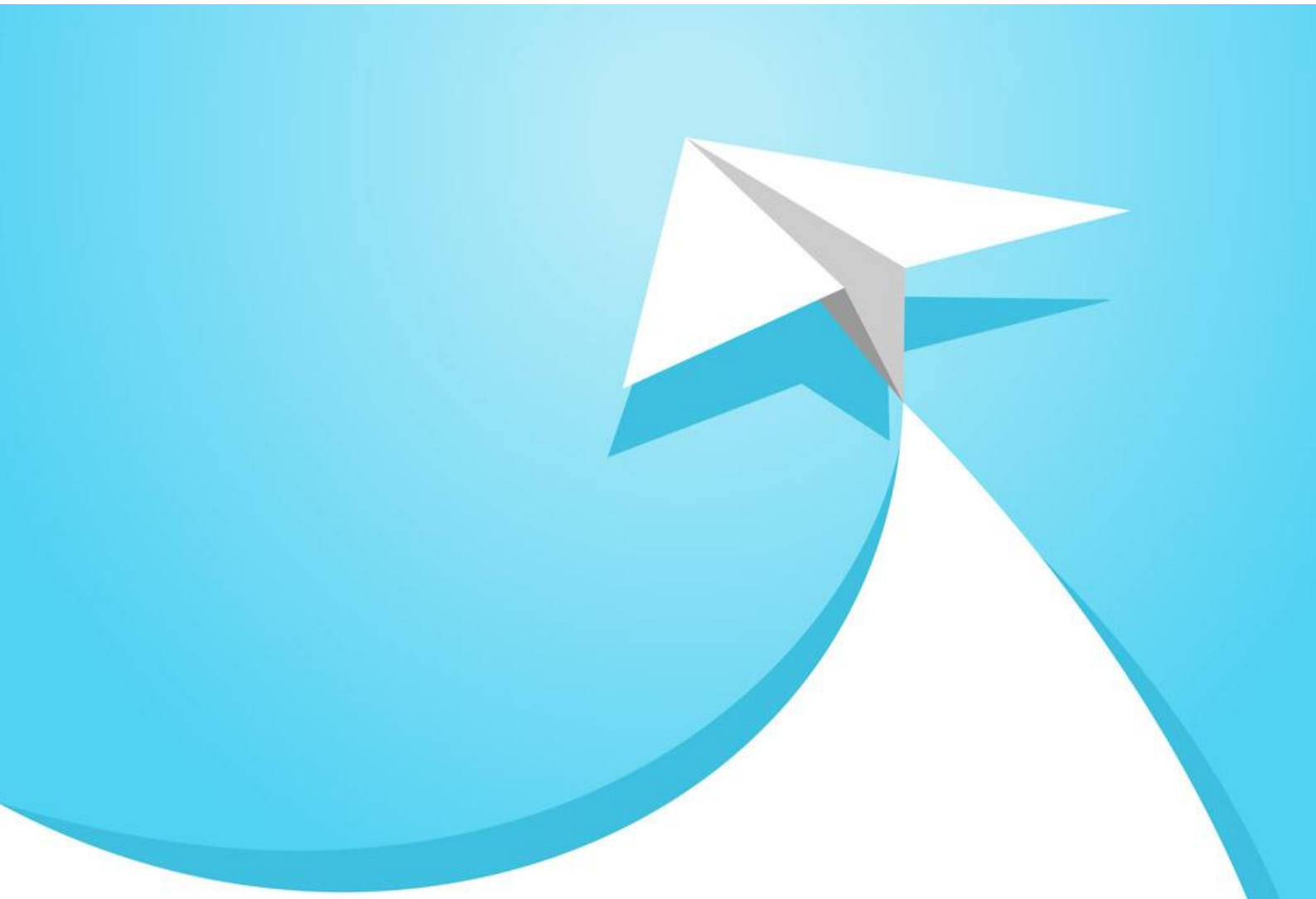
英語版＜English＞

GUIDEBOOK FOR INTERNATIONAL STUDENTS 2026



三重大学
留学生ガイドブック

国際戦略チーム（こくさいせんりゃく） International Relations Division

Dear International Students

This International Student Guidebook offers necessary information about the life of international students at Mie University Campus.

Read it carefully, follow the university rules, and do your best to achieve the purpose of your study abroad.

Guidebook for International Students

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Ⅰ. Categories of International Students

Regular Students (*Seiki-sei*)

Students who enroll in the faculties or graduate school with the purpose of earning degrees (bachelor's degree, master's degree, or doctorate degree) are considered to be regular students.

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

Non-regular students are those whose purposes are not to earn degrees. Research students, special auditing students (exchange students), special research students (exchange students), non-degree students, international teacher-training students, and international students of Japanese studies are considered to be non-regular students.

Ⅱ. Procedures required after arrival in Japan

1. Admission procedures

Submit the following to the International Relations Division as soon as possible after your arrival.

(1) Documents to be submitted by all non-regular students

1. International Student Record
2. Permission to Process Personal Data
3. Pledge for security trade control
4. Declaration Concerning Applicability of a Specific Category

(2) Documents to be submitted by dormitory residents

***Except students who live in Women's Dormitory for International Students**

1. Notification of arrival at International Student Dormitory and statement of intention to comply with house regulations
2. Report on the condition of facilities and equipment

2. Opening a bank account

Scholarship recipients are required to open a bank account to receive their scholarship. It's not mandatory for others, although having your own account is useful for automatic payment of utility bills and for receiving payments from part-time jobs.

What to take	Residence card (with your new address), passport, Personal seal (*hanko*) if you have one, Student ID (gakusei sho)

We recommend the following bank.

Bank name	Branch	Address
Japan Post Holdings (郵便局) yubinkyoku	Mie Daigaku Nai Branch (Located on 1st floor of Mie University Hospital)	〒514-0001 津市江戸橋2丁目174番地 Tsushi E d o bashi Chome Banchi Edobashi 2-174, Tsu City

★ Advance reservation is required

★ If you are not confident in your Japanese, please go through the procedures with a tutor.

