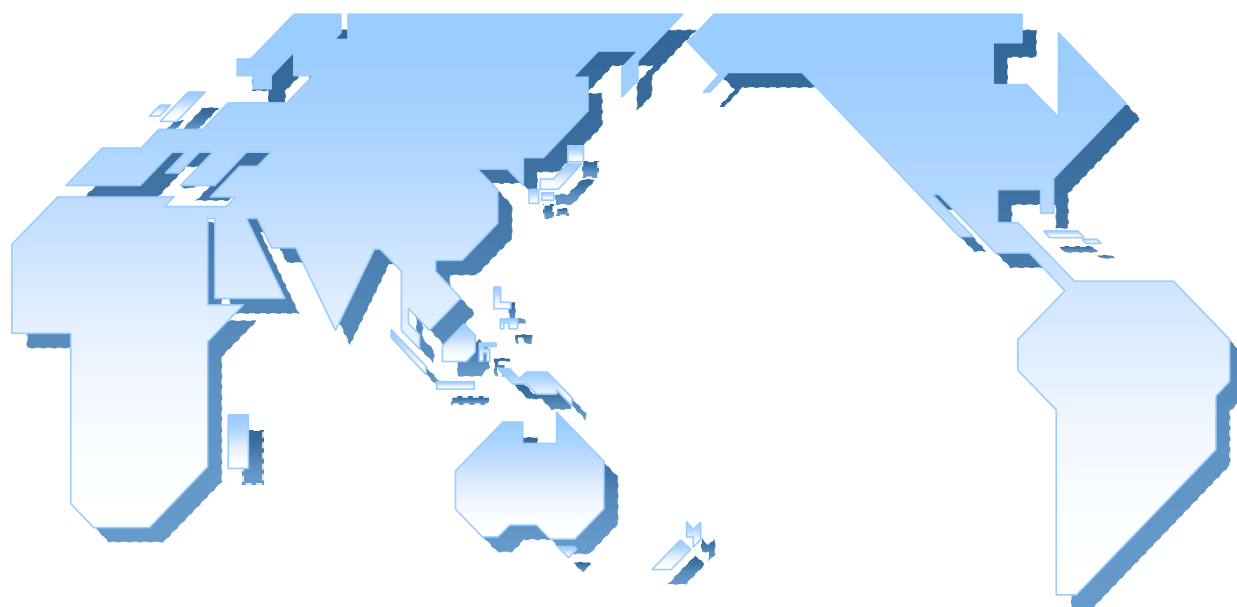


GUIDEBOOK FOR INTERNATIONAL STUDENTS



山口大学

YAMAGUCHI UNIVERSITY

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A First things to do after arriving in Japan

Newly incoming international students (who are the mid to long-term residents with a status of “Student” and have permission to stay over “3 months”) are required to do the following procedures.

Off-Campus Registration



<Resident Registration (Notification of Moving in)>

Within 14 days after you settled your residence in Japan, you need to register your residence (Notification of Moving in) at the City Hall. If you are not issued a residence card at the port of entry (in case of it being written that “the residence card will be issued later” on your passport), the card will be sent to your address from the Immigration Bureau approximately 10 days after the resident registration at the City Hall.

(Regarding the resident card, see page4)

[My Number (the Social Security and Tax Number System)]

“My Number (Individual Number)” is the number given to each person, and it is the important number because you use this for some procedures at national and regional public agencies. “Notification Card” of “My Number” will be sent to you after you did resident registration. You must keep this “Notification Card” in a safe place, and do not throw away or tear it. To prevent your number from being abused, do not inform your number to anyone other than public procedure.

[How to do the residence registration]

For registration, please go to the Citizen Division at the City Hall.

You will need the following

- Notification of Change in Residence (available at the City Hall)
- Passport
- Residence card (Holders only)



Further Information

Yamaguchi City Hall Civic Section	TEL : 083-934-2770
Ube City Hall Civic Section	TEL : 0836-34-8238

<National Health Insurance>

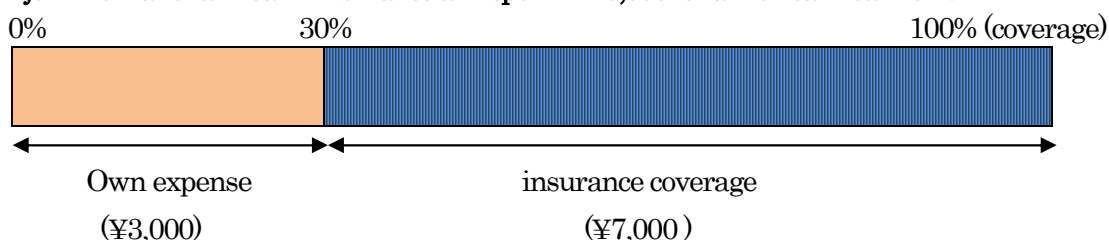


All international students are required to join the National Health Insurance programme regardless of your period of stay. (If you are a spouse of a Japanese and have already joined other health insurance programme (such as the Health Insurance Association or Kyousai Association etc.), you are not required to register to the National Health Insurance.)

You will need to pay the monthly premium for this insurance, but you just pay 30 % of the total medical charge each time you consult with a doctor. You need to bring the National Health Insurance card with you when you have any medical treatment.



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



【Procedure】

To join the National Health Insurance program, please complete the procedures at Insurance and Pension Division of the City Hall when you go there to resident registration. After the registration, your “National Health Insurance Card” will be sent to you by mail. Before leaving Japan, please ensure to return your “National Health Insurance Card” to the City Hall and settle the premium. If you move to another city in Japan, you are required to join the insurance at the City Hall of your new place.

You will need the following :

- Residence card
- Passport
- Personal seal

【How to Pay the Premium】

The premium of the health insurance is determined according to your income and your place of residence. For singles with no income, it is approximately ¥20,000 for a year. The premium will be billed in 10 installments from June to next March. The payment slip will be mailed by mid-June if you join it in April or May. If you join in another month, the slip will be mailed by middle of the following month. You can choose the payment method from either automatic deduction from your bank account or paying with the payment slip every month at a convenience store or bank.



【Premium Calculation】

The premium of National Health Insurance is determined by the earnings of the prior year. Note that if you do not do the necessary procedure every year, it will get higher

. →For further information, see page.15



Further Information

Yamaguchi City Hall : Section in charge of National Health Insurance , Insurance and Pension Division TEL : 083-934-2802
 Ube City Hall : Insurance Section 1, Insurance and Pension Division TEL : 0836-34-8285

<National Pension>



If you are over 20 years old and under 60 years old, international students must join the National Pension Fund, regardless of your period of stay in Japan. We recommend you to complete the procedures at the National Pension Section of City Hall when you go there for the registration of residence. However, if your income is considered as less than a certain income level, paying the premium is probably waived or exempted. If you are eligible for it, you need to do another procedure. Basically, you need to apply for the waiver in every fiscal year, so please read the related documents carefully before you apply for it.

If a member of the National Pension Fund becomes disabled or deceased, the member or their family can receive the national pension if their necessary requirements are satisfied.

You will need the following:: (Documents vary according to the status of the students.)

Degree student	• Application form for student waiver for National Pension(available at City Hall)
	• Student identification card
Non-degree student (Research student/Auditor)	• Application form for exemption or postponing of contribution payment for National Pension (available at City Hall)



Further Information

Yamaguchi City Hall :Section in charge of National Pension, Insurance and Pension Division TEL:083-934-2801
 Ube City Hall : National Pension Section, Insurance and Pension Division TEL : 0836-34-8292

<Opening of a Bank Account>

We recommend you to open a bank account as soon as possible since scholarship will be transferred into your bank account. It is needed for making a contract for mobile phone, too.



