



University of NIIGATA PREFECTURE

Overseas Student Handbook 2015

University of NIIGATA PREFECTURE

International Exchange Center

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Table of contents

1 . School calendar of the year 2015	1
2 . From arrival in Japan to Niigata	2
(1) In the case of using Niigata airport	2
(2) In the case of using the railway from Narita airport.....	3
(3) In the case of using Haneda airport.....	4
3 . Legal procedures	5
(1) Procedures in the arrival airport	5
(2) Procedures in the Niigata city ward offices.....	5
(3) Procedures in the Immigration bureau	10
4 . Campus life	15
5 . Facilities in the university.....	20
6 . Information and inquiry services for overseas students.....	22
7 . Accommodation	27
8 . Health and safety	28
9 . Everyday life	32
1 0 . When returning back to your country	38

University of Niigata Prefecture is a new institution established in April 2009. Having “Development of an International Perspective” , “Regional Emphasis” and “Development of Human Qualities” as our basic principles, approximately 1,000 students are studying in 2 departments and 3 courses.

This handbook includes information about arriving and departing Japan and about the study in the university so that our overseas students can be accustomed to and enjoy the life in Japan.

1 . School calendar of the year of 2015

The school calendar of the year of 2015 is as shown below. The office of the University of Niigata prefecture is open from 8:30 to 17:15 during Monday to Friday. The pink days shown in the calendar are holidays. Therefore, there are basically no classes held and the offices are closed.

前 期										後 期											
	日	月	火	水	木	金	土	期日	行事		日	月	火	水	木	金	土	期日	行事		
4月				1	2	3	4	4/1 4/2, 3, 6	春季休業 新入生オリエンテーション 2・3・4年次リエンテーション 1年英語アレイメントテスト	10月					1	2	3	10/1	後期授業開始		
	5	6	7	8	9	10	11		4		5	6	7	8	9	10	10/1~15	履修登録期間			
	12	13	14	15	16	17	18	4/7	11		12	13	14	15	16	17	10/15 10/17	月曜授業 補講日			
	19	20	21	22	23	24	25	4/8 4/8~21	全学健康診断 入学式 前期授業開始 履修登録期間		18	19	20	21	22	23	24	10/23	蓮花祭準備(授業休講)		
	26	27	28	29	30			4/18	補講日		25	26	27	28	29	30	31	10/24, 25	蓮花祭		
5月							1	5/1	水曜授業	11月											
	3	4	5	6	7	8	9	5/7	月曜授業		1	2	3	4	5	6	7				
	10	11	12	13	14	15	16	5/16	体育祭		8	9	10	11	12	13	14	11/14	推薦・特別入試		
	17	18	19	20	21	22	23	5/23	補講日		15	16	17	18	19	20	21	11/17	履修取消最終期限		
	24	25	26	27	28	29	30	5/26	履修取消最終期限		22	23	24	25	26	27	28	11/28	補講日		
	31										29	30									
6月			1	2	3	4	5	6		12月				1	2	3	4	5			
	7	8	9	10	11	12	13		6		7	8	9	10	11	12					
	14	15	16	17	18	19	20	6/20	13		14	15	16	17	18	19	12/19	補講日			
	21	22	23	24	25	26	27		20		21	22	23	24	25	26	12/24, 25	補講日			
	28	29	30						27		28	29	30	31			12/26~1/3	冬季休業			
7月										1月							1	2			
	5	6	7	8	9	10	11		3		4	5	6	7	8	9	1/4	授業再開			
	12	13	14	15	16	17	18	7/22~28	10		11	12	13	14	15	16					
	19	20	21	22	23	24	25	7/25	17		18	19	20	21	22	23	1/23	補講日			
	26	27	28	29	30	31		7/29~8/4	24		25	26	27	28	29	30	1/26~2/1	授業最終週(15週目)			
8月										2月				1	2	3	4	5	6	2/2~8	後期定期試験期間
	2	3	4	5	6	7	8	8/8~8/9	7		8	9	10	11	12	13	2/6	A日程入試			
	9	10	11	12	13	14	15	8/5~7	14		15	16	17	18	19	20	2/9~2/13	集中講義			
	16	17	18	19	20	21	22	8/8~8/12	21		22	23	24	25	26	27	2/21	B日程入試			
	23	24	25	26	27	28	29	8/8~9/29	28		29						2/9~3/31	春季休業			
	30	31																			
9月				1	2	3	4	5		3月					1	2	3	4	5		
	6	7	8	9	10	11	12		6		7	8	9	10	11	12					
	13	14	15	16	17	18	19	9/14~9/18	13		14	15	16	17	18	19	3/14	C日程入試			
	20	21	22	23	24	25	26		20		21	22	23	24	25	26	3/22	卒業式			
	27	28	29	30				9/30	後期オリエンテーション		27	28	29	30	31						
授業回数 15 15 15 15 15 15 15 15 15 15										授業回数 15 15 15 15 15 15 15 15 15 15											

休業日

定期試験期間

授業最終週(15週目)

振替授業

補講日(通常授業なし)※上記以外の日程(休業日)で実施することがあります。

授業開始日

 休業日
 定期試験期間
 授業最終週(15週目)
 振替授業
 補講日(通常授業なし) ※上記以外の日程(休業日)で実施することがあります。
 授業開始日

2. From arrival in Japan to Niigata

When a flight to Japan has been decided, please inform the Center of International Exchange of the University of Niigata Prefecture by e-mail or other means at least 1 week before the flight.

(1) In the case of using Niigata airport

- Niigata airport is the closest to the University of Niigata Prefecture, approximately 3km in distance. Though international flights are few, it is convenient, therefore please consider the use of Niigata airport when purchasing an airline ticket.

- Also, it is connected to other airports such as Narita, Nagoya, Osaka and Fukuoka with domestic flights. Niigata airport has its International and domestic terminals in one building.
- To go to central Niigata city, please board the bus for Niigata station. It departs every 30 minutes.
- If someone is going to meet you in Niigata airport, please wait in the arrival lobby.

(2) In the case of using the railway from Narita airport.

There is a distance of approximately 400km from Narita airport to Niigata. The easiest way from Narita airport to Niigata is shown below.

- After the immigration inspection and receiving your luggage, go into the arrival lobby and purchase a train ticket to Niigata station at the 「鉄道乗車券 JR線 Train tickets - JR Line」 counter. You must purchase 3 tickets of the following; ①train ticket from Narita airport to Niigata, ②limited express ticket for Narita Express (Narita airpory→Tokyo) and ③limited express ticket for Jyoetsu Shinkansen (Tokyo→Niigata).
- Please inform your estimated time of arrival by e-mail (gyoumu@unii.ac.jp) or by telephone (025-368-8373) to the Office of International Exchange of the University of Niigata Prefecture immediately after you have bought the tickets. The payphone in the airport can be used with either 10 yen or 100 yen coins. You will not need coins if you purchase a pre-paid telephone card.
- Please do not lose the train tickets from Narita airport to Niigata station. You will need them when exiting the ticket gate. If you lose the tickets, you must pay the whole amount once again.
- The seats on the Narita Express are reserved. The train number, car number and the seat number are written on the ticket. The train leaves approximately every 30 minutes.
- Get off the train at Tokyo station and transfer to the Joetsu Shinkansen. Go up the escalator to the ground floor from the platform you arrived and find the sign for the Joetsu Shinkansen.
The train number, departure time and the platform number will be indicated in Japanese and in English on the electric bulletin board near the ticket gate.
- There are 3 kinds of Joetsu Shinkansen; “Toki” , “Max Toki” and “Tanigawa” . Each has reserved seats and unreserved seats. The ticket for the reserved seat contains the train number, departure time, car number and seat number.

