

外国人留学生の手引き 2024.4

GUIDEBOOK
for
INTERNATIONAL STUDENTS



京都工芸繊維大学 国際課
INTERNATIONAL AFFAIRS OFFICE
KYOTO INSTITUTE OF TECHNOLOGY

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Quick Reference to Application Procedures

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Introduction

Welcome to Kyoto Institute of Technology (KIT). In coming to Japan to study and/or conduct research at this university, you are likely to encounter unfamiliar social systems and bureaucracy. We have compiled this guidebook to provide you with basic information essential to living and studying in Japan. If you would like further information about anything in this guidebook, or if you have questions about studying and/or living in Japan, please feel free to visit **Student Exchange Services, the International Affairs Office on the 3rd floor of Building 3**. You can also reach us by phone at: **075-724-7131** during business hours (9 a.m. to noon, 1 p.m. to 5 p.m.), or by email at: **ses@jim.kit.ac.jp** After hours contact: the KIT International Student (24-hour) Helpline 0120-119-075 (After the Japanese introduction, press 1 for English and Japanese or 2 for Chinese.) We hope you excel at your studies and research, have rewarding experiences in Kyoto, and enjoy your time here.



1. Procedures

A. On-Campus Procedures

Course Registration and Credits

Undergraduate and graduate programs are overseen by the Educational Affairs Office. For details, please refer to your Course Outline. If you have any questions on course registration and/or credits, please consult the Educational Affairs Office (Center Hall, 1F).

Enrollment Procedure See the Educational Affairs Office website for more details.

Spring semester	Fall semester	
Early April	Late September	Course registration (online) https://www.gakumu.kit.ac.jp/AttendCourse/
Late April	Mid-October	Confirmation period of course registration (online)
Early May	Late October	Course withdrawal period (undergraduate students and master's course students only)
Mid- May	Early November	Reconfirmation period of course registration (online)
Late July to Early August	Late January~ Early February	Final examinations
Early September to Mid-September	Late February~ Early March	Grade reports issued

Note that some of our general education courses are open to students at Kyoto University, Kyoto Prefectural University of Medicine and KIT. As capacity is limited, students will be selected by lottery. The lottery is automatically conducted by the online class registration system and results are available online at the time of course registration confirmation.

Notification of Changes

1. Change of Guarantor

If you change guarantors (the person who signed your pledge), be sure to notify the Educational Affairs Office (Center Hall 1F) and the International Affairs Office immediately.

2. Change of Address

Your address in Japan is essential to all your official paperwork. If you change your address, be sure to notify the International Affairs Office.

This can also be done using the Student Information Portal:

<https://portal.student.kit.ac.jp/ead/>



Go to your “My page” and select the

→学籍データ・通学登録確認と変更 student/commuter Registration Change Form

Refer to “Changing your Place of Residence in Japan” on page 31 for more information.

Certificate Issue

1. Degree Student ID Card (*Gakuseisho*) / Non-Degree Student ID Card (*Mibun-shomeisho*)

Degree Student ID Cards are issued to undergraduate/graduate students. Non-Degree Student ID Cards are issued to research students, special auditing students, international exchange students, special research students, and specially-accepted students. Students are required to carry the ID at all times as it must be shown when taking exams and when using university facilities such as the University Library, the Health Care Service Center, and the Museum and Archives. (ID cards are issued by **the Educational Affairs Office**, Center Hall, 1F)

2. Commuting Certificates for Obtaining Discounted Student Commuter Passes (*Tsugaku Shomeisho*) (degree students only)

To purchase a discounted student commuter pass (*Teiki Jyosha-ken*), submit an application form (available at most train stations) and show your Student ID Card and a Commuting Certificate (*Tsugaku Teiki Joshaken Konyu Sho* or *Tsugaku Shomeisho*) at the window of a major train station. You will get your first Commuting Certificate (*Tsugaku Teiki Joshaken Konyu Sho*) when you enroll at KIT. To get a new Commuting Certificate (*Tsugaku Shomeisho*), use the Automatic Certificate Dispenser (*Shomeisyo Jidohakkou-ki*) in front of the Educational Affairs Office.

If you have any questions on Commuting Certificates, consult the Student Support and Community Outreach Office. (Bld.3, 1F, Room N107).

3. Certificates for Discount Travel Tickets for Students (*Gakuwari*) (degree students only)

Students who will travel 100 km or more by Japan Railway (JR) or Kintetsu Railway can purchase tickets at a discount of 20% by showing their student ID and submitting a Student Discount Certificate. The Certificate for Student Discount Tickets can be obtained at the Automatic Certificate Dispenser in front of the Educational Affairs Office.

4. Certificate of Scholarship (*Shogakukin Jukyu-Shomeisho*)

This certificate can be obtained at **the International Affairs Office**. It may be required for an extension of residence status, passport validity extension or when bringing family members to Japan.

Name of Certificate	Days Required	
	Japanese	English
Certificate of Monbukagakusho (MEXT) Scholarship	1 week	
Certificate of Honors Scholarship for Privately Financed International Students (JASSO)		

5. Certificates of Academic Status

Degree students can obtain the above certificates in Japanese at the Automatic Certificate Dispenser (*Shomeisho Jidohakko-ki*) in front of the Educational Affairs Office.

For non-standard certificates required in English and certificates for non-degree students, apply at **the International Affairs Office** (Bld. 3). Please refer to the chart on the next page to see how long it takes for each certificate to be issued.

*Please note that the number of days required for the issuance of certificates may vary.

Approximately 1 to 2 weeks is required for all certificates, but this varies. Allow for extra time when demand is especially high: at the end of the year and at the end of semesters.

(Undergraduate)

Types of Certificates		Methods and Time Required for Issue of Certificates
University Transcript (Japanese)		Machine dispensed within the day (7 to 10 days) (non-degree students must apply at the counter)
University Transcript (English)		Machine dispensed within the day (7 to 10 days) (non-degree students must apply at the counter)
Declaration of Research Topic Certificate (Japanese / English)	Research Students only	7 to 10 days
Certificate of Enrollment (Japanese)		Machine dispensed within the day (7 to 10 days) (non-degree students must apply at the counter)
Certificate of Enrollment (English)		Machine dispensed within the day (7 to 10 days) (non-degree students must apply at the counter)
Anticipated Graduation Certificate (Japanese)		Machine dispensed within the day
Anticipated Graduation Certificate (English)		Machine dispensed within the day
Other Certificates (special certificates and formats)		1 to 2 weeks depending on the certificate and issue history (please ask)
Certificate of Health (Japanese)		Machine dispensed within the day
Commuting Certificate (Japanese)	Degree Students only	Machine dispensed within the day
Certificate of Discount Travel Tickets for Students (Japanese)	Degree Students only	Machine dispensed within the day

(Graduate)

Types of Certificates		Methods and Time Required for Issue of Certificates
University Transcript (Japanese)		Machine dispensed within the day (7 to 10 days) (non-degree students must apply at the counter)
University Transcript (English)		Machine dispensed within the day (7 to 10 days) (non-degree students must apply at the counter)
Declaration of Research Topic Certificate (Japanese / English)	Research Students only	7 to 10 days
Certificate of Enrollment (Japanese)		Machine dispensed within the day (7 to 10 days) (non-degree students must apply at the counter)
Certificate of Enrollment (English)		Machine dispensed within the day (7 to 10 days) (non-degree students must apply at the counter)
Anticipated Completion Certificate (Japanese)		Machine dispensed within the day
Anticipated Completion Certificate (English)		Machine dispensed within the day
Other Certificates (special certificates and formats)		1~2 weeks depending on the certificate and issue history (please ask)
Certificate of Health (Japanese)		Machine dispensed within the day
Commuting Certificate (Japanese)	Degree Students only	Machine dispensed within the day
Certificate of Discount Travel Tickets for Students (Japanese)	Degree Students only	Machine dispensed within the day

**Personal Accident Insurance for Students Pursuing Education and Research (*Gakkensai*)
Liability Insurance coupled with “*Gakkensai*” (*Gakkenbai*)
(MANDATORY)**

This insurance covers students for serious accidents or injuries sustained during academic or extracurricular activities on campus.

Everyone must purchase this insurance.

• Coverage is limited. Read the policy details carefully.

Persons not covered by this insurance policy may not be able to participate in the International Affairs Office excursions or receive other KIT International Affairs Office services.

Students commuting to KIT are also required to purchase additional bicycle insurance. The “Liability Insurance coupled with *Gakkesai* (*Gakkenbai*)” insurance policy does not include the bicycle accident liability insurance required by Kyoto city and prefectural government regulations, but the “Comprehensive Insurance for Students Lives coupled with *Gakkensai* for International Students (*Futai Gakusei Seikatsu Sougou*)” insurance policy does.