You will need the following :

- Personal seal(*inkan*)
- Passport
- Residence card

*The application form for opening a bank account is available at the bank.

Which bank should I open my account?

- Tuition fee of Degree students is deducted automatically from their Japan Post Bank Saving Account (JP Bank “YU-CHO”). Therefore, you are required to open an account with JP Bank. After opening an account at JP Bank, please submit an automatic deduction form, which is for the tuition fee, at the nearest post office as soon as possible. (Non-degree students pay their tuition fee at the post office with a payment form.
- Japanese Government (*Monbukagakusho*) scholarship students or the Honors Scholarship for privately financed international students are required to open a Japan Post Bank Savings Account (“YU-CHO”). Stipends for these scholarships will be automatically transferred into this account. Thing to bring to open a Japan Post Bank Savings account are the same as for a bank account.

[Note]

If you are married, you are still required to open your own bank account, as scholarship funds and various allowances cannot be transferred into other person’s bank account or joint bank accounts.

<Buy a cellular phone>

A cellular phone is a very convenient tool when you live in Japan. After you buy your cellular phone, please give your phone number to your faculty / graduate school and the International Student Support Office.

You will need the following :

- Personal stamp
- Passport
- Bankbook
- Residence card or certificate of residence

*If you are under 20 years old, you will have to turn in a letter of consent by guardian.

B Residency Procedures in Japan

All of the international students are granted permission to stay in Japan for the purpose of gaining an education at a university. Under the “Immigration Control and Refugee Recognition Act”, you will have to do the necessary procedure for gaining and renewing your status of residence. The application will be done at one of the closest Regional Immigration Bureau. Most application processes take a long time, so when applying you should have enough time and try not to make mistakes on the application.



1. About the Residence Card

http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00008.html

「Residence Card」 is a card that is given to foreigners who are staying in Japan for mid- or long-term and it contains the person's photo, address, nationality, status, period, and the conditions of permission to engage in activities other than those permitted under the status of residence previously granted. For aliens who are planning on staying for mid- or long-term, and a person who has visas coming in to Japan, they will receive a 「Residence Card」 at the airport during the immigration examination. You are required to have a residence card with you at all times.

2. Applying for Extension of Period of Stay in Japan

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03.html>

If you wish to stay in Japan longer than the approved period of stay, you will need to apply for extension. You can apply for the extension up to 3 months before the day your stay period expires. It takes about 3 weeks to get the permission after you apply, so you should go through the procedure ahead of time at the Immigration Bureau.

You will need the following : For information regarding the certificates, See pp.12

- Application for extension of period of stay
(available at the International Student Section of your affiliated faculty or graduate school and the International Student Support Office)
- Photo (4cm×3cm)
 - * Write the name of the applicant on the back of the photo and put it on the photo section of the form.
 - * The photo must be taken within 3 months without a hat or background and be clear.
- Form from organization
(Please apply to the International Student Section of your affiliated faculty or graduate school. It takes 1 week to issue it.)
- Certificate of enrollment
- Certificate of acceptance (those who are going to enter Graduate School)
- Authority letter for the extension of studying period as a research student (in case you want to extend the period for being a research student)
- Transcript of academic records
 - Research students and Special auditor students should take a copy of any documents that certifies their research plan and hours of research, they are currently conducting.
- Documents to verify that you have sufficient funds to cover the study and living expenses during your stay in Japan, such as a certificate of scholarship and a bank account statement
- Residence card
- Passport
- Fee in the form of revenue stamps (available at the post office)
¥4,000 (necessary only when you get an extension)



3. Re-Entry Permit : Leaving from Japan for temporarily

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/06.html>

If you are going to be returning to Japan within 1 year (if your period of stay is less than 1 year, before your stay period ends) of your departure, you do not have to get reentry permit from the Immigration Bureau. We call this a “Special Re-Entry Permit”. If you want this permit, you will have to check the box on “I am leaving Japan temporarily and will return” on the reentry ED card, which you will turn it in immigration at the airport.

【Caution】

• If you are not reentering within a given period for Special Re-Entry Permit, you will lose the status you had before you left the country

You cannot extend the given period of special reentry permit outside Japan.

- If you have not received a residence card, when leaving the country, you must present the passport where it is written “Residence Card will be issued later”
- If there is a possibility that you will not be reentering Japan for over a year, you will have to get a “Re-Entry Permit” from the Immigration Bureau before leaving Japan.
- If you are temporarily leaving Japan, you have to contact your assigned professor and International Student Section of your affiliated faculty and turn in the Application for Temporary Absence from Japan (see appendix11) 10 days prior to your departure. In addition, if you stay in the International House and YU International Share House, you need to submit Notice of Absence to each office.

4. Changing Your Registration Details : Change the Matter to be Recorded

http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00009.html

Due to marriage or other reasons, you must register changes in name or nationality etc. at the Immigration Bureau within 14 days of the change.

You will need the following :

- Application form for a change of details (it is at the International Student Section of your affiliated faculty or International Student Support Office)
 - Photo (4cm × 3cm)
 - *Name of the person on the back and paste it on the photo section of the application
 - *Photo must be taken within 3 months without a hat or background, and it must be clear
 - Passport or Documents that provide evidence of the change, etc.
 - <Change in a name due to marriage>
A passport with a changed name and marriage certificate (copy of one`s family register if married to a Japanese)
 - <Change in nationality or region>
Passport of newly gained nationality (If you have a passport of your prior nationality, bring that also)
 - <Change in other reasons or mistake on your residence card>
Proper paper work that proves the changes or the right name etc.
 - Residence card
 - Passport
- *There is no service charge for the procedure.

5. If your Residence Card is Lost, Damaged, or Stained



<If you have lost your Residence Card>

http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00010.html

If your card is lost or stolen, you must report it to the local police station and apply for a reissuing of the card at the Immigration Bureau within 14 days of the incident.

You will need the following :

- Application form for re-issue (it is at the International Student Section of your affiliated faculty or International Student Support Office)
- Photo (4cm×3 cm)
 - *Name of the person on the back and paste it to the photo section of the application
 - *Picture must be taken within 3 months without a hat or background, and it must be clear
- Passport
- Evidence that shows you have lost your card (Report of lost property, report of stolen property, report of disaster etc.)
 - *If you are unable to turn these in, you must turn in a written statement of the reason for the situation and reason of the loss.
 - *There is no service charge for the procedure.

<If you have damaged or stained your Residence Card>

http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00012.html

If your residence card is badly damaged, stained, or the record on the IC chip is damaged, you will have to apply for a reissuing of the card. There is no deadline for this, but if you have received an order of application for a re-issue from the Regional Immigration Bureau, you will have to apply for re-issue at the Immigration Bureau within 14 days.

You will need the following :

- Application form for re-issue (It is at the International Student Section of your affiliated faculty or International Student Support Office)
- 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
- Passport
- Residence card
 - * There is no service charge for the procedure.

6. Change of Status of Residence : Changing the Status of your Residency

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>

If you stop undertaking the activities that are stipulated in your status, and plan to continue living in Japan doing other activities, you must change your status of residency.

<When changing from “Dependent” to “Student” Status>

You will need the following :

- Application form for change of status of residence
(available at the International Student Section of your affiliated faculty or graduate school and the International Student Support Office)
- Photo (4cm×3 cm)
 - *Name of the person on the back and paste it to the photo section of the application
 - *Picture must be taken within 3 months without a hat or background, and it must be clear
- Form for organization
(Please apply to the International Student Section of your faculty or graduate school. It takes 1 week to issue it.)
- Certificate of enrollment
(Certificate of acceptance or verification for the proposed entrance into an educational institution as is applicable)
- Certificates of scholarships you are receiving (as is applicable) or Bank account statement
- Passport
- Residence card
- Fee in the form of revenue stamps (available at the post office)
¥4,000 (necessary only when you get permission)

<When changing 「Short-Term Stay」 to 「Student」 >

If you are changing your status from short-term stay, you will need an unchangeable, special reason for permission.