- If you are using an unreserved seat, please keep in mind that “Tanigawa” does not go to Niigata. Therefore, make sure you board the unreserved car of “Toki” or “Max Toki” and confirm that train goes to Niigata station. (Niigata station is the terminal.) Once you board the train, there will be an announcement in both Japanese and in English of all the stops. This will also be shown on the electric bulletin board.
- Prepare to get off the train when you approach Niigata station. There will be an announcement when approaching a stop. Japanese trains run on time and are seldom late.
- If someone is going to meet you in Niigata station, please wait at the location where you got off the train.

(3) In the case of using Haneda airport

- After the immigration inspection and receiving your luggage, go into the arrival lobby and purchase a monorail ticket to Hamamatsucho station (terminal) at the counter.
- You will reach Hamamatsucho station in approximately 20 minutes after boarding the monorail. Please purchase a train ticket to Niigata once you arrive at Hamamatsucho station and transfer to a JR Yamanote line train or a Keihin-Tohoku line train which goes to Tokyo station. The route from Tokyo station to Niigata station is the same as the above (2).

3. Legal procedures

(1) Procedures in the arrival airport

Foreign residents who intend to stay longer than 3 months in Japan and have newly entered into Japan will be issued a “Residence Card”. If the status of residence is for a temporary visitor, a “Residence Card” will not be issued.

The “Residence Card” will usually be issued at the time of immigration inspection as you are permitted to enter Japan if you arrive at Narita, Haneda, Chubu and Kansai airports.

If you enter Japan from other airports, the “Residence Card” will be mailed to you after submitting the address of your residence in Japan (resident registration) to the local public office. The card will be sent to you to the registered address.

What is a Residence Card?

- It is an identity card which contains your name, birth date, nationality·region, address in Japan, status of residence, period of stay etc.
- You are required to carry it all the time.
- It is valid until the period of stay expires. When the extension of your period of stay has been authorized, a new “Residence Card” will be issued.
- The actions noted below are prohibited by law. If violated, you may be an object of fine, prison sentence, termination of visa or deportation.
 - Violation of receiving, carrying and presenting obligations.
 - Forging a card or adding changes.
 - Lending and borrowing cards between another party.

(2) Procedures in the Niigata city ward offices

“Residence Card” and “National Health Insurance Card” are required for many occasions such as opening bank accounts as identification documents. Please start the process of issuance of these documents as soon as your address has been decided.

Residence registration (notification of domicile)

A foreigner who will stay in Japan longer than 3 months must register his domicile at the ward office of the residing area within 14 days after he has decided his domicile.

Documents required for the registration are noted below.

- ① Passport
- ② Residence card (Only if a person newly entered Japan has been issued a residence card at the airport.)
- ③ Notification form

Certificate of items stated in resident register

This is a certificate issued as a replacement of the former “Certificate of items stated in foreign registration file”. The items recorded are name, birth date, sex, status of residence, registration card number, expiry date of period of stay, the address in Japan, nationality·region, etc.

When this certificate is required, you must go to the local ward office for application. Please note that in case the information, nationality, items concerning status of residence unique to foreign residents must be stated, it must be applied at the time of issuance application. It will cost 200 to 350 yen each and will be issued on the day of the application or in few days to few weeks of the application.

When the address is changed.

If your address has been changed, you must take the above ① to ③ documents to the ward office within 14 days after the change for the following procedure.

- If you move within Niigata city

Submit a “notification of change of address” to the ward office of your new domicile.

- If you move in to Niigata city from another city

① Submit a “notification of moving out” to the city or ward office of your former domicile and receive a “notification of change of residence”.

② Take the “notification of change of residence” to the new ward office and submit a “notification of moving in”.

Please inform the office of the Office of International Exchange about your change of your address.

National pension

All people from 20 years of age to 60 years of age who has an address in Japan need to join the national pension, regardless of their nationality.

The joining procedure of the national pension is done at the ward office of your domicile area. After the process, a “pension book” and an “insurance payment book” will be sent to your residence by mail. Please keep the “pension book” for it will be required to carry out various procedures related to your pension. The premium for the pension is 15,250 yen per month (in the year 2014). Please pay the premium at a post office, bank or at a convenience store.

If the payment of the premium is difficult, it can be postponed or exempted by applying for it. Regular students (overseas students who aim to get a degree) should apply for a “payment exemption system for students” and those students who are not regular students (exchange students, research students and students who are not aiming to get a degree) should apply for a general exemption system at the local ward office. The application for the exemption system must be done every year. For more information, please check the website of the Japan Pension Service (www.nenkin.go.jp/n/www/index.html) .

National health insurance

Foreign residents of Niigata city under 75 years of age must join the national health insurance, with the exceptions of those having the following 2 reasons.

- ① People whose period of stay is under 3 months.
- ② People whose status of residence is “temporary” or is “specified activities” which designates the persons activities to receiving medical treatment or to take care of such person’s daily needs.

People who correspond to the above items are recommended to join an overseas travel insurance before coming to Japan.

The national health insurance does not cover death, accidents, lost belongings, fire nor compensate damage. Therefore, to be prepared for unforeseen contingencies, joining other insurances is strongly advised by referring to “Concerning various insurances” on page 23.

Use

When joining the national health insurance, a “certificate of person insured with national health insurance” (insurance card) will be issued. Please make sure

to take the “insurance card” when going to a hospital and to show it. By doing so, the insurance will help you to pay only 30% of the total medical fee. (Some medical attentions will not be applicable for insurance such as regular pregnancy and childbirth, cosmetic surgery, health checkup, inoculation, straightening teeth, etc.)

The “insurance card” is valid in all Japan, so please keep it with you when you travel.

The payment of insurance premium

A payment statement will be mailed to your registered address 2 times a year. Please pay the premium at the bank, post office or at the ward office by due date.

The premium of a year must be paid in 10 parts from June to March of the next year. Overseas students pay 18,000 yen per year for they have a discount system. But if the student has a high income due to part-time job or for other means, the premium will be more expensive. Also, please be careful that if you are late in paying the premium, penalty will be added.

When gone to the hospital without taking the insurance card

When you have gone to the hospital without your “insurance card”, you must pay all of the medical fee. In that case, take the hospital’s receipt, detailed statement, bank book and your “insurance card” to the ward office and follow the necessary procedures and after examination you will be refunded of 70 % of the medical fee.

The settlement of premium for the following year

An “income return form” will be sent to the address written on the “insurance card” every March to determine the national health insurance premium of the following fiscal year. Please fill in the required items and send it back to the ward office by due date.

If this procedure is not done, discount for overseas students will not be applied and the premium for the following fiscal year will become expensive. If you forget this procedure by the due date, please go to the ward office with your insurance card and conduct the needed correction.

