

英語版 <<English>>

Mie University

Manual for INTERNATIONAL RESEARCHERS and THEIR HOSTS

※The term “international researchers” as used here refers to individuals defined as international researchers under the “Mie University Visiting Foreign Research Fellow Hosting Regulations”.



April, 2025

International Relations Division, Mie University

In this manual, the target reader is categorized as follows.

Please refer to the appropriate section when reviewing the manual.

● . . . For International Researchers

● . . . For Hosting Faculty Members

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1. Security Export Control System in Japan

Security Export Control System in Japan

● . . . For Hosting Faculty Members

In Japan, the “cross-border provision” and the “provision to a non-resident or specified category of persons within Japan” of non-publicly available technology are subject to security export control under the Foreign Exchange and Foreign Trade Act (FEFTA). To ensure compliance, our university has established regulations and a system for confirmation and review.

At Mie University, international researchers are not considered to be “employed” by the university. Therefore, they are classified as “non-residents” for the first six months after their arrival in Japan and are subject to security export control. After six months, individuals who are either “under the control of a foreign government or foreign organization based on employment, outsourcing, or similar arrangements” or “effectively under the control of a foreign government or organization due to scholarships, grants, or similar funding” will continue to fall under security export control as “specified categories.”

To clarify whether they remain subject to security export control after six months, international researchers will be required to promptly submit a “Declaration of Applicability to Specified Categories” upon their arrival in Japan. We kindly request your cooperation in this matter.

For international researchers classified as “non-residents” or “specified categories,” no additional actions are required regarding the provision of technology within the scope specified in the “Export Control Compliance Application (First Screening)” submitted during the acceptance review process. However, please exercise caution if there is a possibility of providing other non-publicly available technology beyond the approved scope. For instance, the following situations may arise:

(1) When Changes Occur in the Research Plan

If the progress of the research suggests that the provision of previously unanticipated new technology may arise, please resubmit the “Security Export Control Checklist” and

the “Application for Security Export Control Compliance (Initial Review)” for confirmation and evaluation.

(2) When Attending On-Campus Research Presentations or Engaging in Technical Exchanges with Other Researchers or Students

If the meeting is open to the public, regardless of the number of participants, the security export control exception may apply as the event is considered an “offer to make technology publicly accessible.” Conversely, in meetings where participants are required to sign confidentiality agreements, even if attended by a large audience, the exception for making technology public cannot be applied.

If unanticipated technology provision occurs in a setting where the exception does not apply, you must either resubmit the “Security Export Control Checklist” and the “Application for Export Control Examination (Initial Review)” for verification or prevent participation in such meetings.

Additionally, regardless of whether or not the provision of technology is subject to security export control, it is essential to maintain open and frequent communication with the international researcher. If you have any concerns or questions regarding international researchers, please feel free to contact the International Relations Division.

● . . . For International Researchers

In Japan, the “cross-border provision” and the “provision to a non-resident or specified category of persons within Japan” of non-publicly available technology are subject to security export control under the Foreign Exchange and Foreign Trade Act (FEFTA). To ensure compliance, our university has established regulations and a system for confirmation and review.

As part of this process, you are required to submit a “Written Oath” and a “Declaration of Applicability to Specified Categories” upon your arrival in Japan. As outlined in the Written Oath, when conducting research activities at our university, you must consult with your host faculty member in advance if you plan to:

- Provide technical information related to your research to other foreign nationals,
- Export (e.g., send or carry out) equipment, materials used in your research, or tangible items resulting from your research to other countries.

Unauthorized provision or export of such items may be considered a violation of FEFTA.

Furthermore, the use of technologies, outcomes, or deliverables derived from your research for military purposes, or the provision to individuals or entities suspected of potential military use, is strictly prohibited—even after you return to your home country.

If you plan to engage in any activities outside the scope of your approved research plan, please ensure that you consult with your host faculty member in advance.

2. Before Coming to Japan

● . . . For International Researchers

● . . . For Hosting Faculty Members

After the Decision to Accept International Researchers

Under the Immigration Control and Refugee Recognition Act (Immigration Control Act), foreign nationals who intend to enter Japan are generally required to bring a valid passport issued by their home country, along with a visa issued by the Japanese government.

Therefore, the first step is to apply for a visa. The visa application process and the time required for issuance may vary depending on the country or region where the foreign national resides. In some cases, the visa may not be issued in time, which could prevent entry into Japan on the scheduled date. Please cooperate by beginning preparations promptly once you have been accepted.

● . . . For International Researchers

● . . . For Hosting Faculty Members

Certificate of Eligibility for Resident Status (COE)

Foreign nationals intending to enter Japan must obtain a visa from the Japanese embassy or consulate in their home country. The visa must align with the purpose of entry, the activities to be undertaken during their stay, and the duration of their stay in Japan.

Except for short-term visas, in most cases, a Certificate of Eligibility (COE) issued by the Immigration Bureau of the Ministry of Justice is required for visa application. When a visa application is made after obtaining a COE in advance, the processing time is generally shorter compared to applying without it.

(1) Certificate of Eligibility (COE)

A Certificate of Eligibility (COE) is issued by the Minister of Justice to foreign nationals who are deemed to meet the requirements for entry into Japan, following a preliminary review.