You will need the following :

- Application form for change of status of residence
(available at the International Student Section of your affiliated faculty or graduate school and the International Student Support Office)
- 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
- Form for organization
(Please apply to the International Student Section of your faculty or graduate school. It takes 1 week to issue it.)
- Passport
- Fee in the form of revenue stamps (available at the post office)
¥4,000 (necessary only when you get permission)

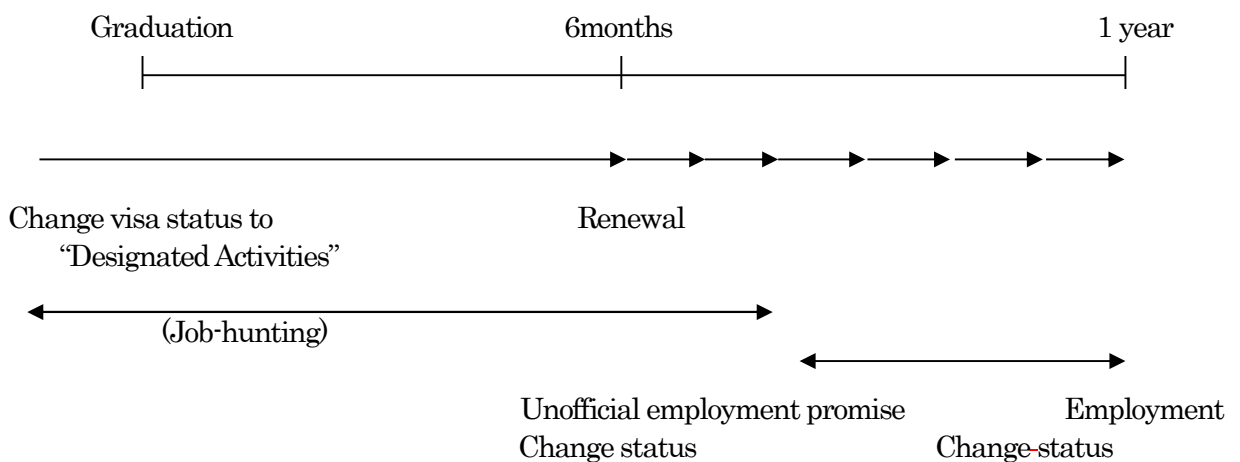
*About the receiving of the Certificate of Eligibility, contact your International Student Section of your affiliated faculty.

<When changing from “Student” to “Designated Activities” (In the case of doing job hunting continuously after Graduation)>

http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU_HENKO/zairyu_henko10_21_10.html

If degree students will reside in Japan to do job hunting continuously, they must change their status “Student” to “Designated Activities”. You can apply for this change after getting your certificate of Graduation (after you graduate) issued. If your period of stay as a “Student” expires at the same time as the date of your graduation ceremony, completion ceremony or degree awarding ceremony, you can apply for it in advance by submitting your certificate of expected graduation / expected completion. It takes about 3 weeks to get the permission after your application. After getting the permission, you can stay for another 6 months. Also, you can extend the period once more when you spend the 6 months and stay in Japan for job-hunting for maximum 1 year.

<Ex> Change the status to “Designated Activities” just after graduation, extend the period of stay after six months, and get a job in Japan.



You will need the following: About certificates, See pp.12

- Application for change of status of residence
(available at the International Student Section of your faculty or graduate school and the International Student Support Office)
 - 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
 - Letter of recommendation (Please apply to the following places.)
 - Copy of a diploma or Certificate of graduation/ Certificate of completion
(Please apply to the International Student Section of your affiliated faculty or graduate school.)
- <When registering before graduation>
- Certificate of expectation of graduation or completion
 - Materials which show your job-hunting (It is preferred to have your name)
 - Documents which verify that you have enough funds to cover living expenses during your stay in Japan (Copy of bankbook etc.)
 - Residence card
 - Passport
-
- Fee in the form of revenue stamps (available at the post office.)
¥4,000 (necessary only when you get a permission.)

【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 Section, Faculty of Engineering



If you are informally promised employment within the period of stay, you can stay in Japan until the employment, on the condition that they renew the period of stay with documents issued by their employer. For further information, please refer to your employer or the Immigration Bureau.

7. Returning your Residence Card : After Graduation or Completion

When a foreign national who owns a residence card is no longer a mid or long term resident, have departed with obtaining a Re-Entry Permit including a Special Re-Entry Permit but have not come back within the period of validity for the Permit or the residence card is expired, the foreign national have to return the residence card to the Minister of Justice within 14 days from the invalid date.

You can return it to the Immigration Officer at the airport, a port when you leave the country, or send it to the address below. If you do not return it within the given period, you might end up with a fine.

【Address for when sending the residence card】

〒135-0064 Tokyo Koutouku Oumi 2-7-11 Tokyo Kouwan Goudouchousha 9th floor Tokyo Immigration Bureau
Odaiba Bunshitsu

*Write 「Return of Residence Card」 at the front of the letter.

8. Address and Phone Numbers for Yamaguchi Prefecture Immigration Bureaus, etc.



Hiroshima Regional Immigration Bureau Shimonoseki Branch Office See appendix 8.

Open Monday to Friday (excluding public holidays) 9 : 00 ~12 : 00, 13 : 00 ~16 : 00
Shimonoseki Port Legal Affairs Joint Government Building 3rd floor
1-7-1, Higashiyatomachi, Shimonoseki City, Yamaguchi, 750-0066
TEL : 083-261-1211 FAX : 083-267-1255

Hiroshima Regional Immigration Bureau Shunan Branch Office (Tokuyama) See appendix 9.

Open Monday to Friday (excluding public holidays) 9 : 00~12 : 00, 13 : 00~16 : 00
Tokuyama Port Joint Government Building, 2nd floor
6-35 Tokuyama Minato-machi, Shunan, 745-0045
TEL : 0834-21-1329 FAX : 0834-22-0991



Further Information

General Information Center for Foreign Residency

(You can contact them in Japanese, English, Chinese, Korean, Spanish etc.)

TEL : 082-502-6060 (Hiroshima) Monday to Friday 9 : 00~16 : 00 (Excluding 12 : 00~13 : 00)

E-mail : info-tokyo@immi-moj.go.jp (Only in Japanese or English)

Immigration Bureau : <http://www.immi-moj.go.jp/english/index.html>

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

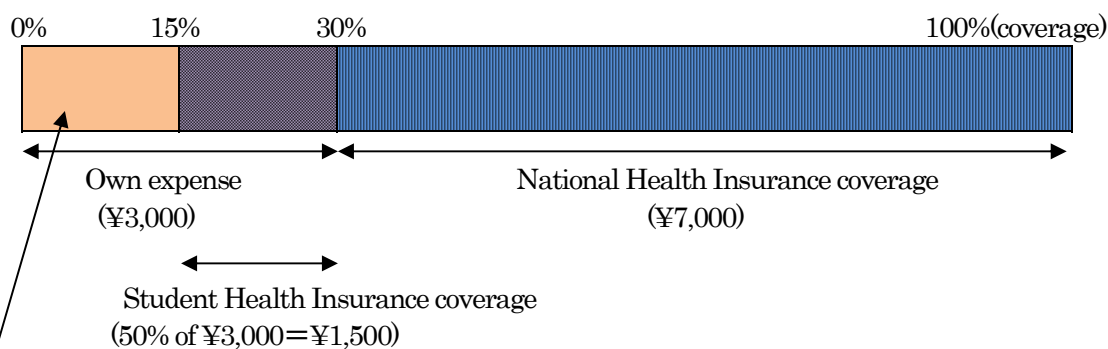
7. Student Health Insurance Association

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

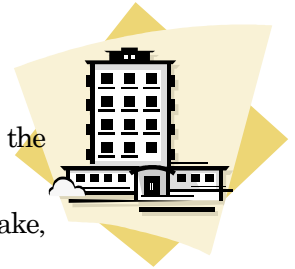
Application period : For Yoshida Campus: January··for the April intake, July··for the October intake
For Tokiwa Campus: Late December-January for the April intake, Middle of June-Middle of July for October intake

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.

