
J Procedures for Graduation • Completion and after • • •

When you will no longer be a student at Yamaguchi University due to graduation, end of a master's course, end of exchange period, end of research student period, withdraw from school, removed from register or transfer, you will have to do the following procedure.

1. Procedure at your Faculty or Graduate School

(1) Notification to the Immigration Bureau

Notification to the Immigration Bureau is an obligation. If you do not report it, you will be fined.

(2) Register an address and e-mail address they can contact at all times.

2. Leaving the Apartment or International Exchange Hall etc.

(1) Notification of cancellation and leave (For more information, See p.22)

(2) Stopping electricity, gas, and water (For more information, See p.22)

(3) Disposing unwanted goods and other (For more information, See pp.22-24)

3. Procedure at the City Hall

(1) Moving-out Notification

Turn in the resident move notification at the citizen section in City Hall. Make sure to bring your residence card, passport, My Number (Individual Number) card, or Notification card. (For more information, See p.25)

(2) Withdraw from National Health Insurance

Return the National Health Insurance Card to the Annuity Insurance Section at the City Hall.

(3) Withdraw from National Pension

Bring your National Pension Notebook to the Annuity Insurance Section at the City Hall and do the withdraw procedure.

4. Other Procedure

(1) Bank Account Cancellation

If you are not going to use your bank account any more, and in the case of going back to your country, please do the procedure for bank account cancellation at the nearest branch. Please take your bank book, seal which you registered, cash card (if you have any), residence card with you when you go to the bank.

(2) Cancellation of a Cell Phone

Ask your cell phone company and do the necessary procedure.

K Staying in Touch after Graduation from Yamaguchi University

1. Newsletter

International Student Center issues a newsletter for international students who have graduated, completed and enrolled at Yamaguchi University. Newsletter hopefully plays a role for letting alumni know the present YU and stay in touch with. We send it to the registered Email address once a year. Written contributions are always welcomed. Please write about how you've been getting along either in Japanese or English to the International Student Support Office (ga142@yamaguchi-u.au.jp).

2. Follow-up Service for International Students who Studied in Japan

<Follow-up Research Fellowship> http://www.jasso.go.jp/exchange/tanken_e.html

Japan Student Services Organization (JASSO) provides this fellowship in order to extend the former international students an opportunity to conduct short-term research with academic advisors at universities in Japan. The purpose of this fellowship is to assist the development of education, research, and public administration in developing countries, regions, etc., and to advance the academic/scientific research and international exchange for Japanese universities.

For further information, please refer to the JASSO website.

【Eligibility】 (Satisfy all the following conditions.)

- Those who previously came to study in Japan from developing countries and regions in Asia : Central and South America, the Middle East, Africa, etc.
- Those who have completed a master / doctoral course in a Japanese university or obtained all the necessary credits before graduation(coursework doctor)
- Those who are currently active in education, research, or public administration in their home country or region
- Those who are under 45 years old and returned from Japan at least 1 years ago

【Fellowship Benefits】

Research Period : 60-90 consecutive days

Benefits : Round-trip airfare, daily allowance for the former international students
Remuneration for cooperation for the host university



<Follow-up Research Guidance> http://www.jasso.go.jp/exchange/shidou_e.html

Japan Student Services Organization (JASSO) supports to dispatch research advisors to visit former international students, who satisfy the following conditions, for the purpose of providing research guidance to them and giving a lecture in seminar/ symposium and etc.

For further information, please refer to the JASSO website.

【Eligibility】 (Satisfy all the following conditions.)

- Those who previously came to study in Japan from developing countries and regions in Asia : Central and South America, the Middle East, Africa, etc.
- Those who have completed a master / doctoral course in a Japanese university or obtained all the necessary credits before graduation(coursework doctor)
- Those who are currently active in education, research, or public administration in their home country or region
- Those who returned from Japan less than 5 years ago

【Fellowship Benefits】

Period of dispatch : 7-10 days

Benefits : Round-trip Airfare, Daily Allowance, Expenses for Guidance(paid to your assigned professor)

3. Holding a Class Reunion

At Yamaguchi University, to cooperate with our school's graduated international students (graduates), we have a Class Reunion Organization. The purpose of this is for graduated international students who studied / researched to not forget that they are part of Yamaguchi University and to create a big network between many countries and have many connections. We have already had a class reunion for international students in China and South Korea. We will keep on making plan for international student reunions.

L In Times of Need...

Studying and living in a foreign environment is not easy. Please discuss any problems you may encounter with those around you. The following people and places are here to help you.

Your assigned professor
International Student Section of your affiliated faculty or graduate school (See p.44)
International students Advisor
International Student Support Office
Tutor
Staff of the International Student Center
Student Counseling Center Counselor
“Ask Anything” Advice Room of the Student Support Division
Other students and staffs who are belong to your seminar or laboratory
Senior students and friends from your own country
Health Service Center



1. International Student Advisor

For international students to have a satisfying student life at our university we will help with problems in studies and living before and after the entrance to the university and other problems you may have while living in Japan. If you have any concerns, please ask.

Also, we provide our university's students and graduate students with an advisor assistant. They can also help you with your problems so please ask them too.

Consultation Hour : Yoshida Campus : Monday ~ Friday 9 : 00~17 : 00

Tokiwa Campus : Monday ~ Friday 9 : 30~16 : 30

Place of Consultation : Yoshida Campus : General Education Building, 2nd floor Student Lounge

Tokiwa Campus : International Student Center Ube Room, 1st floor, the Main Building
of Faculty of Engineering

2. Tutor

Tutors will be assigned to each international student, and they will mainly help with studying / research (preparing and looking over a lesson). International students who will be receiving this help are regular faculty international students who have been here for less than 1years and research students or graduate students who have been here for less than half year. Regular faculty students and graduate students will be chosen as a tutor.