When a foreign national submits the COE to a Japanese embassy or consulate abroad as part of their visa application, it is considered confirmation that the preliminary review by

the Minister of Justice has been completed. This may expedite the visa issuance process.

In addition, presenting the COE upon entry to Japan facilitates a quicker and more streamlined landing inspection by immigration officers.

The COE is valid for three months from the date of issuance. If the holder does not enter Japan within this period, the COE will become invalid.

If a foreign national's acceptance is canceled after the COE has been issued, the COE must be returned to the Immigration Bureau. Similarly, if the COE becomes invalid and a reapplication is necessary, the invalid COE must be returned prior to submitting a new application.

(2) Outsourcing of the Certificate of Eligibility (COE) Application Process

Mie University has entered into an outsourcing agreement with Support Gyoseishoshi Law Firm (a firm of certified legal administrative procedures specialists) to handle the application process for the Certificate of Eligibility (COE) for international students, researchers, and their family members accepted by Mie University. The Support Gyoseishoshi Law Firm is responsible for collecting the necessary data and documents, preparing the COE application form, submitting the application to the Immigration Office, and receiving the issued COE.

In addition, the Support Gyoseishoshi Law Firm can address inquiries from applicants regarding COEs and visas. Please feel free to make use of this service.

(Forms) COE Application Request Form ● . . . For Hosting Faculty Members
<<https://forms.office.com/Pages/ResponsePage.aspx?id=LH0jxbM8DUGnG2D9OG4zHkNwFTO6ovxLgaz3wR6LiZdUOTk2M0s3UkjVQTVQMEI2R1g5SzJNSU5ETCQIQCN0PWcu>>

Contact Information:

International Relations Division: 059-231-9057

● . . . For International Researchers

● . . . For Hosting Faculty Members

Visa and Status of Residence

(1) Visa

A visa certifies the validity of a passport and serves as a recommendation that there are no obstacles to the holder's entry into Japan. However, possession of a visa is only one of the requirements for entry and does not guarantee admission to the country.

Visas are issued by Japanese embassies and consulates abroad. Applications must be submitted by the foreign nationals themselves, as there is no system permitting a representative in Japan to apply on their behalf. Additionally, visas cannot be obtained after arriving in Japan.

A single-entry visa becomes invalid once landing permission is granted upon entry to Japan. (In contrast, a multiple-entry visa remains valid until its expiration date.)

For further information, please refer to the following resources:

● Visa Information Service, Ministry of Foreign Affairs

☎ 03-5369-6577

● Ministry of Foreign Affairs of Japan Website (English):

[VISA | Ministry of Foreign Affairs of Japan](#)

(2) Status of Residence

A status of residence is a qualification that permits foreign nationals to engage in specific activities while in Japan. There are various types of status of residence, each specifying the scope of permissible activities and the duration of stay.

While visas and one's status of residence are often confused, they are distinct concepts. A visa serves primarily as an entry permit, whereas a status of residence authorizes the holder to undertake specific activities in Japan.

(3) Residence Status for International Researchers at Mie University>

International researchers conducting research at Mie University typically enter and reside in Japan under one of the following residence status : "Professor" "Cultural Activities", or "Short-term Stay". Additionally, a "Dependent" status may be required for those

accompanying family members.

- **A. “Professor”**: This status applies when the researcher receives a salary or stipend from a Japanese university, educational or research institution, or foundation during their stay in Japan.

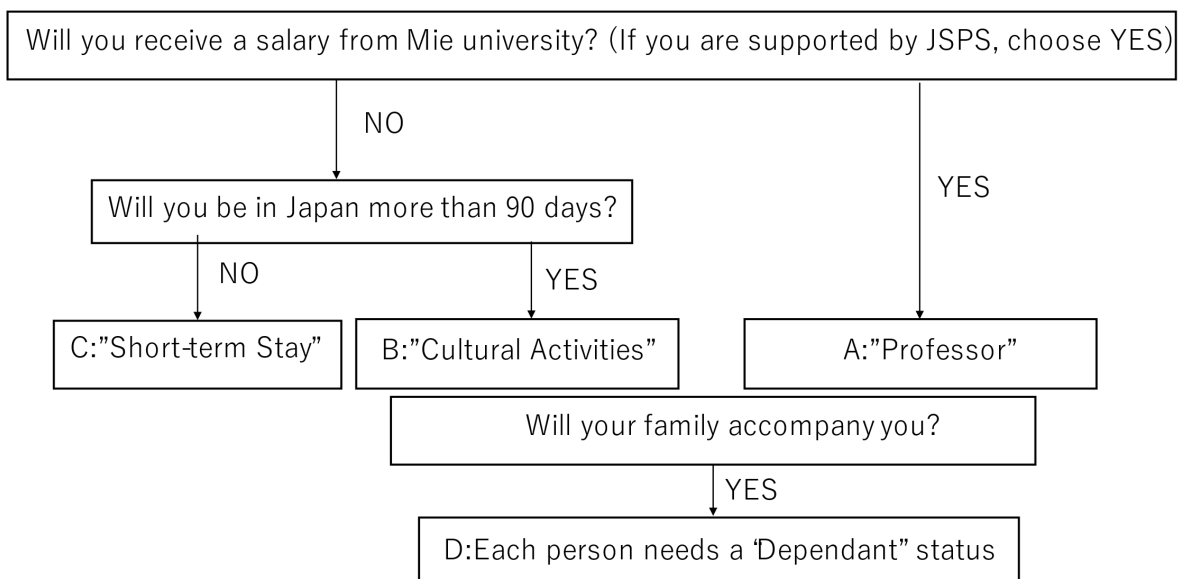
- **B. “Cultural Activities”**: This status applies to unpaid academic or artistic activities, where the researcher’s expenses are covered by a domestic or international organization, institution, or personal funds.