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"> • <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. • When you leave the house, move everything out except for fixed equipment. For how to dispose, See the below instruction.
Electricity • Water • Gas Company	<ul style="list-style-type: none"> • 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.
Affiliated faculty or graduate school	<ul style="list-style-type: none"> • Let them know the new address. • If you are getting an institution guarantee, do the procedure for the ending of institution guarantee . (See p.21 「Procedure for Ending Institution Guarantee」) • 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」 .
City Hall	<ul style="list-style-type: none"> • Turn in the resident move notification within 14 days of your moving • If you do not turn in the resident move notification there will be a fine. See pp.24-25 「Notification to the City Hall」 .
Bank	<ul style="list-style-type: none"> • 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.
Post Office	<ul style="list-style-type: none"> • 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.

***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

<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><Undergraduates who have been enrolled less than 2 years> Students whose distance to campus is more than 5km, besides living with your family.</p> <p><Undergraduates who have been enrolled more than 2 years, and graduate students> Students whose distance to campus is more than 2km.</p>	<p><Main Gate> Everyday 6:00~24:00</p> <p><South Gate> 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><Under the 3rd Year> Students whose distance to campus is more than 5km</p> <p><The 4th Year and Graduate Students> 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.

Opening hours	Monday to Friday, 9 : 00~20 : 00 (For special events, it can be used until 22 : 00)
Holiday	Saturdays, Sundays, national holidays December 28 to January 4, August 12 to August 16
Where to Apply	Student Support Section, Student Support Division (Yoshida Campus)
Facility	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.

Cafeterias	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
Shops	Located in the Departments of Humanities and Science, Education, Agriculture • Joint Veterinary Medicine, General Education Building, Cafeteria 1(Bono)
Barber	Located in Cafeteria 2 “Kirara”, Open Monday to Friday, 9 : 00~18 : 00 (haircut only ¥1,500~2,000)
Post Office	Next to the lecture room 1, 1st floor of the General Education Building, Open Monday to Friday, 9 : 00~16 : 00
ATM	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
Coop Central Shop	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.

Cafeterias	Located in the <i>Ishin-kan</i> building, Open Monday to Friday, 8 : 00~19 : 30
Shops	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
Post Office	Located in the 1st floor of the 2nd Ward of the University Hospital, Open Monday to Friday, 9 : 00~17 : 00
ATM	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 st 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

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.



Further Information

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.



Note

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.



Further Information

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



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

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 3rd 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

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

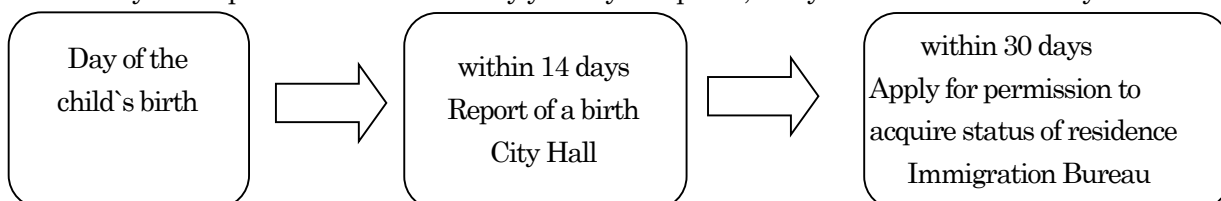
You will need the following :

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

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

Document

吉田キャンパス 共通教育棟 1階 配置図

The General Education Building 1F (Yoshida Campus)

吉田校区 共通教育棟 1層 平面図

요시다캠퍼스 공통교육동 1층 배치도

情報処理
演習室

メディア講義室



郵便局ATM
Post Office Bank
ATM Machine
邮局
우체국, ATM

1

2

外国人留学生用掲示板
Bulletin Board for
International Students
外国人留学生用布告栏

11

12

13

14

15

W.C. W.C.

売店

コミュニケーションルーム

16

学生証発行
共通教育授業
Issue of Student
Identification Cards
General Education
Classes
发行学生证
公共课程
학생증 발급
공통교육수업

国費証明書
留学生住宅総合補償
国際交流会館申込み、等
Certificate of National
Expenditure
Comprehensive Renter's
Insurance
Application for housing in the
International House etc.
国费证明
住宅综合补偿保险
国际交流会馆申请等
국비증명서
주택종합보상

証明書自動発行機
(在学証明書・学割)
Automatic Machines
(Certificate of Enrolment,
Student Concession Pass)
证明书自动发行机
(在学证明书,
乘车打折证明书)
증명서자동발행기

自主活動
ルーム

教育
支援
課

学生
支援
課・国際
交流
課

W.C.

ラウンジ

就職支援室

学生相談所

研究1号館

1F
学生相談所
Student Counseling Center

学生健康保険
Student Health Insurance
学生健康保險

奨学金、授業料免除
Scholarships
Tuition Waivers
奖学金, 学费减免

学生教育研究災害傷害保険
Personal Accident Insurance for
Students Pursuing Education and
Research
学生教育研究灾害伤害保險

