

# E Moving

## 1. Leaving

### <Each Type of Procedure>

After you decide to move, you will need to do the procedures below.

Person • Place for the procedure	Content of the Procedure
Real estate agent or land lord	<ul style="list-style-type: none"> <li>• <u>Give a notice</u> approximately a month before you leave to your real estate agent or landlord. Please note that you have to pay a penalty, if you do not give them a notice by the specified period mentioned in the lease agreement.</li> <li>• When you leave the house, move everything out except for fixed equipment. For how to dispose, See the below instruction.</li> </ul>
Electricity • Water • Gas Company	<ul style="list-style-type: none"> <li>• Call the phone number of electricity, water, gas, etc. on your bill and let them know the day of your departure, and they will do the accounting of your remaining fees. For the ending procedure, you might need to be present.</li> </ul>
Affiliated faculty or graduate school	<ul style="list-style-type: none"> <li>• Let them know the new address.</li> <li>• If you are getting an institution guarantee, do the procedure for the ending of institution guarantee . (See p.21 「Procedure for Ending Institution Guarantee」 )</li> <li>• If you need a guarantor for the new lease and if you going to ask Yamaguchi University, See pp.19-21 「When You Need a Guarantor」 .</li> </ul>
City Hall	<ul style="list-style-type: none"> <li>• Turn in the resident move notification within 14 days of your moving</li> <li>• If you do not turn in the resident move notification there will be a fine. See pp.24-25 「Notification to the City Hall」 .</li> </ul>
Bank	<ul style="list-style-type: none"> <li>• If you are moving inside the country, please do the procedure of changing address at the nearest branch. You need to take bankbook, Residence card, cash card, and seal which you registered with you. Please note that you cannot receive any important documents from bank even if you use the mail forwarding service.</li> </ul>
Post Office	<ul style="list-style-type: none"> <li>• If you are moving inside the country, turn in the moving-out notification</li> <li>• Your mail will be forwarded to your new address for free for a year.</li> </ul>

**\*For residents in the International House, please follow the instruction from the administrative staff in the International House Office when you move out.**

### <Disposal of Televisions, Refrigerators, Washing Machines and Air Conditioners>

<http://www.rkc.aeha.or.jp/img/price/ryoukin2016.pdf>

By law, you are required to recycle televisions, refrigerators, washing machines and air conditioners and to pay the recycling fee for its appropriate disposal. You cannot simply throw them away with other unburnable garbage, so please follow the following disposal rules.

**【How to dispose of unwanted goods】**

	Recycling fee	Shipping fee	Note
(1) Where you buy the product	Pay at the store	Depends on the store	
(2) Nearest electronics store			
(3) Ask the makers of the product about the disposal facility	Pay at the post office	Free	Take by yourself.
(4) Nearest Recycle Plaza →If you can't go to (3) due to some reasons.		Yamaguchi city : ¥1,543 Ube city : ¥2,268	Take to the Plaza by yourself. Shipping fee will be used for Municipalities to take stuffs to (3).
(5) Ask City Hall to collect individually		Yamaguchi City : No service Ube City : ¥2,808	See garbage calendar and ask the dealer.

**【Recycle Plaza in Yamaguchi city and Ube city】**

Name	Address	TEL
Yamaguchi Recycle Plaza	489-8 Ouchi Mihori, Yamaguchi	083-927-7122
Ube Environment Protection Center	5272-5, Okinoyama, Aza, Okiube, Oaza, Ube	0836-31-3664

**【Collection site near Yamaguchi city and Ube city】**

Collection site	Address • Phone Number	Manufactures
Senko Co., Ltd Yamaguchi Distribution Center	601-24 Asada Distribution center, Oaza, Yamaguchi TEL : 083-921-2361	Hitachi • Sharp • Sony • Mitsubishi, etc.
Yanagawa Steel Material Co., Ltd	2-6-5 Takakura, Hofu TEL : 0835-23-7763	Panasonic • Toshiba, etc.



**Further Information**

Yamaguchi City : Resources Recycle Protection Division TEL : 083-941-2185  
<http://www.city.yamaguchi.lg.jp/dannai/soshiki/kankyo/gomitaisaku/kurashi/kaden.htm>  
 Ube City : Waste Recycle Promotion Office TEL : 0836-34-8247  
[http://www.city.ube.yamaguchi.jp/soshiki/shimin\\_shigen/index.html](http://www.city.ube.yamaguchi.jp/soshiki/shimin_shigen/index.html)

**<Disposal of Bulky Waste>**

Bring the bulky waste to the nearest recycle plaza directly or ask the City Hall for the collection. According to the type of bulky waste, the disposal will be different. For more information contact the number below.

