

三重大大学 留学生ガイドブック

**GUIDEBOOK FOR
INTERNATIONAL
STUDENTS
MIE UNIVERSITY**

**2015
Autumn**

学務部学生サービスチーム 留学生支援室
INTERNATIONAL STUDENT OFFICE

留学生の皆さんへ

この「留学生の手引き」には、みなさんが三重大で留学生活を送るために必要なことが書かれています。よく読んでください。わからないところは、担当者によく聞いてください。

授業に関する連絡事項や各種お知らせなどについては、モバイル情報案内システム(MMIS)によって行います。また、履修登録や、成績閲覧、健康診断閲覧などについては、Universal Passport (ユニパ) によって行いますので、毎日必ずMMIS・ユニパを見てください。

この「手引」の内容は、今後変更する場合があります。変更があった場合にはMMISでお知らせします。

For International Students

This “International Student Guidebook” offers necessary information about the life of international students on Mie University Campus. Please read it thoroughly and be sure to ask the staff members at the International Student Office if you need any further explanation.

Please check the online Mie University Mobile Information System (MMIS) every day for updated information regarding classes, schedules and other general information.

In addition, through the “Universal Passport” (sounds: Uni-Pah) website, you can register for courses, view your academic transcripts, and also view your medical examinations results online.

If there are any updates on the information contained in this guidebook, you will be notified through the MMIS.

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I Classification of International Students

International students can be categorized either as “Japanese Government Sponsored Scholarship Students,” “Foreign Government Sponsored Students,” and “Self-financed International Students.” “Japanese Government Sponsored Scholarship Students” are international students who receive a scholarship from the Japanese Government to study in Japan. Foreign-Government Sponsored Students are those whose expenses are supported by their own country. The rest are categorized as “Self-financed International Students.”

In addition, students are also categorized depending on their registration status in the University, as follows;

Regular Students (*Seiki-sei*)

Students who enroll in the faculties or graduate school (Master’s course, Doctoral course) with the purpose of obtaining a degree are considered as regular students.

Non-Regular Students (*Hi-seiki-sei*)

Non-regular students are those whose purpose is not to obtain a degree. Research students, auditing exchange students, special research students (exchange students), nondegree students, teacher-training students, and students of Japanese Studies, are considered as non-regular students.

II University Life

1 . Annual Schedule

(1) Academic Year

The school year is from April 1 to March 31 (of the following year).

(2) Semesters

There are two semesters in a school year.

- First semester: April 1 to September 30
- Second Semester: October 1 to March 31 (of the following year)

(3) Class Schedule (throughout a year)

1st period 8 : 50 ~ 10 : 20

2nd period 10 : 30 ~ 12 : 00

(Lunch break)

3rd period 13 : 00 ~ 14 : 30

4th period 14 : 40 ~ 16 : 10

5th period 16 : 20 ~ 17 : 50

6th period 18 : 00 ~ 19 : 30

(4) Schedule for Academic Year

Please refer to the information given at the “Guidance Meeting.”

(5) School Holidays

There are no classes on the following days.

- 1) Saturdays,
- 2) Sundays,
- 3) National Holidays,
- 4) Anniversary of Establishment (May 31),
- 5) School Festival,
- 6) One day before the day and the Entrance Examination Days for University Testing Center Examination. No admittance is allowed during the days that the entrance examinations take place. If it is necessary for the students or staff members to access the building, you must ask for permission at least one day before.
- 7) Long-term Vacations (Summer Vacation, Winter Vacation, and Spring Vacation).

(6) National Holidays

April 29	Showa Day	November 3	Culture Day
May 3	Constitution Day	November 23	Labor Thanks Giving Day
May 4	Nature Day	December 23	Emperor's Birthday
May 5	Children's Day	January 1	New Year's Day
The 3 rd Monday of July	Marine Day	The 2 nd Monday of January	Coming-of-Aged Day
The 3 rd Monday of September	Respect for the Aged Day	February 11	National Foundation Day
September 23	Autumnal Equinox	March 21	Spring Equinox
The 2 nd Monday of October	Sports Day		

※When a national holiday falls on Sunday, the day after will be the substitute holiday.

(7) Special Cancellation of Classes

1) When Emergency Warning or Warning has issued.