When your address is changed

If your address changes, you must follow the procedure below within 14 days after

the change.

- If you move within Niigata city

Submit your old “insurance card” to the ward office of your new domicile and receive a new “insurance card” .

- If you move in to Niigata city from another city

Clear up the premium in the city office or the ward office of your old domicile and newly join in the ward office of Niigata city.

A “guidebook for national health insurance” can be obtained (Japanese, English, French, Chinese, Korean, Russian) at the city office and and at the ward office of Niigata city. Please refer to it if needed.

(3) Procedures in the Immigration bureau

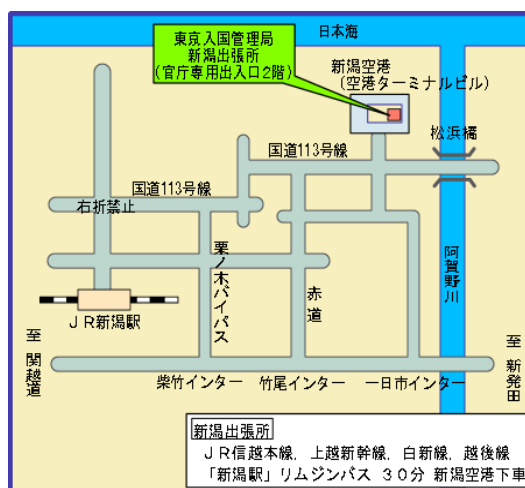
Concerning the following procedures required in the immigration bureau, if applications and notifications are delayed or are not done or if they were falsely reported, these actions may result in fines, prison sentences, termination of visa or deportation. Please recognize the importance of managing your qualifications and various notifications and please conduct the procedures without any omissions.

Tokyo Immigration Bureau Niigata branch
Address : 3710, Matsuhamacho, Kita-ku,
Niigata-shi, Niigata-ken, Postal No. 950-3121
(Inside Niigata airport)
Tel : 025-275-4771 Fax: 025-275-4848
Office hours : Monday~Friday (Holidays are closed)

9:00-12:00、13:00-16:00

Various application documents can be obtained through the website below.

www.immi-moj.go.jp/index.html



Visa status

Visa status for the students of University of Niigata Prefecture is generally “Student”. The period of stay with “Student” are as follows; 6 months, 1 year, 1 year and 3 months, 2 years, 2 years and 3 months, 3 years, 3 years and 3 months, 4 years and 4 years and 3 months.

Changing of status of residence

You will need a resident status of “Student” when applying for a scholarship. If you have a visa other than “Student” and has special situation, please inquire the Office of International Exchange.

Required documents (You may be required to submit other documents.)

- ① Passport
- ② Residence card
- ③ National health insurance card
- ④ A copy of permit of school entrance

⑤ Application of changing residence status permission

A) Application “For organization, parts 1, 2” … Filled in by the Office of International Exchange.

B) Application “For applicant parts, 1, 2, 3” … Filled in by the applicant.

⑥ A photograph of your face. 4cm × 3cm (Taken within 3 months prior.)

⑦ Charge 4,000 yen

Extension of the period of stay

The procedure can be started 3 months prior to the expiry date of the period of stay. Be sure to apply for extension at the immigration bureau before the period of stay expires. Also, please notify without fail the Office of International Exchange about the extension of your period of stay.

Required documents (When the status is “Student”)

① Passport

② Residence card

③ National health insurance card

④ Certificate of student status (issued by the school affairs and student affairs division)

⑤ Academic transcript (issued by the school affairs and student affairs division)

⑥ Application for extension of period of stay

A) Application “For organization, parts 1, 2” … Filled in by the Office of International Exchange.

B) Application “For applicant, parts 1, 2, 3” … Filled in by the applicant.

⑦ A photograph of your face. 4cm × 3cm (Taken within 3 months prior.)

⑧ Charge 4,000 yen

Notification of a change of an item other than your address, change of an item on the residence card

If any change of an item on the residence card (name, birth date, sex, nationality and region, etc.) occurs or if the card is lost or stolen, please notify the immigration bureau within 14 days. (The notification of address will be done by the local ward office.) Also, please report the change to the Office of International Exchange.

A new residence card generally will be issued on the day of application when an item on the residence card (other than the change of address) requires changing.

Required documents (You may be required to submit other documents.)

- ① Passport
- ② Residence card
- ③ A photograph of your face. 4cm × 3cm (Taken within 3 months prior.)
- ④ Application

Change in the belonging school

If you are entering the University of Niigata Prefecture from another university or another Japanese language school while keeping a valid “Student” status of residence, please notify the immigration bureau of the change within 14 days from the change took place.

This notification will not issue a new residence card.

Temporary departure from Japan and re-entry

The following “re-entry” procedure is required prior to your departure, even if you shall leave for a little while, for example when you temporarily depart and return to Japan or when you go to a foreign country for a trip.

Procedures at school

- ① Receive permission from your advising teacher.
- ② Inform the international relations division.
- ③ Foreign students receiving scholarship from the Japanese government (Ministry of Education, Culture, Sports, Science and Technology) and those who receive honors scholarships must fill in the “report for foreign tour” .

Procedures at the immigration bureau

A new system has been at work since July 2012, exempting people who possess a valid passport and a residence card from receiving re-entry permission from the immigration bureau if they re-enter Japan to resume the activity within 1 year. (Special Re-entry Permit)

When departed by “Special Re-entry Permit” , the validity of the permit cannot be extended overseas. Please be careful for you will lose your status of residence if you do not re-enter within 1 year of your departure.

If you intend to leave Japan for longer than 1 year, you must receive a “re-entry permit” prior to your departure at the immigration bureau. The

application requires your passport, residence card, charge (1 time: 3,000 yen, multiple-entry: 6,000 yen). The validity of the re-entry is the same with the expiry date of your period of stay.

Generally, you cannot apply for extension of your period of stay at the Japanese Embassy or Consulate. If your period of stay expires within 1 year of your departure, you must re-enter Japan before the period of stay expires.

Procedures at departure/enter ports

You must be carrying your residence card when you depart temporarily and when you re-enter. If you wish to depart by “Special Re-entry Permit”, you must check the box “Departure with Special Re-entry Permission” in the “Embarkation Card For Reentrant” (ED card for reentrant) which are distributed at the airport and submit the filled-out “ED card for reentrant” together with your residence card (or alien registration card), passport and your boarding ticket to the airport’s immigration officers.

If you forget this, you will be treated as the same as a regular person who leaves Japan and you will need to apply for a visa again at a foreign Japanese Embassy or Consulate, consuming a lot of time and effort. Please be careful.

Permission to engage in activity other than that previously granted (part-time job)

“Study abroad” status of residence does not allow the applicant to work. Therefore, before starting a part-time job, you must obtain “Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted” and it will be posted on your passport and a note will be made on your residence card.

Students who have the residence status of “Student” are allowed to have a part-time job within the limit of 28 hours a week. (During a long vacation, students are allowed to work within 8 hours a day, if the work hours do not exceed 56 hours a week.) But, the content of activity is limited to only those not against public order and morals, therefore you cannot work at adult entertainment businesses or any work relating to that sort of business.