**【Bulky waste included】**

- Burnable waste which does not fit into a special plastic bag
- Non-burnable waste, Metals and Small Household Appliances-Any side of an item is more than 1m, waste for which one edge is longer than 1m, and metals / small domestic appliances.  
(Notice : One edge is no longer than 2m, weight should be less than 50kg.)

**【Take bulky waste to the disposal facility by yourself】**

Name	Address	TEL
Yamaguchi Recycle Plaza	489-8 Ouchi Mihori, Yamaguchi	083-927-7122
Ube Environment Protection Center	5272-5, Okinoyama, Aza, Okiube, Oaza, Ube	0836-31-3664

**【Application for collecting bulky waste individually】**

Name	TEL
Yamaguchi City : Yamaguchi Cleaning Office	083-941-0053
Ube City : Ube Environment Protection Division	0836-33-7291



**2. Moving In**

**<Each Type of Procedure>**

Person • Place for the procedure	Content of the Procedure
Real estate agent or land lord	• Conclude the lease agreement. If you need a guarantor, See pp19-21 「When You Need a Guarantor」 .
Electricity • Water • Gas Company	• Do the procedure to start the service. For more information ask your real estate agent or landlord.
Affiliated faculty or graduate school	• Let them know the new address.
City Hall	• Turn in the resident move notification within 14 days of your moving. If you do not turn in the resident move notification, you will be fined. See below 「Notification to the City Hall」 .
Post Office	• If you are moving inside the country, turn in the moving-out notification. Your mail will be forwarded to your new address for free for a year.

**3. Notification to the City Hall**

Aliens living in Japan for mid- or long- term, when moving to a new municipality will need to turn in the 「Moving-in Notification」 and 「Moving-out Notification」.

**<Moving-in Notification>**

**【Moving-in from Overseas : When you are new to the country and doing a resident registration】**

See p.1 on 「First things to do after arriving in Japan」.

**【Moving-in from another city: When you are moving in from another city】**

Within 14 days of your moving, turn in the moving-in notification to your new city's City Hall.

**You will need the following :**

- Resident move notification (it is at the city hall or general branch office)
- Moving-out certificate (what you are given when you turn in moving-out notification at the city hall where you previously lived)
- Residence card
- Passport      • My Number (Individual Number) card or Notification card

**【Caution】**

For the moving-in procedure, you will need the moving-out certificate from the City Hall in the city in which you previously lived. Before you go to the City Hall in your new city, contact the City Hall in the city you used to live in and receive a moving-out certificate.

## <Moving-out Notification>

### **[Moving to another City : When you are moving to another country]**

When the place and the date of your moving are decided, turn in the moving-out notification to the City Hall. You can turn in the notification one month prior to your moving. During this procedure, make sure to do the procedure for withdraw from National Health Insurance and premium adjustment, at the time you receive the 「Moving-out Certificate」. If you have paid too much insurance premium, you can do a procedure for a refund.

#### **You will need the following :**

- Resident move notification (it is at City Hall or General Branch Office)
- National health insurance certificate
- Residence card
- Passport      • My Number (Individual Number) Card or Notification Card

### ~After you Move~

Within 14 days of your moving, turn in the moving-in notification to your new city's City Hall. Please do the procedure of re-joining the National Health Insurance program at that time.

#### **You will need the following :**

- Resident move notification (it is at City Hall or General Branch Office)
- Moving-out certificate (what you are given when you turn in moving-out notification at the City Hall where you previously lived)
- Residence card
- Passport      • My Number (Individual Number) Card or Notification Card

### **[Moving to another Country : Going back to your country]**

When you decide the date of your return to the country, turn in the moving-out notification to the City Hall. You can turn in the notification one month prior to your return. During this procedure, make sure to settle National Health Insurance. If you change your leaving date, make sure to turn in the notification again. "The date of moving-out" mentioned in the notification form means the date of leaving from Japan. Please be careful to set the date if you are planning to go domestic trip before leaving.

#### **You will need the following :**

- Resident move notification (it is at City Hall or General Branch Office)
- National health insurance certificate
- Residence card
- Passport      • My Number (Individual Number) Card or Notification Card

## <Change in Address Notification : Moving within the city>

Turn in the change in address notification to the City Hall within 14 days.