When Emergency Warning (for Heavy Rain, Storm, Storm Surge, High Waves, Snowstorm, and Heavy Storm), Storm Warning, or Snowstorm Warning is issued either in the area of North part of Mie Prefecture (Yokkaichi city, Kuwana city, Suzuka city, Kameyama city, Inabe city, Kisomisaki-cho, Toin-cho, Komono-cho, Asahi-cho, and Kawagoe-cho) and/or Central part of Mie Prefecture (Tsu city, Matsusaka city, Taki-cho, and Meiwa-cho) or Major Tsunami Warning or Tsunami Warning is issued in Ise Bay,

and if it is not cancelled by 6:00 am, the classes held in the morning will be cancelled.

And if it is not cancelled by 10:00 am, the classes held in the afternoon will be cancelled.

The exam period will be the same.

2) In Case of Natural Disaster or Transportation Strike

In case of natural disaster or transportation strike occur, all the classes will be cancelled. In addition, in case of the earthquakes, Tsunami, or tornadoes, please pay attention to the news in the radio, TV and your neighborhood, and students should take all measures possible to protect themselves in the event that an emergency situation occurs.

When Mie University decides to cancel classes or restart classes, we inform students through MMIS (Mobile Information System).

2. Administration Services

Opening Hours 8 : 30 ~ 17 : 15

Office	Location	Telephone	Business to Handle
International Student Office	University Research Hall II 1F	059-231-9057	<ul style="list-style-type: none"> ●Government-sponsored Student ●Receiving and Sending Students for Short Period ●Scholarships & Visa ●International House
Educational Affairs Office, Student Affairs Department	University Research Hall II 1F	059-231-9712	<ul style="list-style-type: none"> ●Issuing Academic Transcript ●Issuing Student Card
Student Service Office, Student Affairs Department	University Research Hall II 1F	059-231-9060	<ul style="list-style-type: none"> ●Exemption for Tuition ●Women's Dormitory for International Students
Career Support Office, Student Affairs Department	University Research Hall II 1F	059-231-5396	<ul style="list-style-type: none"> ●Guidance about Job Hunting ●Job Information ●Consultation for Job Hunting
International Relations Office	University Research Hall II 2F	059-231-9721	<ul style="list-style-type: none"> ●Courses and Issues for Center for International Education and Research
Student Affairs, Faculty of Humanities, Law and Economics	Faculty of Humanities, Law and Economics 1F	059-231-9197	<ul style="list-style-type: none"> ●Course Registration, Transcript, Leave of Absence, Permanent Leave for Students of Humanities, Law and Economics
Student Affairs Office Faculty of Education	Faculty of Education 1F	059-231-9319	<ul style="list-style-type: none"> ●Course Registration, Transcript, Leave of Absence, Permanent Leave for Students of Education
Student Affairs, School of Medicine & School of Nursing	Graduate School of Medicine, Faculty of Medicine 1F	059-231-5424	<ul style="list-style-type: none"> ●Course Registration, Transcript, Leave of Absence, Permanent Leave for Students of Medicine
Student Affairs, Faculty of Engineering	Graduate School of Engineering, Faculty of Engineering 1F	059-231-9469	<ul style="list-style-type: none"> ●Course Registration, Transcript, Leave of Absence, Permanent Leave for Student of Engineering
Student Affairs, Faculty of Bioresources	Graduate School of Bioresources, Faculty of Bioresources 1F	059-231-9631	<ul style="list-style-type: none"> ●Course Registration, Transcript, Leave of Absence, Permanent Leave for Students of Bioresources
Student Affairs, Graduate School of Regional Innovation Studies	Graduate School of Bioresources, Faculty of Bioresources 1F	059-231-9632	<ul style="list-style-type: none"> ●Course Registration, Transcript, Leave of Absence, Permanent Leave for Student of Regional Innovation Studies

(1) Information Announcement

Announcement from the University to students (such as cancellation of a class, change in class schedule, and messages) are made through the Mie University Mobile Information Service (MMIS) on the Web. Please be sure to check MMIS every day. In case of an emergency, you may be contacted by e-mail or cellular phone. (Please inform the International Student Office your contact details as soon as possible.)

(2) Issuance of Certifications and Documents

① Identification Card (Student ID) (*Gakusei-shou*)

An identification card (Student ID) will be issued upon entrance to the University. You must carry the student ID all the time. Campus facilities such as automatic certificate issuance machines, the Center for Information Technology and Networks, and the University Library cannot be used without a Student ID.

② Student Passenger-fares Discount Certificate (Student Fare Discount Certificate)

When traveling distance is more than 101 km, students can receive 20% discount on the fare and it is called *Gakuwari* in Japanese. Each student can receive up to 10 discount certificates per year.