- **C. “Short-Term Stay”**: This status applies to short-term stays, such as attending an international symposium.

Note: Japan has visa exemption agreements with various countries and regions for short-term stays. Please refer to the following link to check if your country is included: [Exemption of Visa \(Short-Term Stay\) | Ministry of Foreign Affairs of Japan](#)

- **D. “Dependent”**: This status applies to family members (spouses or children only) of the researcher who will not engage in paid work in Japan and plan to stay for more than 90 days.

● Chart of Required Residence Status for International Researchers



● . . . For International Researchers

● . . . For Hosting Faculty Members

How to Apply for a Visa (If your status of residence is “Professor”, “Cultural Activity”, “Dependent” visa)

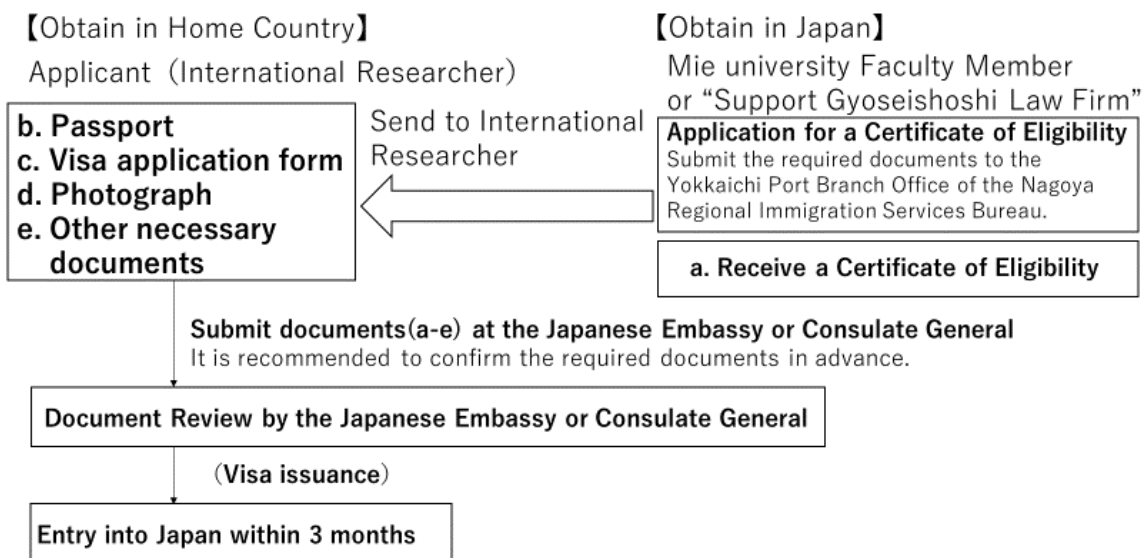
If you will receive remuneration in Japan or plan to stay more than 90 days, it is necessary to obtain a Certificate of Eligibility (COE) from the Japanese side. The required documentation for applying for a COE varies depending on the residence status (“Professor,” “Cultural Activities,” or “Dependent”). For detailed information, please refer to the website below.

Additionally, if an International researcher with “Professor” or “Cultural Activities” status intends to invite family members to join them in Japan after their arrival, the researcher must apply for a COE for their family members.

Immigration Services Agency: [在留資格認定証明書交付申請 | 出入国在留管理庁](#)

● Process Flow for Visa Applications

(Status of Residence “Professor” “Cultural Activities”, or “Dependent”)



- . . . For International Researchers
- . . . For Hosting Faculty Members

How to Apply for a Visa (If your status of residence is “Short-term Stay”)

(1) Visa Exemption Countries / Regions

International researchers and their family members who hold passports from one of the countries or regions listed at the URL below are exempt from obtaining a visa to enter Japan. However, please note that the duration of stay permitted without a visa varies by country or region.