Tuition Waivers (Degree students only)

Students with an outstanding academic record who are in need of financial aid, may apply for a tuition waiver. Apply at the Student Support and Community Outreach Office, if interested. You must apply at the beginning of **each semester** (first/spring and second/fall).

For details, please contact the Student Support and Community Outreach Office Financial Support: TEL 075-724-7143.

Tuition waiver: https://www.kit.ac.jp/en/prospective_student/life_fer



Scholarships

We post scholarship application information whenever it becomes available. Please regularly check the International Affairs Office bulletin boards and KIT website.

https://www.kit.ac.jp/en/prospective_student/scholarships/



There are many scholarships you can apply for independently (without university assistance).

Please see the Japan Student Services Organization (JASSO) website at

https://www.jasso.go.jp/en/study_j/scholarships/brochure.html

B. Off-Campus Procedures (At the City/Ward Office) (Only available to KIT students enrolled for more than 3 months)

Residence Registration

1. Notifying of your address

If you received a residence card at a port of entry, visit your local city/ward office with your residence card to notify the Ministry of Justice within 14 days of moving to a fixed address.

Note: This includes persons who hold a “Residence Card pending” certificate. Such persons should present their passport when registering their address

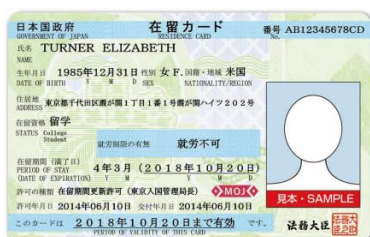
New International Students are required to register their address at their local city/ward office and bring their residence cards with their address on the reverse side to the International Affairs Office.

2. Moving to a new residence

If you have changed your place of residence you are asked to bring your residence card to the local city/ward office of your new residence to notify the Ministry of Justice of the new address within 14 days of moving to the new residence. After doing this you should bring your residence card, with your new address written on the reverse side, to the International Affairs Office.

(Sample)

front



back



New Government Security and Tax Number System

To improve the efficiency and transparency of the social security and tax systems, the Japanese government began assigning twelve-digit personal numbers to Certificate of Residence holders. All citizens and non-citizens living in Japan over three months receive “My Number” document. City, ward and regional government offices mail this document to all persons with a registered address. This document is proof of your “My Number” for tax, social security and disaster countermeasure purposes. **Be certain to keep it safe.** This number will only be reissued if it has been leaked or misused.

For details, please refer to the websites below.

<https://www.digital.go.jp/policies/mynumber/>



National Health Insurance (Kokumin-Kenko-Hoken) National Pension Scheme (Kokumin-Nenkin)

National Health Insurance

A sudden illness or injury can affect anyone. Don't allow expensive medical fees to prevent you from receiving medical care. Japanese National Health Insurance (NHI) will reduce your individual medical costs by 70%. With this insurance, the insured can receive reimbursements for medical charges and will only pay 30 % of medical expenses. You can take advantage of the NHI by paying a monthly premium. When going to a clinic or hospital, present your insurance card at the reception desk before treatment. Remember to take your NHI card on domestic trips as it is valid throughout Japan. Renting/borrowing/selling and buying an NHI card are strictly prohibited by law. Persons who break this law are punished.

1. Formalities

You can take out an NHI policy at your local Ward Office after obtaining your Residence Card.

2. Required Documents

- Passport
- Residence Card



(Sample)

3. Insurance Premiums

If your income in the previous year was less than a certain amount, then you are eligible for a 70 % discount on your insurance premiums. In this case, the premium will amount to only about ¥1,600 a month. You can apply for this premium reduction at your local ward office.

- Be aware that overdue health insurance payments will be fined accordingly.
- Insurance premiums may increase with increases in income.

4. Methods of Payment

- Automatic withdrawal from a bank or post office account (application necessary)
- Paying directly (with a payment slip) at a bank, city/ward office or a convenience store.

5. Reimbursement of High-cost Medical Fees

When the payment of medical fees in a given month exceeds a specific amount, the difference will be reimbursed by the National Health Insurance program at the city/ward office. Kyoto City residents will receive information on procedures from the ward office a few months after receiving treatment. Subscribers must save the receipts from their medical care provider until they can be taken to the city/ward office. Details are given in The National Health Insurance Guidebook in Japanese, Chinese, English and Korean.

6. Premium Calculations for the Next Fiscal Year

Sometime between January and March of each year, a Proof of Earnings form (*Jinendo-yo Shotoku Shoumei*) is sent, to all subscribers to determine the premium for the next fiscal year. If you (the subscriber) neglect to fill out and return the form by the deadline, you will become ineligible for the international student discount and your premium will increase. Those who forget to return the Proof of Earnings form must go to the city/ward office with their NHI card for adjustments.

7. Change of Address

Subscribers who move to a different ward within Kyoto must submit their old NHI card to their new ward office within 14 days of moving and receive a new card at the new location. Before moving to Kyoto from other cities, clear the NHI balance at your former ward office and purchase NHI at your new Kyoto ward office.

8. Treatment not covered by the NHI

- Normal pregnancy and delivery
- Abortion for economic reasons
- Cosmetic surgery, medical examinations, vaccinations, orthodontics, etc.
- Injury or illness from fights, illegal acts or attempted illegal acts

National Pension Scheme

Everyone over 20 years old, including foreign nationals, must join the National Pension Scheme (*Kokumin-Nenkin*) and pay insurance premiums. This will enable you to receive a pension if you become disabled. If you wish to be exempt from this scheme for the period of your stay in Japan, go to the Insurance and Pension Division of the Sakyo Ward Office (*Sakyo kuyakusho hoken nenkin ka*) and apply for exemption after applying to join the National Pension Scheme. You will receive an invoice (bill) from the pension office within a month from applying, but if you have applied for exemption, it is not necessary for you to pay. Please just keep the invoice until you receive notification that your exemption has been approved. You will need to reapply for this student exemption every year you are in Japan.

C. Off-Campus Procedures (At the Immigration Services Agency)

Changing Residence Status

Having status of residence other than "Student"

International Students who have been admitted to KIT can obtain "Student" residence status. To obtain this status, request a complete set of the necessary documents listed below from the International Affairs Office, and apply for a change of status at the Immigration Services Agency.

Note that only those who have "Student" residence status are eligible to receive services for international students at KIT.

The following documents are necessary for "Student" resident status.

- Application for Change of Status of Residence (to be filled out by the applicant) (available at the International Affairs Office)
- Application for Change of Status of Residence (to be filled out by the organization, in this case, KIT) (Request this at the International Affairs Office.)
- A Photocopy of your KIT-issue Admission Letter (or an original Certificate of Enrollment)
- Declaration of Research Topic Certificate (Research students and exchange students only)
- ID Photo (must be 3 cm × 4 cm)
- A photocopy of your passport (personal information pages)
- Residence Card
- 4,000 yen Revenue Stamp (available at any post office)

You may be requested to submit additional documents.

*Bank Account Holders: Whenever you go to a ward office to update your residence card, take your updated residence card and your bank passbook or cash card (if you do not have a passbook) with you to show officials your bank branch.

Working in Japan after graduation/completion

You must change your status of residence to "Technology/Humanities/International Affairs" or a similar status by the day you start working. You will need to submit the necessary documents issued by your employer. Be sure to consult your employer first. In addition, the Immigration and Residence Office may be busy in March and it may take some time to complete the procedures, so be aware that preparation and action needs to begin well in advance of the deadline.

Working in Japan after graduation/completion when there is a gap between graduation and working

If you have graduated from KIT and have been offered a job at a company, but have time to find a job, you can stay in Japan until you find a job by changing your status of residence to "Specific activities." You must have the necessary documents issued by the company you are employed by. Please consult them first.

Seeking employment in Japan after graduation/completion

You must change your status of residence to "Specific activities." Please consult with the International Affairs Office at least three months before graduation or the expiry date of your status of residence.

Visa Extensions

Extending your residence status while still in KIT

"Student" residence status allows you to stay in Japan for a period specified by the Minister of Justice within a period not to exceed 4 years and 3 months). You can receive an extension by completing the necessary procedures at the Immigration Services Agency. Immigration authorities will not accept your application without the seal of the Director of the KIT International Affairs Office. Be sure to begin procedures at the International Affairs Office between 3 to 1 (at least) months before your visa expires. Applications are accepted from 3 months to 10 days before the expiration of your current authorized period of stay. A valid visa is essential. Be certain to apply well in advance of your visa expiration date.

* Residence cards are not issued to persons on 3-month visas.

Required Documents (At the Immigration Services Agency)

- Application for Extension of Period of Stay (to be filled out by the applicant) (available at the International Affairs Office)
- Application for Extension of Period of Stay (to be filled out by institutions) (International students must apply for this document at the International Affairs Office)
- Certificate of Enrollment
- Declaration of Research Topic Certificate (Research students and exchange students only)
- University Transcript
- A photocopy of the personal details pages of your passport
- Residence Card
- 4,000 yen Revenue Stamp (available at any post office)

You may be requested to submit additional documents.