③ Other Certificate Issuance

Certificate	Office in Charge	Note
Certificate of Commuting (<i>Tsugaku-shoumei-shou</i>)	Educational Affairs Office, Student Affairs Department	Issued on the same day by automatic certificate issuance machines.
Certificate of Enrollment (<i>Zaiseki-shoumei-sho</i>)	Educational Affairs Office, Student Affairs Department	Issued on the same day by automatic certificate issuance machines.
Graduation Certificate, Course Completion Certificate	Educational Affairs Office, Student Affairs Department	Issued on the same day by automatic certificate issuance machines.
Japanese Government Sponsored Scholarship Student Certificate	International Student Office	Issued 3 business days after the date of application.
Health Certificate (<i>Kenkou-shindan-shou</i>)	Center for Mental and Physical Health	Issued on the same day by automatic certificate issuance machines.
Credit Acquisition Record	Student Affairs Office, Each Faculty and Graduate School	Issued 3 business days after the date of application.
Academic Transcript (<i>Seiseki-shoumei-shou</i>)	Educational Affairs Office, Student Affairs Department	Issued on the same day by automatic certificate issuance machines.
Certificate of Prospective Graduation	Educational Affairs Office, Student Affairs Department	Issued on the same day by automatic certificate issuance machines.
Certificate of Prospective Course Completion	Educational Affairs Office, Student Affairs Department	Issued on the same day by automatic certificate issuance machines.
Student Passenger-fares Discount Certificate (<i>Gakuwari</i>)	Educational Affairs Office, Student Affairs Department	Issued on the same day by automatic certificate issuance machines.

*It will take about one week to issue English Transcript.

*For non-regular students, those certificates are issued at International Students Office.

*If you need certificates mentioned other than above, please contact International Students Office.

(3) Tuition and Fees

① Payment of Entrance Fee and Tuition

Entrance fee is a one-time fee paid by postal transfer at the time of entrance to the University. Tuition fees should be paid in April and in October for a period of 6 months each time. Payment should be made to the teller in the Accounting Division.

Please be sure to notify the school when leaving or taking a temporary leave of absence. If you fail to notify the school, you may receive a reminder for unpaid tuition fees.

Japanese Government Sponsored Scholarship students and Exchange Students who are from our Partnership Universities, will receive a remission of entrance and tuition fees.

② Exemption of Entrance and Tuition Fees, etc.

International students, who have difficulties paying the entrance and tuition fees, may apply for exemptions. There may be a case when all or half of the tuition fee is remitted after the consideration. Mie University students can submit the application form around February to the beginning of March for Spring Semester, and around July to August for Fall Semester. For incoming students, it will be in April for Spring Semester and in October for Fall Semester. Please apply at the Student Welfare Division. However, non-regular students (research students and non-degree students) are excluded.

(4) Scholarships for International Students

① Japanese Government (Monbukagakusho: Ministry of Education, Culture, Sports, Science and Technology) Scholarship (accepted in Japan)

Eligible students are 3rd-year undergraduate students (5th-year medical students) or students who are going to do a graduate school regular course. Please apply at the International Student Office.

② Honors Scholarship –Gakusyu Shoreihi (for Self-Financed International Students)

The honors scholarship is offered by the Japan Student Services Organization to self financed international students who enroll in undergraduate school or graduate school as regular or research students with a good academic record and financial difficulties. The application information will be announced through the “International Student Newsletter” sent by email from the International Student Office.

- Application period: From the middle of April to the beginning of May every year
- Scholarship amount (monthly): 48,000 yen for undergraduate students and 65,000 yen for graduate Students

③ Mie International Exchange Scholarship

This scholarship is provided by the Mie Prefectural Government. The application information will be announced through the “International Student Newsletter” sent by email from the International Student Office.

- Application period: From the end of February to the beginning of April every year
- Scholarship amount (monthly): Same Amount as Tuition

④ Other Scholarship Programs by Private Organizations

The application information will be announced through the “International Student Newsletter” sent by email from the International Student Office, when available.

3. Academic Learning

International students who entered Mie University should not forget their original goals and should work hard on achieving them. If there is any confusion regarding learning methods, please consult with your academic advisor or faculties of the Center for International Education and Research (CIER).

(1) Academic Advisors

Please consult with your academic advisor regarding issues on education (classes), research, study and what to do after graduation.

(2) Faculties of the CIER

Please consult with the Faculties of the CIER when any of the following problems occur during your stay and everyday life.