If you take time off from school, you will need to temporarily return to your country if you do not have legitimate reason to stay in Japan such as hospitalization. Therefore, you cannot work part-time in Japan when you take time off school.

The application of “Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted” is done at the immigration bureau and the permit will be issued on that day. (There may be cases issued in later days.) The validity of the permit is the same as the applicant’ s expiry date of his period of stay.

Acquisition procedure of visa for family

If a family member of an overseas student comes to Japan and lives together with the student after he has arrived in Japan, his family members must be issued a visa of “Dependent” resident status.

The procedure must be done by the overseas student at the immigration bureau as the substitute applicant for his family and apply for an issuance of “Certificate of Eligibility” for the family. It will be issued in 1 month to a few months, depending on the numbers of applicants and the situation.

The issued “Certificate of Eligibility” should be sent to your family abroad and the family member must take the certificate and other required documents to the Japanese Embassy or Consulate to apply for a visa of “Dependent” resident status. The required documents for acquiring visas differ according to each country. Please inquire the Japanese Embassy or Consulate for details. The term of validity for the “Certificate of Eligibility” is 3 months.

Required documents for acquiring the “Certificate of Eligibility”

- ① 1 photograph of the family member (applicant) (4cm×3cm, facing forward, head uncovered, no background, taken within 6 months prior to application)
- ② Copy of the family member’ s (applicant’ s) passport: The page with the applicant’ s photograph, passport number and the date of expiry
- ③ Documents proving the relations between the overseas student (supporter) and family (applicant).

Ex.) Either one of Marriage certificate, Birth certificate, A copy of family register, Notarization (China) or documents having corresponding effect.

(Japanese translation is required to be attached with documents written in foreign languages.)

- ④ A copy of the overseas student’ s (supporter’ s) residence card or passport.
- ⑤ Certificate of student status of the overseas student (supporter).
- ⑥ Document proving the overseas student (supporter) is capable of supporting.
(One of the following which proves the overseas student is able to pay the

living expenses during the family's stay in Japan.

a. Bank certificate or document proving remittance of money under the name of the overseas student (supporter).

b. Scholarship receipt certificate (noting the amount of money provided and the duration of providing) of the overseas student (supporter).

⑦ Application for Certificate of Eligibility

⑧ Postal stamp of 392 yen and a return envelope with the destination written.
(If you wish a return by mail.)

4. Campus life

Student identification card

The student identification card is an identification document which identifies the student of the University of Niigata Prefecture. It also serves as a library card. You are to carry it at all times and if you are required to show it in and outside of school (at the time of examination, using student discount) you are to show it. Please be careful not to lose it.

If lost or damaged, please submit a "Request for re-grant of student identification card". You will need to prepare the expense required for reissuance. If you find the misplaced identification card, please return it to the school affairs and student affairs division.

Also, you can receive a student discount by showing the student identification card, but the students who are not regular students (exchange students, research students) are not a subject of discount by the public transportations such as JR.

Class hours

Period	Class hours
1	8 : 5 0 ~ 1 0 : 2 0
2	1 0 : 3 5 ~ 1 2 : 0 5
3	1 3 : 0 0 ~ 1 4 : 3 0
4	1 4 : 4 5 ~ 1 6 : 1 5
5	1 6 : 3 0 ~ 1 8 : 0 0

Examinations and grading

The grading of subjects is done by comprehensively evaluating your everyday study status, examinations, reports, etc. A (excellent), B (good), C (well), D

(average) are a pass. F is a fail. You will know your evaluation of subjects in total by the Grade Point Average (GPA) calculated at the end of each term.

Absence from classes

When you will be (was) absent from a class, please submit an “absence report” to the teacher in charge.

Please clearly note the reason of your absence on the “absence report” such as “Mourning* due to the decease of ○○○”, “Due to ○○ training” or “Due to job hunting” and so on. Please attach a document to prove the reason if you have.

If your absence will be longer than a week, please submit a “long term absence report” to the school affairs and student affairs division. If the reason for absence is due to sickness, a medical certificate is required.

*People who are absent due to mourning will not be counted as an absence within the following duration.

Person deceased	Days of mourning
Spouse	10 days
Parent	7 days
Child	5 days
Grand parent ・ Sibling	3 days
Uncle ・ Aunt	1 day

Temporary absence ・ Return to school ・ Withdrawal from school

If you wish to leave school temporarily, to return or leave school, please consult with your advising teacher and proceed with the procedure at the school affairs and student affairs division.

Request for temporary absence from school

If you wish to have a temporary absence of more than 3 months due to illness or accident, please submit a “Request for temporary absence from school” as soon as possible. If you are going to be absent due to illness, please attach a

medical certificate by the doctor. If you require a continuous absence even after the duration of absence requested has expired, please submit a “Request for extension of temporary absence from school” before the permitted duration expires.

If you are absent from the beginning of the school term to the end, all the tuition will be exempted. If you begin your temporary absence mid-term, you will need to pay the total amount of the term’s tuition but the tuition for the absent months will be refunded to you after the decision of the professorate.

Report of returning to school

Please submit a “Report of returning to school” before you return to school after your temporary leave. If you wish to return after a leave due to illness, please receive a diagnosis by a medical institution and submit a medical certificate by them.

Request for a withdrawal from school

If you must withdraw from school due to your situation, a “Request for a withdrawal from school” must be submitted. If you stop attending school without submitting a “Request for a withdrawal from school” and not been officially authorized to do so, you will still be recognized as a student attending school and will continue to have an obligation to pay tuition.

Caution of temporary absence and returning to school

As stipulated in the Immigration Control and Refugee Recognition Act (Immigration Act), if an overseas student who possesses a “Student” status of residence does not study or research for more than 3 consecutive months due to temporary absence from school, the student must depart Japan without delay, or if staying in Japan, the student must change the status of residence. This must be complied unless the student has a legitimate reason of staying in Japan such as hospitalization.

Temporary absence due to financial reason will not be recognized as a legitimate reason by the immigration bureau.

If you continue to dwell in Japan ignoring the Immigration Act, you will be an object of revoking of your status of residence. Also, you cannot work part-time in Japan during your temporary absence from school.

If after you returned to your home country due to the temporary absence from

school and you reenter Japan and wish to resume your schooling, you are able to reenter within the period of stay. Please check the expiry date of your period of stay and your reentrance permission before your temporary departure from Japan. (Refer to page 9, “Temporary departure from Japan and re-entry” .) If the period of stay expired during your temporary absence, you will need to re-acquire “overseas study” visa from the Japanese Embassy or Consulate.

If your school registration has been terminated due to withdrawal from school

If an overseas student's school registration has been terminated due to withdrawal from school, even if his period of stay remains, the student must depart Japan without delay, or if the student wishes to remain in Japan he must change his status of residence. If he continues to dwell in Japan ignoring the Immigration Act, he will be an object of revoking of status of residence.

Contact by the university

Please check frequently the e-mail address provided by the university (***@st.unii.ac.jp) for the university may send urgent messages. Making the settings of your e-mail which will forward the messages to your cellular phone is recommended.

Also, please immediately contact the university office (025-270-1302) if the following occurs.

- If you were caught up in a criminal act.
- If you were caught up in a serious incident or traffic accident (accident involving injury or death).
- Other incidents requiring immediate attention.