[List of Countries and Regions with Visa Exemption Measures:

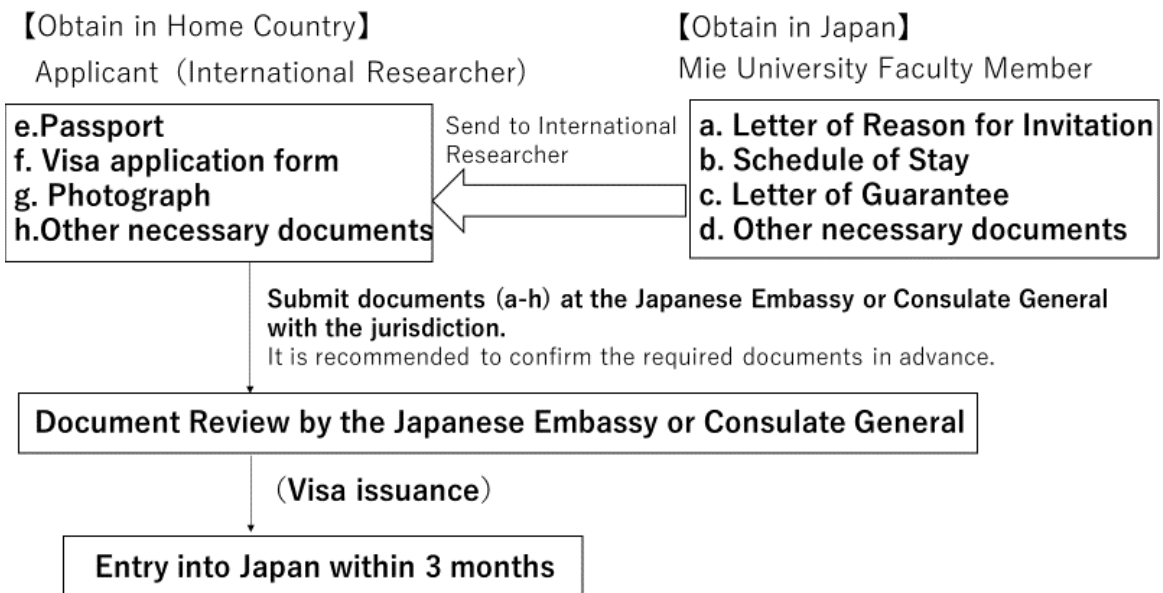
[Exemption of Visa \(Short-Term Stay\) | Ministry of Foreign Affairs of Japan\]](#)

(2) Countries/Regions Other Than ① – Procedures for Obtaining a Short-Term Visa

The required documents to be prepared in Japan for a short-term stay depend on the nationality and purpose of the visit (e.g., “short-term business,” “visiting acquaintances,”). Please refer to the URL below to confirm the invitee’s nationality and purpose of visit, and prepare the necessary documents accordingly.

[\[VISA | Ministry of Foreign Affairs of Japan\]](#)

● Process Flow for Visa Applications (Status of Residence “Short-term Stay”)



● . . . For International Researchers

● . . . For Hosting Faculty Members

Income tax

When paying salaries or honoraria to international researchers, it may be possible to exempt such payments from taxation in Japan by submitting an “application form for income tax convention”.

For details on eligible countries and the required procedures, please consult the Remuneration Unit of Personnel Section. If the international researcher resides in an eligible country, they must obtain a “Certificate of Residency.” (Please note that failure to submit the required documentation, even if the researcher is a resident of an eligible country, will result in a 20.42% deduction in earnings as income tax.)

● . . . For International Researchers

● . . . For Hosting Faculty Members

Accommodation

Mie University provides dormitories for international students, some of which are also available for use by international researchers.

For further details, please contact the International Relations Division.

● . . . For International Researchers

● . . . For Hosting Faculty Members

Medical Insurance

If you do not have insurance when receiving medical treatment in Japan, you may be required to pay high medical expenses. It is strongly recommended to obtain overseas travel insurance prior to your arrival in Japan, for those whose period of stay is less than 3 months.

Meanwhile, individuals with a status of residence allowing to stay more than three months are required to enroll in the National Health Insurance (NHI) program. Enrolling in this insurance can significantly reduce out-of-pocket medical expenses.

For further details, please refer to pages 13 and onward.

● . . . For International Researchers

● . . . For Hosting Faculty Members

Resident Card (At port of entry / departure)

A resident card will be issued to foreign nationals staying in Japan with a status of residence exceeding 3 months. (A resident card will not be issued if the status of residence is “Short-term Stay” or if the period of stay is 3 months or less.)

In principle, resident cards are issued during immigration inspection at the Narita, Haneda, Chubu, Kansai, Shin-Chitose, Hiroshima, and Fukuoka airports. For arrivals at other airports, the card will be mailed to the registered address following the completion of the Basic Resident Registration.

Obligation to Carry a Resident Card at All Times

A resident card must be carried at all times when outside the home. Individuals under 16 years of age are exempt from this obligation and are not required to carry their resident card at all times.

RESIDENCE CARD / 在留カード

The image displays the front and back of a Japanese Residence Card (在留カード). The front view (left) includes fields for: 氏名 (Name), 生年月日 (Date of Birth), 性別 (Sex), 国籍・地域 (Nationality/Region), 住居地 (Address), 在留資格 (Status), 就労制限の有無 (Employment Restriction), 在留期間(満了日) (Period of Stay), 許可の種類 (Type of Permit), 許可年月日 (Date of Issuance), and 公布年月日 (Date of Publication). The back view (right) is titled '住居地記載欄' (Residence Address Recording Section) and contains a table with columns for '提出年月日' (Date of Submission), '住居地' (Residence Address), and '記載者印' (Recorder's Seal). A pink arrow points to the '住居地' field, which is labeled 'Address'.