If you have "Student" residence status which you acquired to attend a Japanese language school or other university, you must report your school enrollment change to an Immigration Services Office and request they change your "organization of affiliation." **After your new residence card is issued, bring it to the International Affairs Office to be copied.** Remaining in Japan beyond the expiration date of your visa without applying for an extension or change of visa status is **illegal**. You may **be arrested, prosecuted and deported**. Be very aware of your visa expiration date and take necessary action, well before the approach of the expiration date and deadlines.

*Bank Account Holders: Whenever you go to a ward office to update your residence card, take your updated residence card and your bank passbook or cash card (if you do not have a passbook) with you to show officials your bank branch.

Continuing your education in Japan after graduation/completion

If you will continue your studies at KIT ... consult the International Affairs Office.

If you are entering a different university... consult the institution of higher education you will attend.

Continuing your education in Japan after graduation/completion when there will be a gap between graduation and enrollment

If you have been accepted to a postgraduate course after graduating from KIT, but have time left before enrolment, you can extend your stay in Japan until enrollment by changing your residence status to that of "Specific activities."

If you will continue your studies at KIT ... consult the International Affairs Office.

If you are going on to a different university... consult the institution of higher education you will attend.

Carry Your Residence Card with You at ALL Times

While staying in Japan, you must always have your Residence Card with you. Persons who have Resident Cards on their person at all times are not required to carry their passport. Be aware that even if you have your passport with you, you must still carry your Residence Card.

The Re-entry Permit System

Foreign nationals in possession of a valid passport and residence card who will be reentering Japan to continue their activities within 1 year of their departure will, in principle, not be required to apply for a re-entry permit. (This is known as the “special re-entry permit system.”)

- 1-You must have your Residence Card with you when you depart from Japan.
- 2-You will also need to check the box on the departure form that indicates you are leaving under the Special Re-entry Permit System on an ED card for Special Re-entry Permit.
- 3-You must show your ED card to Immigration officials and tell them you have a Special Re-entry Permit.

Please refer to the following website:

<https://www.moj.go.jp/isa/content/930002122.pdf>



Foreign nationals who have departed from Japan under this special re-entry permit system will not be able to extend that permission while abroad. Please note that such foreign nationals will also lose their residence status if they fail to re-enter Japan within 1 year of their departure.

- The special re-entry permit system also applies to those in possession of an alien registration certificate equivalent to a residence card or a passport stamped, “A residence card is to be issued at a later date.”
- If your period of stay will expire less than 1 year from your departure, please ensure that you re-enter Japan before the expiration of your period of stay.

Notification of the Accepting Organization

Foreign students who are mid- to long-term residents staying in Japan with "Student" residence status are requested to notify the Minister of Justice within 14 days of any graduation, withdrawal, transfer, etc.

1. Necessary documents

- Notification form
- Your current residence card (If you submit the notification form by postal mail, please enclose a copy of the residence card.)

2. Document submission

In person: Locate the Immigration Services Agency for your area and take the notification form and your residence card there.

By postal mail: Please send the notification form, and a copy of your residence card, to the notification acceptance desk of the residency management information department at the Tokyo Regional Immigration Services Agency. Please write "Notification Form Enclosed" in red letters on the front of the envelope.

(Mailing address)

Notification Reception

Resident Management Information Department

Tokyo Regional Immigration Services Bureau

14F Yotsuya Tower, 1-6-1 Yotsuya, Shinjuku-Ku, Tokyo, 160-0004

Online: access the Immigration Services Agency e-Notification System and register as a user before using the system.

For details, please refer to this Immigration Services Agency of Japan website:

https://www.isa.go.jp/en/applications/procedures/nyuukokukanri10_00014.html



Bringing Your Family to Japan

If you wish to live with your family, it is recommended that you have your family come after you have become accustomed to life in Japan and have found a place for them to live.

Family visits of more than 90 days:

Your family members have to obtain a “Dependent” status visa before entering Japan. To obtain this visa, it is necessary to prove your financial stability and ability to support your family. At the Immigration Services Agency in Japan you can apply for a Certificate of Eligibility on behalf of your family. It may take several months (depending on the number of applicants and other factors) for the Certificate of Eligibility to be issued. Receive a Certificate of Eligibility for each family member and send it to them. Each family member should then take the Certificate of Eligibility, along with other necessary documents, to the Japanese Embassy/Consulate General in their country to apply for a “Dependent” status visa. The documents required will vary from country to country. Please inquire at the Japanese Embassy/Consulate in your country.

Required documents for the Certificate of Eligibility:

- Application Form for Certificate of Eligibility (available at the Immigration Services Agency)
- Photograph (4 cm x 3 cm) of each applicant (family member)
- Photocopy of each applicant’s (family member’s) passport
- Original/official copies of certificates such as marriage licenses, birth certificates and family registers, that indicate the relationship between the student and each applicant (family member)
- A photocopy of student’s passport and residence card
- Student’s Residence Certificate (*Jumin-hyo*) (available at the ward office, for a fee)
- Student’s Certificate of Enrollment
- Documents that prove a student’s capacity to support his/her family; one of the following:
 - Certificate of Bank Balance (*Yokin Zandaka Shomeisyo* or comparable document)
 - Certificate of Scholarship Receipt (*Syogakukin Jyukyu Shomeisyo*)(see page 8)

You may be requested to submit additional documents.

Documents in foreign languages must be accompanied by translations in Japanese.

Family visits of less than 90 days:

In this case, your family should obtain a “Temporary Visit (*Tanki Taizai*)” status visa to enter Japan. Applications are accepted at the Japanese Embassy/Consulate General in your home country. Application documents vary from country to country. Please contact your Japanese Embassy/Consulate General for details.

You may be required to send a certificate of scholarship or documents proving your ability to financially support yourself and visiting family during their stay in Japan.

Permission for Restricted Activities and Part-time Jobs

International students in Japan on "Student" visas are NOT authorized to work. In order to work part-time, you must obtain permission (*Shikakugai Katsudo Kyoka*) at the Immigration Services Agency. If you wish to work part-time, obtain approval from your supervisor and go to the Immigration Services Agency to apply. Total working hours must not be more than 28 hours/week. Teaching assistants (TA) and research assistants (RA) at KIT are not required to apply for this permission.

Limitations on part-time jobs for international students:

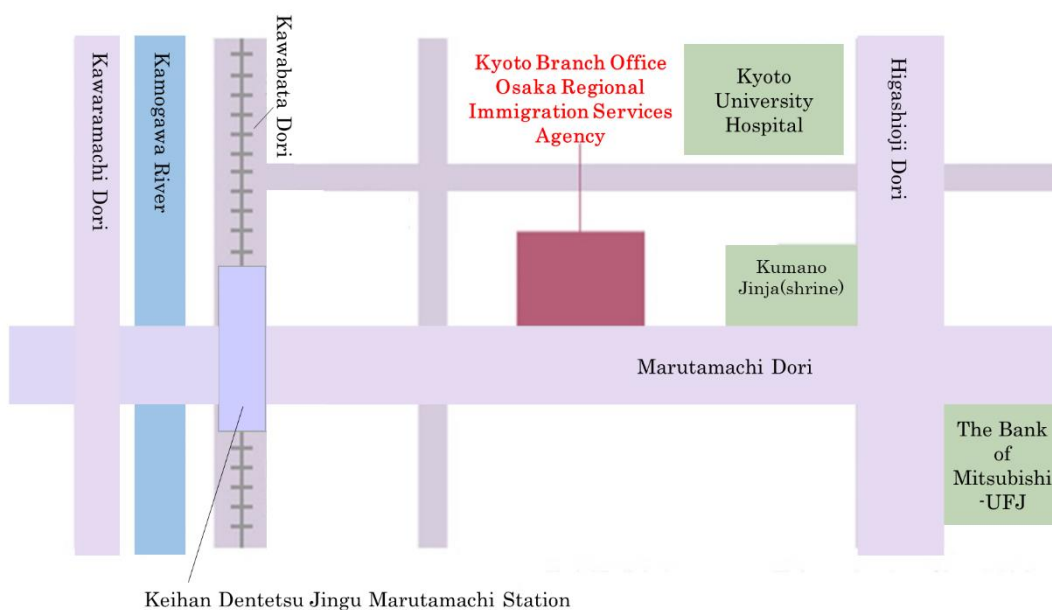
During term breaks, Winter vacation, and Spring vacation	Students must not work more than 8 hours a day, (40 hours a week)
During term	Students must not work more than 28 hours a week

Part-time jobs must not be undertaken at service establishments that operate entertainment or amusement businesses, sex-related businesses, or businesses that erode the moral values of students. You will not be given permission for part-time work in these categories. Those who work without permission or disregard the limitations above will be **punished or deported.**

Osaka Regional Immigration Services Agency, Kyoto Branch Office

Kyoto Dai-ni Chiho Godo Chosha 4F
34-12 Higashi-Marutamachi, Marutamachi
Kawabata Higashi, Sakyo-ku, Kyoto City

Tel: 075-752-5997
Business Hours: 9 a.m. to noon, 1 p.m. to 4 p.m.
Monday through Friday
(Except national holidays)



2. Campus Life

A. Facilities on Campus

Bulletin Boards

Important notices and information for international students are generally posted on the International Affairs Office bulletin boards. Come to the third floor of Building 3 to see information about tuition waivers, applications for scholarships, applications for accommodations, and other information on events for international students. Notifications are only posted in Japanese as a rule. Regularly check the bulletin boards for important information.