3. Student Email System

For student e-mail, we use the Gmail function of "Mie University G Suite" with Google's G Suite (old Google Apps). In addition to the Gmail function, you can use other functions (calendar, document, drive etc.). Various notifications from the university will be sent to student email. Please use "Students' Mail" for communication with the university.

https://www.cc.mie-u.ac.jp/cc/student_mail_e.html

Email Address: Student ID number@m.mie-u.ac.jp

Two-factor authentication

In order to prevent unauthorized access, the University will also introduce t wo-factor authentication. two-factor authentication can be configured in Google Workspace, so please refer to the configuration instructions to set it up.

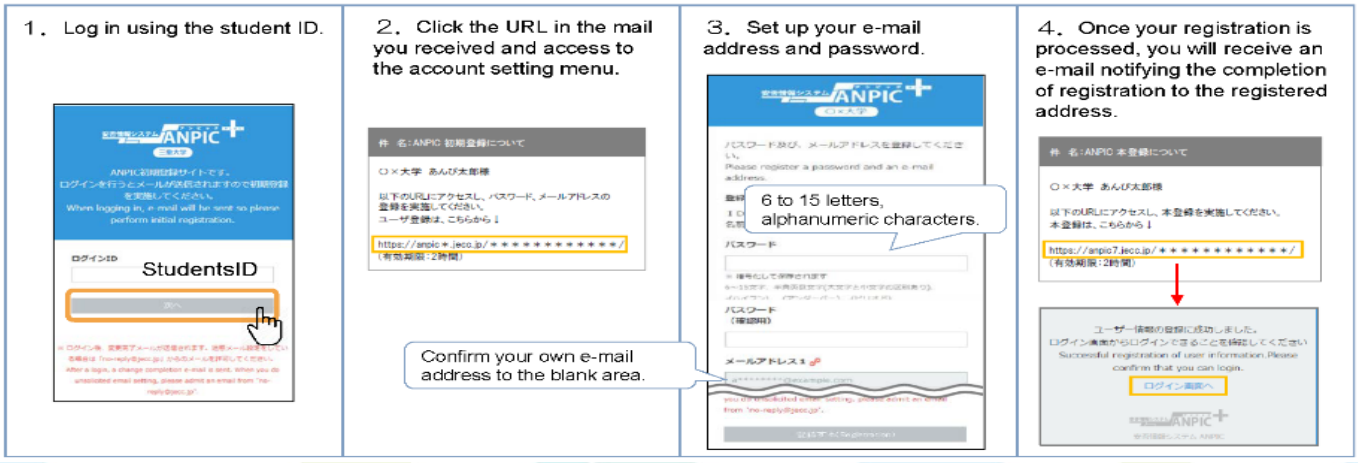
https://www.cc.mie-u.ac.jp/cc/gapps_niyouso_e.html

4. Safety confirmation system (ANPIC)

In order to confirm your safety if a disaster such as a massive earthquake should occur, register your email address on the ANPIC safety confirmation system.

Use your student ID as your ID for this system.

https://www.mie-u.ac.jp/bosai/anpic/post.html



5. Subscription to disaster information email service

When a disaster is expected, Tsu City Hall will provide the latest disaster information, including evacuation sites and other important updates.

How to Register: Access the website and enter the address for the area where you would like to receive information, or scan the QR code. Then, send a blank email to the registration email address to complete your registration.

【Japanese】

hlttps://tsu-city.site.ktaiwork.jp/

【Multilingual】

https://www.info.city.tsu.mie.jp/_res/projects/default_project/_page_/001/012/392/tagengoban.pdf

Ⅲ. University Life

1. Annual schedule

(1) Academic year

Our academic year extends from April 1st to March 31st of the following year and it is divided into two semesters, as shown below.

Spring semester : Classes begin April 1st and end September 30th.

Fall semester : Classes begin October 1st and end March 31st of the following year.

(2) Daily schedule

Block 1 (periods 1-2)	8 : 50-10 : 20
Block 2 (periods 3-4)	10 : 30-12 : 00
Lunch break	12 : 00-13 : 00
Block 3 (periods 5-6)	13 : 00-14 : 30
Block 4 (periods 7-8)	14 : 40-16 : 10
Block 5 (periods 9-10)	16 : 20-17 : 50
Block 6 (periods 11-12)	18 : 00-19 : 30

(3) Annual Events

SCHEDULE

- 学内イベント On-campus
- 学外イベント Off-campus

Spring

4 Apr

- 春期新入生オリエンテーション
  Spring Orientation for New Students

5 May

- 歓迎会
  Welcome Party

- キャンパスツアー
  Campus Tour

6 Jun

- 文化体験ツアー
  Cultural Experience Tour

- セカンドホームプログラム
  Second Home Program

留学生の皆さんに、ホスト・ファミリーを紹介するプログラムです！
A program that introduces international students to host families.

7 Jul

- 企業訪問
  Company Visit

- 鈴鹿8時間耐久ロードレースツアー
  Suzuka 8-Hour Endurance Road Race

8 Aug

- 近隣の盆踊り大会
  Local Bon Odori Festival

浴衣を着て、盆踊りを楽しもう♪
Let's enjoy Bon dancing in yukata!

summer break

- 送別会
  Farewell Party

9 Sep

- 秋期新入生オリエンテーション
  Fall Orientation for New Students

Fall

10 Oct

- 歓迎会
  Welcome Party

11 Nov

- キャンパスツアー
  Campus Tour
- 文化体験ツアー
  Cultural Experience Tour

12 Dec

- セカンドホームプログラム
  Second Home Program

- アンケート関連イベント
  Survey-Related Event

1 Jun

国際交流DAYS
International Exchange DAYS

スポーツ大会や書道体験、日本伝統ゲームなど様々なイベントを用意しています！
Enjoy sports tournaments, calligraphy, and traditional Japanese games—fun cultural events for everyone!