#### **You will need the following :**

- Resident move notification (it is at City Hall or General Branch Office)
- National health insurance certificate
- Residence card
- Passport      • My Number (Individual Number) Card or Notification Card

# F Driving a Vehicle, Bicycle, Motorcycle

## 1. Riding a Bicycle

In Japan, people can ride a bicycle without a license. Before you ride a bicycle, you should learn and follow rules and ride it safely. If you break rules, you will be subject to a fine or punishment.

### <Dangerous Bicycle Riding>



Drinking alcohol & riding a bicycle



Ignoring the traffic light



Double riding



Riding side by side



Using earphones



Riding with an umbrella



Using a cellular phone



Riding without a light at night

(Data by Yamaguchi Prefectural Police etc.)

### <Bike Registry>

When you buy your bicycle, you should apply for the bike registry at the store. When your friends or senior students hand over their bicycle to you, you need to renew this bike registry at the nearest police station with them. If you ride a bicycle which has been left even at garbage area, you are regarded as stealing the bicycle.

#### You will need the following :

- Residence card
- Bike registry form
- Registry fee (it differs depending on the shop)

## 2. Driving a Car or Motorcycle

### <Driver's License>

To drive in Japan, you must hold the following valid driver's license. International driver's permit acquired through the Internet are invalid in Japan. If you drive in Japan without a valid license, it is considered as that you drive without a license and are subject to punishment. If you are not sure whether you have a valid license or not, please contact the Yamaguchi Prefecture General Traffic Center.

Valid driver's licenses:



- (1) Japanese driver's license
- (2) Approved international driver's permit from an approved signatory country (under the Geneva treaty) (Validity period: Either 1 year from the date of entering into Japan or expire date of your license, which the older date is applied.)
- (3) Swiss, German, French, Slovenian, Monacan, Belgian or Taiwanese driver's licenses (Note : For this to be valid, it must have an attached Japanese translation executed by the Embassy, Taiwan-Japan Relations Association or the Japan Automobile Federation(JAF)). (Valid for 1 year from the date of entry into Japan or the date of issuance, whichever comes first)



### Note

If you temporarily leave and re-enter Japan within 3 months, the date of re-entry is not regarded as the starting date of your valid license period. Therefore, even if your international driver's license is going to expire and you return to your home country to obtain a newly issued international license, this license will not be valid in Japan.

### **【Converting a foreign driver's license into a Japanese driver's license】**

- You cannot change the international driver's license into a Japanese driver's license.
- If you wish to convert your foreign driver's license into a Japanese one, please contact the Yamaguchi Prefecture General Traffic Center. There will first be a judgment about whether or not your license can be converted into a Japanese driver's license, followed by a knowledge test and driving ability test. Depending upon the country of your foreign driver's license, you may be exempted from some of the above tests.



Yamaguchi Prefecture General Traffic Center  
3560-2 Ogori Shimogo, Yamaguchi 754-0002 TEL : 083-973-2900



## <Car Insurance>

### **【Compulsory Car Insurance】**

This insurance covers liability costs for injury or death in the event of an automobile accident (including car and motorbike accidents). This insurance premium for a car is paid for at the time of *shaken* (compulsory regular automobile inspection).

### **【Optional Insurance】**

The compulsory insurance mentioned above has limitations in the amount and range of compensation provided for in the case of an accident. It means that compulsory insurance is not enough to cover all the costs incurred in an accident. The costs required to compensate for a death resulting from an accident can exceed ¥300 million. The optional insurance is valid for several damages which are not covered by the compulsory insurance. All international students who drive a car or motorbike are strongly encouraged to take optional insurance. Furthermore, if you need a parking permit on campus, you should definitely take this optional insurance.

Drivers in Japan usually take insurance that covers unlimited liability for bodily injury, up to ¥10 million for property damage, and more than ¥10 million for passengers. Optional insurance is not applicable for accidents in which the driver was intoxicated or if the driver did not hold a valid license at the time of the accident.

## <Possession of Car or Motorcycle>

When you own a car or a motorcycle, please make sure that you need to register with necessary documents at the following places.

### **You will need the following :**

- Notice of Possession of Car or Motorcycle  
(available at the International Student Support Office and the International Student Section of Faculty of Medicine / Engineering)
- Copy of driver's license      • Copy of an optional insurance policy
- Copy of automobile inspection certificate (for car)
- Copy of certificate of automobile liability insurance (for motorcycle)

### **【Where to Apply】**

Yoshida Campus      : International Student Support Office

Kogushi Campus     : Education • Student Support Section, Educational Affairs Division, School of Medicine

Tokiwa Campus      : Student Support Representative, Faculty of Engineering

## <Permission to Park on Campus(Car)>

If you are going to campus by car, the university must permit you to park. The parking area is not very large, so please go to campus by bicycle or public transport facilities if you can. Only students who meet the following requirements can get the permission. Please prepare necessary documents and apply to the following places.