● . . . For International Researchers

● . . . For Hosting Faculty Members

Submission of Health Check-up Results

All international researchers planning to stay in Japan for more than one month are required to submit the results of a medical check-up to the Health Service Center and obtain prior approval before arrival.

For further details, the hosting faculty member should access the following URL and provide the necessary documents to the international researcher.

<https://www.mie-u.ac.jp/staff/medicalcertificate.html>

The international researcher must complete the documents and send them to the hosting faculty member.

The hosting faculty member is then responsible for submitting the documents to the Center for Physical and Mental Health.

3. After arrival in Japan and during stay

3-1. Off Campus Procedures (At the City Hall)

● . . . For International Researchers

● . . . For Hosting Faculty Members

Residence Registration (For stays exceeding 3 months)

<Notification of Address>

Foreign nationals staying in Japan for more than three months must register their residential address at the city hall or branch office of their area within 14 days of establishing their residence.

Note: This requirement also applies to individuals whose passports contain a statement indicating that a residence card will be issued at a later date. In such cases, please ensure to bring the relevant passport to complete the registration process.

【Required Documents】

- Passport
 - Residence Card
 - Documents Proving the Relationship with the Head of the Household (if the family is also registering together)
 - For children: Birth certificate
 - For spouse: Marriage certificate, etc.
- ※A Japanese translation must be attached.

● . . . For International Researchers

● . . . For Hosting Faculty Members

National Health Insurance (NHI) (For stays exceeding 3 months)

Japan has a public medical insurance system designed to reduce the financial burden of medical expenses. Foreign residents staying in Japan for more than three months are obliged to enroll in the system. While payment of insurance premiums is necessary, the insured person is only responsible for 30% of medical costs. When visiting a medical facility, always bring your insurance card and present it at the reception desk. The insurance card is valid nationwide, so please carry it with you at all times, even when traveling.

«Eligibility Confirmation Certificate»

You can obtain an Eligibility Confirmation Certificate on the same day you complete your resident registration at the city office. By presenting this certificate at a medical institution, you will be responsible for only 30% of medical costs. Please ensure that you carry it with you at all times.

【Required Documents】

- Identification Documents (passport, residence card)
- Certificate of Residence (including My Number and family relationship details)
- Information on the Head of Household and Dependents

【Methods of Insurance Premium Payment】

- Bank Account Transfer (including Japan Post Bank / Advance registration required)
- Over-the-counter Payment at Municipal Offices or Designated Financial Institutions
- Payment at Convenience Stores (using a payment slip)
- Online Payment (available in some municipalities)

«My Number Card»

Obtaining a My Number Card is not mandatory. After completing resident registration, an application form for a My Number Card will be sent by mail. If you wish to apply, please do so upon receipt. By presenting your My Number Card at a medical institution, you will be eligible for medical treatment at a 30% personal expense rate.

The My Number Card has the same expiration date as your status of residence. When renewing your period of stay, you must also renew your My Number Card, and a processing fee will apply. Given this requirement, international researchers are advised to carefully assess the necessity of obtaining a My Number Card rather than considering it mandatory.

For more details, please refer to the following website:

My Number Card General Website : <https://www.kojinbango-card.go.jp/>

If you have any questions regarding the health insurance card, please contact your host faculty member.

3-2. Off Campus Procedures (At the Immigration Bureau)

● . . . For International Researchers

● . . . For Hosting Faculty Members

Changing Your Status of Residence

Foreign nationals who entered Japan under a status of residence such as “College Student” or “Cultural Activities” and intend to remain at Mie University as a researcher while receiving remuneration must change their status of residence to “Professor.” Eligible researchers are required to promptly complete the necessary procedures at the Immigration Bureau.

Documents to Submit to the Immigration Bureau

- Application for Change of Status of Residence (for the applicant)
(The application form can be downloaded from the website of the Ministry of Justice)
<https://www.moj.go.jp/isa/applications/procedures/16-2.html>
- Application for Change of Status of Residence (to be completed by the organization to which the visiting researcher belongs)
(Submit a request for issuance to the general affairs representative in your department)
- One photograph (4 x 3 cm, taken within the last three months)
- A document issued by the university detailing the activity, employment contract period, position, and income
- A copy of the passport
- Residence card
- A 4,000-yen revenue stamp (available for purchase at post offices)

In addition, depending on the circumstances, additional documents may be required. For example, if changing from a “College Student” status, a certificate of graduation or completion (or expected completion) may need to be submitted.

● . . . For International Researchers

● . . . For Hosting Faculty Members

Period of Stay Extensions

Applications for an extension of stay can be submitted up to three months before the expiration date of your current status of residence. Please ensure that you complete the necessary procedures at the Immigration Bureau at least one month before the expiration date.

Documents to Submit to the Immigration Bureau (For Professor Visa Renewal)

- Application for Extension of Period of Stay (for the applicant)
(The application form can be downloaded from the website of the Ministry of Justice)
<https://www.moj.go.jp/isa/applications/procedures/16-3.html>
- Application for Extension of Period of Stay (for the affiliated institution)
(Submit a request for issuance to the General Affairs representative of your department.)
- One photograph (4 x 3 cm, taken within the last 3 months)
- Documents verifying total annual income and tax payment records (e.g., withholding tax slip, tax payment certificate, etc.)
- Copy of passport
- Residence card
- A 4,000-yen revenue stamp (available for purchase at post offices)

Additional documents may be requested in some cases.