2 Feb

- 送別会
  Farewell Party

Spring break

- 酒蔵体験ツアー
  Sake Brewery Tour

3 Mar

- 企業訪問
  Company Visit

三重県内の企業を訪問します。
Visit local companies in Mie Prefecture

2. Administration and services

(1) Administrative offices

Opening Hours 8：30–17：15・・・・・・

Office Name	Location	Phone Number	Responsibilities
International Relations Division, Department of General Affairs & Planning	Integrated Research Building Ⅱ, 2nd Floor	059-231-9688	● **Government-sponsored international students** ● **Inbound and Outbound of short-term international students.** ● **International dormitories**
		059-231-5391	● **Course information and inquiries relating to the Organization for International Education and Research** ● **Scholarships and visas**
Educational Affairs Division, Student Affairs Department	Integrated Research Building Ⅱ, 1st Floor	059-231-9712	● **Academic transcripts and certifications** ● **Student cards**
Student Support Division, Student Affairs Department	Integrated Research Building Ⅱ, 1st Floor	059-231-9060	● **Tuition exemption** ● **Dormitory for Women's Dormitory for International Students**
Career Support Division, Student Affairs Department	Integrated Research Buildling Ⅱ, 1st Floor	059-231-5396	● **Guidance about job hunting** ● **Job information** ● **Consultation for job hunting**
Student Affairs Section, Office for Faculty of Humanities, Law and Economics	Faculty of Humanities, Law and Economics 1st Floor	059-231-9197	● **Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty**
Student Affairs Section, Office for Faculty of Education	Faculty of Education, 1st Floor	059-231-9319	● **Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty**
Student Affairs Section, School of Medicine and Nursing	Advanced Medical Science Education Research Building, 1st Floor	059-231-5424	● **Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty**
Student Affairs Section, Office for Graduate School & Faculty of Engineering	Faculty of Engineering, Administration Office, 1st Floor	059-231-9469	● **Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty**
Student Affairs Section, Office for Gradate School & Faculty of Bioresources	Faculty of Bioresources, 1st Floor	059-231-9631 /9735	● **Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty**
Student Affairs Section, Office for Graduate School of Regional Innovation Studies	Research and Development Institutes for Regional Innovation Building D 1st Floor	059-231-9632	● **Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty**

(2) Issuance of certificates

(1) Student ID (*gakusei sho*)

You will be given a student ID once you start at Mie University and it should be carried with you all the time. ID is necessary when you use facilities such as the Center for Information Technologies & Networks and the University Library.

(2) Certificates that can be issued by automatic certificate issuance machines

An automatic certificate issuance machines is installed on the 1st floor of Integrated Research Building Ⅱ. To use the machine, you must have your student ID card.

Certificate Type	Regular Students	Non-Regular Students
Student Commuter Certificate	○	
Certificate of Enrollment	○	○
Health Certificate (健康診断書) KENKOSHINDANSHO	○	○
Academic Transcript	○	○ (Auditiong student only)
Certificate of Prospective Graduation	○	
Certificate of Prospective Course	○	
Student Passenger Fares Discount	○	

Note: Ask at the Educational Affairs Division if you need a certificate in English. Certificates usually take about a week to issue.

(3) Other Certificates

Certificates	Office Name
Certificate of Receipt of Monbukagakusho Scholarship (scholarship sponsored by the Japanese government)	International Relations Division
Course Credit Acquisition Record	Each faculty
Certificate of Receipt of University Scholarship	International Relations Division

3. Important confirmation and procedures

(1) Confirmation of enrollment

All international students are required to confirm their continued enrollment at the university between the 1st and 10th of every month at the International Relations Division. Make sure to bring your Residence card and Student ID.

If a student fail to complete the confirmation process even once within a month, the university will report them as a "missing student" to the Nagoya Regional Immigration Bureau and the Ministry of Education, Culture, Sports, Science and Technology（MEXT）. In addition, students may not be able to receive scholarship payments without confirmation of continued enrollment.

(2) Relocating, changing phone number

Don't forget to notify both the International Relations Division and the faculty that you belong to.

(3) Dropping out, changing period of study, taking a leave of absence, or returning to university

Consult with your academic advisor first. Afterwards, if you are a regular student, let an administrative staff at your faculty know. If you are a non-regular student, notify the International Relations Division. There are several procedures to follow.

(4) Temporary leaving Japan

Make sure to hand in the forms below before leaving Japan temporarily.

1. **Overseas travel Notification（海外渡航届）** Kaigaitokotodoke

   Please fill out the form on the website of

   Organization for International Education and Research

   https://www-mie--u-ac-jp.translate.goog/international/abroad/overseastravelnotification/?_x_tr_sl=ja&_x_tr_tl=en&_x_tr_hl=ja&_x_tr_pto=wapp

2. **Notification of staying out, travel or temporary home visit**

   (this applies only to students living at International Student Dormitory)

   Submit to International Relations Division.

(5) Bicycles registration

(1) If you ride a bicycle (anti-theft registration & Application for riding a bicycle on campus)

Please complete the anti-theft registration for your bicycle at the shop where you purchased it.
Students who wish to bring bicycles onto campus must register for bicycle entry.
Bicycles eligible for registration must be covered under an anti-theft registration and bicycle liability insurance.
Additionally, please use a properly maintained bicycle.
Application for riding a bicycle on cumpus,
please complete the procedure via the provided URL.

https://forms.office.com/r/avYVKXCDRx

Please comply with the following regulations regarding bicycle registration and usage on campus. [Bicycle Usage and Registration Compliance]

① I will comply with all traffic regulations.

② I will use a bicycle that is properly maintained and safe to ride.

③ I will affix the registration sticker in a clearly visible location on the rear mudguard. For bicycles without a mudguard, the sticker will be placed in a visible area beneath the saddle.

④ I will not lend or transfer my bicycle registration sticker to others.

⑤ When I no longer need the bicycle, I will take personal responsibility for disposing of it and will not abandon it on campus.

⑥ If I leave my bicycle unused for more than three months, the university will contact me using the information provided in the registration form. If I cannot be reached, I agree to entrust the university with the disposal of the bicycle.

(2) If you give your bicycle to somebody else

1. Cancell your theft-prevention registration at any bicycle store and get the certificate of Deletion.
2. Give the Certificate of Deletion of your theft registration and your bicycle to your friend.
   Note: Make sure to write the address used when you registered for the theft-prevention serial number. Bring your residence card or passport , your theft-prevention registration card and the bicycle with you.

(3) If you get a bicycle from somebody else

1. Change the name of owner of the theft-prevention serial number at the bicycle shop.

What to take	(1) Bicycle (2) Residence card or passport of the new owner (3) The Certificate of Deletion of the theft Registration (4) Registration fee (700 yen)

Note

Bicycles whose previous owner is unknown cannot have their theft-prevention serial number cancelled.