- Difficulties with the Japanese people
- Communication difficulties with the teaching staff in class
- Difficulties with the Japanese language
- Things you do not know concerning your daily life etc.

If you need further guidance regarding any other issue, please do not hesitate to talk to the faculties of CIER.

(3) Tutors

Tutoring is available to support study and campus life of international students. (Please consult with your academic advisor if you need a tutor.)

- Eligible period: During the first year after school enrollment.
- Your tutor is usually an undergraduate or a graduate student who has the same major as you
- To increase the learning effect by the support of the tutor, mutual understanding and trust is necessary.

(4) University Library

There are more than 960,000 books available in the Mie University Library.

① Library Hours

Mondays ~ Fridays : 8:45 ~ 21:45 Until 17:00 during vacations
Saturdays : 9:00 ~ 18:30 Until 17:00 during vacations

② Closed Days

National Holidays and Substitute Holidays, from December 27 to January 5, and Entrance Examination Days etc. Please visit the library website for details.

③ Entrance/Exit

The Main Library has an entrance gate. Please use your student ID to enter. To exit, use the exit gate.

④ Reading

Books and magazines in the library can be taken from the bookshelves and read freely in the reading rooms. Newspapers should be read in the designated area.

⑤ Lending Service

- Lending Procedure: Bring the books to the first floor counter with your student ID
- Number of Books and Period

	Books on Open Selves	Books in Closed Stack
Undergraduate Student	up to 5 books, for up to 14 days	
Graduate Student	up to 10 books, for up to 14 days	

*The period for vacations will be announced in the bulletin board.

- Returning Procedure: Return books to the counter on the first floor. If the library is closed, please place the books into the returning post by the entrance. When books are not returned by the due date, other books cannot be lent out.
- BDS: There is the BDS: Book Detection System, at the entrance of the library. The buzzer of the system will sound at the exit if the lending procedure is not completed. Please check the books in case the buzzer sounds.

⑥ Document Copy

Documents in the library can be copied in the building. When you wish to copy them, fill in the “Document Copy Application” and pay in cash or pay by a copy card. The fee is 10 yen/copy. The copy card is available (sold) in the Co-op.

⑦ Inquiries

Library staff will answer various questions, so that research and study can be effectively done. Please feel free to ask the staff at the counter about anything unclear such as how to look for materials, how to search in OPAC and Database, and subject research, etc.

(5) Confirmation of Enrollment (*Zaiseki Kakunin*)

All international students at Mie University must confirm their enrollment each month (between 1 and 10 of the month) at the International Student Office. Please have your Student ID with you. Those who neglect to confirm their enrollment will be reported to Nagoya Immigration Bureau and Monbukagakusyo, (Ministry of Education, Culture, Sports, Science and Technology) as a disappeared/missing immediately. In addition, those students who didn't complete confirmation by entering information into the computer every month may not be allowed to apply for the scholarships.

(6) Courses for International Students

In the Mie University, most classes are taught in Japanese except for some lectures and seminars. The Center for International Education and Research offers Japanese language classes and classes regarding Japanese affairs and intercultural communication for international students. Please make your life in Japan more fulfilling through learning Japanese. If you wish to attend these classes, please be sure to take the placement tests (in April and September), and register for courses in the registration period.

<Japanese Study Course>

Japanese preparatory courses are offered for international students before enrolling in Mie University.

<Japanese Subjects for Undergraduate Students>

Classes regarding Japanese language, Japanese affairs and cross-culture are offered for regular international students. There is also a class to learn Intercultural Communication. Students other than regular international students can attend both Japanese language courses and Japanese subjects for undergraduate students if they wish.

Note: To attend Japanese classes, students must take placement test. Please be sure to take it on both spring and fall semesters. The dates of the placement tests will be announced through the "International Student Newsletter" sent by email from the International Relations Office and they will also be available at the CIER website as well.

(7) Field Trips

Field trips are planned for international students to promote understanding of Japanese culture and industries. When the field trip is held, invitations will be posted through the “International Student Newsletter” sent by email from the International Student Office and they will also be available at the bulletin board outside the office. Attendees must submit a report after the field trip.

(8) International Student Association

This association is established for the promotion of exchange activities among international students and Japanese students, reinforcement of support system of receiving international students through discussion with Center for International Education and Research regularly, and providing useful information for international students. There are seven groups such as 1) China, 2) Korea, 3) Bangladesh, 4) Malaysia, 5) Thailand, 6) Other Asian Region, 7) Other Continents and there are one or more representatives from each group.

