of Yamaguchi University need guarantors for their apartments, Yamaguchi University can become their guarantors. We call this an institutional guarantee. If International students want Yamaguchi University to become your guarantor, they will need to sign up for the Comprehensive Renter's Insurance for Foreign Students Studying in Japan governed by Japan Educational Exchanges and Services (JEES)

<Regarding the Comprehensive Renter's Insurance for International Students Studying in Japan>

This insurance consists of the liability for international students, insurance for disability resulting from an injury and for the guarantors' legal liability. This insurance claim will be paid when international students should be liable for damages as a result of causing damage to the property, due to an accidental fire and when a whole room is flooded etc.

Also, an indemnity will be paid to a guarantor in the event that it becomes necessary for him / her to pay expenses on behalf of an insured student as a result of the student becoming unable, for some reason or other, to pay a rent to the landlord or of it becoming necessary to repair the rented accommodations or restore them to their original conditions.

【Amount of Compensation】

	The Insured	Coverage	Compensation Amount
Overseas Travel Insurance	International Student	International Students' Liability Insurance	Up to ¥50,000,000
		Insurance for disability resulting from an injury	Up to ¥2,400,000
Guarantor's Protection Fund	Guarantor	Guarantors' legal liability	Up to ¥300,000

【Premium】

¥4,000 for 1 year, ¥8,000 for 2 years

(Please select duration of 1 or 2 years depending upon your rental contract.)



【Caution】

- If you are sure to complete your study within 6 months, regardless of your period of stay, you are required to purchase insurance for 6 months, which is ¥2000. You can renew for another 6 months only if you have already joined the Comprehensive Renter's Insurance for Foreign Students Studying in Japan.
- If you cancel this insurance due to the fact that you are no longer enrolled in school by graduation or completion of your study, etc., part of the premium will be refunded depending on the length of remaining period of indemnity. Usually it will be deposited into your bank account. If you close your bank account with Japanese bank, please consult in advance.

<Procedure for Getting an Institution Guarantee>

- 1 Find an apartment you wish to live in and receive a lease agreement from the real estate agent or landlord.
↓
- 2 Fill out the parts you need to write in the lease agreement.
↓
- 3 Write the necessary forms for requesting Yamaguchi University to be the guarantor at your affiliated faculty or graduate school
↓
- 4 Visit your affiliated faculty or graduate school with these documents and undergo their check for any mistakes.
↓
- 5 International students at Yoshida Campus will go to the International Support Office, those at Tokiwa Campus will go to the Student Support Section, Faculty of Engineering and those at Kogushi Campus will go to the Education/Student Support Section, Educational Affairs Division, School of Medicine to submit necessary documents. At the time of submitting, you will receive a payment slip for paying the premise of Comprehensive Renter's Insurance for international students.
↓
- 6 You can make a payment at a convenience store (Available only at Seven Eleven).
↓
- 7 After about 5 days from your payment, we will return your contact paper that Yamaguchi University signed at the guarantor section and give you the insurance certificate.
↓
- 8 Submit one of your contract papers to the real estate agent or your landlord and keep the other one with the certificate.