### **【Requirements and Expenses, etc.】**

	Requirements	Permitted Time	Annual Fee
Yoshida Campus (Yamaguchi)	<p>&lt;Undergraduates who have been enrolled less than 2 years&gt; Students whose distance to campus is more than 5km, besides living with your family.</p> <p>&lt;Undergraduates who have been enrolled more than 2 years, and graduate students&gt; Students whose distance to campus is more than 2km.</p>	<p>&lt;Main Gate&gt; Everyday 6:00~24:00</p> <p>&lt;South Gate&gt; Monday~Friday 6:00~20:00</p> <hr style="border-top: 1px dashed black;"/> <p>When you get out from the main gate at 24:00 to 6:00, please ask at the guardroom</p>	¥7,200
Kogushi Campus	Students whose distance to campus is more than 4km.	24 hours	¥12,000
Tokiwa Campus	<p>&lt;Under the 3rd Year&gt; Students whose distance to campus is more than 5km</p> <p>&lt;The 4th Year and Graduate Students&gt; No requirements of distance</p>	24 hours	¥12,000



- In spite of the requirements above, you may be permitted because of a handicap etc. Please inquire at the following places.
- To apply for the permission to park, you are required to attend a road safety seminar (one of 2 seminars in a year; in June and November in Yoshida Campus, only 1 seminar a year in Tokiwa Campus and Kogushi Campus). This seminar is free of charge. If you cannot attend it because of classes etc, you need to have a practicum at Yamaguchi Traffic Safety Learning Center in Yamaguchi Prefecture General Traffic Center. This practicum costs ¥200. (Concerning Kogushi Campus, please inquire at the office concerned.)

### **【Where to Apply】**

- Yoshida Campus : Support Project Section, Student Support Division,  
 Kogushi Campus : Education • Student Support Section, Educational Affairs Division, School of Medicine  
 Tokiwa Campus : Student Support Representative, Faculty of Engineering

**【List of Documents】**

	New	Yearly Renewal	Vehicles Renewal
Application of Permission to park on campus	○	○	○
Student Identification Card	○	○	○
Automobile Inspection Certificate	○	○	○
Copy of the Optional Insurance Policy	○	○	○
Driver's License	○	○	×
personal stamp( <i>inkan</i> )	○	○	○
Certificates of present address	○	○	×
Certificate of attending a seminar	○	○	×
Parking Permission Card	×	issued last year	valid now

**3. Reporting Accidents**

You must call the police as soon as you have any kind of traffic accident. If there is anyone injured in the accident, please call an ambulance. If you are unable to make a call by yourself, please ask someone else to do so. Even if it is a small traffic accident, you must call the police and then you should explain the details of the accident and have the police record it. Please notice that insurance may not cover the accident if there is no record.

**【Reporting a Traffic Accident】**

Police	• There has been a traffic accident.	( <i>koutsu-jiko desu.</i> )
Call 110	• The place is ____.	( <i>basho wa(place name) desu.</i> )
	• I am ____.	( <i>watashi wa(your name) desu</i> )
Ambulance	• I need an ambulance.	( <i>kyukyu desu.</i> )
Call 119	• Someone has been injured in a traffic accident.	( <i>koutsu-jiko de keganin ga imasu.</i> )
	• The place is ____.	( <i>basho wa(place name) desu.</i> )
	• I am ____.	( <i>watashi wa(your name) desu</i> )



If you are in an accident, be sure to contact immediately the International Student Section of your affiliated faculty or graduate school, the International Student Support Office and your assigned professor.

# G University Facilities

## 1. Library

<http://www.lib.yamaguchi-u.ac.jp/>

Please take your student identification card with you when you use the library services.

### <Library Hours>

Opening hours (usual)

	Location	Weekdays	Sat & Sun
Main Library	Yoshida Campus	8 : 30~21 : 45	11 : 15~18 : 45
Medical Library	Kogushi Campus	8 : 30~21 : 45	9 : 15~16 : 45
Engineering Library	Tokiwa Campus	8 : 30~21 : 45	11 : 15~18 : 45

Opening hours (Seasonal break periods)

	Location	Weekdays	Sat & Sun
Main Library	Yoshida Campus	8 : 30~17 : 30	Closed
Medical Library	Kogushi Campus	8 : 30~17 : 30	Closed
Engineering Library	Tokiwa Campus	8 : 30~17 : 30	Closed



All graduate school students and undergraduate and graduate students in school of medicine can use Medical library for 24 hours. For more details, please inquire at a circulation desk of each library.