III Student Welfare

1. Center for Physical and Mental Health

Both mental and physical health is important during your stay in Japan. In the Center for Physical and Mental Health, you can consult about your mental and physical health.

In addition, regular health examinations must be taken. The schedule for the medical examinations will be announced through the “International Student Magazine” sent by email from the International Student Office and they will also be available outside the office in the bulletin board as well.

2. Insurance

(1) National Health Insurance

- All international students must join the National Health Insurance without exception.
- By joining the National Health Insurance, the individual medical expense usually becomes 30%.
- To join the National Health Insurance, you need to apply at your local city hall.

(2) Damage & 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 you will receive appropriate insurance many accordingly. Please come to the No. 2 window of the Student Service Office for the application.

(2) Liability Insurance for Students (Gakken-bai)

When you 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 you will receive appropriate insurance many accordingly. Please come to the No. 2 window of the Student Service Office for the application.

To spend secure and safe life while studying at Mie University, we recommend to purchase those two insurance, Gakken-sai and Gakken-bai.

3. Student Counseling Services & Information

You can come and consult with anything during your stay. Information you give will be kept confidentially. Please take an appointment in advance at the office directory, call or send an email at sodan@ab.mie-u.ac.jp.

4. Housing Information

① International Student House and Other Dormitories

Mie University has University Foreign Students' House, Foreign Students' Dormitory A & B, and Women's Dormitory for International Students. University Foreign Student's House has 30 single rooms, 5 rooms for couples. "Foreign Students' Dormitory A" for female students has 17 single rooms and 8 rooms for 4 persons. In "Foreign students' Dormitory B for male students," there are 35 single rooms. In "Foreign Students' Dormitory C&D", there are 29 single rooms and 14 sharing rooms. In addition, there are 25 single rooms for female international students at Women's Dormitory for International Students. The Admission is accepted on Mie University International House Policy. Application of residence is accepted in February and August. Moving-in season happens in April and October. Please contact International Student Office for details.

② Private Accommodations

It is the custom that payments of deposit and premium (approximately 2 months' rent) are required when renting a privately-owned apartment. In addition, unfurnished apartments are common in Japan, so please keep this in mind when you search for an apartment. When looking for an apartment, please contact the University Co-op Office.

<Comprehensive Renters Insurance for International Students >

For international students who cannot find a guarantor when renting an apartment, Mie University will be a guarantor with the condition of being insured by the "Comprehensive Renters Insurance for International Students Studying in Japan (4,000 yen per year; 8,000 yen for 2 years) offered by the Japan Educational Exchanges and Services (JEES). The application for the insurance is available at the International Student Office.

5. Transportation

Students can receive a student discount (*Gakuwari*) when using transportation such as trains and buses for a travel distance greater than 101 kilometers by showing a certificate of student discount. Regarding the student's commutation pass, it can be purchased by showing the enrollment certificate for regular students. Non-regular students are only eligible to purchase a regular commutation pass. Additionally, pre-paid cards and booklets of tickets will be useful for taking buses and trains.

IV Classification of Residence and Resident Card

1. Classification of Residence

Such as extension of stay period and change of status of residence, can be applied at the Immigration Bureau.

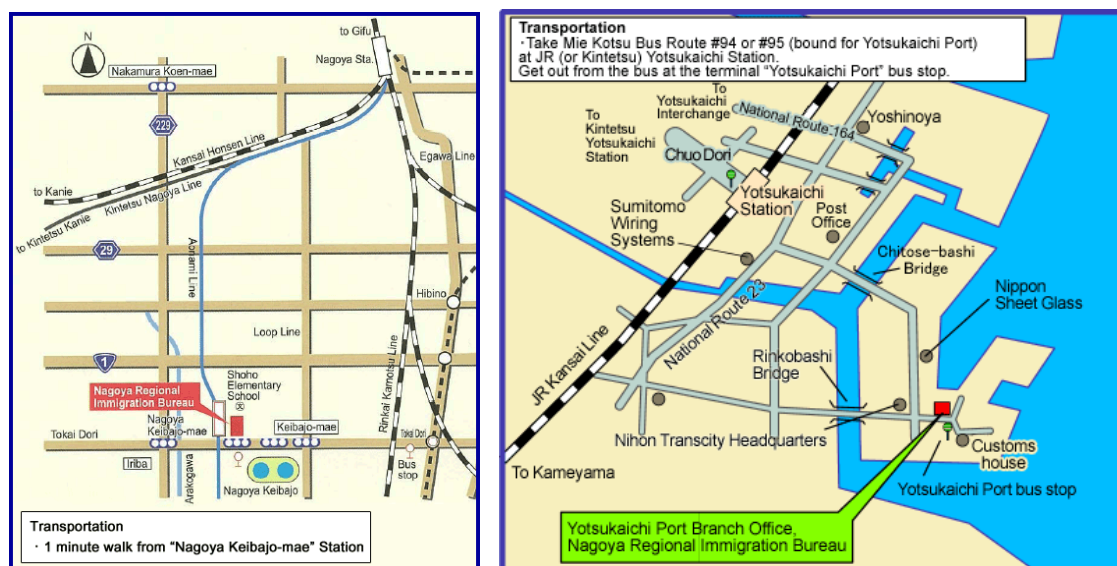
If you fail to apply for an extension of your stay, you have to leave Japan in the middle of your study. Application is accepted 3 months before the expiration date. The required documents which the University issues are: a transcript, a certificate of enrollment, and the application form for the organization.