いりぐち
入口

Front entrance
입구

外国人留学生用掲示板

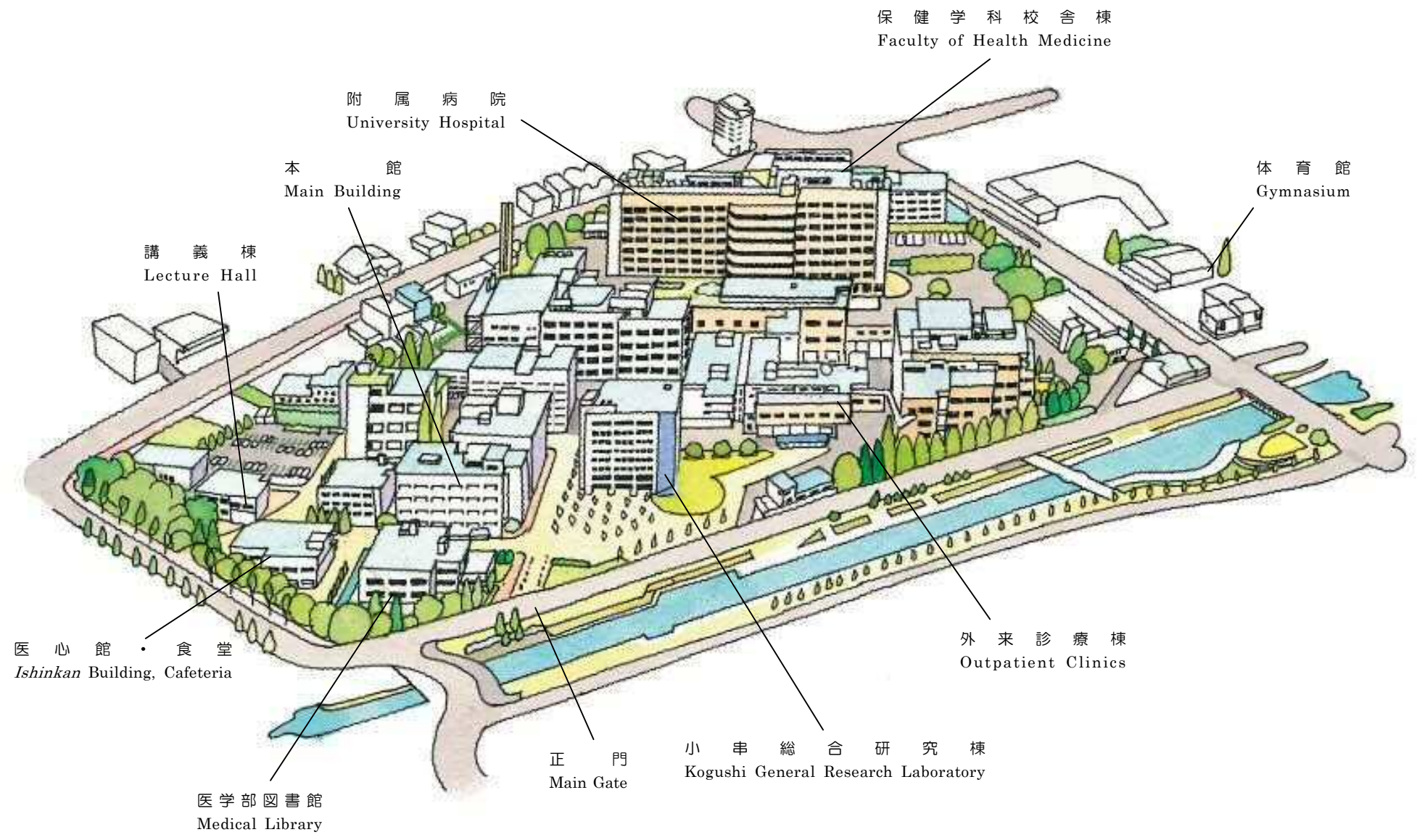
就職相談
Employment Counseling
就职咨询

吉田キャンパス（山口） Yoshida Campus(Yamaguchi)

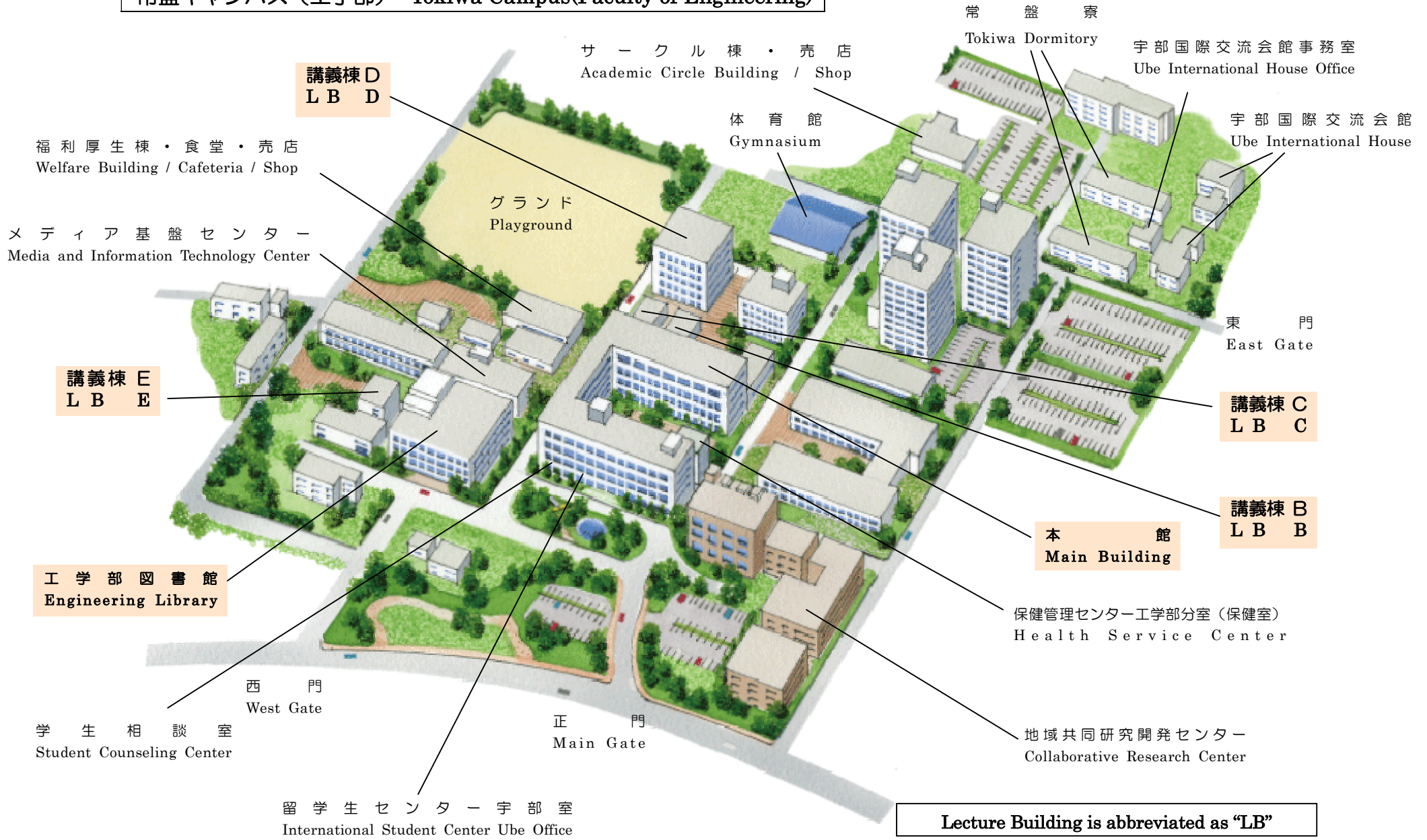


留学生交流係
International Student Support Office

小串キャンパス (医学部) Kogushi Campus (School of Medicine)