You can contact the office during daytime on weekdays as well as nighttime and on holidays. (The call will be redirected to the security company during nighttime and on holidays. Even if there is no reply, please wait for at least 10 seconds.)

The regular methods of informing the students are through the bulletin board and through the “manaba folio”. Important information concerning your student life is communicated through these, such as schooling (classes and school affairs) and welfare (scholarships and extra curriculum activities). Please check the bulletin board and the “manaba folio” at least once a day so that you would not miss any information. The university will not be responsible for

the student' s loss if they do not see these.

Periodic health examination

Periodic health examination is conducted in every April at the University of Niigata Prefecture. The detailed schedule will be posted on the bulletin board. Students at this university (except for the non-regular students such as research students and exchange students) must be examined without fail during this period.

5. Facilities in the university

Library

It is located at the 3rd floor of Building No.1A.

Information and notices as well as various services using the Web are provided in the library's home page (<http://www.unii.ac.jp/library/index.html>) .

<Open hours> Monday to Friday 8:30~19:50

Weekdays during vacations 8:30~17:00

<Closed days> Saturdays・Sundays・Holidays, New year's holidays
(December 29 to January 3)

*The library may also close on other days.

Computer exercise room・CALL classroom

They are located at the 1st floor of Building No.1A and at the 1st floor of Building No.1B.

There are computers for students and you are able to use them freely except for the times classes are held.

User ID (user name) and a password are required when using. Please manage the ID and the password at your own responsibility.

<Open hours> Monday to Friday 7:30~ 19:50

<Closed days> Saturdays・Sundays・Holidays, New year's holidays (December 29 to January 3)

*The room may close on other days.

SALC (Self-Access Learning Center)

It is located at the 1st floor of Building No.1B.

The students can learn foreign languages (English, Russian, Chinese, and Korean) on their own initiative. "Mentors" (learning counselor) supports the general learning of foreign languages and "SA (Student Assistant) " supports the activity of the SALC.

Sports facilities

There is No. 1 gymnasium, No. 2 gymnasium and a tennis court. You are able to use them freely except for the times classes are held.

<Open hours> Monday to Friday 7:30~ 19:50

Weekdays during vacations 8:30~17:00

<Closed days> Saturdays • Sundays • School holidays, New year' s
holidays(December 29 to January 3)

*Other days which the university has decided necessary.

Niigata prefectural university customer' s cooperative (CO-OP)

It is located at the 1st floor of “Palette” .

If you become a member of UNP you will be able to purchase books,
stationeries, and CDs cheaper than the regular retail price. To become a
member, you will need to pay 15,000 yen as an investment. This money will be
returned to you when graduating or at the end of your overseas study period.

<Open hours for books and purchases> Monday to Friday 8:30~17:00

Weekdays during vacations 11:00~14:00

*Closed during bon-festival (around August 13) ,
new year' s holidays(December 29 to January 3)

and other days decided necessary.

<Open hours of the cafeteria> Monday to Friday 11:30~13:30

*Closed during school holidays.

6. Information and inquiry services for overseas students

Scholarships for overseas students on private expense

Basically, only the overseas students who have the “Student” status of residence can apply and receive the scholarship for overseas students. Further, if a student changes the status of residence over other than to a “Student” status, the student will lose the qualification of receiving the scholarship and must decline the receiving of it. If a student receives scholarship money even though he lost the qualification, he must return the scholarship money as a general rule.

There are scholarships applied through the university and those applied to the scholarship group. Both scholarships have criteria to apply. Therefore, please read carefully the list of application requirements. Both scholarships have a greater numbers of people than the number of the acceptable students and highly competitive.

The application notices of scholarships which the University of Niigata Prefecture receives are generally noticed to the students through “manaba folio”. If you are wishing to apply, please do not miss the notices.

Please check the web sites below for various scholarship information concerning overseas students, including scholarship students applying personally.

◆ Japanese Student Services Organization (JASSO)

<http://www.jasso.go.jp/ryugaku/index.html>

◆ Japan Foundation <http://www.jpff.go.jp>

◆ The Japan Foundation Center <http://www.jfc.or.jp>

◆ Japan Educational Exchanges and Services <http://www.jees.or.jp/>

(Japanese only)

Procedures for foreign students receiving scholarship from the Japanese government (Ministry of Education, Culture, Sports, Science and Technology)

A recipient of a scholarship from the Ministry of Education, Culture, Sports, Science and Technology must have a status of residence of “overseas study”. Further, if a student changes the status of residence over other than to a

“Student” status, the student will lose the qualification of receiving the scholarship and must decline the receiving of it. If a student receives scholarship money even though he lost the qualification, he must return the scholarship money as a general rule.

Procedure for receiving monthly scholarship

The scholarship money can be received by only those who signed the “register roll confirmation book” each month. The scholarship will be paid to those signature has been confirmed in the “register roll confirmation book”. If you are not in Japan from the beginning to the end of the month or if you temporarily be absent or be absent for an extended period of time, basically the scholarship will not be provided.

The signing of the register roll confirmation book” must be personally done by the recipient. Signing by a substitute or a use of a name seal is not allowed. If an infringement was found, the scholarship money must be returned.

Procedure for extending scholarship

The international relations division will notice the extension procedure usually around October to those who need to apply of an extension. If you have any questions or unclear points, please inquire the international relations division.

Application for traveling expenses to return back to your home country

Please submit an “application for receiving traveling expenses to return back to home country” to the international relations division more than 2 months before your expected day of departure. By that application procedure, an airplane ticket will be provided through the international relations division, issued by a traveling agency which the Ministry of Education, Culture, Sports, Science and Technology designate.

The airplane ticket is assigned a departure date and cannot be cashed by refunding or cancellation.

Please inquire the international relations division for details.

Learning Japanese

In the University of Niigata Prefecture, a “Japanese” class and similar classes are open for overseas students and returnees who are weak in Japanese.

Please consult with your advising teacher at the university or graduate school about the content of the lessons and the application procedure.

Also, to learn Japanese outside of school, there are ① private Japanese language school, ② Japanese classes held by certain cities and wards, and ③ Japanese classes held by a volunteer organization.

Niigata city international exchange foundation provides support and information for overseas students such as Japanese language classes. Please search in the internet.

◆ Niigata City International Exchange Foundation <http://www.nief.or.jp/>

Inquiries counter for overseas students

University of Niigata prefecture has an “advisor system” which teachers provide fine advice for and consult with the students. Each student is appointed a teacher as an advisor.

The international relations division is also an inquiries counter for overseas students. You can come and talk about anything you are troubled about such as study and life problems, troubles with personal relationships, or procedure of getting a scholarship.

Further, there is a “mental health counselling room” for students. A specialized counselor is ready in the room 2 days in a week, and will listen to the student’s worries and troubles. The session needs an appointment. You can make an appointment by ① apply at the school infirmary, ② apply by e-mail (hoken@unii.ac.jp) , and ③ drop in an application into a designated box located outside of the office.

Finding an employment in Japan

University of Niigata prefecture has a “career support center” which is located at the 1st floor of Building 1B. It provides information and consultation for finding employments. It also provides information for overseas students.