Students should request the required documents at the International Student Office.

Nagoya Regional Immigration Bureau 052-559-2151 ~2

Yokkaichi Branch Office, Nagoya Regional Immigration Bureau [0593-52-5695]

The Immigration Bureau of Japan <http://www.immi-moj.go.jp/index2.html>



(1) Extension of Period of Stay

Documents required to apply for the extension of stay are as follows; please contact the Immigration Bureau by phone or online to check for updates.

Regular Students (Undergraduate and Graduate Students)

- Application for Extension of Period of Stay (specified form)
- Certificate of Enrollment
- Academic Transcript
- Proof of method of the support to meet the expenses and tuition in Japan
- Passport
- Resident Card
- Application Fee (4,000 yen, paid by Revenue Stamp)
- Other documents required by the Immigration Bureau

Non-regular Students (Research Students)

- Application for Extension of Period of Stay (specified form)
- Certificate of Enrollment
- Proof of method of the support to meet the expenses and tuition in Japan
- Proof of research result (prepared by academic advisor)
- Passport
- Resident Card
- Application Fee (4,000 yen, paid by Revenue Stamp)
- Other documents required by the Immigration Bureau

Non-regular Students (Non-degree Students)

- Application for Extension of Period of Stay (specified form)
- Certificate of Enrollment
- Proof of method of the support to meet the expenses and tuition in Japan
- Certificate of Attendance (with the number of hours in a week)
- Passport
- Resident Card
- Application Fee (4,000 yen, paid by Revenue Stamp)
- Other documents required by the Immigration Bureau

(2) Change of Status of Residence

Required documents for the application for change of status of residence (from pre-college student to college student) are as follows:

- Application for Change of Status of Residence (specified form)
- Certificate of Enrollment or Letter of Acceptance
- Proof of method of the support to meet the expenses and tuition in Japan
- Passport
- Resident Card
- Application Fee (4,000 yen, paid by Revenue Stamp)

(3) Procedure for Bringing Family to Japan

A. Birth of Child in Japan

- 1) When a child stays in Japan for more than 60 days after birth, he/she must obtain a residence certificate.
Please apply at the Immigration Bureau within 30 days after the child's birth.

- 2) Birth Registration

Please apply at the City Hall of your residence within 14 days after the child's birth.

B. Entering Child to School

- 1) Nursery School

Nursery school accepts young children (from 0 to 6 years) when both parents are working. Apply directly to the school.

2) Kindergarten

Kindergarten is a facility, which educates children before entering elementary school. Apply directly to the office of the facility.

3) Elementary School/Junior High School

Please contact the City Hall of your residence.

2. Permission for Temporary Leave of Japan and Re-entry

When leaving Japan temporarily, you must show your Residence Card at the Immigration. In case you are to stay out from Japan more than one (1) year, you must submit an application for re-entry permit to the Immigration Bureau.

Also, you must notify your academic advisor and the International Student Office prior to your leave of Japan. You must carry your “Resident Card or Appropriate Alien Registration Card” with you when leaving Japan and re-entering Japan. Required documents for re-entry permit application are as follows;

- 1) Application for Re-entry Permit
- 2) Passport
- 3) Resident Card
- 4) Student ID
- 5) Application Fee (3,000 yen for single, 6,000 yen for multiple re-entry, paid by Revenue Stamp)

3. Resident Card

Resident Card will be issued to foreigners residing in Japan since July, 2012. When receiving the Resident Card, the person must register his address at the city hall within 14 days.