### <Facilities>

We have a book corner for international students. Some books are for learning Japanese, some others are about Japanese culture, for example. Computers are also available. In addition, you can bring your own personal computer and link it to the library's server.

### <Cautions>

When you borrow books from the libraries, make sure to obey the date of return. It is prohibited to borrow books using other students' cards, or to lend books to someone that you borrowed from the libraries. If you get them dirty or lose books, you have to pay for them.

## 2. Media and Information Technology Center

<http://www.cc.yamaguchi-u.ac.jp/>

The Media and Information Technology Center, which consists of the Yoshida Center, Kogushi Center and Tokiwa Center, manages and maintains Yamaguchi University's information network system and servers. In the Media Center's computer laboratories (only Yoshida and Kogushi Center), personal computers and printers are available to you.

### 3. University Hall

The University Hall is located at Yoshida Campus. Students and professors can use this hall for several academic, cultural and extracurricular activities.

<b><u>Opening hours</u></b>	Monday to Friday, 9 : 00~20 : 00 (For special events, it can be used until 22 : 00)
<b><u>Holiday</u></b>	Saturdays, Sundays, national holidays December 28 to January 4, August 12 to August 16
<b><u>Where to Apply</u></b>	Student Support Section, Student Support Division (Yoshida Campus)
<b><u>Facility</u></b>	1st floor : Auditorium hall 2nd floor : Conference room, Meeting room, Seminar room, Japanese style room, Music room, Lobby, Projection booth

### 4. On Campus Cafeterias, Shops, Post Offices, ATMs



<Yoshida Campus (Yamaguchi) > See appendix 2.

<b><u>Cafeterias</u></b>	Cafeteria 1 “Bono”, Open Monday to Friday, 8 : 00~20 : 00, Saturday 10 : 00~14 : 00. Cafeteria 2 “Kirara”, Open Monday to Friday, 8 : 00~19 : 30
<b><u>Shops</u></b>	Located in the Departments of Humanities and Science, Education, Agriculture • Joint Veterinary Medicine, General Education Building, Cafeteria 1(Bono)
<b><u>Barber</u></b>	Located in Cafeteria 2 “Kirara”, Open Monday to Friday, 9 : 00~18 : 00 (haircut only ¥1,500~2,000)
<b><u>Post Office</u></b>	Next to the lecture room 1, 1st floor of the General Education Building, Open Monday to Friday, 9 : 00~16 : 00
<b><u>ATM</u></b>	For Yamaguchi Bank: Located in front of Cafeteria 1(Bono) Open Monday to Friday, 8 : 45~18 : 00 For Japan Post Bank: Located in the next to the lecture room 1, 1st floor of the General Education Building, Open Monday to Friday, 9 : 00~18 : 00, Saturday 9 : 00~17 : 00
<b><u>Coop Central Shop</u></b>	Located in the 1st floor of the General Education Building, Open Monday to Friday, 9 : 30~18 : 00 Books, stationery, arrangements for train and airline tickets, information on overseas vacations, etc.

<Kogushi Campus (Ube • School of Medicine)> See appendix 3.

<b><u>Cafeterias</u></b>	Located in the <i>Ishin-kan</i> building, Open Monday to Friday, 8 : 00~19 : 30
<b><u>Shops</u></b>	Book, stationery, etc. Located in the 1st floor of the <i>Ishin-kan</i> building, Open Monday to Friday, 9 : 30~18 : 00, Food shop 8 : 00~18 : 00
<b><u>Post Office</u></b>	Located in the 1st floor of the 2nd Ward of the University Hospital, Open Monday to Friday, 9 : 00~17 : 00
<b><u>ATM</u></b>	For Yamaguchi Bank: Located in the 2nd floor of the 1st Ward of the University Hospital, Open Monday to Friday, 8 : 45 ~18 : 00

<Tokiwa Campus (Ube • Faculty of Engineering) > See appendix 4.

<u>Cafeterias</u>	Located in the 2nd floor of the Welfare Building, Open Monday to Friday, 8 : 00~20 : 30, Saturday 11 : 00~14 : 00
<u>Cafe</u>	Located in the 1 <sup>st</sup> floor of the Welfare Building Open Monday to Friday, 11:00~14:00
<u>Shops</u>	Located in the 1st floor of the Welfare Building Open Monday to Friday, 9 : 30~20 : 00, Saturday 10 : 00~14 : 00 Located in the Club Building Open Monday to Friday, 8:00~19:00
<u>ATM</u>	For Yamaguchi Bank: Located in the Tokiwa Kogyo Kaikan near campus (no ATMs on campus)

## H International Students of the United Graduate School of Agricultural Sciences, Tottori University in Yamaguchi

### 1. Extension of Period of Stay in Japan / Change of Status of Residence See p.5, pp.6-98

You can get all required documents regarding the above application by faxing or sending e-mail directly to the following places. Tottori University will issue the “Form of Organization” which should be prepared by the affiliated faculty or graduate school. It takes about a week including mailing date.