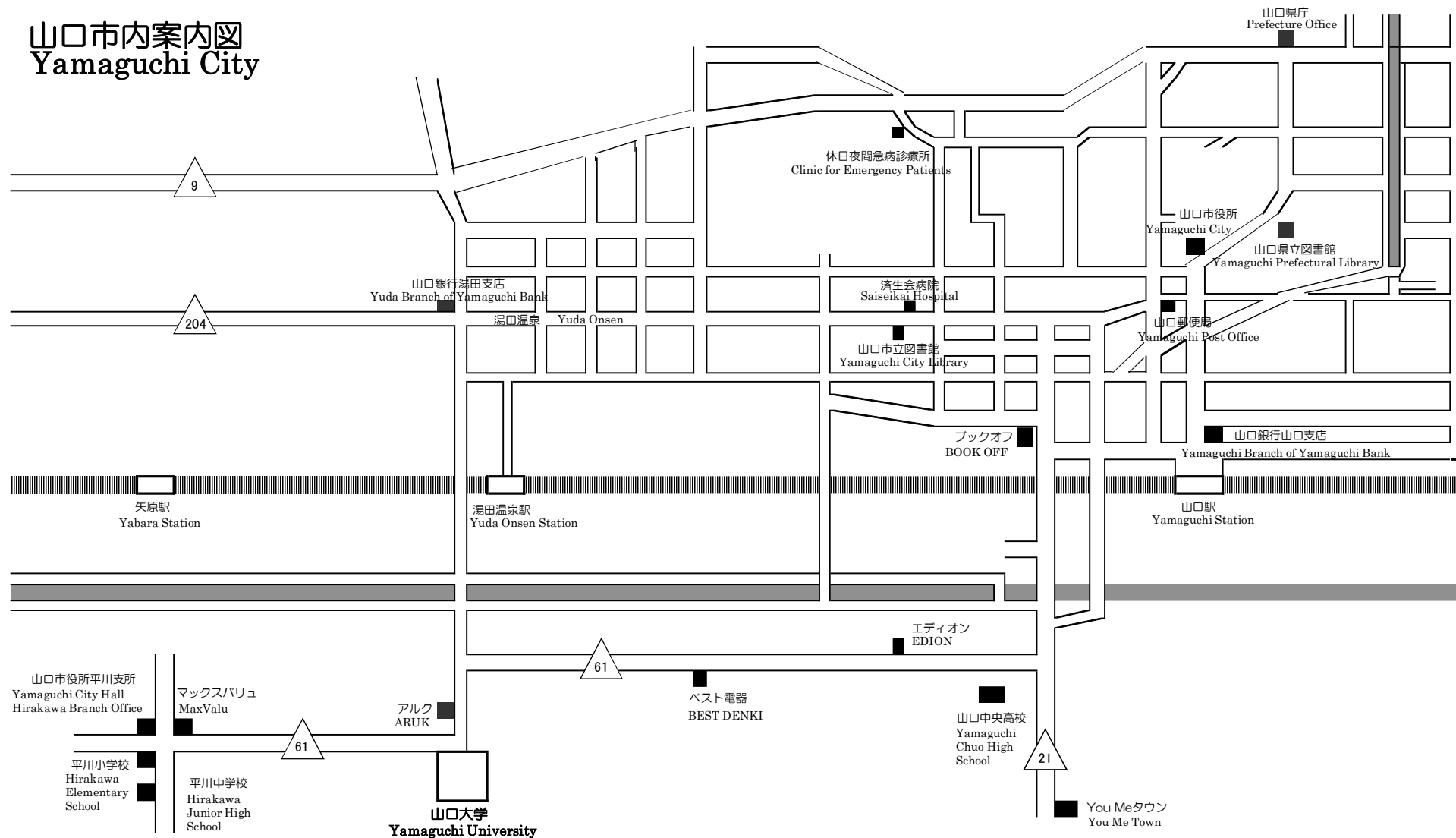


常盤キャンパス (工学部) Tokiwa Campus(Faculty of Engineering)

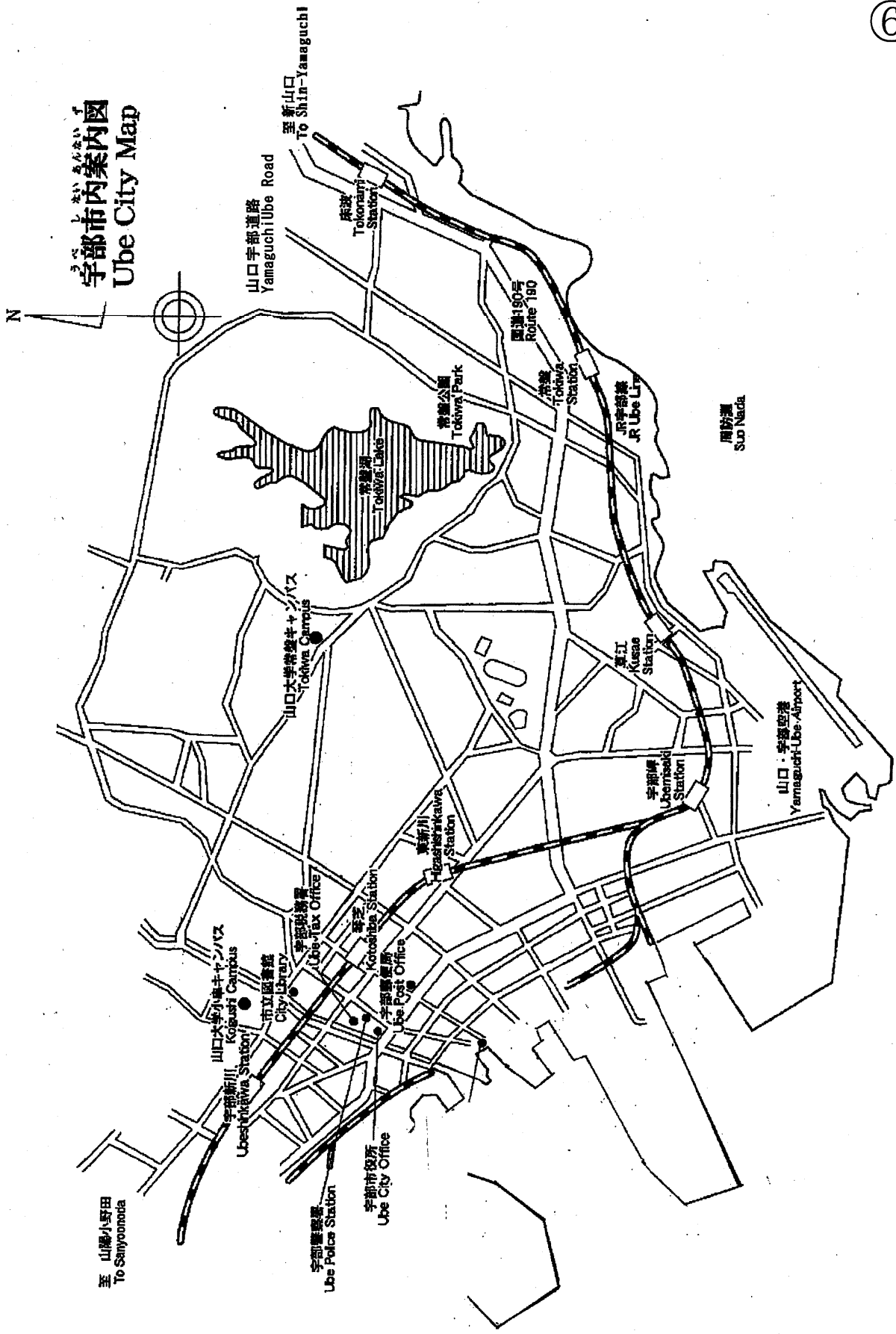


Lecture Building is abbreviated as "LB"

山口市内案内図 Yamaguchi City



宇部市案内図
Ube City Map



交通案内

新山口ー博多 34分(新幹線「のぞみ」)
 新山口ー広島 30分(新幹線「のぞみ」)
 新山口ー新大阪 2時間(新幹線「のぞみ」)
 新山口ー東京 4時間30分(新幹線「のぞみ」)
 山口宇部空港ー羽田空港 1時間45分(飛行機)