● . . . For International Researchers

● . . . For Hosting Faculty Members

The Re-entry Permit System

Foreign nationals who temporarily leave Japan with a valid passport and residence card and plan to re-enter within one year to continue their activities in Japan are, in principle, not required to obtain a re-entry permit. (This system is referred to as the “Deemed Re-entry Permit System.”)

When departing Japan, please ensure that you present your residence card.

Additionally, on the ED Card* for re-entry and departure, check the box indicating your intention to leave Japan under the Deemed Re-entry Permit System.

(Please refer to the Immigration Services Agency website for an image of the checkbox:
https://www.moj.go.jp/isa/immigration/resources/re-ed_index.html)

*Note: The ED Card is an entry/departure record card required when entering or leaving a country.

Foreign nationals who leave Japan under the Deemed Re-entry Permit System cannot extend the validity period while abroad. Please be aware that failure to re-enter Japan within one year

will result in the loss of your status of residence.

※If your passport states "Residence card will be issued at a later date" or if you hold an alien registration card that is deemed equivalent to a residence card, you are also eligible for the Deemed Re-entry Permit System.

※If your permitted period of stay expires within one year of departure, you must re-enter Japan before the expiration date.

● . . . For International Researchers

● . . . For Hosting Faculty Members

Bringing Your Family to Japan

< For a Short Stay (90 days or less) >

No special procedure is required if your family members are coming to Japan from a visa-exempt country or region.

(List of Visa exempted countries and regions:

https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

If your family members are coming from a country or region that is not eligible for visa exemption, please send them the following documents. They must submit these along with other required documents when applying for a short-term visa at the nearest Japanese embassy or consulate.

【Required Documents】

- Letter of Invitation
- Schedule of Stay
- Letter of Guarantee
- Certificate of Residence
(Showing details of all household members and their relationships)
- Certificate of Employment
- Certificate of Total Income
- Copy of Residence Card
- Documents Supporting the Purpose of Travel

For further details, please consult the Ministry of Foreign Affairs or the respective Japanese

diplomatic mission where the visa application will be processed.

(Ministry of Foreign Affairs website: https://www.mofa.go.jp/j_info/visit/visa/index.html)

<For a Stay Exceeding 90 Days>

If the researcher is already in Japan (application by the researcher) :

The researcher must submit the following documents to the Immigration Bureau to obtain a Certificate of Eligibility (COE) for their family members. Once issued, the COE should be sent to the family members, who must then apply for a visa at the nearest Japanese embassy or consulate in their country.

【Required Documents】

- Application Form for Certificate of Eligibility (downloadable from the Immigration Bureau website)
- One Photograph of the Family Member (4×3cm, taken within the last three months)
- Return Envelope (self-addressed, with postage stamps for registered mail)
- Copy of the Family Member's Passport
- Documents Providing the Relationship Between the Researcher and the Family Member (e.g., family register, marriage certificate, birth certificate, etc.)
- Copy of the Researcher's Residence Card or Passport
- Documents Certifying the Researcher's Occupation and Income (e.g., certificate of employment, tax documents, etc.)

Additional documents may be requested depending on the circumstances.

If the researcher has not yet arrived in Japan:

The host researcher must apply for the Certificate of Eligibility for their family members at the same time as applying for their own COE.

3-3. Accommodation

● . . . For International Researchers

● . . . For Hosting Faculty Members

Mie University Foreign Students' Dormitory

We have rooms available for international researchers and short-term international students in the Foreign Students' Dormitory C of Mie University. If you are considering using the

Dormitory, please contact our office (ryugaku@ab.mie-u.ac.jp) .

For details about the rooms, please check the website below.

<https://www.mie-u.ac.jp/en/international/from-the-world-to-mie-university/housing/dormitory.html>

● . . . For International Researchers

● . . . For Hosting Faculty Members

Private Accommodations (Apartments, condominiums, etc.)

When renting private accommodations, it is customary to pay a deposit and key money in addition to the room rent, and a guarantor is also required. Private accommodations (apartments) are usually not furnished (desks, chairs, bookshelves, beds, etc.). You can find housing information at the Mie University Co-op, UniLife, and Minimini (Mie Univ. dedicated help desk).

Examples of expenses other than rent and utilities when renting a private apartment

Key money	In Japan, it is customary to pay key money (also known as “shikikin” or “rights money”) to the landlord as a deposit (a token of appreciation) when renting a room, in addition to the room rent. This money is non-refundable.
Security Deposit (Guarantee Deposit)	A security deposit is paid to the landlord at the time of moving in to cover any potential issues during the tenancy or damages to the room upon moving out. When moving out, the refunded amount will be calculated after deducting cleaning fees and repair costs.
Common Service and Management Fees	All residents are responsible for the costs of hallway lighting, building management, cleaning, etc.
Other Necessary Expenses	Other necessary expenses include fire insurance, renewal fees, etc. For more details, please contact a real estate agent or the landlord.