The information of the previous owner ((i) bicycle serial number; (ii) theft-prevention serial number; (iii) registered name/address/phone number)) is necessary to re-register.

If you use a bicycle that belongs to somebody else, you might get in trouble because police would suspect you had stolen it.

(4) If you no longer use a bicycle and want to dispose of it

1. Cancel the theft-prevention serial number at any bicycle shop or police station.
2. Dispose of it as metal trash.

   Note: You can dispose of it at a bicycle shop, but you will be charged.

What to take	(1) The theft-prevention serial number card (2) Your residence card or passport

(5) If your bicycle is stolen

1. Report the theft to the police.

(6) Abandoned Bicycles

Do not take any bicycles abandoned around stations or on the street, even if they seem usable enough. You might be regarded as a bicycle thief and get in trouble with the police since all bicycles in Japan have their own number connected with the owner.

4. Tuition fee and scholarships

(1) Payment of tuition

Place where you can make payments： Financial Management Division（財務管理チーム）ZaimuKanri

Student type	Entrance fee (one-time fee)	Per-semester tuition fees
Undergraduate students	282,000 yen	267,900 yen
Master's or doctoral students In spring semester	282,000 yen	267,900 yen
Master's or doctoral students In fall semester	282,000 yen	260,400 yen
Research students	84,600 yen	173,400 yen

Notes:

1. There are several steps you need to take if you decide to drop out or take a leave of absence. If you don't follow these steps, you will have to pay the tuition fee even if you don't take any classes.
2. International exchange students and MEXT Scholarship Student "Monbukagakusho Scholarship students" (sponsored by the Japanese government) do not need to pay either the entrance or tuition fees.

(2) Tuition exemption

International students who have difficulty in paying tuition can apply for exemption. You may be exempted from all or half of the tuition costs if you are eligible after screening. Apply at the Student Support Division. Non-regular students (research students and non-degree students) and regular undergraduate students are not eligible.

☆ Time to apply

Spring semester ： April　　Fall semester ： October

(3) Scholarships for international students

We will inform international students about scholarship opportunities by email every time we get informed. Who are interested, please keep an eye out. Feel free to ask at the International Relations Division if you have inquiries.

5. Academic life

Keep in mind that you are at Mie University as an international student to achieve your goals. Many services are available whenever you need help regarding your academic study or daily life. Here are some of the sources of information you may need.

(1) Academic advisor

Contact your academic advisor first if you feel worried or need advice about your study, research, daily life, etc. Keep in touch with them all the time.

(2) Teachers in the Organization for International Education and Research : OIER

The OIER can help to solve your problems regarding your study or daily life. Do not hesitate to visit their Office at Integrated Research Building Ⅱ.

(3) Tutor programs

A system of tutors is available to help international students with their studies and on-campus life. Tutors are available for the first three months after entering the university. For details, please contact the International Relations Division or your academic advisor.

(4) Classes and Courses for international students

Most classes except for some lectures and training are provided in Japanese.
Classes on Japanese language, contemporary Japanese society, and intercultural communication are offered by the Organization for International Education and Research.
If you are interested, take the Japanese Language Placement Test in advance (offered in March and September) and register for your class by the deadline.

https://www-mie--u-ac-jp.translate.goog/international/internationalstudents/class/?_x_tr_sl=ja&_x_tr_tl=en&_x_tr_hl=ja&_x_tr_pto=wapp

(5) Class suspension

If an emergency alert or warning is lifted

Classes including regular exams will be suspended when the alert or warning of emergency, storm, snow storm or tsunami in Ise gulf is lifted in the northern or central areas of Mie prefecture. Follow the instructions below when these alerts are cancelled.

- If the warning is lifted by 6:00 AM : Classes and activities will be held as usual.
- If the warning is lifted by 10:00 AM : Morning classes and activities will be canceled, but afternoon classes and activities will be held.
- If the warning is not lifted by 10:00 AM : All classes and activities will be canceled for the entire day.

(6) UNIVERSAL PASSPORT

UNIVERSAL PASSPORT is a web system that provides bulletin board features, course registration, class suspension information, career support, viewing of health checkup results, changing student's contacts, etc. You can log in with a unified account.

https://unipa.mie-u.ac.jp/uprx/

(7) Learning Management System (LMS)

Moodle is provided as a Learning Management System (LMS) at the University. Students can view class materials, submit reports, etc. When using Moodle courses in class, please follow the instructions of the instructor in charge of the class.

https://moodle.mie-u.ac.jp/moodle35/

6. Facilities and services in university

(1) Internet service on Campus

You can access the Internet using wireles LAN on the campus of Mie University.
An unified account (統一(とういつ)アカウント) is required to connect to this service.

https://www.cc.mie-u.ac.jp/cc/mobilelan_e.html

HOW TO CONNECT

Please refer to the "Mobile LAN" on the web page of Center for Information Technology & Networks.

(2) University Library

You need your Student ID card to enter.

*Please refer to the website for the details

https://www.lib.mie-u.ac.jp/

(3) Center for Physical & Mental Health (Integrated Research BuildingⅡ, 1st Floor)

Doctors, public health nurses, nurses, and psychological counselors provide consultation on both mental and physical health from a professional standpoint.

*Please refer to the website for the details

https://www.mie-u.ac.jp/health/

(4) Student Counseling Services & Information (Integrated Research BuildingⅡ, 1st Floor)

If you have any problem in your daily life and cannot find out where to obtain advice, this is one of the options.

*Please refer to the website for the details

https://www.mie-u.ac.jp/life/consultation/

(5) Center for students with disabilities (Integrated Research BuildingⅡ, 3rd Floor)

If you encounter difficulties relating to your physical or mental disabilities, this center can provide support.

*Please refer to the website for the details

https://www.mie-u.ac.jp/life/supportstudents/

Ⅳ. Accommodation

1. International Student dormitory

There are dormitories for international students. Tenants are selected based on the university's rules. For more information, please contact the International Relations Division.