<Open hours> Monday to Friday (except holidays) 8:30~17:15

International Human Resources Fair Niigata

This is an event held by The Economic Research Institute of Northeast Asia (ERINA) to provide a place of interchange for overseas students wishing to be employed in Niigata prefecture with companies in Niigata prefecture wishing to employ an overseas student. It is held in May to June in Niigata city.

<http://www.erina.or.jp/jp/Koryu/events.htm>

Job hunting guidance & job fair for foreign overseas students

Every June, a “Job hunting guidance & job fair” is held which aims to support overseas students who wish to be employed in Japan. Companies which are planning to employ overseas students in Japan will set up a booth for explanation.

Institutions outside of school for consulting employment

- ◆ Employment Service Center for Foreigners

(Tokyo) <http://tokyo-foreigner.jsite.mhlw.go.jp/>

(Osaka) <http://osaka-foreigner.jsite.mhlw.go.jp/>

- ◆ Japan Student Services Organization (JASSO)

<http://www.g-studyinjapan.jasso.go.jp/>

- ◆ Ministry of Health, Labour and Welfare, Employment Security Bureau,

Division of Employment Policy for Foreign Workers

<http://www.mhlw.go.jp/bunya/koyou/gaikokujin.html>

Residence status regarding employment after graduation

If a foreign student wishes to continue dwelling in Japan after graduation, he should change his status of residence without delay. If a student engages in activities out of the limitation set by the status of residence, the student will be an object of penalties by the Immigration Act.

The procedure to change the status of residence from “Student” to another status must be personally done by the applicant at the immigration bureau. Some of the documents needed for changing can be prepared personally but some must be obtained from the university or the employment. Please inquire the immigration bureau for detailed information.

If a student will work in Japan after graduation

You will need to change the status of residence from “Student” to a status which allows working such as “Specialist in humanities/International services” or “Engineer”. Required documents differ depending on the changing status of residence.

If a student will find an employment in Japan after graduation

The residence status must be changed to “Designated activities”. This status

of residence allows the student to search for employment for 6 months to 1 year by the extending the period. This is not applied for non-regular students.

7. Accommodation

University of Niigata prefecture does not have a dormitory for students. There is an accommodation for exchange students but other overseas students must find an apartment by their selves. Please search for an apartment at the Niigata prefectural university customer' s cooperative (CO-OP) or a private real estate agent. Consultation and tour are free. However, once contracted, you must pay a brokerage fee.

To rent an apartment, you will usually need money of 2 to 3 months' rent as key money (premium) and deposit caution money and a cosignatory other than the normal rent.

Rent

Rent depends on location, room space and equipment. The rough cost of apartments near the University of Niigata prefecture is as follows. The rooms are not equipped with furniture. Therefore, you must prepare them on your own.

Communal kitchen and bathroom ¥25,000 ~ 30,000 per month

Private kitchen and bathroom ¥40,000 ~ per month

Key money

It is a Japanese custom to pay the landlord key money (premium) when renting a room other than the usual rent. This money will not be returned.

Deposit caution money

This money is paid to the landlord at the time of moving in, for in the case of troubles during renting, covering the cost of damage of room when leaving and security against unpaid rents. Depending on the contract, some amount of money may be returned after deducting cleaning and repair costs when moving out

Management and maintenance expenses

This is for the corridor lighting and building maintenance and repair and this is paid by all the residents.

Other needed expenses

You may need fire insurance. Please inquire the real estate agent of the landlord for details. By the Comprehensive Renter' s Insurance for Foreign

Students Studying in Japan, the university will become the cosignatory.

8. Health and safety

Emergency phone calls (24 hours, free)

Police (Theft・Crime) **110**

Fire (Fire・Medical emergency) **119**

Illness・insures

If you get sick or injured, take your “insurance card” to a medical institution and get checked.

In Japan, people usually go to a local clinic or to a practitioner when you get sick. If you were examined to be needing further examination or surgery at the clinic, you will be introduced to a larger hospital and will have to go to the hospital with a doctor’s “letter of introduction”.

You are able to receive examinations at a large hospital without a “letter of introduction” but you will be required to pay an extra amount to money based on Specific Medical Expenses System other than the normal medical fee. (2,000～3,000 yen in Niigata city)

Most of Japanese medical institutions are only open during on weekdays (Monday to Friday) and on Saturday morning. If you get sick or injured on Sundays, holidays, beginning or end of year or during night, you can be examined in Niigata city at the following location.

Niigata City emergency case Clinical Center tel : 025-246-1199

<http://www.city.niigata.lg.jp/iryo/iryo/kyukyu/>

Many of the medical institutions do not require a reservation, but most large hospitals and dental clinics require a reservation.

Issuance of high medical expenses

If a member of the national health insurance pays an expensive medical expense to a medical institution in one month, the member can apply for reimbursement from the national health insurance at the ward office for the amount which exceeded the payment limit. Please keep the receipts from the hospital and apply in the next month of the month needing reimbursement at the ward office.

For more information, please refer to the “National Health Insurance

Guidebook” at the ward office. (They are in Japanese, Chinese, English, Korean, Russian and French.)

Also, by showing the “Certificate of Eligibility for Ceiling-Amount Application” issued by the local ward office to the medical institution, you are able to pay the personal limit of payment from the beginning. To apply for a “Certificate of Eligibility for Ceiling-Amount Application”, you will need the following 2 items.

- ① National Health Insurance Card (Insurance card)
- ② Name seal (or a signature)

Health checkup at the health center (expense charged)

Students who did not receive a regular health checkup of the University of Niigata Prefecture need a certificate of health checkup can receive it by taking a health check at a health center or a hospital. The national health insurance will not cover the expense of health checks but it is generally cheaper at a health center than at a hospital. However, please keep in mind that each health center has its own designated days for health checkups and the issuance of the certificate will take nearly a week. You can apply for and receive a health checkup at a health center which is not in your local domicile. Please inquire the health center for details.

Concerning various insurances

National health insurance will not cover treating the injuries from a traffic accident, compensation of injuring others, or of property damages. Therefore, to be prepared for unforeseen contingencies, joining other insurances such as shown below is strongly advised.

For your own illnesses and injuries

- ◆ Personal accident insurance for students pursuing education and research
(All students should join as a general rule)

It compensates injuries due to unforeseen accidents during classes, research and extra curriculum activities within the university and during commuting to school. The application window is at the school affairs and student affairs division.

- ◆ Student comprehensive mutual insurance・Life insurance (voluntary)
It compensates unforeseen disasters, accidents, and attending hospitals and

hospitalization due to sickness and injuries whether inside or outside of school. It covers a wider range than the national health insurance. The application window is at the co-op.

Compensation for other people and properties

◆ Liability insurance for students pursuing education and research (All students should join as a general rule)

It compensates the legal compensation when injuring someone during education and research. The application window is at the school affairs and student affairs division.

◆ Student liability insurance (joining of overseas students is recommended)

It compensates a wide range of cases such as injuring someone in your daily life. The application window is at the co-op.

Compensation for housing

◆ Student comprehensive mutual insurance • fire insurance (voluntary)

It compensates damages from fire and water leakage in the rented room. The application window is at the co-op.

Reminders for going out and retiring to bed

Before going out and retiring to bed, check the locks, electricity, gas, and check the fire for heating (irons, gas stoves, and heating equipment) is out in wintertime.