※The security deposit, key money, and renewal fee typically amount to two to three months' rent. However, the amounts can vary depending on the property. Additionally, there are properties where you do not need to pay a security deposit or key money.

● . . . For International Researchers

● . . . For Hosting Faculty Members

Electricity · Gas · Water

<Off-Campus Housing>

Public utility services such as electricity, gas, and water may be managed by the landlord. Therefore, please check with your landlord or rental agency before initiating any procedures.

Utility bills can be paid at banks, post offices, and convenience stores. Alternatively, you may opt for automatic payment via bank transfer.

<On-Campus Housing (Foreign student' dormitory) >

Electricity

Japan operates on two different electrical frequencies, and in Mie Prefecture, the standard frequency is 100V/60Hz. Please ensure that your electrical appliances are compatible with this frequency.

For residents of the international student dormitory, dormitory staff will handle notifications regarding the activation and termination of electricity services.

Gas

Gas supply is not provided in the dormitory.

Water

Dormitory staff will also handle notifications regarding the activation and termination of the water supply.

3-4. Practical Concerns

● . . . For International Researchers

Drug Abuse

In Japan, the possession of all drugs, including cannabis, is strictly prohibited by law. The use, transfer, and cultivation of these drugs, as well as even possessing a very small amount, constitutes a legal violation and is severely punished.

● . . . For International Researchers

Reporting Lost or Stolen Property

If a theft occurs, call 110 (the police).

If you lose your savings passbook, cash card, credit card, or have them stolen, you should immediately request a payment stop from the issuing financial institution.

The police will issue a lost/stolen report certificate. This certificate may be required for the reissuance of your alien registration card, residence card, or passport.

● . . . For International Researchers

Traffic Safety

When operating an automobile, motorcycle, or bicycle, as well as when walking, please follow traffic regulations carefully to avoid accidents.

1. Cars and Motorcycles

A valid driver's license is required to operate a vehicle in Japan, and helmets are mandatory when riding motorcycles.

In Japan, automobiles and motorcycles must be driven on the left side of the road.

Traffic regulations are strictly enforced, and offenses such as drunk driving are severely penalized.

If you own a car or motorcycle, you must enroll in compulsory liability insurance (自賠責保険). Additionally, it is strongly recommended to obtain voluntary insurance (任意保険), as significant financial compensation may be required in the event of an accident.

For information on obtaining a driver's license, please refer to the Mie Prefectural Police website: <https://www.police.pref.mie.jp/sp/licence/licence14.html>

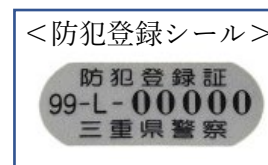
If you commute to work by car or motorcycle, you must obtain a parking permit authorization. For details, please contact the General Affairs representative in your department.

2. Bicycles

Helmet use is strongly encouraged when riding a bicycle.

All bicycle riders in Mie Prefecture are required to enroll in Bicycle Liability Insurance (自転車損害賠償保険).

For more details on bicycle regulations, please refer to the Tsu City website: <https://www.info.city.tsu.mie.jp/www/genre/1463566475777/index.html>



< Bicycle Theft Prevention Registration >

- When purchasing a new bicycle, registration for theft prevention is mandatory at the store where it is purchased.
- Required documents:
 - Identification document (passport or residence card) confirming your name and address
 - Registration fee of approximately 700 yen
- The registration is valid for 7 years, so please keep the registration card issued by the store.
- If you receive a second-hand bicycle, you must visit a bicycle shop to update the registration card under your name.
- In the event of bicycle theft, report it immediately at the nearest police station or police box, bringing your theft prevention registration card.

<Mandatory Enrollment in Bicycle Liability Insurance>

- Mie Prefecture requires all bicycles to be covered by Bicycle Liability Insurance.
- When selecting insurance, it is strongly recommended to ensure that the policy includes:
 - A liability coverage limit of at least 100 million yen for personal injury claims.
 - A settlement negotiation service to handle claims on your behalf.
 - No restrictions on compensation for permanent disabilities caused by accidents.

3. What to Do in the Event of a Traffic Accident

Regardless of the severity, immediately report the accident to the police (110) and inform your host faculty member.

If anyone is injured, **call 119 for an ambulance** and ensure that the injured person receives medical attention at a hospital.

Obtain the following details of the other parties involved in the accident:

- Full name, address, phone number, age, driver's license number, and vehicle license plate number.

If there are any witnesses, also record their names, addresses, and phone numbers.

● . . . For International Researchers

Waste Disposal

Garbage collection days and sorting methods vary depending on the region. Please check with your local city hall, landlord, or neighbors for details and ensure compliance with the local regulations.

- Garbage must be placed in clear or semi-transparent bags.
- Collection is conducted on designated days for each district by municipal waste collection services.
- Waste must be separated into the following categories and placed in separate bags:
 - Combustible waste
 - Plastic waste

-Recyclable waste (glass bottles, cans, PET bottles)

※Disposal of Large Appliances (For private apartments)

For refrigerators, televisions, air conditioners, washing machines, and personal computers, you are required to pay a separate recycling fee and arrange for collection through the store where the item was purchased.

