



Guidebook for International Students' Advisors

Mie University International Students Committee
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Guide for Advisor of International Students

1. Support system for international students

(1) Tutor system

“Tutor system” is the system which every new international students can utilize for the first year. Tutor will support their studies or livings. Please talk with your student whether to utilize tutor system or not. International Student Office will inform you the detail.

Counter in charge : International Student Office, 1st floor of CIER

Tel: 059-231-9057

(Reference) Budget for 2015

• Regular Student (Undergraduate, Graduate)	60,000 JPY/ all year
• Non-regular Student (Undergraduate, Graduate)	50,000 JPY/ all year

*Half amount for a half year

(2) Leading or consultation system for international students

There are several consultation system in Mie University as below. If your student has a matter to consult, please guide suitably.

① About teacher in charge of international students

There are teachers in charge of international students for each faculties. If you want to consult, please talk to the teachers below.

- Faculty of Humanities, Law and Economics

Hisashi Fujimoto (231-9123) fu0331@human.mie-u.ac.jp

- Faculty of Education

Akiko Hattori (231-9360) hattori@edu.mie-u.ac.jp

- Faculty of Medicine

Masaaki Toda (231-5037) t-masa@doc.medic.mie-u.ac.jp

- Faculty of Engineering

Masahiro Tomita (231-9428) tomita@chem.mie-u.ac.jp

- Faculty of Bioresources

Toshiyuki Shibata (231-9568) shibata@bio.mie-u.ac.jp

② Office hour of teacher in CIER

Each teacher in CIER has his/her own office hour. In these time, every international student can consult. For more information, please go to the website of CIER below.

<http://www.cie.mie-u.ac.jp/class/post-65.html>

③ International Student Office

International Student Office will support students' livings generally.

Counter in charge : International Student Office, 1st floor of CIER

Tel: 231-9057 e-mail:ryugaku@ab.mie-u.ac.jp

④ Consultation room

If your student has any trouble or question, they can go to this room anytime. This room preserve secrecy. Either going directly to the office, or call them or send e-mail to contact.

Counter in charge : Consultation room, 1st floor of CIER

Tel:231-9783 e-mail:sodan@ab.mie-u.ac.jp

⑤ Center for Physical & Mental Health

In this center, students can consult about their physical and mental health. In addition, please tell your students to take health examination on a regular basis. International Student Office will inform by poster or e-mail magazine.

Counter in charge : Center for Physical & Mental Health, 1st floor of CIER

⑥ Student Advisors and Support Teacher in each Faculty

You can see the list from the URL below.

<http://www.mie-u.ac.jp/students/support/tutorial.html>

2. Academic Support for International Students

(1) Interview with your students and confirmation of enrollment

According to immigration's instructions, research students must do their research more than 10 hours in a week at least. Auditing students must take more than 10 hours classes in a week at least. **For auditing students, it is better to take classes not only Japanese classes in CIER but also specialized classes in each faculty.** Please do interview at least once in a half of year and submit "Interview Sheet" to the educational affairs section in each faculty. **Especially, if you have not seen your research students more than 2 weeks without saying anything, please let the educational affairs section in each faculty and International Student Office to know.**

All international students must do confirmation of enrollment every month at International Student Office. Please advise your students to do this every months.

3. Life Guidance for International Students

(1) Exemption of tuition fees/ Scholarships

①Exemption of tuition fees

Only regular students with economic reason or any other special reasons can apply for exemption.

Counter in charge : Student Services Affairs Counter No.1
1st floor of CIER (231-9678)

②Preferential treatment system for students who enroll to the graduate schools in Mie University

For students who graduated the partner universities, and also have a great scores, can use this system. If passed, tuition fee and entrance fee are exempted.