Academic notices and information, such as lecture schedule changes, examination times and locations are posted on the Educational Affairs Office website, Information Portal (*gakusei joho po-taru*) (https://www.gakumu.kit.ac.jp/ead/ead_portal/). Please check it daily, and stay up to date.



University Library

The library is a source of reference materials, books, newspapers and magazine articles that you will need to compile for your reports and graduation theses. Feel free to avail yourself of these resources. Students can enter the library with a Student ID Card. Refer to the "Library Guide" or the "Library Bulletin Board" for details regarding the use of the library. The librarians are also available to answer questions (in Japanese).

Library Operating Hours:

Weekdays: 9:00 a.m. to 8:45 p.m.

Saturdays: 10:00 a.m. to 5:00 p.m.

During term breaks:

Weekdays: 9:00 a.m. to 5:00 p.m.

Saturdays: Closed

WEB : <https://www.lib.kit.ac.jp/guide/eguide.html>

The library is closed on the following days:

Sundays, National Holidays

New Year's holiday (from Dec. 28 to Jan. 3)

Note: Any changes in library hours or days will be posted in advance on the library bulletin board.



International Communication Room

International students are welcome to use the International Communication Room (open weekdays 9 a.m. to 5 p.m.) on the 3rd floor of Building 3.

The International Communication Room is closed on Saturdays, Sundays, national holidays and from Dec. 29 to Jan. 3.

The key can be borrowed from the International Affairs Office. Please bring your student ID card.

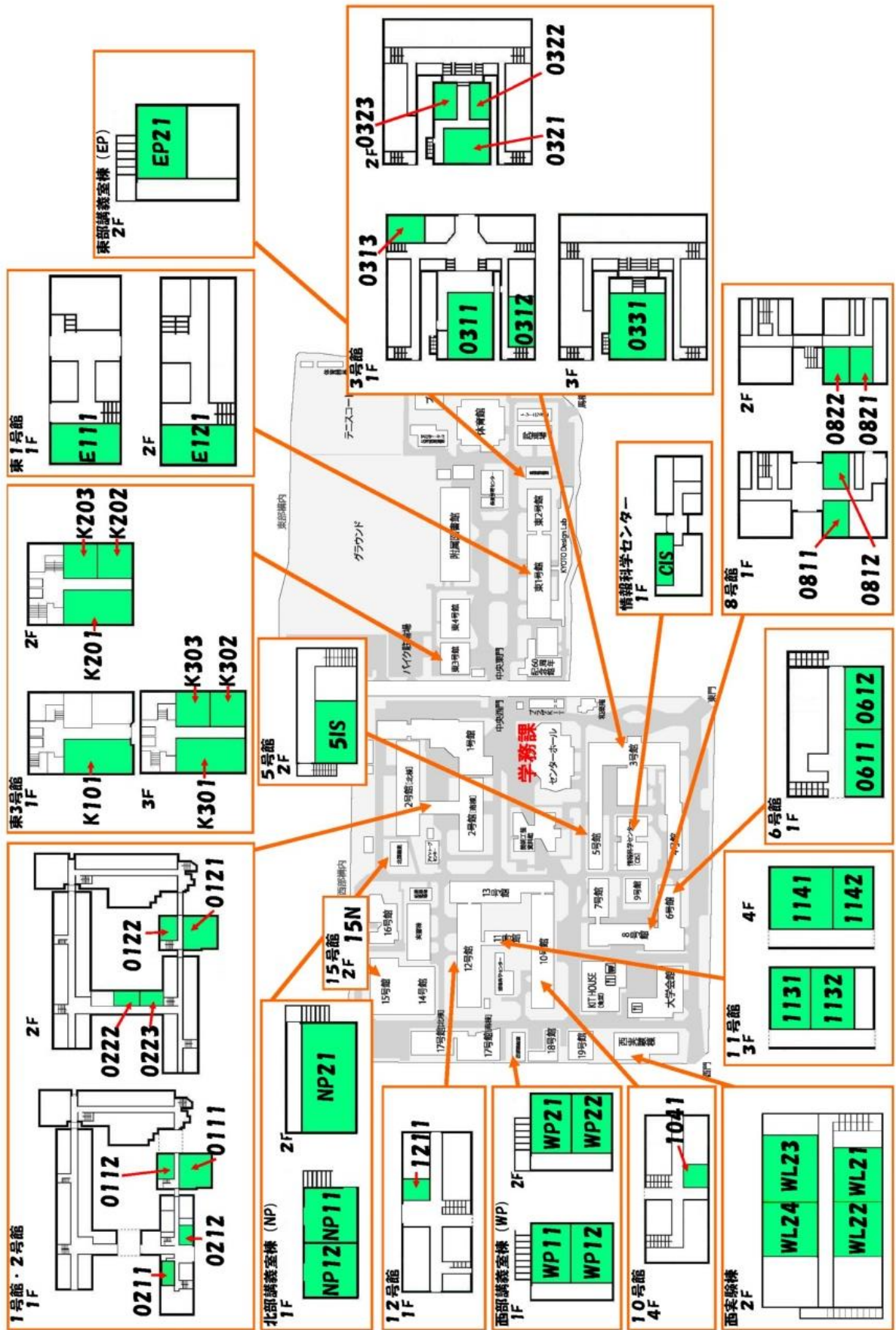
Other Campus Facilities

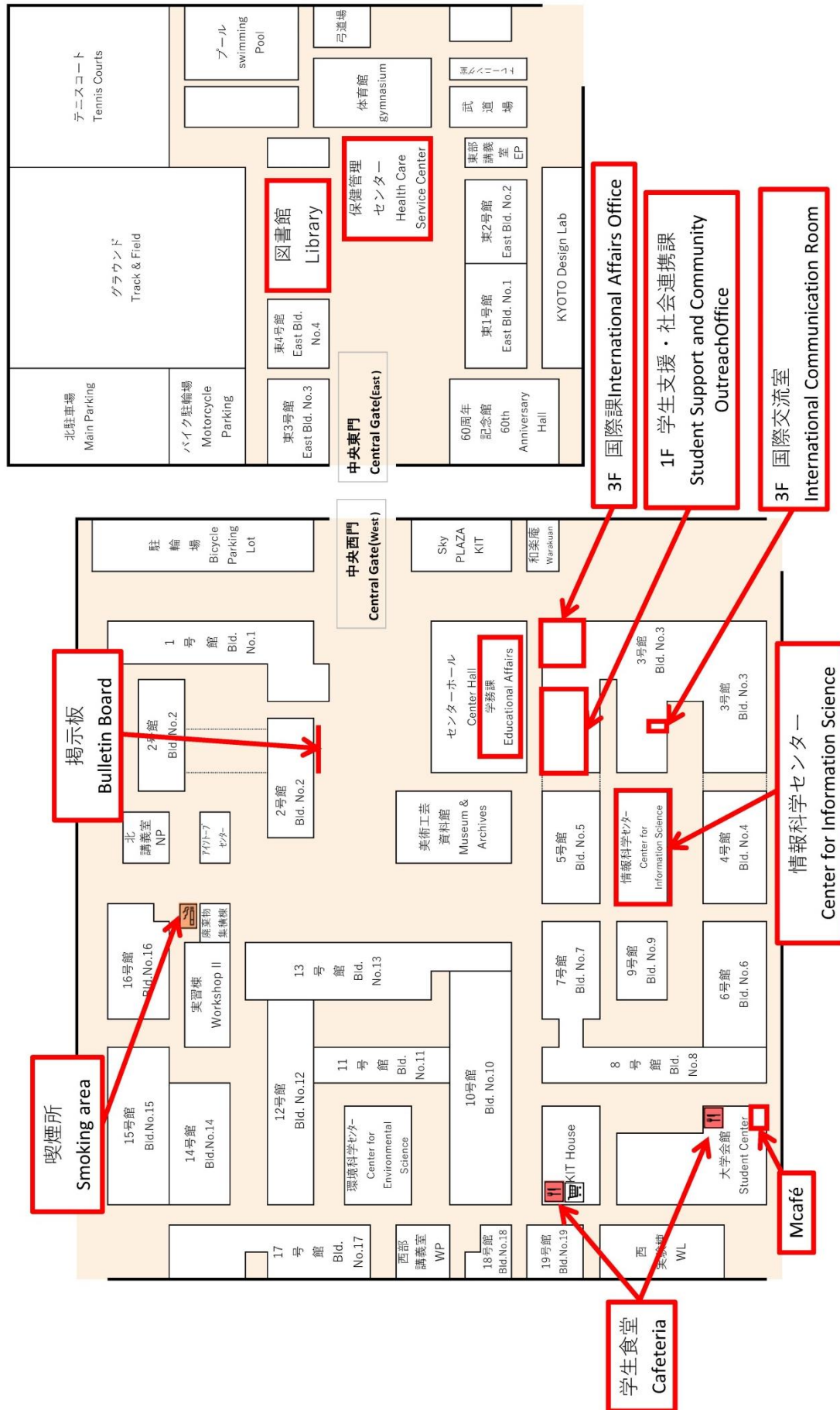
The following facilities are available for your convenience.

