



How to be exchange student in Mie University

International Student Office, Mie University

From an application to an arrival

inside of () is for new students from autumn

Sep
(Feb)

- We will send the information of exchange program to partnership universities.
- The person in charge of exchange program must collect all of the documents of your students by deadline.

Oct
(Mar)

- For new students from April, we will arrange the deadline end of October. (For new students from Oct, It'll be end of Mar) The person in charge of exchange program will check these documents and please send us by air-mail.

Oct to Dec
(Apr to May)

- When we get your documents, we will consider your students' academic advisors. Please wait for our announcement.

Jan
(Jul)

- We will go to immigration to get your "Certificate of Eligibility". It's going to take a few weeks.

Feb
(Aug)

- We will arrange your students' dormitories.
- We will send you "Certificate of Eligibility" and "Acceptance Letter" of your students. Students must go to Japanese embassy with these documents and get their VISA. Don't forget the passport.

Mar
(Sep)

- When your students booked their plane ticket, please let us know. We need to arrange pick-up services from Tsu-Nagisamachi or Tsu-Station.

Mar to Apr
(Sep to Oct)

- It is about to leave your country. There are several procedures when you get here.

Attention for the documents

Application for Admission of Exchange Student

- There are 3 sheets in this EXCEL data.
- Please look at the sample, and put your information in it.
- At the bottom of third sheet, you need to write your signature by handwritten. Other part, you can use your computer to write.

Certificate of enrollment

- Do not send the copy. Only “Original” is accepted.
- It will be more desirable to have a NAME, GRADE, POSITION, STUDY PERIOD in this document.
- If this document written in other than Japanese or English, please attach the thing which translated it into Japanese or English.

Academic Transcript

- Do not send the copy. Only “Original” is accepted.
- If this document written in other than Japanese or English, please attach the thing which translated it into Japanese or English.

Recommendation

- This recommendation must be by head of your department or by a person above the position of the head of your Department.
- Do not send the copy. Only “Original” is accepted.

Questionnaire sheet

- The student who choose to enter Faculty of Humanities, Law and Economics, please write “**Questionnaire sheet of Faculty of Humanities, Law and Economics**”
- Faculty of Engineering also need this questionnaire.
- You don’t need this questionnaire if you want to enter other faculty

Application for Certificate of Eligibility

- There is one sheet in this EXCEL data. Please put your information on the yellow part. The person in charge of exchange program need to send this data to us by e-mail.

Mie University Scholarship Application Form

- If you want to get this scholarship, please write your information in this application form. ***It is not absolutely sure to get this scholarship. Please make sure you have enough money to study in Japan. *From this time, only one person for each university can apply for this scholarship. Please elect one person to apply.**

Copy of your passport

- If you already have your passport, please send us copy.
- If you don’t have one yet, get as soon as possible and send us the data by e-mail.

Questionnaire for the dormitory

- We have several dormitories for international students. Please look at dormitory guidance from next pages and make your first to third wishes to live in.

About the Photo

- You need to put your photo on “Application for Admission of Exchange Student”. We also need two other photos for spare.
- From 2012, The rule for the photos are much district than before. If you don’t keep this rule, we might ask you to resend the photos. Be careful.
- If you give me your photo by electronic data, it is possible to print out here.

