

Checklist of Things to Do After Arriving in Japan

To do	Timeframe	Mandatory (☑) Optional (△)	Degree student	Exchange student	IGP/DD student	Research student
1. University Procedures						
● Attend Orientation	During orientation	☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Submit copies of your passport and residence card		☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Submit the Non- Disclosure and Export PLEDGE		☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Submit the <i>Katakana</i> Name Registration Form		☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Submit the Declaration regarding the Use of the Center for Information Science's Domain		☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Submit the pledge		☑	×	×	×	<input type="checkbox"/>
● Join student insurance (Gakkensai & Gakkenbai)		☑	×	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Complete procedures for Wi-Fi use and course registration	As soon as possible	△	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Registering Your Commute	As soon as possible	☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Course Registration	指定時期	☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	×
● Applying for Bicycle Parking Permission	As soon as possible	△	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Submit a copy of your residence card (after completing procedures at the ward office)	As soon as possible	☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Procedures at the Ward Office						
● Register your residence	Within 14 days after deciding where to live	☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Join National Health Insurance (NHI)		☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Join the National Pension Premium		☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Check and respond to letters from the ward office	As required	☑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Other Important Things						
● Open a Japan Post Bank (Yucho) account	As soon as possible	△	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Get a mobile phone/SIM card	No specific timeframe	△	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Buy a transportation IC card (like ICOCA)		△	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Register and get insurance if using a bicycle		△	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Learn the rules for separating garbage		△	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Check useful information on the KIT website (Kyoto City life guide, foreign language support, etc.)	As soon as possible	△	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Be sure to check the KIT website:

TOP > Current Students > Information for International Students (New and Current Students)

https://www.kit.ac.jp/en/current_student/information/