Transportation

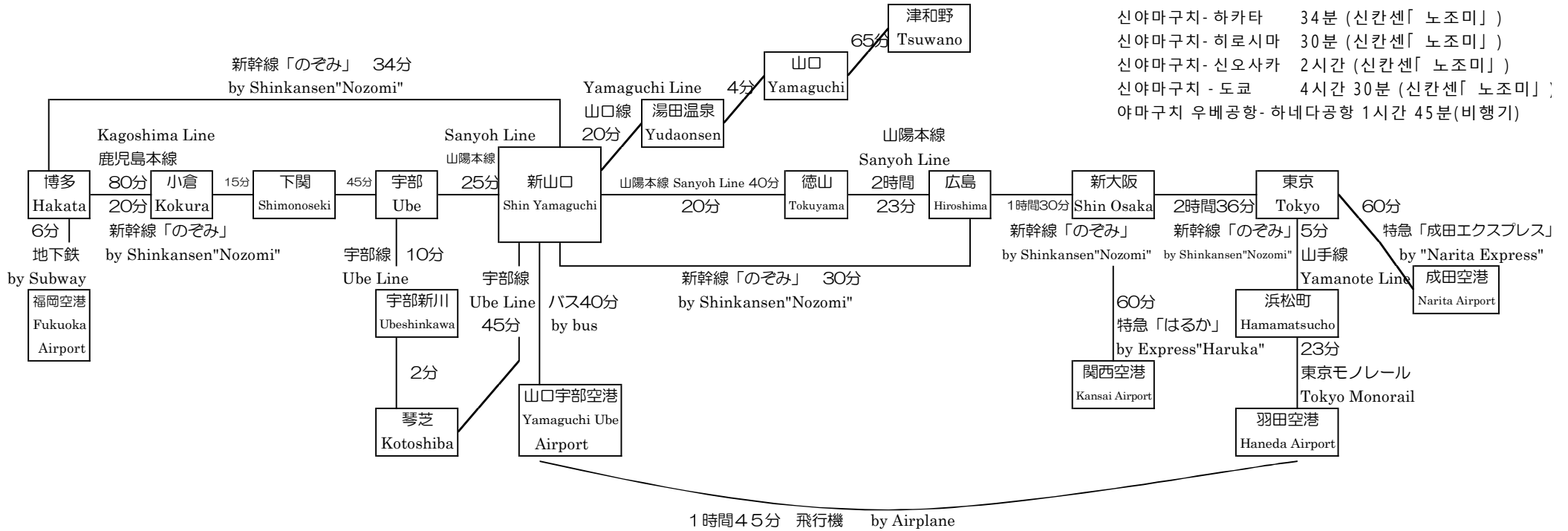
Shin Yamaguchi-Hakata : 34minutes by Shinkansen"Nozomi"
 Shin Yamaguchi-Hiroshima : 30minutes by Shinkansen"Nozomi"
 Shin Yamaguchi-Shin Osaka : 2hours by Shinkansen"Nozomi"
 Shin Yamaguchi-Tokyo : 4hours 30minutes by Shinkansen"Nozomi"
 Yamaguchi Ube Airport-Haneda Airport : 1hour45minutes by Airplane

交通指南

新山口ー博多 34分(新干线「のぞみ」)
 新山口ー広島 30分(新干线「のぞみ」)
 新山口ー新大阪 2小时(新干线「のぞみ」)
 新山口ー東京 4小时30分(新干线「のぞみ」)
 山口宇部机场ー羽田机场 1小时45分(飞机)

교통안내

신야마구치-하카타 34분(신칸센「노조미」)
 신야마구치-히로시마 30분(신칸센「노조미」)
 신야마구치-신오사카 2시간(신칸센「노조미」)
 신야마구치-도쿄 4시간 30분(신칸센「노조미」)
 야마구치 우베공항-하네다공항 1시간 45분(비행기)



ひろしまにゆうこくかん り きょくしものせきしゅつちようじょ
広島入国管理局 下関出張所



広島入国管理局 下関出張所
 下関港湾合同庁舎 3階

📍 **交通機関** JR 下関駅 徒歩10分
 ※御来庁の際は、公共の交通機関をご利用ください。



Hiroshima Regional Immigration Bureau Shimonomoseki Branch Office
 (Shimonoseki Port Legal Affairs Joint Government Bldg. 3F)

📍 **Transportation**
 10-minute walk from JR Shimonoseki Station
 ● Please use public transportation when visiting.



広島入国管理局 下関办事处
 (下关港湾政府联合办公大楼3楼)

📍 **交通** 从JR下关站步行10分钟
 ● 来局时，请使用公共交通。



ひろしま入国管理国 しものせき出張所
 (しものせき港湾合同庁舎3階)

📍 **교통기관** JR[시모노세키역], 도보10분
 ● 오실 때는 대중교통을 이용해 주십시오.

広島入国管理局周南出張所（徳山）

TEL: 0834-21-1329

(9:00-12:00, 13:00-16:00)

Hiroshima Regional Immigration Bureau

Shunan Branch Office (Tokuyama)

広島入国管理局周南办事处

히로시마입국관리국 슈난출장소(도쿠야마)

行き方：徳山駅で降りて新幹線口から出る。歩いて8分。

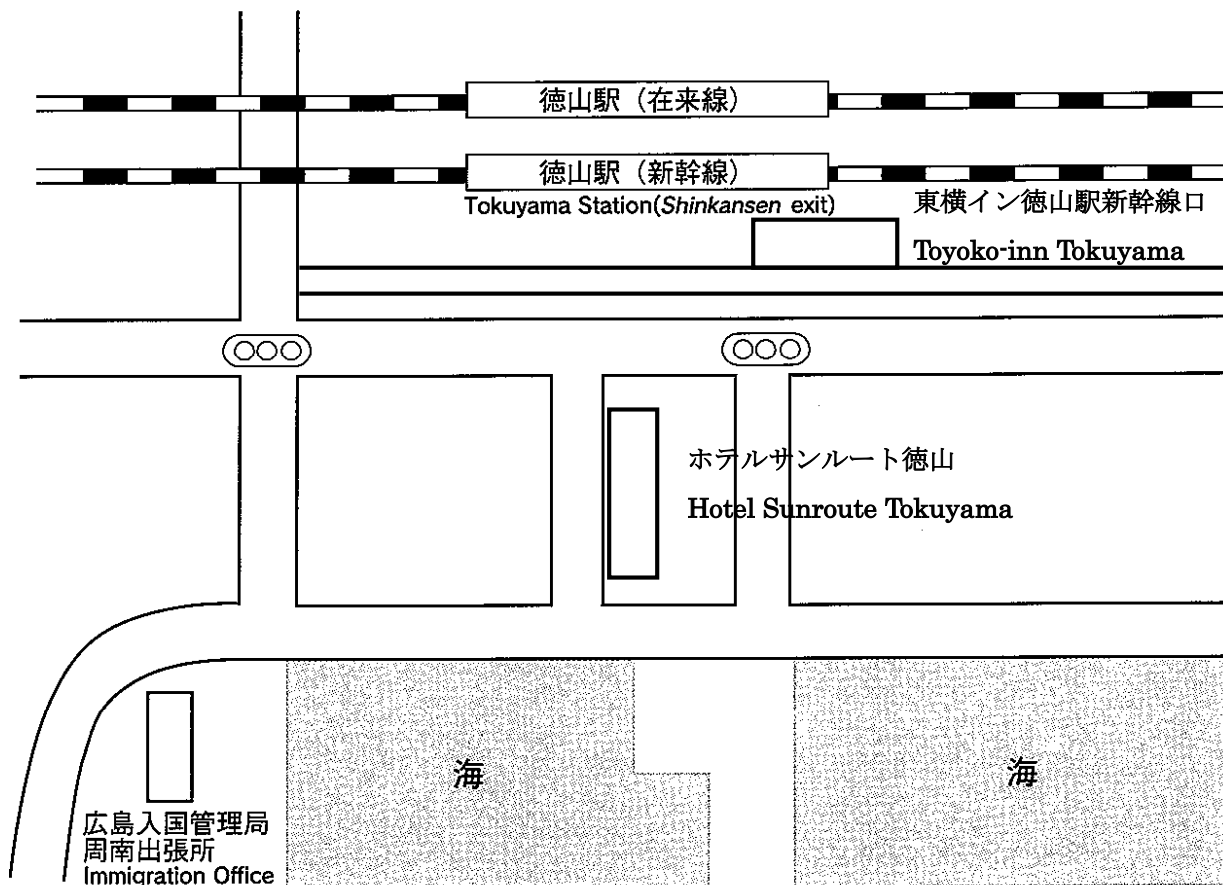
Directions:

Get off at the “Tokuyama Station.” (The *Shinkansen* exit). Walk to the Tokuyama Harbor Government Office Building. (approximately 8 minutes)

(The Immigration Office is located on the 3rd floor.)