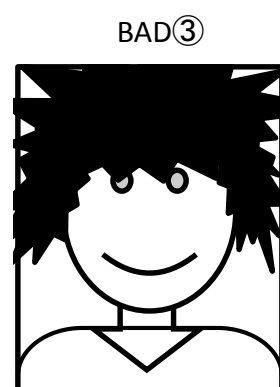
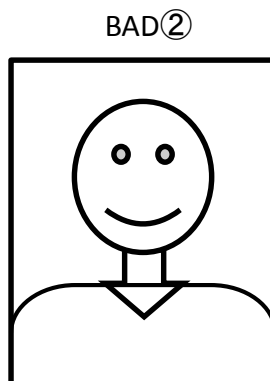
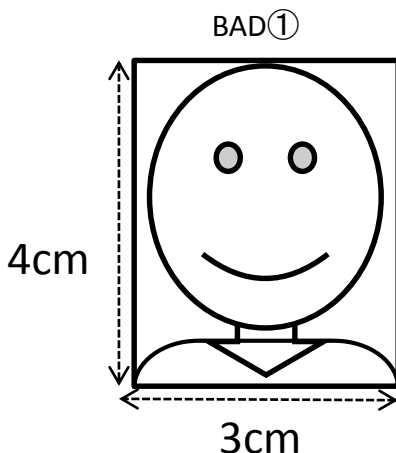
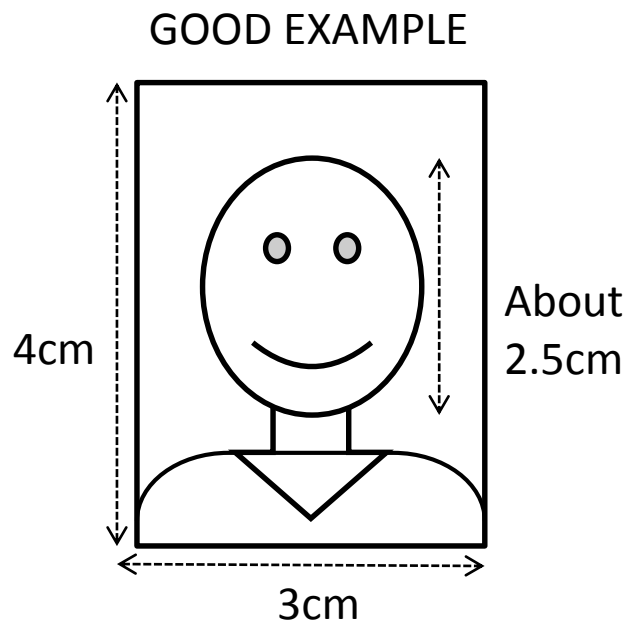
①Photo must be sharp and clean.

②Do not wear cap or hat.

③All of your hair must be seen inside the photo.

④Background must be mono colored.

⑤You need to look straight forward to the camera



Dormitory

- There are five dormitories for International Student at Mie University.



1. University Foreign Student's House
(for female and male students)



2. Foreign Students' Dorm A (for female)
3. Foreign Students' Dorm B (for male)



4. Women's Dormitory for
International Students (for female)



5. Anotsu-ryo Dorm (for male)

Some dorms are only for female or male students.
Also, equipment of the facility, monthly fees are varied
according to the dorms. Please see the detailed information in
the following pages before submitting your choices.
(Please understand that not all the choices are accepted.)

University Foreign Student's House (for female and male students)



↑Kitchen & Dining



↑Room



↑Laundry



↑Lobby

- A single room is 6,900 JPY per month and a couple room is for 13,900 JPY per month
- Two minutes walk to the campus
- This is an furnished dorm with a desk, a chair, a desk lamp, a bookshelf, a wardrobe, a refrigerator, an air conditioner, a prefabricated bath, curtains, a window screen, a shoebox, TV connector (No TV), Internet connector (charge separately) .

Foreign Students' Dorm A (for female)

Foreign Students' Dorm B (for male)



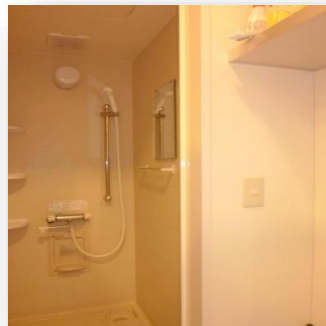
↑ Kitchen



↑ Room



↑ Laundry



↑ Shower Room



↑ Public Restroom
(each room has a toilet)

- Any male personnel mustn't enter Dorm A.
- A single room is 14,000 JPY per month.
- A quad room is for 4 people and 7,500JPY per person per month. You can apply for this room with your friends.
- These dorms locate on campus.
- This is an furnished dorm with a desk, a chair, a desk lump, a bed, a wardrobe, a bathroom vanity, a refrigerator, an air conditioner, curtains, a window screen, TV connector (No TV), Internet connector (charge separately) .