Theft and loss of items

- If you are victimized by theft, immediately phone 110 (police).
- If your bankbook, cash card or credit card have been lost or stolen, immediately apply for stopping any transactions to the financial institution which the stolen item was issued and report it to the police.
- The police will issue a certificate of reporting loss and robbery. This certificate will be required for the reissuance of a lost residence card or passport.

Traffic accident

- Even if it may be a small accident, please phone 110 (police).
- If there is someone injured, please phone 119 (fire dept.) for an ambulance.

- Even you may not have an external injury, you may later have an aftereffect. Receive an examination at the hospital without fail.

- Check the opposite party' s name, address, telephone number, age, driver' s license number, license plate number, name of the insurance company and the insurance content.

- If there was an eyewitness, take a note of the person' s name, address and telephone number.

Disaster measures for earthquakes and typhoons

- If a disaster may strike due to typhoons or heavy rainfall, the Japanese Meteorological Agency will sound warnings by releasing a disaster prevention information (there are “Advisory” , “Warning” and “Emergency Warning”). This information can be checked by television, radio or on the Internet.

- Do not leave things in the evacuation route.

- Set the furniture so that nothing will fall on your head in the case of an earthquake while sleeping. Secure the furniture to prevent them from falling down.

- Prepare food supplies, drinking water, portable radio, flashlight, batteries, matches, medical supplies, etc. for emergencies.

- Check the route to the local evacuation area. The evacuation area near the University of Niigata Prefecture is Ohgata elementary school.

- ◆ Japanese Meteorological Agency (Japanese and English)

<http://www.jma.go.jp/jma/index.html>

- ◆ Evacuation areas for Niigata city

<http://www.city.niigata.lg.jp/kurashi/bosai/hinanjo/hinanjo.html>

If you are affected...

- First, secure your own safety. Turn off all fire sources immediately.

- Obtain accurate information from radio and television.

- Evacuate “on foot with minimum luggage” .

- If you cannot return home, contact your nation' s embassy or consulate and the University of Niigata Prefecture to be ready for assistance or inquiries from families.

- ◆ Foreign embassies in Japan <http://www.mofa.go.jp/mofaj/link/embassy.html>

9. Everyday life

Opening a bank account

When opening a bank account at a post office or a bank, you will be able to make a deposit and remittance of money, automatic withdrawal of public utility charges, payments for the use of credit card and so on.

Generally required documents (Differs by bank and post office)

- ① Passport
- ② Residence card of national health insurance card
- ③ Name seal (Not required at a post office. Signature is sufficient for some banks.)
- ④ Money for depositing (Any amount if fine.)

Electricity, gas and water

These public utility services may be managed by the landlord. Please check with the landlord or the real estate agent.

The payment of public utility services (public utility charges) can be done at banks, post offices and convenience stores. It can also be automatically paid from your bank account.

Electricity

- The voltage is 100V anywhere in Japan. But there are 2 frequencies and Eastern Japan, including Niigata is 50Hz. Use an electrical appliance compatible with the frequency.
- To use electricity for the first time in apartments, please contact the field office of Tohoku Electric Power company and ask for the start of use procedure.
- The charge are to be paid once a month.
 - ◆ Tohoku Electric Power 0120-175-266 (toll-free)
 - <http://www.tohoku-epco.co.jp/>

Gas

- To use gas for the first time in apartments, please contact Hokuriku Gas and have a worker to come over. The user must be present when opening the gas cock.
- The charge are to be paid once a month.

◆ Hokuriku Gas Gas shop Ohgata office 025-273-3871

<https://www.hokurikugas.co.jp/internetreceipt/index.html>

Water

- Japanese tap water can be drunk as it is.
- To use water for the first time in apartments, you will need to apply for use at the Niigata city waterworks bureau.
- The charge are to be paid once every 2months.

◆ Niigata city waterworks bureau 0120-411-002 (toll-free)

<http://www.city.niigata.lg.jp/kurashi/jyogesuido/suido/mado.html>

(Japanese, Chinese, English, Korean, Russian, and French)

How to dispose rubbish

The collecting day and time differs according to each district. Please ask the ward office, your landlord or neighbor.

In Niigata city, the rubbish is separated into “Burnable rubbish (kitchen garbage and papers)” and “Non-Burnable rubbish (rubbish not included in the following)” and is put out in a designated rubbish bag. The designated rubbish bags can be purchased at a supermarket or a convenience store.

Further, other rubbish must be separated into “Containers with Plastic mark (recyclable plastic containers)”, “PET bottles”, “Glass bottles for drinking and makeup use” and “Cans for drinking”.

For details, please carefully check the following Website.

◆ How to separate and dispose rubbish and resources in Niigata city

<http://www.city.niigata.lg.jp/kurashi/gomi/gomishigen/niigata/>

Also, for disposing “Large rubbish” such as furniture, please apply to the Niigata city large rubbish acceptance center (Tel : 025-290-5353) . The collections of “Large rubbish” will incur cost.

Student discount on transportation (Student discount)

The student discount for transportation such as JR is generally for regular students (undergraduate and graduate students whose aim is to obtain a degree) and is not applicable for non-regular students (research students and exchange students who are not aiming to obtain a degree).

When a regular student rides on a JR line for a one-way-distance of more than

101km, the student is able to use the “Student Discount Certificate for Passenger Fare (Student Discount Certificate)” . Some ships (ferries) and long-distance busses may employ student discount system. Please inquire the companies if needed. However, the use of student discount in JR only applies for normal boarding tickets. Express tickets and Green Car tickets will not be discounted.

Commuter’ s ticket

Regular students can purchase a school commuter’ s ticket for JR and for busses. Please purchase it at the commuter’ s ticket sales counter and take your student identification and a certificate for commuting to school (issued at the school affairs and student affairs division).

Non-regular students cannot purchase a school commuter’ s ticket. Please use ticket books or an IC card.

Telephone and Internet

Cellular phone

There are NTT (DoCoMo) , KDDI (AU) , SoftBank, etc. as cellular phone carriers in Japan. Each company differs in service. Please contract and purchase at the store upon thorough examination of service content.

Documents needed in purchasing differs according to each company, but you generally need your residence card (or alien registration card), passport, student identification, bank book, credit card etc. If you are under legal age, you will need a written agreement by a person having parental authority.

Internet

To connect to the Internet, you will need to join a service provided by an Internet connecting dealer called a provider, other than the telecommunications carrier. Some providers have service for IP telephones.

Landline telephone

The most used landline telephone carrier currently in Japan is NTT. But to newly set up a NTT phone will cost about 40,000 yen as an installation charge. Therefore, recently many students chose not to setup a landline telephone.

Public telephone

You can make a call by using 10 yen coins, 100 yen coins or a pre-paid telephone card. A telephone card can be purchased at the CO-OP and at a convenience store. You can make an international call from a public telephone with an “International” display.

International call

Ways to call, expenses, regions and countries able to call, all differs according to the company you may use. Many overseas students are using a cheap pre-paid card for international calls.

Concerning bicycles

Accidents while riding a bicycle is on the increase in recent years. Please refer to page 23, “Concerning various insurances” and be prepared for unforeseen incidences.