This system is only for:

1. The Graduate School of Humanities, Social Sciences (Master Course)
2. The Graduate School of Education (Master Course)
3. The Graduate School of Medicine (Doctor Course)
4. The Graduate School of Engineering (Doctor Course)
5. The Graduate School of Bioresources (Doctor Course)
6. The Graduate School of Regional Innovation Studies (Doctor Course)

For further information, please contact to the educational affairs section in each faculty.

③Scholarship

Basically, only regular students who have "student visa" can apply for the scholarships. Sometimes, you need to make recommendation letter for your students.

- MEXT Scholarship (Scholarship from Japanese Government)

There are several kinds of MEXT scholarship students that we are accepting.

Apply from abroad: Embassy Recommendation or University Recommendation

Apply in Japan: Domestic Selection

	Types	Period of apply	Period of arrival	Amount of scholarship (for 2015)
Embassy	Research student	March - April	Next April or October	143,000JPY~ 145,000JPY
	Teacher training student	December	Next October	143,000 JPY
	Undergraduate student	March - April	Next April	117,000 JPY
	Japanese studies student	December	Next October	117,000 JPY
University	Research student	December		143,000 JPY~ 145,000 JPY
	Japanese studies student	February		117,000 JPY
Domestic	Research student	October - November	Next April	144,000 JPY~ 145,000 JPY

- Honors scholarships by JASSO

Your students can apply through the educational affairs section in each faculty. (Only regular student)

(reference) Amount of scholarship (2015) is 48,000JPY per month

Counter in charge : International Student Office,
1st floor of CIER (231-9057)

- Scholarships offered by the private sector

There are several ways to apply. Information will be posted up on the board next to International Student Office.

(2) Housing

①Dormitory for international students

Mie University has some dormitories for international students. Basically, we recruit in February or August. However, period of staying and number of residents are limited. Also, we do not allow your families or friends to live there. (Except 5 couple' s rooms in Foreign Students' House) Therefore, there are cases not all applicants could live in. In that case, the students must rent apartment. You can advise your students to go to Mie University Co-op to find it.

②Comprehensive Renters' Insurance for Foreign Students Studying in Japan

Mie University can be your student' s guarantor when your students want to rent apartment.

To use this system, your students must pay the fee (4000JPY for one year). This insurance covers overseas travel insurance for students and guarantor compensation fund for guarantor.

If your students asked you to be guarantor, please guide this system.

Counter in charge : International Student Office,
1st floor of CIER (231-9057)

(3) Education of children

①About nursery and kindergarten

If your students wish to give their children to nursery and kindergarten, the organizations below will support:

- About nursery • • • Tsu City Parenting Promotion Section (229-3167)
- About kindergarten • • • Tsu City Education Board (229-3391)

(4) To do part-time job

International students who have student visa, can do part-time job with a permission from immigration. **They cannot work more than 28 hours in a week.** (While long term vacation, no more than 8 hours a day).

However, your students do not need to get permission from immigration for the part-time job as teaching assistant or research assistant in Mie University. If your student says that he or she wants to do part-time job, please give permission to work part-time as long as it does not interfere with their studies. In that case, please tell your student to inform International Student Office about his/her job.

MEXT scholarship students are not allowed to do part-time job outside of Mie University.

(5) Procedure for visa extension

Procedure for visa extension is able to do 3 months before the expired date. Please tell your students to do procedure beforehand.

Also, when your students graduate or quit Mie University, please tell your students to change their visa to correct one.

Counter in charge : International Student Office,
1st floor of CIER (231-9057)

(6) Procedure for temporary returning or travel abroad

In case your students leave Japan temporarily, your students must submit "Passage Certificate" to the educational affairs section in each faculty. In this certificate, advisor's permission is needed.

If your students live in the dormitories, they also need to submit "Notification of Staying out, Travel or Home Visit" .

(7) Respect for religion, thought, creed

There are several social and cultural background for international students. Please understand this.

4. To prevent your students from being troubled

(1) Joining insurance

①National Health Insurance

All international students must join this insurance.