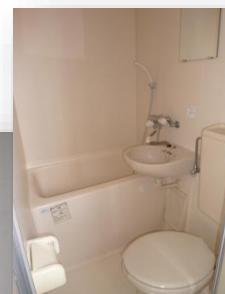
Women's Dormitory for International Students (for female)



↑kitchen



↑Room



↑Laundry



↑Public Space



↑Roof (for laundry)

- A single room is 5,900 JPY per month.
- It locates on campus.
- This dorm is for Japanese and international students.
- This is a furnished dorm with a desk, a chair, a bed, a refrigerator, shelves, a prefabricated bath, an air conditioner, curtains, a window screen, TV connector (No TV), Internet connector (charge separately) .

Anotsu-ryo Dorm (for male)



Refrigerator→



↑Kitchen



↑Room



↑Laundry



↑Public
Restroom



↑Public
Bathroom



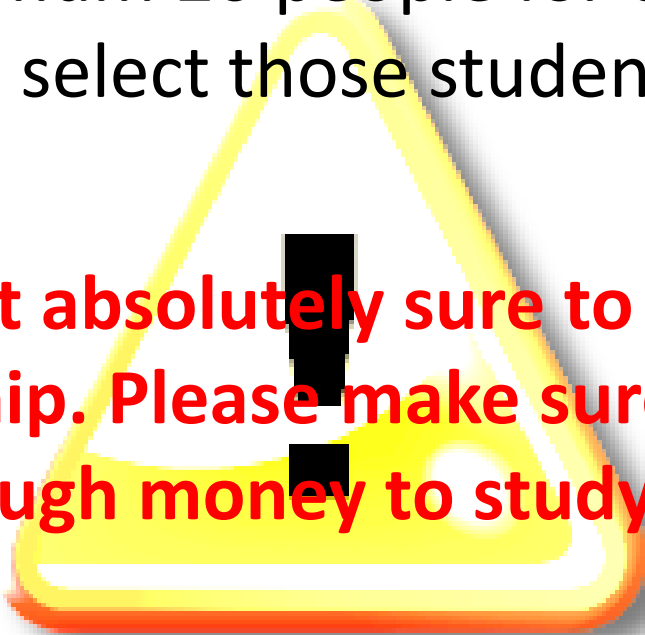
↑Public Space

- A single room is 8,000 JPY per month. In addition, there are lighting and heating expenses to pay (5000 JPY per month).
- It locates about 15 minutes walk.
- Most of the residents are Japanese students, therefore, you have to have ability to communicate in Japanese.
- There is no shower available in each room but there is a Japanese traditional public bath to share.
- This is an furnished dorm with a desk, a chair, a bed, an air conditioner, curtains, a window screen, TV connector (No TV), Internet connector (charge separately) .

About Scholarship

- There is only one scholarship for exchange student, which called “Mie University Scholarship”.
- From this time, only one person for each university can apply for this scholarship. Please elect one person to apply.
- This scholarship gives you 20000JPY per month for maximum one year.
- Number of this scholarship students is maximum 20 people for one year. We will select those students.

✕It is not absolutely sure to get this scholarship. Please make sure you have enough money to study in Japan.



About Living Expenses

- To live in Japan, The amount of money that is necessary for a month is as follows.

Food	20000 JPY
Dormitory Fee	10000 JPY~15000 JPY
Lighting, Water	5000 JPY
Cellphone	7000 JPY
Internet Services	2500 JPY
National Health Insurance	1500 JPY
Other	10000 JPY
SUM	56000 JPY~61000 JPY

- These are general aims. Please prepare for the minimum necessary amount of money.

About Part-time Job

- When you take a part-time job, you must first apply for the permission. Once you get the permission, it will be effective no matter how often you change your part-time job. In case you extend your status of residence the permission can also be extended. The form can be obtained from an immigration office counter. Required documents are: passport and Alien Registration Card. The application is proceeded free of charge
 - You can get this permission by showing "Application for Engaging in Activities other than Status Qualification" at immigration.
- ※Application sheet is on next page.

You cannot do these part-time job below:

Cabarets, cafe, nightclubs, dancing halls, bars that offer special services for customers to entertain, eat and drink, mah-jong game parlors, pachinko parlors, game centers, bathhouse businesses with private rooms, and massage service businesses with private businesses and others.