乘车方法：在徳山站下车。从新干线口出站。步行8分钟。

찾아가는 길：도쿠야마역에서 내린다.신칸센 출구에서 나와 걸어서 8분.



記入例 SAMPLE

填写例 보기

格 外 活 動 許 可 申 請 書

APPLICATION FOR PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED

広島 入国管理局長 殿

To the Director General of Regional Immigration Bureau

出入国管理及び難民認定法第19条第2項の規定に基づき、次のとおり資格外活動の許可を申請します。

Pursuant to the provisions of Paragraph 2 of Article 19-2 of the Immigration Control and Refugee Recognition Act, I hereby apply for permission to engage in activities other than those permitted under the status of residence previously granted.

1 国籍・地域 中国・ 2 生年月日 1985 年 1 月 23 日
Nationality / Region Date of birth Year Month Day

3 氏名 李明花
Name

4 性別 男・女 5 配偶者の有無 有・無 6 職業 学生
Sex Male/Female Marital status Married / Single Occupation

7 住居地 山口市平井1677-1 ヤマダイアパート101号室
Address in Japan

電話番号 携帯電話番号 090-1234-5678
Telephone No. Cellular Phone No.

8 旅券(1)番号 G12345678 (2)有効期限 2018 年 3 月 21 日
Passport Number Date of expiration Year Month Day

9 現に有する在留資格 留学 在留期間 2年
Status of residence Period of stay

在留期間の満了日 2016 年 5 月 16 日 10 在留カード番号
Date of expiration Residence card No. Year Month Day

11 現在の在留活動の内容(学生にあっては学校名及び週間授業時間) 山口大学 ○○時間
Present activity (for student: name of school, lesson hours per week)

12 他に従事しようとする活動の内容 Other activity to engage in

(1)職務の内容 □ 翻訳・通訳 □ 語学教師 □ その他()
Type of activity Translation / Interpretation Language teaching Others

(2)雇用契約期間 (3)週間稼働時間
Term of employment contract Working hours per week

(4)報酬 アルバイト先が決まっていなければ、書かなくて良いです。
Salary

13 勤務先 Place of If you do not have a part-time job as of yet, you do not have to fill in this section.

(1)名称 如还没有定下打工的地方，可以不填。
Name 아직 아르바이트를 정하지 않으면 안 써도 됩니다.

(2)所在地 Telephone No.
Address

(3)業種 □ 製造 □ 商業 □ 教育 □ その他
Type of business Manufacturing Commerce Education Others

14 法定代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)

(1)氏名 (2)本人との関係
Name Relationship with the applicant

(3)住所
Address

電話番号 携帯電話番号
Telephone No. Cellular Phone No.

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.
申請人(法定代理人)の署名/申請書作成年月日 Signature of the applicant (legal representative) / Date of filling in this form

李明花 年 月 日
Year Month Day

注 意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が訂正し、署名すること。
Attention In cases where descriptions have changed in this application form up until submission, the applicant (legal representative) should correct and sign.

必ず署名をしてください。 Do not write the date. 日付は記入しないでください。
Do not forget to sign here. Please do not fill in the date.

※ 取次者 Agent of (1)氏名 住所
Name Address

(3)所属機関等 Organization to which the agent belongs 電話番号 Telephone No.

一時出国届

Application for Temporal Absence from Japan

年 月 日
year month day届出者署名
Signature _____

下記のとおり一時出国します。

I will leave Japan temporarily as follows.

氏名 Name (print)	
国籍 Nationality	
出国先の国名 Destination	
出国先の連絡先 & Phone Number	TEL
期間 Period of Absence	年 月 日～ 年 月 日 year month day year month day
目的 Purposes	

上記のとおり一時出国届を確認しました。

I accepted the application submitted by the person above, a student under my supervision.

指導教員 _____ 印
Advisor's Name (print)

注) 1. 出発の10日前までに所属学部・研究科の留学生担当係に提出してください。

2. 出国期間が1か月以上の場合は、日本に戻ってから帰国後1か月を目途に「健康状況申告書」を保健管理センターに提出して下さい。

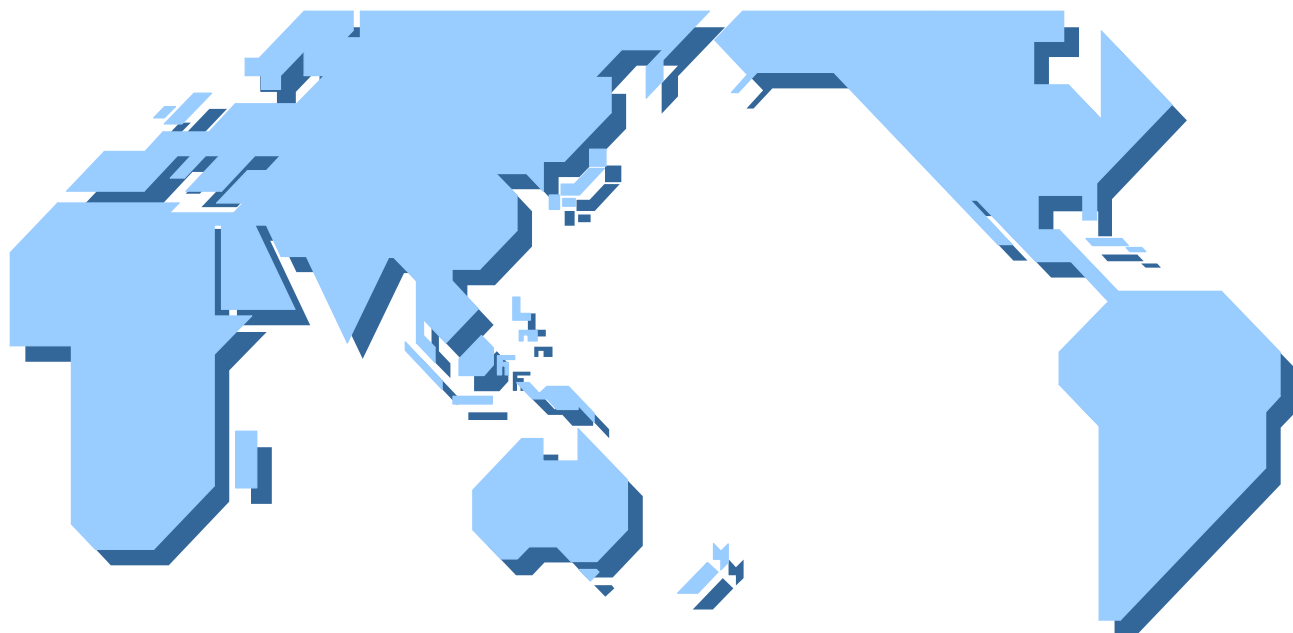
Note:

1. Submit this form to the International Student Office at your faculty 10 days at least before departure.
2. If you stay abroad over one month, you must submit the Health Declaration Form to the Health Administration Center one month after returning to Japan.

個人情報について

この申請書に記入された個人情報は、外国人留学生の一時出国について把握するために使用するものであり、これによって得た個人情報を、独立行政法人等の保有する個人情報の保護に関する法律第9条に規定されている場合を除き、届出者本人の同意を得ることなく他の目的で使用又は第三者に提供することはありません。

The information that appears in this form will be used solely for those international students who are taking a leave of absence from the university to be elsewhere abroad. It will never be used for any other purpose or offered to a third party except on occasions stipulated in Article 9, Private Information Protection Law.



外国人留学生ガイドブック

GUIDEBOOK FOR INTERNATIONAL STUDENTS

〒753-8511 山口市吉田1677-1

TEL:083-933-5982 FAX:083-933-5040

E-mail:ga142@yamaguchi-u.ac.jp

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