Rule when riding

Penalties are set by law for traffic violation of bicycles. Also, you will be responsible for compensation when causing a traffic accident.

- In Japan, bicycles must on the left side of the roadway. You are allowed to ride on a sidewalk if there is a “Bicycle and Pedestrians Only” sign. When riding on a sidewalk, you must ride slowly on the side of the driveway. At locations where there is especially a lot of pedestrian traffic, get off and push the bicycle.
- Get off the bicycle and check both ways at an intersection where there is a “Stop” sign.

(Bicycle and Pedestrians Only)



(Stop)



- Bicycles are not to turn right the same way as a car would. Ride on the “Bicycle Crossing Strip” if there is one.
- Riding a bicycle under the influence of alcohol and double riding is prohibited by law and a penalty has been set.
- Turn on the light without fail at nighttime.
- When parking your bicycle, lock it even if would be a short time to prevent the bicycle to be stolen. There is a lesser chance of theft if multiple locks are attached
- You are not to ride a bicycle with an umbrella put up.
- You are not to use cellular phones or smart phones or have earphones or headphones while riding a bicycle.

Bicycle registry

You are obliged to register your bicycle at the store when purchasing. To register, you will need an identification document which identifies your name and address such as a health insurance card and 500 yen. The validity of the registration is 5 years. You should keep the copy of the registry card given by

the bicycle shop at the time of purchase. If you are given a bicycle from another person, you should receive the registry card and bicycle warranty as well. The registry card should be renewed to that under your name. If your bicycle has been stolen, you should take the copy of the bicycle registry card and report it to the local police.

Caution for parking a bicycle

It will be a nuisance for people if a bicycle is parked on a sidewalk. Please park your bicycle at a designated location such as a bicycle parking area.

Information for families and everyday life

The happiness of families living together during your study abroad affects your life as an overseas student. The ward offices provide consultation about the family's health and education for children as well as holding Japanese language classes and various events. Please check the "Living Guide" (Japanese, Chinese, and English) given out at the ward office.

Also, if a child is born during your overseas study, please be sure to obtain a birth certificate and inquire your local ward office, your country's embassy and the immigration bureau to undergo procedures such as residence registration, adding as an insured person, acquisition of a passport, and the acquisition of status of residence. If a member of the national health insurance submits an application at the ward office, the member will be provided with a "lump-sum allowance for childbirth and nursing". If you are a member of another health insurance other than the national health insurance, please apply for a lump-sum birth allowance to the joined insurance. There are other assistance systems to assist families with children. Please inquire the details to the local ward office.

1 O . When returning back to your country

Various systems by the Japan Student Service Organization for overseas students retuning back to their home country

The Japanese Student Service Organization (JASSO) sends mail magazines, and perform support projects such as “Follow-up Research Fellowship” and “Follow-up Research Guidance” for overseas students. For details please inquire the international relations division or refer to the JASSO website.

◆ Japanese Student Service Organization (JASSO)

<http://www.jasso.go.jp/exchange/follow.html>

Procedure for leaving accommodation

Please inform the landlord or the real estate agent of your leave at least 1 month before returning to your home country. If you inform just before your leave, you will be charged with a rent of the next month.

If you do not leave after cleaning the room and making the room in the same state as when you moved in, the repair costs will be deducted from the deposit caution money. If the condition of the room is extremely dirty, you may be required a further amount of money for repairs and cleaning. If you wish to dispose “Large rubbish” such as furniture, beddings and bicycles, please apply for disposal to the application center below.

Televisions, air conditioners, refrigerators, washing machines and computers cannot be disposed by the local autonomy. Please ask the electrical appliance store where you bought the product, cooperative shops for collecting electrical appliances, or the manufacturer. It will incur collection expense.

Application counter for collecting large rubbish

◆ Niigata city large rubbish acceptance center Tel : 025-290-5353

<http://www.sodai.city.niigata.jp/>

Settling public utility charges

For the public utility charges such as electricity, gas, water and telephones, you must notify each field office or service center written on the bills few days prior to your leaving. Please follow the directions to settle the charges

and to proceed with the procedure of stopping the services.

Cancellation of a bank account

Please cancel the bank account at the bank or the post office. If your public utility charges are automatically drawered from your bank account, please cancel the account after all the charges has been settled (the above procedure).

Required documents

- ① Identification document such as a residence card or a passport.
- ② Name seal which was used when opening a bank account.
- ③ Bank book

Business hours for counters

Bank : 9:00 – 15:00 (Monday to Friday, except holidays)

Post office : 9:00 – 16:00 (Monday to Friday, except holidays)

Procedures at the ward office

When leaving Japan as your overseas study finishes, you will need to proceed with the following procedure at the ward office once your date of departure has been decided.

Required documents

- ① Passport
- ② Residence card (or an alien registration card)
- ③ National health insurance card
- ④ National pension book (national pension members only)

Submitting a notification of moving out

First, please submit a “notification of moving out” to the residence registration counter.

Settling national health insurance premium

The premium is calculated each month. Therefore, you will need to settle the premium in proper amounts when returning back to your home country as you finish your study in Japan. Please settle the premium at the national health insurance

counter. The validity date for the insurance card will be corrected to the date of your departure, allowing you to use it until that date.

Withdrawal from national pension (members only)

Please inform the national pension counter of your withdrawal. If you have been paying the premium for annuity insurance for more than 6 months, some amount of the money from the premium will be returned to you when requesting a lump-sum withdrawal. For details, please check the following website or inquire the national pension counter in the ward office.

◆ Japan Pension Service <http://www.nenkin.go.jp/n/www/index.html>

Apostille and authentication of official seals by the Ministry of Foreign Affairs

Apostille and authentication of official seals are both certifications from the Ministry of Foreign Affairs of Japan for official documents issued in Japan to be acknowledged as an official document in foreign countries as well.

Required types of authentications and procedures largely differ by where the document will be submitted. Further, depending on where the document will be submitted, it may need an authentication by the Embassy and Consulate in Japan (legalization). The applicant should inquire where the document will be submitted and the Embassy and Consulate in Japan prior to the application.

The laureate certificate and the diploma will be issued after the graduation ceremony and the commencement ceremony and the authentication procedure will take time. Those who wish these authentications must check with the related institutions and your country's Embassy or Consulate in Japan for procedures.

◆ Ministry of Foreign Affairs of Japan (Japanese・English)

<http://www.mofa.go.jp/mofaj/toko/todoke/shomei/index.html>

Notification of the Accepting Organization

Before returning back to your home country, please fill in the “Notification of the Accepting Organization” without fail and submit it to the immigration bureau. To submit the document, by either use the electronic notification system, take the document to the immigration bureau, or mail the document to the Tokyo immigration bureau.

【Mail destination】

5-5-30, Konan, Minato-ku, Tokyo-to, Postal number: 108-8255

Tokyo Regional Immigration Bureau, Residence Management Information
Department, Notifications Desk

***Write “Containing Notification” in red on the front of the envelope.**

***When making a notification by post, you will have to send the notification document with a copy of your residence card.**

Return of the residence card at the departure airport

When leaving Japan as your study in Japan finishes, you will be asked to return your residence card by the immigration officer at the airport. Please follow the officer's request and return the card.