- Cafeteria [Ortus] (lunch and dining area for persons with box lunches)
 - Cafeteria [Ars] (lunch, fried foods)
 - Cafeteria [Veritas] (lunch, rice omelet)
 - KIT Shop - Retail Section
(for design, lab, and drawing supplies; stationary, and typical convenience store items)
 - KIT Shop - Food Section
(beverages, yogurt, packaged lunches, snack foods, sweets, etc.)
 - Service Counter (domestic and overseas travel, concert and event tickets, etc.)
- For updated information, see: https://www.kit.ac.jp/campus_index/life_fee/store/ (Japanese only)



If you become a Co-op member, you will receive a 10% discount on CDs, DVDs and most books at the retail store. Ask for further information at the 2nd floor KIT HOUSE Co-op counter. Membership fee is ¥20,000, but will be refunded upon withdrawal.





B. Special Programs for International Students

Tutoring Program

Tutors are available for newly arrived international students to help them adjust to student life in Japan as quickly as possible. Under this program, Japanese students provide academic and personal advice and assistance under the supervision of a faculty advisor.

Study Tours

Study Tours are held for international students in order to broaden their knowledge of Japan and to promote friendships. Details of proposed tours will be posted on the bulletin boards and sent to you by e-mail one month prior to each tour. Your participation is highly encouraged.



Study Tour:
January 2020, February 2024

C. Other

Extracurricular Activities

In addition to regular academic activities, students are encouraged to join KIT athletic or cultural activity groups or create their own. These groups provide international students with opportunities to enrich their university experience and to participate in sports and cultural activities. At present, there are 50 registered sports and cultural activity groups on campus. If you would like more information on how to join these groups or how to register a new one, please contact the Student Support and Community Outreach Office Student Activities and Support (075-724-7144). Note that only degree students can participate in national competitions.

Extracurricular Activities : https://www.kit.ac.jp/campus_index/extracurricular-activities/



3. Health Care

Health Care Service Center

In the past, some international students have fallen ill after their arrival in Japan due to the change of environment, food, customs and language. The KIT Health Care Service Center (East Campus, next to the library) provides the following services in support of student health. Please feel free to take full advantage of these services.

1. Mandatory Annual Physical Examination

The annual physical (required when applying for scholarships or the graduate school entrance examination) is carried out every April and October. All students are required to have this examination once a year.

2. General Medical Treatment

A physician is available for consultations regarding health or emergency medical treatment for sudden illnesses or injuries.

Monday through Friday 8:30 to 17:00 (Closed Saturdays, Sundays and national holidays)

Phone: 075-724-7173

Email: health-care@jim.kit.ac.jp

To see a specific doctor, contact the health center in advance. (All physicians are not available on all days.)

The Center for Accessibility and Communication Assistance

The international student faculty advisors, tutors, the International Affairs Office, the Student Support and Community Outreach Office, and the Educational Affairs Office staff are all available to assist and counsel international students.

The Center for Accessibility and Communication Assistance provides individual counseling in Japanese for international students by appointment only.

Tel. 075-724-7145

E-mail: csr@jim.kit.ac.jp

Hours: Mondays-Fridays 9 am to 5 pm

(Closed on Saturdays, Sundays, national holidays and new year's holidays)

Certificate of Health (Issued by the Health Care Service Center)

A certificate of health can be obtained at the Automatic Certificate Dispenser in front of the Educational Affairs Office. This certificate is required when applying for scholarships and the graduate school entrance examination. Please note the certificate will ONLY be issued to students who have completed their April Annual Physical Examination.

The Medical Interpreter Dispatch System

In order to provide effective medical treatment and promote health and welfare, the non-profit organization, Center for Multicultural Information and Assistance Kyoto, dispatches medical interpreters to hospitals in Kyoto.

Refer to “Easy Living in Kyoto” mentioned page 37 of this guidebook.

Smoking Area

KIT has designated certain area for smoking. For locations, please see the map on page 24.

4. Housing

KIT International House (Marikoji Kaikan)

KIT offers housing for international students at the International House (Marikoji Kaikan) however, availability is limited. For further details, please contact the International Affairs Office. When there are vacant rooms, a notice will be posted on the International Affairs Office bulletin boards.

Residence Eligibility: KIT International House (Marikoji Kaikan) residents must be one of the following:

KIT international students (certain degree students, international exchange students, special research students, special auditing students, Specially-Accepted students, Global internships students)

Residence Period: Residents must be persons who will stay for at least one month and no longer than one year.

[As of March 2023] The following fees are subject to change.

Type of Room	Rent (monthly)	Membership fee per person (monthly)	Water charge per person (monthly)	Common Services Fee (monthly)	fire Insurance fee	Cleaning Fee (On arrival)
Single Room	¥12,600	¥500	¥1,500	¥3,200	¥550	¥15,500
Couple Room	¥20,300			¥3,300		¥24,000
Family Room	¥30,300			¥3,400		¥31,500

Residents are required to rent bedclothes (no exceptions) at ¥1,155 per person, per month.

Marikoji Kaikan Address: 6-2 Yoshida Izumidono-cho, Sakyo-ku, Kyoto, 606-8301

For further information, ask **the International Affairs Office** (techleader@jim.kit.ac.jp)

College House Matsugasaki

College House Matsugasaki is adjacent to the west side of the Matsugasaki campus and provides private rooms for KIT's and partner universities international students. For more details, please see KIT webpage.

◇ KIT webpage

<https://www.kit.ac.jp/en/facilities-services/accommodation/>



Private Lodgings

Students who are unable to obtain a room at the International House must rent a private apartment. Generally, private apartments have Japanese style rooms (with tatami floors) and are unfurnished.

When you rent a private apartment in Japan, it is customary to pay key money (*reikin*) in addition to a security deposit (*shikikin*) and the first month's rent. Also, you need a guarantor. It is recommended that you take a Japanese friend, or someone who is well versed in such matters, with you when you search for an apartment.

You can get information on private lodgings at the Student Support and Community Outreach Office, KIT CO-OP, the International Affairs Office or at the Kyoto City International Foundation.

(<http://www.kcif.or.jp/en/access/>) (link for search service for international residents,

“HOUSE-navi”: <https://housenavi-jpm.com/index.php>)



Expenses required other than rent:

Key Money (<i>Reikin</i>):	Key money is a one-time, nonrefundable payment to the owner. (typically an amount equivalent to two or three month's rent)
Security Deposit (<i>Shikikin, Hoshokin</i>):	The security deposit acts as a guarantee for the owner. It covers trouble during tenants' occupancy, room damage found after they vacate the apartment and is insurance against unpaid rent. The deposit is paid at the beginning of occupancy, and the amount remaining after subtracting fees for cleaning, repairs, etc., is refunded to the tenant. To have as much of the security deposit returned as possible, keep your room clean, and do not make any holes in the walls, floor or ceiling.
Maintenance Fees (<i>Kyoekihi</i>):	Money paid to cover maintenance of communal facilities (lights at the entrance and in corridors, cleaning of building and grounds, etc.)
Other Required Payments:	Fire insurance, contract renewal fees (<i>Koshinryo</i>), etc. For details, check with the landlord or the real estate agency.

※ Generally, *Shikikin*, *Reikin*, and *Koshinryo* are each equivalent to two or three months' rent. However, rates vary. Some apartments do not require *Shikikin* or *Reikin*.

Electricity · Gas · Water

Check with the landlord or the real-estate agent as to what utility (electricity, gas, water, etc.) fees are included in the rent. Utility fees can be paid at a bank, post office, or convenience store. You can also have them withdrawn automatically from a bank/postal saving account.