When receiving a stamp “Resident Card will be issued later” on his passport, the person must visit the city hall to register his address within 14 days. The Resident Card will be issued afterwards.

Note: A foreign resident must carry his Resident Card at any time. You need to show your Resident Card when immigration inspectors, police officials at the immigration, and/or police officials in Japan require. Please carry your Resident Card with you at any time.

(1) Extension of Period of Stay and Change of Status of Residence

Required documents at the City Hall are your “Passport” and the “Resident Card.”

(2) Re-issuance

If you lose your Resident Card, you must apply for re-issuance within 14 days at the Regional Immigration Office. (Please report to the police if you lose your card before you visit the Immigration Office to issue a certificate of report for losing your card.) You may need your passport and 2 passport photos for re-issuing.

Note: For a certain period, until the new Resident Card is issued, an Alien Certificate will be deemed equivalent to a Resident Card for the purpose of residence notification or procedures at Regional Immigration Offices.

V Cautions

International students must be careful about the followings;

◎ Status Change (such as withdrawal from school)

If students wish to leave the University halfway through their period of stay, they should consult with their academic advisor in advance. Submit a notice of withdrawal from the school to the Student Affairs Office of your department. If you fail to follow this procedure, you may not be considered as “withdrawn” and will receive a reminder for unpaid tuition fees.

Students must notify the office when taking a leave of absence from school or returning to school as well.

Please contact the International Student Office or the Student Affairs Office of your department. (Research students cannot take a temporary leave of absence from school).

- Address and telephone number changes, and purchasing a cellular phone

Students must notify the above to the International Student Office and the Student Affairs Office of your department.

◎ Please always check MMIS and Universal Passport for updates.

◎ Keep in touch with your academic advisor and your guarantor (or landlord), and keep them updated on your activities.

◎ Private mail/delivery other than for the International Student House will not be kept in the International Student Office. Please notify senders to mail your correspondence directly to your apartment.

◎ Telephones in the University are not available for your private use. Please use the pay phones on campus. Private incoming calls are not accepted either.

◎ Follow the rules of Mie University and try your best to achieve the goals of your study in Japan.

*The International Student Office is open from 8:30 to 17:15 on weekdays (Monday ~ Friday).

VI Part-time Jobs

Students holding a student visa will be permitted to have a part-time job by applying for permission of activities other than the status of residence at the Immigration Bureau.

Number of hours should not exceed the hours indicated below and should not disrupt your study.

- 1) Regular Students: Up to 28 hours/week
- 2) Non-regular Students: Up to 28 hours/week

In both cases, students are permitted to work 8 hours/day during the long-term vacations (Summer, Winter, and Spring).

It is prohibited by law for international students to work in the sex or gambling industry. The following documents are required for application.

- 1) Application for permission to engage in an activity other than that permitted under the status of residence previously granted
- 2) A document that proves the activity
- 3) Passport (verification purposes only)
- 4) Residence Card or Appropriate Alien Registration Card (verification purposes only)

As long as the student is permitted to work, the permission is effective even if the place of work changes.

The public employment security office (It is called *Hellowork*) and the University Co-op will give their support for part-time employment.

Those who obtain work permit must notify the International Student Office immediately.

VII Returning to Home Country

Procedures for leaving Japan for home country differ by status of the students. The information regarding procedures will be given by at the International Student Office. When leaving, obtain a departure stamp on your passport from the immigration officer at the airport and return your Alien Registration Card. If you have Residence card, you will receive the punched card back when you return to home country.

Be sure to clear and close all accounts of individually owned cellular phone, rented items, accommodation fees, bank accounts, National Health Insurance etc.

VIII Social Life

1. Emergency Telephone Numbers

(1) Fires and Ambulance (*Kaji* and *Kyukyu-sya*)

Call “119” in cases of fire (*Kaji*), sudden illness (*Byouki*), or severe injury (*Kega*).

In addition to regular home telephones and cellular phones, pay phones can also be used. When using a pay phone, press the red button located on the telephone, then dial 119. The call is free of charge.

- 1) When dialing “119,” you will be connected to the fire Emergency Department. Please report whether it is a fire (*Kaji*) or an emergency (*Kyu-kyu*) for sudden illness (*Byouki*) or a severe injury (*Kega*).
- 2) Then, you will be asked for your address. Try to answer as correctly as possible.
- 3) In case of illness or injury, tell them about the condition of the patient.
- 4) The fire engine and/or the ambulance will be sent out with a siren to the place where you informed. When you hear a siren, go outside on the street and show yourself. Fire fighters and ambulances are free of charge in Japan.