GaikokujinRyuugakuseiKishukusha 外国人留学生寄宿舎 A～D (International Student Dormitory A～D)	18,340−34,670 yen/month *Includes maintenance fees	〒514-0001 Tsushi E d o bashi Chome Banchi 津市江戸橋3丁目1番地 Edobashi 3-1, Tsu City
GaikokujinRyuugakuseiKishukusha 外国人留学生寄宿舎 E (International Student Dormitory E)	37,170 yen/month *Includes maintenance fees	〒514-0102 Tsushikurimamachiyachou Banchi 津市栗真町屋町561番地 Kurimamachiya-cho 561, Tsu City
KokusaiJyoshiGakuseiKishukusha 国際女子学生寄宿舎 (Women's Dormitory for International Students)	10,000 yen/month	〒514-0001 Tsushi E d o bashi Banchi 津市江戸橋2 丁目 174番地 Edobashi 2-174, Tsu City

Do not hesitate to ask the International Relations Division for more information.

(1) Exterior of International Student Dormitory

(2) Shared kitchen of (1)

(3) Shared dining room of (1)

(4) Interior of Women's Dormitory for International Students

2. Apartments

A deposit and key money (about double the cost of monthly rent) are generally required to rent an apartment. If you want to find an apartment, inquire at the University Co-op Office first. Always keeping in touch with your landlord.

3. Comprehensive renter's insurance for international students

If you need a guarantor in order to rent an apartment, Mie University will act as your guarantor at a cost of 4,000 yen/year or 8,000 yen/2 years. Ask at the International Relations Division for more information.

4. Moving out

Make sure you have done everything on the following list when moving out of your apartment.

(1) Tell your landlord and real estate agent about your moving out few months before you actually move out. Make sure you have paid all of the rent required.

(2) Contact each company to stop all the utilities you use.

Electricity・・・Chubu Electric Power Company (中部電力 Chubudenryoku)

Gas・・・・・・The gas company you use

Water・・・・・The waterworks bureau

(3) Submit a notice of moving to a post office (郵便局 yubinkyoku) near your home.

(4) Visit city hall to undertake some procedures.

(5) Change the address that is registered for your National Health Insurance, bank, and cell phone.

(6) Notify your International Relations Division and the faculty you belong to about your new address.

(7) Make sure you have all your belongings and leave nothing behind when moving.

5. How to dispose of trash

The rules for disposing of trash depends on your city; each city has its own rules. Follow the schedule and rules the city government provides. You can access these from the city hall's website.

The schedule in Tsu City

【App Store】

https://apps.apple.com/jp/app/%E3%81%94%E3%81%BF%E5%88%86%E5%88%A5%E3%82%A2%E3%83%97%E3%83%AA-%E3%81%95%E3%82%93%E3%81%82-%E3%82%8B/id977071564

【Google Play】

https://play.google.com/store/apps/details?id=jp.co.delight_system.threeR.android&hl=ja

V. Insurance and Medical Services

1. Insurance

<Mandatory>

(1) National health insurance

All international students must apply for national health insurance in Japan. Once you are insured, you pay only 30% of medical costs. Apply for it at the city hall for the city you live in.

(2) Damage & accident insurance for students（学研災）

Gakken-sai

This insurance covers unexpected accidents that might happen during lectures, experiments, some university activities, and even on the way to or from the university. How much payment you can receive depends on how great the damage or injury is. It costs only about 1,000 yen per year.

(3) Liability insurance for students（学研賠）

Gakken-bai

This provides insurance coverage for legal damages due to injuries to others or damage to someone else's property during classes, some university activities, or volunteering. This insurance is only offered together with the above 学研災 insurance. It costs about 500 yen a year.

<Strongly Recomended>

(4) Comprehensive Insurance for Students Lives Coupled with "Gakkensai" for International Students (Inbound futai-gakuso)

This insurance covers all aspects of student life, including injuries, illnesses, and liability accidents 24 hours a day, 365 days a year, including personal life. Inquiries and accident notifications can be accepted via e-mail in English. Those who are enrolled in GAKKENSAI are eligible to join. Mie University strongly recommends all international students to enroll in the Inbound Incidental Gakusou. The International Relations Division will guide you on how to purchase the insurance.

2. Bicycle, Car, and Motorcycle

(1) Bicycle Driving

Bicycles are also considered "vehicles" under the law. To ride safely, please follow the rules below (Five Rules for safe cycling):

Cycle on the Road and Keep Left

Sidewalk riding is an exception. When on a sidewalk, give priority to pedestrians and ride slowly.

Stop at a Red Signal or Stop Sign at an Intersection

Always look both ways to confirm safety before proceeding.

Turn on the Lights at Night

Ensure others are aware of your presence by turning on your lights when it gets dark.

Don't Drink and Ride

Do not ride a bicycle after consuming alcohol.

Wear a Helmet (Recommended)

Cyclists should make reasonable efforts to wear a helmet.

<Prohibited Things>

Blue Ticket (You must pay a fine)

- Smartphone use while riding : 12,000 円
- Ignoring traffic lights : 6,000 円
- Riding on the right side (wrong-way) : 6,000 円
- Failure to stop ("Stop" signs) : 5,000 円
- No lights at night / riding with an umbrella / using earphones : 5,000 円

Red Ticket (Criminal punishment)

- Drunk riding
- Dangerous or aggressive riding
- Causing an accident through dangerous behavior
- Smartphone use that creates a real danger

(2) Car & Motorcycle Driving

★ It is not recommended to drive cars or motorcycles while studying abroad in Japan. Driving demands responsibility. Consider whether driving is truly necessary.

A Japanese driver's license is required to drive cars or motorcycles in Japan. Your country's driver's license is invalid in Japan. Those driving without a license will face severe penalties. Please obtain a license in accordance with the laws of Japan. To obtain a Japanese license, please check the relevant information from the Mie Prefectural Driver's License Center.

Mie Prefectural Driver's License Center 三重県運転免許センター

Foreign License Examination Branchss 外国免許審査係

2566 Tarumi Tsu Mie Prefecture 三重県津市垂水２５６６番地

☎０５９－２２９－１２１２

On weekdays, from 8:30 AM to 5:00 PM

(3) About Insurance

If you own a car or motorcycle, you are legally required to enroll in "Compulsory Automobile Liability Insurance." However, this insurance alone may not cover all damages in the event of an accident. It is essential to also purchase "voluntary automobile insurance." For details about voluntary automobile insurance, inquire at the shop where you bought your vehicle.