Electricity

- In Japan, there are two different electric frequencies. Kyoto uses 100V/60Hz. Be sure to use electrical appliances matching this frequency.
- To turn on your electrical supply, contact Kansai Denryoku (Phone: Kyoto Branch Office 0800-777-8031)
- The utility fee is calculated monthly.

◆ Kansai Denryoku web site : <https://www.kepcoco.jp/english/index.html>



Gas

- Contact Osaka Gas Kyoto Regional Office (Call toll-free: 0120-894-817) to request that a service representative come and open your gas valve. Someone must be home at the appointed time.
- The utility fee is calculated monthly.

◆ Osaka Gas web site : <https://www.osakagas.co.jp/indexe.html>



Water

- Tap water is safe for drinking.
- Apply to the local waterworks bureau to have your water turned on. (Phone: 075-672-7733)
- The utility fee is calculated every 2 months.

◆ Waterworks Bureau, City of Kyoto (Japanese, Chinese, English, and Korean) web site:
<https://www.city.kyoto.lg.jp/suido/index.html>



< Before moving >

Informing Owner/Agency

If you forget to announce your departure to the house owner, you will be charged an additional month's rent.

Contact: House owner or housing agency

Deadline: 1 or 2 months before moving (Contracts may vary. Check your contract!)

Disconnecting electricity/gas/water

Call electricity, gas and water supply companies to notify them of your departure day and find out how to make final payments. Utilities personnel will visit you on the day you move, to record your final usage.

Contact: Utility companies

Deadline: 1 week before moving

Contacting cell phone company

Visit the cell phone shop to report your change of address.

Contact: Cell phone shop

Deadline: 2 weeks before moving

Contacting credit card company

Contact the credit-card company to report your change of address.

Contact: Credit card company

Deadline: 2 weeks before moving

Changing National Health Insurance registration

If you are moving to a different city, visit the ward office and return your health insurance card. You will have to pay the insurance premium up through the previous month and be withdrawn from NHI. Reapply to become an NHI policy holder in your new city of residence. If, on the other hand, you will remain in the same city, visit your current ward office to report your change of address.

Contact: Ward office

Reporting your new address to banks and other financial institutions

Report your new address to the bank where you have an account. If you close your account, please be sure to cancel all automatic withdrawals to the account by contacting each company with which you have a direct debit agreement.

Contact: Banks and financial institutions

Forwarding mail

Have your mail forwarded* to your new address by reporting your change of address to the post office. Forwarding is free of charge for 1 year. Ask for a *Tenkyo Todoke* (mail forwarding request form)

*Domestic forwarding only.

Contact: Post Office

Disposing of unwanted items

Trash and garbage should be disposed of at designated times and places. Please read the instructions on page 36 carefully and observe the rules.

Contact: Kyoto City Beautification Center (075-691-9376) (Japanese only)

Cleaning your room & having your deposit refunded

After removing all your belongings and cleaning the room, ask the apartment/house owner to inspect the room for damage. If there is no damage, part of your deposit will be refunded. Remember to return the key at this time.

Contact: Apartment/House owner

Deadline: The day you move

< **After moving** >

File a Residence Card Change of Address form (*Henko Toroku Shinsei*)

If you change your address, take your Residence Card and passport to the government office of your new address to file an address change form.

Contact: City/Ward office

Deadline: Within 14 days after moving

Reapply for National Health Insurance

If you move to another city, you will have to re-join NHI in the new city.

Contact: City/Ward office

Deadline: Within 14 days after moving

Report your new address to KIT

Submit the following documents to the International Affairs Office:

- A photocopy of your revised Residence Card

Use the the Student Information Portal to change your newly registered address.

- Refer to "Notification of Changes" on page 7.

Contact: International Affairs Office, Educational Affairs Office

Deadline: As soon as possible

5. Practical Concerns

During your stay at KIT, you must obey Japanese laws and regulations. Be aware that penalties and punishments for adult entertainment and illegal drug related offenses are severe. All illegal acts come with consequences. Avoid prosecution by obeying all laws.

Emergencies

Remember the following emergency numbers. When calling for assistance in emergencies, please remain calm, speak slowly and relay the information as accurately as possible. You can use these emergency numbers at any time, day or night. **(Assistance is available in English, Chinese, Korean, Spanish and Portuguese.)**

- 1. Police** (robbery, traffic accidents, etc.): **110** (no prefix)
In case of a crime: **"Tasukete kudasai!"** (Please help me!)
In case of an accident: **"Jiko desu. Kite kudasai!"** (There's been an accident. Please come.)
In case of a robbery: **"Dorobo desu. Kite kudasai!"** (There's been a robbery. Please come.)
 - Explain the details of when, where and what has happened when calling for assistance.
 - Remember to give your name and address clearly.
 - If you need to consult the police, call the assistance section of the Kyoto Prefectural Police.
Tel: #9110 or 075-414-0110
- 2. Fire Department** (fire, injuries, other emergencies): **119** (no prefix)
In case of a fire: **"Kaji desu. Kite kudasai!"** (There's a fire, please come.)
In case of an injury: **"Kega desu. Kite kudasai!"** (Someone has been injured, please come.)
In case of sudden illness: **"Kyubyo desu, Kite kudasai!"** (Someone has suddenly become ill, please come.)
 - When calling, clearly state whether the emergency is a fire, an injury or an illness, then, accurately state your address.
- 3. Reporting a Gas Leak (on call, 24 hour service)**
Osaka Gas: call 0120-8-19424
Propane Gas: Emergency numbers are on the sticker of the gas cylinder.
In case of a gas leakage: **"Gasu mo-re desu. Kite kudasai!"** (There's a gas leakage, please come.)
 - Do not forget to give your address.

Drug Abuse

In Japan, usage, sale, cultivation and even possession of any illegal drug (including cannabis) is strongly prohibited and severely punished. If an international student is arrested for violation of the Cannabis Control Law, he/she will face deportation and may be forbidden from entering Japan in the future.

Students have been known to use drugs out of simple curiosity. Keep in mind that in Japan it can affect your life and career in a serious way, and that drug sales have been linked to organized crime. We strongly urge you to abstain from illegal drug use at all times.

Lost or Stolen Property

- Call 110 (Police) in the event of theft or burglary
- Report lost or stolen ATM/credit cards to your card company immediately to prevent/stop any unauthorized use. Also make a report to the police.
- Police offices issue a certificate of loss/stolen property, usually called *ishitsu-todoke* (or *tounan-todoke*) *shomeisho*, which may be required for a Residence Card or passport re-issue application.

Traffic Safety

Many roads in Kyoto are very narrow. Due to heavy automobile and motorcycle traffic, and power poles in the roadway, they are also dangerous. Please obey all traffic rules when riding a bicycle or motorcycle, or walking.

1. Cars and Motorcycles

An automobile or motorcycle license is required to drive in Japan. Motorcyclists are required to wear helmets and all motor vehicles are driven on the left-hand side of the road. Driving and traffic regulations are strictly enforced. Drunken driving, for example, incurs a fine of 300,000 yen for the driver as well as for each passenger in the vehicle. Drunken cycling also incurs a fine. In addition, students who own a car or motorcycle will be responsible for having auto accident insurance. Commuting to KIT by car is prohibited. To commute to KIT by motorcycle, you must apply to the Student Support and Community Outreach Office for a permit. The application procedure can be found at the following URL

https://www.kit.ac.jp/campus_index/life_fee/report/#tsugaku



2. Bicycles

Bicycles are convenient for getting around traffic-congested city streets. If you cycle in Kyoto, be ready to cooperate with police who check bicycle registration. They will ask your name. If it doesn't match the name on the bicycle registration in their system, you will be taken to the police station.

<Bicycle-related Traffic Regulations>

- Bicycles must be ridden on the left-hand side of the road. Bicycles are allowed on pedestrian walkways indicated by a *jitensha hodo tsuko ka* sign (pictured here →) (自転車歩道通行可: Shared Walkway).
- There is a high risk of being hit by cars (particularly large trucks) when turning left at intersections. Extreme caution at intersections is advised.
- Do not use a mobile, earphones or an umbrella while cycling.
- Double riding on a bicycle and drunk riding are prohibited (and fined by the police.)
- For your safety, ride with your lights on at night.
- Get off your bicycle and walk at congested pedestrian roads and walkways.
- Always (double) lock your bicycle when it is parked.
- Always park in designated bicycle parking areas. If you leave your bicycle unattended or parked in front of a train station or near a bus terminal obstructing a walkway, it will be confiscated.



<Mandatory Bicycle Insurance>

Accident insurance is required by the laws of the city and prefectural governments of Kyoto for all persons using bicycles in Kyoto. International students are especially susceptible to bicycle accidents. The prolonged settlement negotiations can become a serious hindrance to academic achievement. Students riding a bicycle should be sure to purchase bicycle insurance. We strongly urge you to purchase insurance with “bodily injury liability coverage of at least 100 million yen,” “settlement negotiation service included,” and “no restriction on disability compensation.” KIT prohibits students who are not enrolled in bicycle insurance and *Gakkensai* insurance (see page 10) from using bicycles in Kyoto.