- Hours permitted to work for foreign nationals whom the status of residence of "Student" is limited as follows:
 - Regular Students (Undergraduate & Graduate Students): 8 hours per day and 28 hours per week
 - Non-regular Students (Research Students, Special Auditing Students, and Special Research Students): 8 hours per day and 28 hours per week
 - During Long Vacation (Summer Vacation, Winter Vacation, and Spring Vacation): 8 hours per day

(カード表面)

日本国政府 在留カード 番号 AB12345678CD
 氏名 TURNER ELIZABETH
 生年月日 1985年12月31日 性別 女 F 国籍・地域 米国
 住所 東京都千代田区豊田1丁目1番1号豊田ハウス202号
 在留資格 留学
 在留期間 (満了日) 4年3月 (2018年10月20日)
 許可の種別 在留期間更新許可 (東京入国管理局長) MOJ
 交付年月日 2014年06月10日 交付年月日 2014年06月10日
 このカードは 2018年10月20日まで有効 です。 法務大臣

(カード裏面)

届出年月日	住所欄	記載事項
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長

資格外活動許可欄

許可: 原則 28 時間以内・風俗営業等の従事を除く

在留資格変更許可申請中

資格外活動許可を受けたときに、許可の内容が記載される欄です。

資 格 外 活 動 許 可 申 請 書

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

入国管理局長 殿

To the Director General of Regional Immigration Bureau

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

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

※ 上陸許可に引き続き資格外活動許可申請を行うことができるのは、上陸の許可により「留学」の在留資格を決定された場合(3月の在留期間を決定された場合を除く。)に限られます。

Persons, who are able to file for this application following acquisition of landing permission, are limited to those who have been granted the status of residence of "Student" based on the landing permission (excluding those who have been granted a period of stay of three (3) months).

1 国 籍・地 域
Nationality / Region

2 生 年 月 日
Date of Birth

年
Year

月
Month

日
Day

3 氏 名
Name (in English)

4 性 別
Sex

男 ・ 女
Male / Female

申請人の署名／申請書作成年月日

Signature of the applicant / Date of filling in this form

年
Year

月
Month

日
Day

About Pick-up Services

- When you arrive Japan, we can pick you up from Tsu-Nagisamachi.
- We will get ready for shuttle bus from Tsu-Nagisamachi to Mie University for a couple of days. More detail will appear when the time comes.
- We suggest you to arrive at Chubu International Airport (Centlair). Because, There is high-speed boat from Centlair to Tsu-Nagisamachi almost per hour(one way:2470 JPY).



After Arrival

After arrival, come to our office, and we'll give you some documents.



Students will go to the city hall with tutor and register the address, also join National health Insurance



From this part, student must do by themselves.

After that, you can open your bank account in Japan.



After that, you can buy your cell phone in Japan.



About Insurance

- To spend secure and safe life while studying at Mie University, we recommend to purchase some kind of insurances.
- All international students must join the National Health Insurance without exception. By joining the National Health Insurance, the individual medical expense usually becomes 30%. The city hall staff will give you National Health Insurance Card. You always need to carry this card.
- There are other insurances called “Damage & Accident Insurance for Students” and “Liability Insurance for Students”. These insurances pay for the unexpected accidents occurred during lectures, extracurricular activities such as volunteer activities, other school events. These Insurances are optional, If you already joined the insurance in your country, you don’t need to join these.



Japanese Course in CIER

- Every International Students can take Japanese course in CIER.
- It is free to take the course
- To take Japanese course, you need to take Japanese Placement Test at the beginning of semester.
- To apply this placement test, Let's go to International Relation Office after your arrival.
- According to the result, the course will be suggested to each student. On the same day, students will find out their results and are to take the orientation meeting for their study courses. In the meeting, faculties will advice each student for the appropriate courses for their levels and explain how to fill out the registration card for the courses.

Flow Chart of Registration

Take "Placement Test" for Japanese Language Study Course.



See the result of the test.



Attend the orientation meeting and get the application form.



Attend the first class.