(2) Police (*Keisatsu*)

Call “110” in case of crime and/or traffic accidents. You will be connected to the police.

* When urgent thing such as disease, injury, fire, or any other trouble happened to you and had an emergency phone call, please 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.

※Shoplifting

No one can take possession of property illegally or commercial products without paying, it is called stealing or shoplifting.

According to Japanese law, shoplifting is considered a form of theft and punishable with a fine of less than 500,000 JPY or less than ten years of imprisonment. It is a very serious crime. Please refrain from committing any crimes.

2. Preparing to Deal with Earthquakes

Japan is a country with many earthquakes. We better be prepared in case of such natural disasters happening.

First of all, furniture should be fixed to the wall with fittings. Fittings can be purchased at local stores. In particular, heavy furniture such as bookshelves should be firmly fixed so that the books will not fall off.

Passport and other valuables should be kept in one place so that they can be taken out easily.

Check and verify the location for evacuation in your residential area.

Please remember the following in case of a big earthquake happened.

- 1) Turn off the stove and the main gas valve.
- 2) Open at least one window or a door to secure your exit.
- 3) Stay away from the window to avoid injury by broken glass.
- 4) Stay under a strong desk or close to a pillar of the doorway.
- 5) Put shoes on since there may be broken glass on the ground and go to the designated evacuation area.

In cases of an earthquake, TV and radio will report the necessary information. Obtain the accurate insight from them and try not to be confused by false information.

Mie University lies in the tsunami risk zone. In case of an earthquake, you are advised to seek out high ground, preferably the upmost floor in a building at least four stories tall.



3. Abandoned Bicycles

Do not take bicycles left near the station or on the street even if they seem still usable. All bicycles in Japan are registered, so you may be suspected of stealing bicycles and questioned by the police if you use the abandoned bicycles.

When receiving bicycles from your friend, have him/her write a transfer agreement and register the change of owner at the police station.

4. Garbage Disposal

Garbage disposal differs depending on the city/town of your residence. Check with the city/town office or your neighbors. Collection day, place, time, and type of garbage are set, so please follow the rules of your residence. If you do not follow the rules, it will result in troubling your neighbors because of the smell and garbage can be scattered by animals such as crows.

5. Moving In/Out

Be sure to check the following when moving.

- 1) Notify the realtor and the landlord a few months before moving. Pay all rent and expenses before you leave.
- 2) Stop electricity (TEPCO), gas (Gas Company), and water (Water Authority).
- 3) Submit the notice of the address change to the post office.
- 4) When moving out into the same municipality, notify the municipal city/town office of your current residence of your address change.
- 5) When moving out into a different municipality, notify the city hall of your residency that you are moving in/out. Change address on your National Health Insurance, or report it to the mobile phone company and your bank.
- 6) When you move to other place, do not forget to notify the change of your address to shops and governmental offices such as city hall, bank, and cellular phone company.
- 7) Notify your new address and telephone number to the International Student Office and the Student Affairs Office in your department.

6. How to Open a Bank Account

It is possible to assign payment of rent, water, gas etc. to a bank account, so that the payments are automatically carried out each month. Furthermore, owning a bank account greatly simplifies receiving tax returns and salary for part-time jobs. When opening a bank account, the following is necessary:

1. Your Alien Registration card, Residence card or a National Insurance card. If you do not have one yet but are in a hurry to open a bank account, you can issue a certificate of residence, which can be used instead.
2. A Name seal; a stamp with your name

3. Cash. Any amount is fine.

[How to Register Your Names for Opening Bank Account]

- ✓ Even if your name is written in Chinese characters (for example, if you are a Chinese national), you will be asked to provide a transliteration of your name into katakana. You can ask your teacher for help with converting your name into Japanese pronunciation and script in advance.
- ✓ Issuing a Bank Card, four-digit number is required to have the card issued at the counter. You will receive the card by post later.
- ✓ In addition, you may be asked to stamp on for issuing the card. In case you do not have a name stamp, you can ask if you can sign instead. Usually it is accepted. If it is not accepted, you can buy your own seal or have it made at seal makers or hardware stores. Ask for one with your name in katakana. It will take around 15 minutes or so and there are many variations from reasonable ones to expensive. You can have one which is inexpensive around 500 to 1,000 yen.