②Damage & Accident Insurance for Students (Gakken-sai)

This insurance pay for the unexpected accidents occurred during lectures, extracurricular activities such as volunteer activities, other school events. The premium is approximately 1,000 JPY for a year, and your students will receive appropriate insurance many accordingly.

③Liability Insurance for Students (Gakken-bai)

When your students hurt someone or destroy someone's belongings while lectures, school events, extracurricular activities such as volunteer activities, and commuting for conducting those mentioned. This is a system to compensate for legal compensation for damages to take by having damaged property or another person. The premium is approximately 500 JPY for a year, and your students will receive appropriate insurance many accordingly.

(2) Attending events outside of Mie University

For the events outside of Mie University, it is on your students' responsibility. These events might include unexpected content, religion invitation, or pernicious sales. If you think that is doubtful, please ask your students not to attend. In addition, please tell your students not to give their private information easily.

5. Emergency Contact

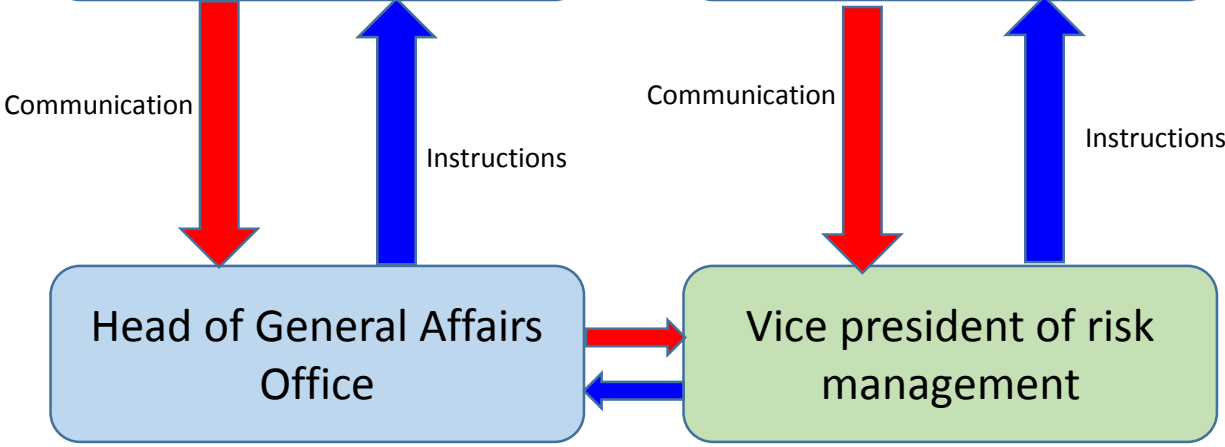
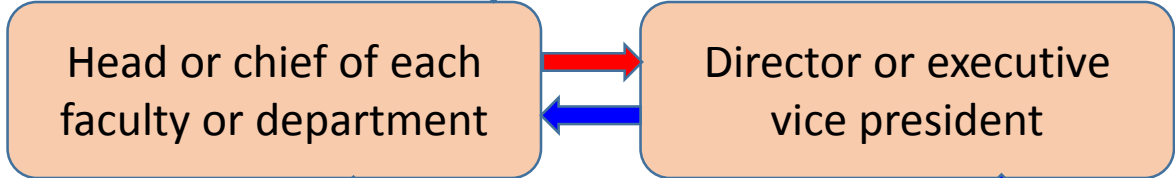
When urgent thing such as disease, injury, fire, or any other trouble happened to your students and had an emergency phone call, please tell your students to inform to International Student Office (059-231-9688) immediately.

In the case of Saturday, Sunday, National Holidays and any other holidays of the university, please call to Security office ("Shuei-shitsu") near entrance of Mie University. The phone number is 059-231-9649.

Crisis phenomenon information
Emergency contact system

school personnel or
students found crisis
phenomenon

Spot
Dealing



Command
and
Unification