(4) Entering the Campus by Car

At Mie University, commuting to campus by car is generally not permitted for students. If there are unavoidable circumstances, obtain approval from your academic advisor, and apply to the Student Affairs office of your faculty or graduate school.

(5) Disposal of Assets

For assets such as automobiles that are considered personal property, the university will not be involved in their disposal or management. Please ensure that the student or the student's family members make the necessary arrangements and complete the required procedures directly.

3. Emergency medical services

(1) How to get information

https://www.qq.pref.mie.lg.jp/qq24/WP0101/RP010101BL.do

- Mie prefecture medical information website (医療ネットみえ)

- Mie Emergency Medical Information Center

☎ 059-229-1199 (24 hours a day)

(2) Medical service at night and on holidays

Tsu City emergency clinic
☎ 059-229-3303

Night time (Daily) : 19:30 – 23:00
Daytime (Sunday and holidays) :
10:00 - 12:00
13:00 – 16:00

4. Emergency calls

Home phones, cell phones, and public telephone all work for emergency calls. When you use the public telephone, make sure you press the red button on the surface, and then dial 119 or 110.

(1) Fire department

● Emergency call for ambulance or fire truck: 119

~Steps~

(1) Dial 119 to reach the fire department. Identify which emergency service you require (ambulance or fire truck).
(2) Clearly provide the information they are requiring (a description of what is happening, the location, your name, address, and phone number).
(3) If somebody is injured, let them know.
(4) The ambulance or fire truck will head to the location by sounding the siren. When you hear the siren, exit the building and catch their attention.

(2) Police

● Emergency call relating to crime or traffic accident: 110

~Steps~

(1) Dial 110 to reach the police and inform them of the situation, such as a traffic accident or a crime.
(2) Clearly provide the information they are requiring (a description of what is happening, the location, your name, address, and phone number).
(3) If somebody is injured, let them know.

You must report any calls to the fire department or police to the International Relations Division. (☎ 059-231-9688)
Out of office hours, report to the information center near the main gate. (☎ 059-231-9649)

5. Preparation for earthquakes

You may be surprised at how often earthquakes occur in Japan. Correct preparation is the key to reducing risk. Make sure that furniture in your room is firmly fixed to the wall, your passport and valuables are kept safe so that you can find them easily, and you fully understand where to evacuate to. Keep the following steps in mind for when an earthquake takes place.

(1) Turn off the main gas valve and other sources of fire.
(2) Open at least one door or window to provide an exit.
(3) Stay away from windows so that you won't be hurt.
(4) Shelter under a sturdy desk.
(5) Always have a pair of shoes ready so that you can get out safely when going to go to the evacuation area.
(6) Keep yourself informed using the TV and radio.

In case of a big earthquake, Mie University could be in danger of a tsunami.

Move immediately to the highest possible location (4th floor or above) for your own safety.

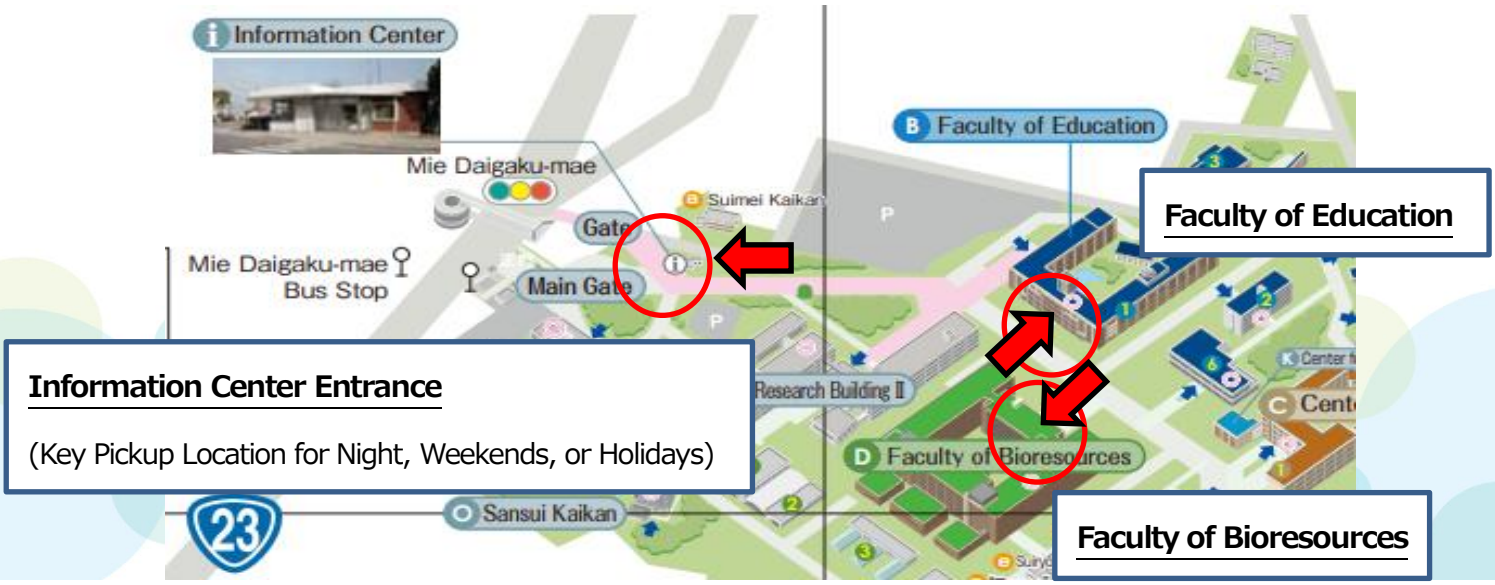
< Evacuation Sites on the 4th Floor or Higher>

・If you are near the library or the co-op: Evacuate to the 4th floor of the Faculty of Education Building or the Faculty of Bioresources Building.