< Crime Prevention Registration >

Bicycle registration (*bohan toroku*) (see sample sticker below) is required by law. When purchasing a bicycle, bring identification and proof of address. The cost of registration is ¥600 and it is valid for 10 years. Be sure to keep the receipt the shop gives you. If you buy or receive a bicycle from another student, be sure to officially change the registered name at a bicycle shop. If your bicycle is stolen, take the bicycle registration receipt to the police and report the theft.



< Reclaiming Confiscated Bicycles >

Confiscated bicycles are kept at the bike pound (*jitensha hokan basho*) for 4 weeks. If unclaimed within this period, they will be disposed of. When a bicycle is missing, before you assume it was stolen, first check the nearby notice or bulletin board. There may be a paper with a map on it indicating (in Japanese) that the bicycle has been removed by the police and showing which of the 5 bike pounds they took your bicycle to.

Search by Reg. No.: <https://kyoto-bicycle.com/removal>



Items Required for Reclaiming Your Confiscated Bicycle at the Pound

- The key(s) to the bicycle lock
- Identification showing the owner's name and address (e.g. Residence Card)
- ¥3,500 (handling fee)

< KIT Campus Bicycle Use >

1. To commute to KIT by bicycle, additional bicycle registration is required at the Co-op.

(1) Application counter

New/continuing application: KIT Shop

Reissuance of sticker: Safety and Environment, Facility Management and Security Office

(2) Required documents

- Bicycle Parking Permit Application Form (download from the Student Information Portal)
- Student ID
- 1,000 JPY/year for parking fee

(3) Application procedure

1. The application procedure must be completed in person.
2. Fill out the application form and submit it to the KIT Shop.
3. Pay the fee and receive a registration sticker.

2. Notes

- One application per person
- Bicycles that have not been registered for crime prevention and those who have not purchased a bicycle liability insurance are not eligible to apply.
- Bicycles which are not registered will be removed from campus.
- The registration sticker is valid until the end of the academic year in which it is issued (March 31). Application is required every academic year.
- Always park the bike in a designated KIT bicycle parking area. Bicycles parked in non-designated areas will be confiscated.
- Riding bicycles on campus grounds is prohibited. Please walk your bike.

3. What To Do in the Event of a Traffic Accident

No matter how minor the accident, **it must be reported to the police (Call 110)**. You will also need to receive a "Proof of Accident" form (*jiko shomeisho*) from the police as it is required by insurance companies. If you are involved in a traffic accident and either you or someone else is hurt, do NOT leave the scene of the accident. Call 119 for an ambulance. The "uninjured" person must also be examined at a hospital as physical complications often go unnoticed until the peak-accident-stress state has passed. If the accident occurred during your commute and you are a Personal Accident Insurance for Students Pursuing Education and Research (*Gakkensai*, see page 10) policy holder, call the Student Support and Community Outreach Office (*Gakusei shien shakai renkeika*).

Opening a Bank Account

Required Documents (may vary by bank)

- Passport
- National Health Insurance Card or Residence Card
- Student ID Card
- Personal seal (*Inkan*) Signatures acceptable at some banks

To receive Kyoto City International Students NHI Fee Subsidy (*Ryugakusei Kokuho Hojo*), Monbukagakusho (MEXT), Scholarship or Honors Scholarship for Privately Financed International Students (JASSO), you must open a Japan Post Bank (Yucho Bank) account.

Waste Disposal

Garbage collection days are different in each neighborhood. Ask your landlord or neighbors for information and cooperate with local regulations.

In Kyoto city, you must buy and use designated plastic garbage bags sold at convenience stores and other retailers. Garbage collectors make their rounds on specified days in each ward of the city.

- You are required to separate your waste into household waste (kitchen scraps, paper, etc.) recyclable garbage (glass bottles, cans, plastic bottles) and clean vinyl and plastics using two different designated plastic garbage bags. (yellow for household, clear for recyclable, and clear for clean vinyl and plastics)
- Waste is collected at specific locations that have been designated by the ward or the management of your apartment building. It must be put out by 8 a.m. on the specified collection day. You are not allowed to put your garbage out the night before. Some locations require residents to take turns putting out crow-deterrent netting.
- Large-sized waste such as furniture, electrical appliances* and futons (Japanese bedding) are categorized as "*Ogatagomi*" (oversized rubbish) and will not be collected by the regular garbage collectors. Please telephone the Oversized Rubbish Center (0570-000-247, Japanese only) and they will collect it on a specified date for a fee. Please note that there is a limit to the number of items, which can be collected.

**Refrigerators, televisions, air conditioners, washing machines and PCs should be taken back to the electric appliance shop where they were purchased.*

Proper waste disposal is taken seriously in Japan. We ask that you consider Kyoto's population density and cooperate with garbage separation and collection.

◆ Kyoto City website : <https://www.city.kyoto.lg.jp/kankyo/page/0000016745.html>



Relationships with Your Neighbors

Maintaining a good relationship with people in your neighborhood is important and influences how your neighbors will treat other international students in Japan. Although you may feel no interest in persons living around you, these are the persons you may rely on, and who may find they rely on you, in the unlikely event of a natural or other disaster. Every community relies upon the cooperation of its residents.

Generally, residents in each community are organized into a "*jichi kai*" or "*chonai kai*" (community assemblies or neighborhood associations.) Please participate in their clean-ups and other community activities whenever possible.

Information on community affairs is circulated among the residents through a *Kairan Ban* folder. The *Kairan Ban* folder should be passed to the next neighbor in a timely manner. Even if the contents seem to have nothing to do with you, please use it as an excuse to say hello to your neighbors.

Disasters

In Japan, earthquakes can occur anytime. On the other hand, typhoons occur only during summer and fall. Disasters occur without warning, so it is important to be prepared. There are wide-open spaces in every ward designated as evacuation points.

Familiarize yourself with the evacuation site near you: Temporary Refuge Area (*Ichiji hinan basho*) and the Large Refuge Area (*Koiki hinan basho*) in your area.

(It is advisable to prepare and store emergency supplies: bottled drinking water, non-perishable food, flashlights, radio, plastic bags, gloves, cash, dishes, chopsticks, plastic drinking cups, surgical masks, underwear, batteries, disposable pocket-size hot pads and rain coats.)

Other

The "Easy Living in Kyoto" booklet from Kyoto City International Foundation is an excellent resource for international residents. This booklet is available in five languages (Japanese, Chinese, English, Korean and Spanish) at the Kyoto City International Foundation website.

◆ Kyoto City International Foundation web site: <https://www.kcif.or.jp/>



6. Job Hunting Information

If you wish to work in Japan, you must have Japanese language proficiency; JLPT level N2 or higher is required.

Career Support

<https://www.kit.ac.jp/en/facilities-services/careersupport/>

The following job openings and other information are available from the above website.



- Job Listings/Search System
- International Student Job Placement Support Network
- Employment Support Agencies for International Students
- Internship and Employment Visa Procedures
- Opportunities for Career Development and Further Education
- Internships for International Students, Company Information Sessions, List of Job Hunting Support Programs
- Job Hunting Information Websites Specifically for International Students

Job Search Projects (Degree students only)

Licensed career advisors are available at the Career Counseling Office for consultation, timely information and tips on hunting for a job in Japan. You can get useful international-student-specific guidance on company selection, application form and “entry sheet” completion, interview tactics, and more.

We urge international students seeking employment in Japan to take advantage of this valuable opportunity.

This is not a drop-in service. Make an appointment for this useful job-hunting consultation service today!

<Appointments> https://www.kit.ac.jp/career_index/advice/

<Hours> Weekdays*: 1:00 - 1:50 pm / 2:00 - 2:50 pm / 3:00 - 3:50 pm / 4:00 - 4:50 pm

* Starting in April 2024: Consultation (**Tuesdays only**) services (in English) will be available: 2:00-2:50 pm, 3:00-3:50 pm, 4:00-4:50 pm and 5:00-5:50 pm

* Hours are subject to change. Check the website.



Related Information

- For information on status of residence during job hunting and after employment is confirmed, please refer to page 14.
- For public employment agencies in Kyoto City refer to page 39.

- For public employment agencies in Kyoto City refer to page 34.

Other useful information (KIT Webpage): https://www.kit.ac.jp/career_index/

Contact: Career Planning and Community Outreach, Student Support and Community Outreach Office

Tel: 075-724-7146 Email: shushoku@jim.kit.ac.jp



7. International Student Support Groups

The major support groups for international students in Kyoto are listed below.