#### Further Information

Student Exchange Affairs, International Affairs Division, Student Exchange Section in Tottori University  
TEL : 0857-31-5056      FAX : 0857-31-6065  
E-mail : [kokuko-gaku@adm.tottori-u.ac.jp](mailto:kokuko-gaku@adm.tottori-u.ac.jp)

### 2. Exemption of Tuition Fees See p.11

Students who find difficulty paying the tuition and keep excellent academic grades can apply for this tuition waiver. There is a selection of applicants each semester. If students pass the selection, they will get a 50% or 100% tuition waiver. However, Students who are over the term of study without any special reason or who stay in the same grade of the previous year cannot apply.

**Application Period** : the second semester...July      the first semester...January



#### Further Information

Scholarship Affairs, Life Support Division, Student Section, Tottori University  
TEL : 0857-31-6776      FAX : 0857-31-6776  
<http://www.tottori-u.ac.jp/dd.aspx?menuid=2092>

### 3. Certifications

Name	Where to Apply	Inquiry
Student Identification Card	Issued when students enter the university	Head Office in the United Graduate School of Agricultural Sciences, Tottori University TEL : 0857-31-5446
Certificate of Enrollment	Educational Affairs Section of Faculty of Agriculture in Yamaguchi University	Education Support Division, Student Section in Tottori University TEL : 0857-31-5574
Certificate of Expectation of Completion		
Transcript of Academic Records		
Certificate of Commuting		

Certificate for Purchasing Discount Travel Ticket for Students		Student Support Affairs, Life Support Division, Student Section in Tottori University TEL : 0857-31-5058
Certificate of the Japanese Government ( <i>Monbukagakusho</i> ) Scholarship Student Certificate of Monbukagakusho Honors Scholarship for Privately financed International Students	Educational Affairs Section of Faculty of Agriculture in Yamaguchi University	Student Exchange Affairs, International Exchange Division, Research & International Cooperation Section in Tottori University TEL : 0857-31-5056
Health Certificate	Health Service Center in Yamaguchi University	Health Service Center in Yamaguchi University TEL : 083-933-5160

#### 4. Insurance

<Personal Accident Insurance for Students Pursuing Education and Research> See pp.14-15

You can pay at the post office with an appropriate payment form which was given at the enrollment.



Health Service Center, Life Support Division, Student Section in Tottori University  
TEL : 0857-31-5065

#### 5. Housing

<The Tottori University International Student Housing Security Deposit Program (Housing Security Deposit Program)> See pp.19-21

Tottori University has the International Student Housing Deposit Program as well as Yamaguchi University. This Program provides the guarantor for your housing contract as an institution. Please refer to the following place.



In case international students affiliated at Graduate School of Agriculture who are joining the Guarantying System at Yamaguchi University transfer to the United Graduate School of Agriculture Sciences of Tottori University, they need to submit the notification of its lapse to the Educational Affairs section of Faculty of Agriculture and cancel the insurance contract. It is necessary for them to change the guarantor when transferring the university. After they transfer and still need to join the guarantor program at Tottori University, they should take the procedures for joining the Comprehensive Renters' Insurance through Tottori University again. At that time, missing the cancellation process is as same as the double payment of insurance premium.



Student Exchange Affairs, International Exchange Division, Research & International Cooperation Section in Tottori University  
TEL : 0857-31-5056 FAX : 0857-31-6065  
E-mail : kokuko-gaku@adm.tottori-u.ac.jp  
<http://www.ciatu.tottori-u.ac.jp/ja/students-housing-guarantee>

# I Family

## 1. Temporary Visiting

Regardless of the length of the stay (sightseeing or visiting the house of students), some people need to apply for visa, depending on their nationality. Necessary documents also depend on the nationality and purpose of the trip etc. Both family members and international students need to prepare documents and your family needs to apply for their visa at the nearest Japanese Embassy or Consulate General. It usually takes a week for issuing a visa after it is accepted, but if necessary, your family needs to have an interview or submits additional documents. Please take procedures beforehand.