Fillout the application form. (Need to get the "Hanko" stamp from your academic supervisor)



Submit the application form to the International Relations office by due date.



Request modification to the International Relations office. (if applicable)

【Color of the Application Form】

PINK =Undergraduate Student

Yellow =Exchange Student, Japanese Language Study Students

White = Research Students, Graduate Students

Q&A

Q	A
Can I rent a bicycle from Mie University??	Sorry, we don't do rental services. Please buy on your own. It's about 10000 JPY.
Is there any Wi-Fi connection in Mie University	Yes. We have free Wi-Fi connection in here.
Is there any stores or shops around Mie University?	We have shopping mall near the university. You can go there in 10 or 15 minutes by walk.
Is there anyone helps me after I arrived Japan?	Exchange students will have tutor who helps your life stuff. Also, he or she teaches you Japanese. In addition we have support circle for international student. They also help you.
How many classes should "Special Auditing student" have to take?	You need to take more than 7 classes in a week. To learn exclusive studies, take classes in your faculty. Or, you can take Japanese studies classes in CIER. ※Most of classes in faculties are held in Japanese.
What should "Special Research Student" do?	Special Research Student must have purpose of research under your academic advisor. If your academic advisor agreed, you can take classes. However, there are no transcript for those classes.
I already have joined insurance in my country. Should I join to "National Health Insurance" in Japan?	Yes. It is responsibility to join "National Health Insurance". Please join it.
Can I use gymnasium?	Sorry, gymnasium is only for club activities. We cannot allow to use for private.
Is it hot in Mie? Or cold?	An average air temperature in winter is about 5 degrees. In summer is 28 degrees.
I am going to Japan in soon, but I feel sick. However, I already bought plane ticket, so can I go?	No, please look into the cause and take some medical assistance. If you had big problem in your body, you might not be able to return to your country.

Q	A
When should I arrive to Japan? Before the semester starts? Or after the semester starts?	<p>If you arrive before semester starts, your room might not have been vacant yet.</p> <p>Also, you need to take Japanese placement test which held on the second week for each semester.</p> <p>So, we suggest you to arrive Japan at the first week of the study period.</p>
I need certificate of enrollment.	<p>We can make those certificate in Japanese or English. If you want to make other certificate, we would be happy to provide you some advice at any time.</p>
My families are coming to Japan. Could they stay in my dormitory?	<p>Sorry. We won't allow them to do so. Please tell your families to stay at the hotels around Mie University.</p>
Is there any event for international students?	<p>We plan field trip twice in a year. In addition, many groups hold some events for international students.</p>
Is there any scholarship for exchange students?	<p>There is only one scholarship for exchange student, which called "Mie University Scholarship".</p>
Should I open bank account in Japan?	<p>It is not necessary, but if you have one, it is easy to pay your cellphone fees, internet fees etc... Please close your bank account when you go back to your country.</p>
I heard that I should make my own stamp in Japan.	<p>Most of procedures are OK with your signature by hand. Sometimes, you need your stamp to contract. Thus, you can make stamp in Japan. It is not so expensive.</p>
What time does class start?	<p>In Mie University, a period is 90 minutes long and 5 classes for a day.</p> <p>First class starts at 8:50 and last class ends at 17:50.</p>
Do you have library in Mie University?	<p>Yes. We have library in here. In there, you can use computer, group working commons, learning commons etc...</p>
Can I go to trip while I study in Japan?	<p>Sure you can. If you are not coming back to dormitory for a while, we want you to write "Notification of staying out". Also, if you are going to abroad, please write "Passage certificate".</p>
I almost finish my study in Japan. What should I do?	<p>When you finish your study, we want you to submit "The document for returning home" and "Final report". Also, you need to break out all contract before you leave.</p>

Useful Information

- Website for Mie University

<http://www.mie-u.ac.jp/en/>

- Center for International Education and Research

<http://www.cie.mie-u.ac.jp/en/cier/>

- Campus Map

<http://www.mie-u.ac.jp/en/about/map/>

- Inquires: International Student Office

ryugaku@ab.mie-u.ac.jp

For further inquiries,
please contact the
International Student
Office. ♪