Kyoto City International Foundation (*Kyoto-shi Kokusai Koryu Kyokai*)



Address : Kyoto-shi Kokusai Koryu Kaikan, 2-1 Torii Cho,
Awataguchi, Sakyo-ku, Kyoto City
Phone : 075-752-3010
Website : <https://www.kcif.or.jp/>
Open : 9:00 am - 9:00 pm
Closed : Every Monday (If Monday is a holiday, it will be
closed on the next business day.) Dec. 28 - Jan. 4



This organization offers various forms of assistance such as meeting room provision (in the *Kokusai Koryu Kaikan*) for international students, researchers, etc., free counseling services, financial assistance for medical treatment and other services.

1. Interpretation and Counseling Service for Non-Japanese (Ph: 075-752-1166)

Hours: 9 am to 5 pm (English: Tuesdays, Wednesdays, Thursdays Chinese: Wednesdays & Fridays)

2. Assistance on Immigration Procedures (By appointment only Ph: 075-752-3511)

Hours: First and third Saturdays of every month, 1:30 pm to 4:00 pm

3. Legal Counseling for International Students (By appointment only Ph: 075-752-3511)

Hours: First and third Saturdays of every month, 1:30 pm to 4:00 pm

Kyoto Prefectural International Center (*Kyoto-fu Kokusai Center*)



Address : B1F Mielparque Kyoto Building, Shiokoji Sagaru,
Higashinotoin-dori, Shimogyo-ku, Kyoto
Phone : 075-342-5000
Website : <https://www.kpic.or.jp/>
Open : 10:00 am - 6:00 pm
Closed : 2nd and 4th Tuesday of every month,
National holidays, Dec. 29 - Jan. 3



Living and employment consultation services for international students are available in Japanese. (An interpreter can be arranged in English, Chinese, Korean, Filipino, Spanish and Portuguese etc.). Please make an appointment in advance.

Personal Counseling: 075-342-0088 Email: counsel@kpic.or.jp

Business days : every Wednesday, Saturday and Sunday

Hours : 10:00 am to 5:00 pm

The following public career-support agencies provide interview practice, assistance correcting resumes and “entry sheets.” These services are available free of charge.

Hello Work Office for New Graduates in Kyoto



Help Desk for International Students, Kyoto Job Park, Exchange Student Corner
3F West Wing, Kyoto Terusa Building, 70 Shimotonodacho, Higashi-kujo, Minami-ku, Kyoto 601-8047
Phone: 075-280-8614
Email : kyotoshw@mhlw.go.jp

You can begin to take advantage of this assistance 16 months before graduation.

Website: <https://jsite.mhlw.go.jp/nisizinkarasumaoike-kyoto-plaza/home/shinsotsu.html>

Hours: weekdays 9:00 am to 7:00 pm, Saturdays: 9:00 am to 5:00 pm.

Closed: Sundays, public holidays and Dec. 29 - Jan. 3

Type of contact: Face to face, phone ,online contact



(https://jsite.mhlw.go.jp/nisizinkarasumaoike-kyoto-plaza/home/shinsotsu/outside_00001.html)

Primary services: - Interview practice (appointments required)
- Job application editing
- Job fairs and career-related events



We specialize in assisting international students with employment in Japan.

Exchange Student Corner, Kyoto Job Park



3F West Wing, Kyoto Terusa Building, 70 Shimotonodacho, Higashi-kujo, Minami-ku, Kyoto 601-8047
Phone: 075-682-8916
Email : international-s@kyoto-jobpark.jp



You can begin to take advantage of this assistance 16 months before graduation.

Website: <https://www.pref.kyoto.jp/en/04-01-02.html>

Hours: weekdays 9:00 am to 7:00 pm, Saturdays: 9:00 am to 5:00 pm.

Closed: Sundays, public holidays and Dec. 29 - Jan. 3

Type of contact: Face to face, online

Primary services: - Interview practice (appointments required)
- Job application editing
- Job fairs and career-related events
- Advice on changing or renewing your residence status (visa) to “employment” status

We specialize in assisting international students with employment in Japan. To provide more comprehensive support around employment for international students and other international human resources, we have improved our one-stop support services related to employment in Kyoto. Please contact them in advance if you need assistance in English.

Osaka Employment Service Center for Foreigners

16F Hankyu Grand Building, 8-47kakuda-cho, kita-ku, Osaka 530-0017

Phone: 06-7709-9465

Hours: weekdays 10:00 am to 6:00 pm

Closed: Saturdays, Sundays, National holidays and Year-End& New Year holidays

Website: <https://jsite.mhlw.go.jp/osaka-foreigner/e-toppage.html>



8. Procedures for Graduation and Leaving Japan

Campus Procedures

Applying for KITEC

This global network for international academic exchange links past, present and future KIT students, faculty, researchers and persons in our partner institutions. It provides networking opportunities and aids the international academic development of KIT.

Club Activities: Impromptu KIT alumni reunions are held from time to time. Watch for email and International Center Facebook announcements (No membership fee or other charges are required).

If you would like to join the KIT International Academic Exchange Club, please contact to the International Affairs Office.

Contact: International Affairs Office

Applying for certificates

If you need academic transcripts, a Certificate of Completion or a Certificate of Degree Conferment, please apply at the International Affairs Office. (maximum: 10 certificates)

A fee will be charged for all certificates issued after graduation.

(https://www.kit.ac.jp/en/former_student/certification/)



Contact: International Affairs Office

Deadline: at least 1 week in advance of needing the certificate (Everyone tends to apply at once. Please apply well ahead of time and avoid the rush.)

Returning your Co-op/Seikyo card

If you have a Co-op membership, your participation fee will be refunded when you return your Co-op card.

Contact: Co-op Book Center

Deadline: Before graduation or the day of departure

Returning books to the library

Confirm that you have returned all library books.

Contact: University Library

Deadline: Before graduation or the day of departure

Completing payments

Confirm that you have no outstanding payments to KIT.

Contact: International Affairs Office

Deadline: Before graduation or the day of departure

Housing Procedures

Announcing Moving-out

If you forget to announce your departure to the house owner, you will be charged an additional month's rent.

Contact: House owner or housing agency

Deadline: 1 or 2 months before moving out (Contracts vary. Check your contract!)

Submit your Notification of Lease Termination to the International Affairs office.

(If your lease was guaranteed by the director of the KIT International Affairs office when you rented your apartment, you received a Notification of Lease Termination document at that time.)

Disconnecting Electricity/Gas/Water

Call electricity, gas and water supply companies to notify them of your departure day and confirm how to make final payments. Personnel from the utilities will visit you on the day you move out to record your final usage.

Contact: Each company

Deadline: 1 week before moving out

Terminating your cell phone contract

Visit the cell phone shop to terminate the contract. If you wish to use the phone until the day before departure, you will need to consult the clerk.

Contact: Cell phone shop

Disposing of waste

Waste should be disposed of in designated places at the designated times. Please read the instructions on page 36 carefully and follow the rules.

Contact: Kyoto City Beautification Center (075-691-9376)

Cleaning your room & having your deposit refunded

After carrying out all your belongings and cleaning the room, ask the apartment/house owner to check for room damage. If there is no damage, part of your deposit will be refunded. Do not forget to return the key at this time.

Contact: Apartment/house owner

Deadline: The day you move out

Official Procedures

Closing your bank account

Visit the bank or post office with your passbook, cash card and seal (if you registered a seal). If, however, you are going to have expenditures transferred into or from the account, please keep it open and ask a friend to manage it.

Required Documents

- Residence card or passport
- Personal seal (*inkan*)
- Passbook, cash card

Contact: Banks

Contacting your credit-card company

Notify the credit-card company of your return to your country.

Contact: Credit-card company
Deadline: 2 weeks before moving out

Submitting a *Tenshutsu-todoke*- Notification of Moving Out

Visit the city/ward office with your residence card. The form is available at the ward office.

Contact: City/Ward Office
Deadline: The day before departure

Returning Your National Health Insurance Card

Visit the city/ward office with your insurance card, tax notice, passport and airline ticket. You will have to pay the insurance premium of the previous month and return your card.

Contact: City/Ward Office
Deadline: A few days before departure

Returning Your Residence Card

Return it to the immigration authorities at the airport when you leave Japan.

Contact: Airport
Deadline: The day of departure

Submitting Notification of the Accepting Organization (*Katsudo kikan ni kansuru todokede*) page 18

Contact: Immigration office
Deadline: Within 14 days after graduation

Forwarding mail

If you submit a Notification of Change of Address form (*Tenkyo todoke*) at your local post office, you can have your mail forwarded to someone **in Japan**.

Contact: Post Office

Other Recommended Actions

Thank people who have supported you during your stay

Please thank your supervisor and provide him/her with your home contact information. Remember to say “good bye” and “thank you” to your supporters; scholarship sponsors and members of other support organizations. Your attention to these social connections will help smooth the way for students to come.

Deadline: Before the day of departure