Some who don't need to apply for the short stay visa also should check the allowed period of stay. For further information, please refer to the following web site.

**You will need the following :** (If your family's nationality needs the short stay visa for coming Japan.)

International Student (supporter)	Family (dependent)
<ul style="list-style-type: none"><li>• Letter of reason for invitation</li><li>• Schedule of stay</li><li>• Letter of guarantee</li></ul>	<ul style="list-style-type: none"><li>• Passport</li><li>• Visa application (stick photo 4.5cm×3.5cm on)</li><li>• Applicant list</li></ul>



### Further Information

Visa Information Section, Center for Consular Services, Consular Affairs Bureau,  
Ministry of Foreign Affairs TEL : 03-5501-8431  
From Monday to Friday, 9:00~12:15, 13:15~17:00  
[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

## 2. Certificate of Eligibility : Bringing your Family Members into Japan

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html>

To allow family members (only spouse and children) who are still in your home country to join you in Japan, you are required to apply for a Certificate of Eligibility at the Immigration Bureau. International Students living in Japan can apply for this instead of your family. Once the certificate has been issued, you can send it to your family, who must present it at the Japanese Embassy of their country when applying for their visa.

**You will need the following :** (All documents should be translated either into in Japanese or English.)

- Application form for certificate of eligibility  
(available at the International Student Section of your affiliated faculty or graduate school and the International Student Support Office)
- 1 photo of the family member (4 cm×3 cm)  
(Stick it after writing applicant's name on the back of the photo.)
- Marriage certificate (for spouse)
- Birth certificate (for children)
- Copy of residence card or Passport of the family member providing financial support
- Certificate of enrolment of the family member providing financial support
- Any documents certifying the income (Certificate of scholarship or a Copy of bankbook, etc.)
- A return-mail envelope (23.5cm×12cm) affixed with stamp(s)  
(for the recorded delivery purpose) (Please write your name and address clearly on it.)

<After Your Arrival> See p.1

Please do a resident registration at the citizen section in the City Hall. Also at the same time, do the necessary procedure for insurance and pension at the annuity insurance section. If you as an international student have already gotten National Health Insurance, your family will be joining as dependents and about ¥10,000 will be added to your premium per person. Your price for the pension will change based on the earnings of you as an international student and the family. Some people can apply for a waiver, so please ask during your procedure.

<Other Procedures>

**【Medical Subsidy for Infants and Children】**

This system helps you with your children`s medical expenses when they get sick. If your children have joined the National Health Insurance and have not entered an elementary school, medical expenses will be subsidized. For more information, ask the annuity insurance section at the City Hall when you are doing the procedure for National Health Insurance.

**【Child-Care Allowance】**

Child-Care Allowance is a system where allowance is given to the parent of children up to 3<sup>rd</sup> grade in Middle School. The allowance is generally given only if the children live in Japan. For further information, ask the City Hall.



**Further Information**

Yamaguchi City Hall	National Health Insurance Section, Health National Pension Division	TEL : 083-934-2802
	Children and Families Division	TEL : 083-934-2797
Ube City Hall	Insurance Section 1, Health National Pension Division	TEL : 0836-34-8285
	Child Social Welfare Section	TEL : 0836-34-8330

**3.Extension of Period of Stay : When your Family Extends their Period of Stay** See p.5

[http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU\\_KOSHIN/zairyu\\_koshin10\\_20.html](http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU_KOSHIN/zairyu_koshin10_20.html)

When your family renews their period of stay, your family needs to apply directly to the Immigration Bureau with the following documents. Your family can apply for the extension up to 3 months before the day their stay period expires. It takes about 3 weeks to get the permission after you apply.

**You will need the following :**

International students (supporter)	
• Passport	• Copy of residence card
• Certificate of enrollment	• Certificate of scholarship or Copy of bankbook, etc.
Family (dependent)	
• Application form for extension of period of stay	
• Photo(4cm×3 cm) *Name of the person on the back and paste it to the photo section of the application *Photo must be taken within 3 months without a hat or background, and it must be clear	
• Certificate of relation to the supporter (Marriage Certificate, Birth Certificate, etc.)	
• Passport	
• Residence card	
• Fee in the form of revenue stamps (available at the post office) ¥4,000 (necessary only when you get permission)	

#### 4. Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted : Part-time job See pp.13-14

If your family is residing in Japan with the status of dependent, he or she can engage in a part-time job up to 28 hours in a week. Please apply for this permission directly at the Immigration Bureau.