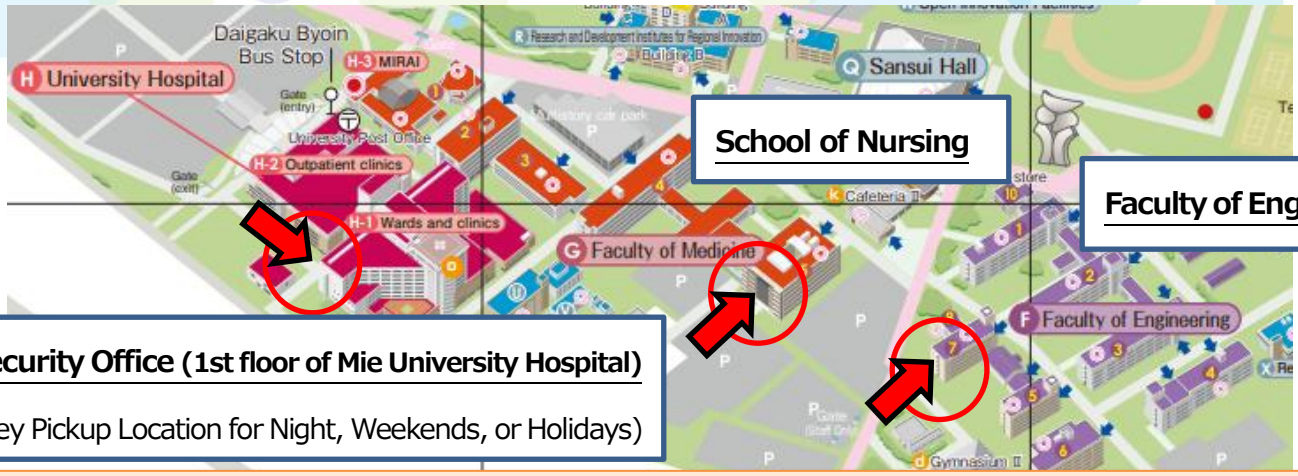
・If you are near the dormitories: Evacuate to the 4th floor of the School of Nursing Building or the Faculty of Engineering Building.

Note: If the emergency occurs at night, on weekends, or on holidays, please first obtain a key from the Information Center or the Security Office on the 1st floor of Mie University Hospital, and then proceed to the designated evacuation site

【Faculty of Education Building / Faculty of Bioresources Building】



【School of Nursing Building / Faculty of Engineering Building】



Security Office (1st floor of Mie University Hospital)

(Key Pickup Location for Night, Weekends, or Holidays)

Mie Prefecture's Official Disaster Prevention App "Mie Bosai Navi みえ防災(ぼうさい)ナビ"

In Mie Prefecture, we use a disaster preparedness app called "Mie Bosai Navi" to help residents evacuate safely in the event of disasters such as the anticipated Nankai Trough Earthquake. This app provides important information such as earthquake and weather updates, hazard maps, and evacuation sites. "Mie Bosai Navi" is available not only in Japanese, but also in eight other languages: English, Simplified Chinese, Traditional Chinese, Korean, Portuguese, Spanish, Vietnamese, and Tagalog. We strongly encourage you to download and use this app to stay informed and prepared in case of an emergency.

[Download for iOS]

https://www.qq.pref.mie.lg.jp/qq24/WP0101/RP010101BL.do

[Download for Android]

https://play.google.com/store/apps/details?id=jp.lg.mie.pref.bo

< Emergency Supplies to Take with You>

- To stay warm: Emergency blanket, raincoat (poncho), etc.
- Water and preserved food: Drinking water, non-perishable food
- Access to information: Smartphone, radio, etc.
- Infection prevention: Face masks, hand sanitizer, towels, etc.
- Personal necessities: Prescription medicine, glasses, etc.
- Others: Sanitary products, flashlight, toilet paper, etc.

VI. Status of Residence and Visa

1. Extension of period of stay and change of status of residence

(1) Immigration bureau

As a general rule, you yourself should apply to the immigration bureau and take the necessary steps when you plan to extend your stay or change your status. You can no longer stay in Japan if you fail to undertake the procedures before your period of stay is over. Application is accepted 3 months before the expiration date.

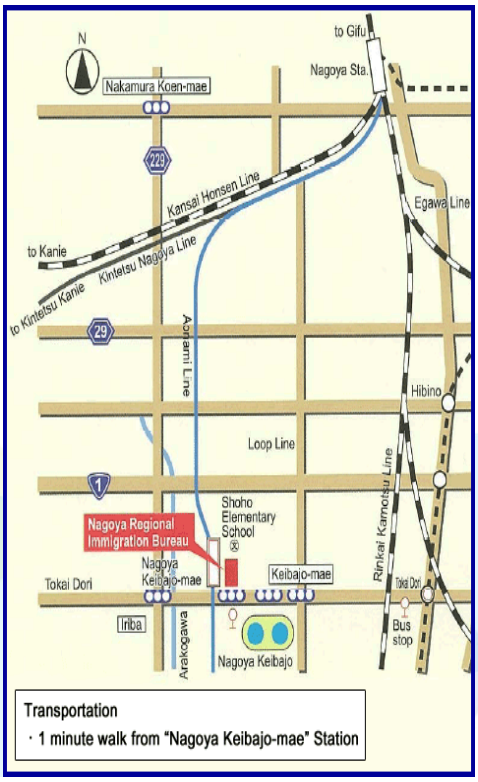
【Nagoya Regional Immigration Bureau】

☎ 0570-052-259

【Yokkaichi Branch Office, Nagoya Regional Immigration Bureau 】

☎ 0593-52-5695

https://www.moj.go.jp/isa/index.html



Documents required for extension of period of stay

Documents, etc. Required	Eligible Students	Where to Obtain Documents
Application for extension of period of stay (designated form)	All	International Relations Division
Certificate of enrollment	All	Automatic certificate issuance machine
Academic transcript	Regular students	Automatic certificate issuance machine
Proof of your research and results (prepared by your academic advisor)	Non-regular students	International Relations Division
Passport	All	
Residence card	All	
Application fee * (paid by purchasing a revenue stamp)	All	
Proof of finances to pay living expenses and tuition in Japan (e.g., bank passbook or Certificate of Receipt of University Scholarship)	All	International Relations Division (For Certificate of Receipt of University Scholarship)
Other documents required by the immigration bureau	Relevant individuals	

*Please note that the application fee varies depending on the application period. For detailed information, please check the Immigration Bureau.

(2) Application for permission to engage in activity other than that permitted under the status of residence previously granted (In case of applying at Immigration Bureau)

Student visa (Status of Residence : "Student") holders are allowed to engage in a part-time job only by applying at the immigration bureau for permission to engage in an activity other than that permitted under their status of residence. The permission remains valid even if you change job. A public employment security office or co-op can help you find part-time job information.