Under the guidance of your assigned professor, tutors are available to support the international students in areas of study and day-to-day issues. It is recommended that you make a plan with your tutor and assigned professor to ensure that you make the most out of the time.

3. University Health Service Center <http://ds.cc.yamaguchi-u.ac.jp/~hoken/>

At Yamaguchi University's Health Service Center, doctors, nurses and counselors provide medical examinations, emergency medical care and routine medical check-ups. They are also available for advice on matters regarding your physical and / or mental health.

The service is free of charge, however, you may be referred to a hospital or specialist, so take your National Health Insurance card when you go for a check-up.

The regular health check takes place every year between April and May. If you do not take the regular health check, you will not be able to obtain a Health Certificate that is required to apply for scholarships and jobs.

You can ask for medical advice by letter, phone or e-mail.



Open

9 : 00~12 : 30 and 13 : 30~17 : 00
(Except Saturday, Sunday and public holidays)



For medical examinations and advice 9 : 30~12 : 30 and 13 : 30~17 : 00
(School of Medicine, only available in the afternoon)
Available for emergency services between 8 : 30~17 : 00

Campus	Yoshida Campus	Kogushi Campus	Tokiwa Campus
Name	Health Service Center	Health Service Center Branch office of School of Medicine	Health Service Center Branch Office of Faculty of Engineering
Location	1st floor of Administration Bureau Building	2nd floor of the <i>Ishinkan</i> Building	1st floor in the Conference Building
Address	1677-1 Yoshida, Yamaguchi, 753-8511	1-1-1 Minamikogushi, Ube, 755-8505	2-16-1 Tokiwadai, Ube, 755-8611
TEL	083-933-5160	0836-22-2081	0836-85-9041
E-mail	hoken@yamaguchi-u.ac.jp	hoken@yamaguchi-u.ac.jp	hoken-ko@yamaguchi-u.ac.jp

4. Student Counseling Center

In the event that you have any problems or concerns regarding your daily life, such as problems with peers or any other issues that you are troubled by, please do not hesitate to visit the Student Counseling Center to get advice. If you cannot visit the Student Counseling Center directly, you can e-mail or phone the office instead.

	Yoshida Campus	Tokiwa Campus	Kogushi Campus
Operation Hours	11 : 00~18 : 00 Monday to Friday	11 : 00~18 : 00 Monday to Friday	11 : 00~18 : 00 Wednesday
Location	1st floor of the Research Building 1	south side, 1st floor of the Main Building	2nd floor of the <i>Ishinkan</i> Building
TEL	083-933-5042	0836-85-9015	0836-22-2421
E-mail	g-soudan@yamaguchi-u.ac.jp	k-sodan@yamaguchi-u.ac.jp	i-soudan@yamaguchi-u.ac.jp

5. International Student Offices

<International Student Section> (Monday to Friday, 8 : 30~17 : 15)

Bureau	International Student Section	TEL
International Student Support Office	International Student Exchange Section, Student Support Division	083-933-5982
Faculty of Humanities Graduate School of Humanities Graduate School of East Asian Studies	Educational Affairs Section	083-933-5209
Faculty of Education Graduate School of Education Graduate School of East Asian Studies	Educational Affairs Section	083-933-5307
Faculty of Economics	Educational Affairs Section	083-933-5606
Graduate School of Economics Graduate School of East Asian Studies	Graduate Student Section	083-933-5597
Faculty of Science Graduate School of Sciences and Technology for Innovation Graduate School of Science & Engineering Graduate School of Medicine Graduate School of Sciences and Technology for Innovation	Educational Affairs Section	083-933-5210
Faculty of Medicine & Health Science Graduate School of Medicine	Education • Student Support Section, Educational Affairs Division	0836-22-2099
Faculty of Engineering Graduate School of Sciences and Technology for Innovation Graduate School of Science & Engineering Graduate School of Medicine Graduate School of Management of Technology	Student Support Section,,	0836-85-9020
Faculty of Agriculture Graduate School of Sciences and Technology for Innovation Graduate School of Agriculture Graduate School of Medicine <small>United Graduate School of Agricultural Sciences, Tottori University</small>	Educational Affairs Section	083-933-5811
Joint Faculty of Veterinary Medicine	Educational Affairs Section	083-933-5808
Joint Graduate School of Veterinary Medicine United Graduate School of Veterinary Science	Educational Affairs Section, Joint Graduate School of Veterinary Medicine	083-833-5937
Faculty of Global and Science Studies	Educational Affairs Section	083-933-5289

<Other Offices> (Monday to Friday, 8 : 30~17 : 15)

Bureau		TEL	Responsible for :
General Education Section, Education Support Division		083-933-5050	Freshmen to register for their classes Issue of Student Card (non-degree time students only)
Student Support Division	Student Service Section	083-933-5164	Exemption of tuition fees, Personal Accident Insurance for Students Pursuing Education and Research
	Support Project Section	083-933-5074	Permission of Riding on Campus, Permission to Park on Campus, Student Dormitories
Education • Student Support Section, Educational Affairs Division, Faculty of Medicine & Health Sciences		0836-22-2099	Exemption of tuition fees, Student dormitories, Personal Accident Insurance for Students Pursuing Education and Research, Permission to Park on Campus
Educational Affairs Division	Student Support Section,	0836-85-8009	Exemption of tuition fees, Student dormitories, Personal Accident Insurance for Students Pursuing Education and Research, Permission to Park on Campus
Faculty of Engineering	Student Information Desk	0836-85-9008	Each of the Certificates, Issuing Student ID