You will need the following :

- Passport
- Residence card

#### 5. When you Going to be Giving Birth

##### <When Giving Birth>

If you or your spouse have National Health Insurance, and gave birth after 85 days of pregnancy (including stillbirth • miscarriage) you will be provided a lump sum birth allowance.

##### **[How to Apply]**

- ① Direct payment to the medical institution (Direct payment system)  
Lump sum birth allowance will be directly reimbursed to the medical institution.  
→ You don't need to prepare a great deal of expense for delivery. Only when the amount of expense exceeds this allowance, you have to pay the excess amount to the medical institution. If the lump sum birth allowance is left over all medical expense, the remaining allowance will be refunded.
- ② Direct allowance to the applicant  
Applicants apply for the allowance after a delivery.  
→ Paying a great deal of medical expense in advance might be the severe burden on you.

##### **[Where to Apply]**

- ① Medical institution where you are giving birth
- ② Pension insurance section at the city hall

##### **[Application Period]**

from 85 days after pregnancy (including stillbirth, miscarriage, or premature delivery) to 2years after a delivery

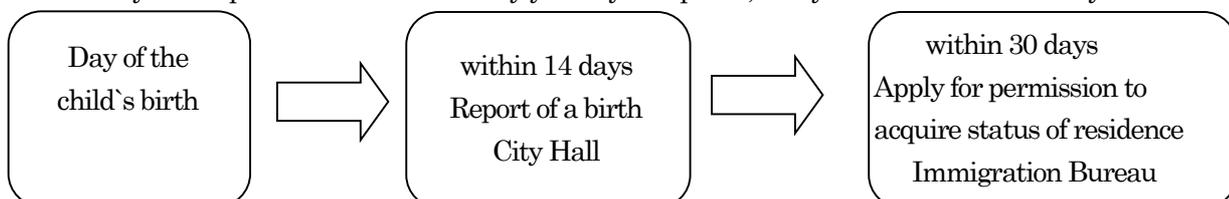
You will need the following :

- National Health Insurance card • Personal stamp • Receipt of bearing cost
- Maternal and child Health Handbook
- Consensus document issued at medical institution (for direct payment system)
- Information of your bank account (for direct allowance to the applicant)

##### <Permission to Acquire Status of Residence : After the birth of a baby>

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/04.html>

If you have a baby in Japan, and stay over 60 days after the birth, you will have to do a procedure to get a status within 30 days. This procedure can be done by you or your spouse, and you do not have to take your child with you.



**You will need the following :**

- Application form for permission to acquire status of residence  
(available at the International Student Section of your affiliated faculty or graduate school and the International Student Support Office)
- Passport or residence card
- Copy of passport or residence card of your spouse
- Certificate of enrollment
- Certificate of scholarship or bankbook or Copy of bankbook, etc.
- Certificate of acceptance of notification of birth (is given when report of a birth is done by the City Hall)
- Maternal and child Health Handbook
- Passport (If you are unable to show your passport, turn in a written statement of the reason)



**Before You Go to the Immigration Bureau!**

Within 14 days of giving birth to a child, you have to turn in a report of a birth at the City Hall. To turn in the report of birth, you will need the following. By doing this report, you will be able to receive a Certificate of Acceptance of Notification of Birth, which you will need when you are doing a procedure at the Immigration Bureau.

**You will need the following :**

- Report of a birth (at the City Hall)
- Personal stamp (inkan)
- National health insurance card
- Birth certificate (printed at the hospital)
- Maternal and child Health Handbook

\*To learn about the necessary procedures at the City Hall, See p.1

**6. Japanese Education**

Basic Japanese language courses for international residents are held in Yamaguchi prefecture. We recommend taking advantage of this opportunity.

	Yoshida Campus		Tokiwa Campus	
<b>Date</b>	every Saturday 12 : 30-14 : 30, 15 : 00-17 : 00		every Wednesday 19 : 00-21 : 00	
<b>Spring</b>	April 18-July 11		April 15-July 15	
<b>Autumn</b>	September 24-December 10		September 16-December 9	
<b>Winter</b>	January 9-March 26		To be announced	
<b>Place</b>	• 1st floor, Building 1, Yamaguchi International House		• 2nd floor, Conference Room Tokiwa Kogyo Kaikan	
<b>Fee</b>	Each term : ¥500		Each term : ¥500	
<b>Further Information</b>	Yamaguchi International Exchange Association		<a href="tel:083-925-7353">TEL:083-925-7353</a> Email: yiea@yiea.or.jp	
	Japanese club Yamaguchi (Ms. Fukiya)	083-925-2969	Japanese club Ube (Ms. Kodera)	0836-33-0822