What to take	"Application form for permission to engage in activity other than that permitted under the status of residence previously granted", Documents to Prove the Content of Activities, residence card, passport, student ID

Hours you can work

Up to 28 hours a week

Up to 8 hours a day, and up to 40 hours per week during long vacations (summer, winter, and spring break)

Jobs you are not allowed to do

Working at adult entertainment businesses or related estabilishments is by law.

This includes pachinko parlors, bars, nightclubs, and similar venues.

(3) Other applications

Contact the immigration bureau directly about other applications.

2. Re-entry to Japan

If you leave Japan temporarily for a trip or a visit to your home country and plan to re-enter Japan within one year (or before the expiration date of your residence status if it is valid for less than one year), you may use the Special Re-entry Permit System. When departing Japan, please declare at the airport or other port of departure that you intend to re-enter Japan within one year. If you plan to stay outside Japan for more than one year, you must obtain a Re-entry Permit from the Immigration Services Agency of Japan before leaving Japan.

3. Residence card

A residence card is issued to a foreign national who intends to stay in Japan for the medium to long term. Once you receive your residence card, you neet to report your address at the city office within 14 days of your arrival in Japan. If your passport is stamped "在留カード後日交付" (Residence Card to be issued at a later date) " you must bring your passport and report your address at the city office within 14 days from the date you established your place of residence. You will get your residence card afterwards.

Caution: Always carry your residence card with you.

【Reissuance】If you lose your residence card, you must apply for reissuance at a local immigration office within 14 days. (Get a certificate of reported lost property at any police station and take it with you when you go reissue.)

Ⅶ. Returning to Home Country

1. Moving-out procedures

(1) If living in apartment

Let your landlord and real estate agent know about your moving out 1 or 2 months before you actually move out. Clean your room and do not leave anything behind when you move out. They will ask you to pay an extra fee if you notify them late or if your room is not as clean as expected.

Make sure to contact all utilities companies including gas, electricity, and water in advance to stop their services, and ensure you have completely paid all of your costs.

(2) If living in dormitory

Notify the International Relations Division at least 2 weeks before you move out.

2. Procedures at city hall

Visit city hall and complete the steps below.

What to take	Residence card, Passport, National Health Insurance Eligibility Certificate

(1) Submit notification of moving out

(2) Cancel national health insurance

Cancel your National Health Insurance and then return the National Health Insurance Elidility Certificate.

3. Closing your bank account

Go to the bank and tell them you need to close your account.

If your utilities fees are withdrawn automatically from your account, make sure you have completed all of your payments before you close it. Scholarship recipients should make sure they receive all their scholarship payments.

What to take	Bank passbook, Bank card, Residence Card

4. Other procedures to be followed

Cancel all personal contracts such as cell phone, internet, rental items, etc.

5. Returning your Student ID

Your student ID card is lent to you by the university. When you graduate, complete your studies, or withdraw from the university, please make sure to return it to the student affairs section of your faculty or graduate school. If you have used the Co-op's prepaid function and have any remaining balance, please consult with the Co-op.

6. Returning your residence card

You have to return your residence card at your airport of departure when you fly back to your home country.

Ⅷ. Security Trade Control

Japan has made international frameworks and has been controlling international trade in cooperation with other nations in order to prevent the spread of weapons or technology that could be used for military purposes to other nations or terrorists that might endanger the safety of our country and international society.

You must not provide and carry out a possession of the University to outside without permission. If either of the two following cases applies, consult your supervisor(i.e., the academic staff accepting you as a student). And if deemed necessary, implement the procedures prescribed by the Foreign Exchange and Foreign Trade Act and applicable acts and ordinances established by the Government of Japan.

★ When providing technical information used in research or technical information obtained as a result of research outside of Japan, or when attempting to provide such information to non-residents or persons falling under the specified categories even within Japan.

★ If you intend to export (send or take out of Japan, etc.) equipment or materials used in the research or tangible objects obtained as a result of the research outside of Japan.

(a copy of a brochure of the Ministry of Economy, Trade and Industry, as below)

Are you aware of anything like this?

- Even hand-made carried items, or old-type materials and equipment or those provided for free, are "goods," and hand-carrying them is also "export."
- Research guidance to foreign researchers or international students, even if conducted inside Japan, may amount to transfer of technology subject to control.

Typical occasions for technology transfer or export to foreign countries often seen in universities and research institutions

Main occasions	Specific examples
Research guidance or exchange with international students or foreign researchers	Lending or test-producing lab equipment Providing technical information by email, USB memory, telephone or FAX University classes, conferences, meetings Research guidance, technical guidance
Joint research with foreign universities or companies	Lending lab equipment Providing technical information by email, USB memory, telephone or FAX Conferences, meetings
Sending or taking along research samples, etc. for the purpose of academic research	Sending samples or carrying them with you Carrying research materials or equipment you made
Facility tours for visitors from overseas	Giving research facility tours, describing research Describing processes, distributing explanatory materials, describing test instruments
Non-public lecture events or exhibits attended by researchers or others from overseas	Oral presentations of technical information Panel displays of technical information

Examples of technologies and academic fields necessary special care in security export control

- Atomic technology (nucleus reactions, neutronics)
- Precision machinery techniques, precision fabrication techniques, precision measurement techniques
- Automatic control technology, robotics technology
- Chemistry, biochemistry (especially chemical substances harmful to humans, or antidotes to toxic substances)
- Biology including biotechnology and medicine (viruses, bacteria, toxins)
- Aerospace technology, high-performance engine technology
- Programs designed for design, manufacture, or use of restricted goods

- A wide range of academic fields are subject to control, even if they are not leading-edge areas.
- Not only academic fields such as atomic energy, mechanical engineering, and life sciences, but natural science fields in general including general science, agriculture, and medicine have the potential for use in ways that are a security concern.

What is security export control that requires control in these kinds of situations?

Transfer of technology or export of goods that may hinder the maintenance of international peace and security must be checked in advance, avoiding actions of concern. Security export control is an undertaking necessary so that you, your family and friends, your university or research institution, and the people of Japan and the world can live in safety and with peace of mind.