For further details, please refer to the Tsu City Garbage Collection Website:

<https://www.info.city.tsu.mie.jp/www/genre/1100000000009/index.html>

● . . . For International Researchers

Emergencies

In case of emergency, call the following numbers. (Available 24 hours a day)

1. Police (Robbery, traffic accidents, etc.) . . . 110
2. Fire department (Fire, injuries, other emergencies) . . . 119

● . . . For International Researchers

Natural Disasters

Japan frequently experiences natural disasters, such as earthquakes and typhoons (typically from summer to autumn). Since disasters can occur suddenly, it is important to be well-prepared in advance.

Please check the locations of your local “temporary evacuation sites” and “wide-area evacuation sites” so that you know where to go in case of an emergency.

Recommended Emergency Supplies

Drinking water / Emergency food / Flashlight / Radio / Plastic bags / Work gloves / Cash / Tableware / Face masks / Undergarments / Batteries / Disposable body warmers / Raincoat

● . . . For International Researchers

Opening a Bank Account

When opening a bank account in Japan, you must meet certain requirements. Generally, you

will be required to submit your residence card, passport, and certificate of residence. As requirements and procedures may vary by bank, please check the official website or visit a branch for the most up-to-date information.

There are many banks in Japan, each offering different services and account-opening conditions. Major banks such as MUFG Bank, Ltd., Sumitomo Mitsui Banking Corporation, and Mizuho Bank provide comprehensive guidance for foreign residents and have an extensive network both in Japan and abroad. However, please note that these banks may require a minimum stay of six months in Japan before you are eligible to open an account. Additionally, the number of branches in Mie Prefecture is limited.

Meanwhile, the Japan Post Bank has a nationwide network, with many branches available in Mie Prefecture as well. It offers a relatively accessible option, as accounts can be opened after a minimum stay of three months in Japan. For more details on the Japan Post Bank, please refer to “Services at Post Offices” on page 26.

● . . . For International Researchers

Cell Phones

Cell phones are applied for cell phone retailers in town. The required documents vary from store to store, so please check with the specific store where you plan to purchase your cell phone. In most cases, you will need to provide a residence card, passport, health insurance card, bankbook, and other relevant documents.

● . . . For International Researchers

Citizen Services Desk and Post Offices

Tsu City Hall

	Weekdays	Saturdays	Sundays · Holidays
Open hours	8:30a.m. ~ 5:15p.m.	Closed	Closed

· Children's education

If you come to Japan with your family and your children attend school, the following facilities are available. Please refer to Tsu City Living Guide for enrollment procedures.

- Day-care center (for children under 1 year old up to just before elementary school age)
(Facilities for infants and toddlers who cannot be cared for at home during the daytime)
- Kindergartens (3 to 6 years old), elementary schools, junior high schools, high schools,
and international schools.

Website for Tsu City : <https://www.info.city.tsu.mie.jp/>

UST Plaza in Tsu City (アストプラザ)

	Weekdays	Weekends・Holidays	December 29～ January 3
Open hours	8:30a.m.～ 8:00p.m.	8:30a.m.～ 5:00p.m.	Closed

About Available Administrative Services at UST Plaza in Tsu city

A branch office of Tsu City Hall is located in UST Plaza, where the following administrative services are available:

- Issuance of certificate of residence
- Issuance of a copy or extract of family register
- Issuance of income and tax certificates

For more detailed information on other procedures and services, please refer to the following links: <https://www.ust.city.tsu.mie.jp/center.htm>

Post Office

Post Office on our campus

	Weekdays	Saturdays	Sundays・Holidays
Hours for Postal Services	9:00a.m.～ 5:00p.m.	Closed	Closed
Hours for Banking Services	9:00a.m.～ 4:00p.m.	Closed	Closed
ATM	9:00a.m.～ 5:30p.m.	9:00a.m.～ 5:00p.m.	9:00a.m.～ 5:00p.m.

Tsu Central Post Office

	Weekdays	Saturdays	Sundays · Holidays
Hours for Postal Services	9:00a.m.~ 7:00p.m.	9:00a.m.~ 5:00p.m.	9:00a.m.~ 12:30p.m.
Hours for the Yu-Yu Window (for packages, mail and stamps)	7:00a.m.~ 9:00p.m.	7:00a.m.~ 6:00p.m.	7:00a.m.~ 6:00p.m.
Hours for Banking Services	9:00a.m.~ 4:00p.m.	Closed	Closed
ATM	8:00a.m.~ 9:00p.m.	9:00a.m.~ 7:00p.m.	9:00a.m.~ 7:00p.m.

For services at the post office

In addition to postal-related services, post offices can also open bank accounts for the Japan Post Bank for those who have been in Japan for more than 3 months and have a resident card.

Please refer to the following link for detailed procedures and required documents.

Japan Post Bank - for foreign customers who wish to open a bank account

https://www.jp-bank.japanpost.jp/kaisetu/kat_gaikokujin.html

3-5. Health Care

● . . . For International Researchers

When You Go See a Doctor (The Medical Interpreter System)

Please bring your Eligibility Confirmation Certificate or My Number Card with you when you visit a medical institution. There are some hospitals where you can use the Medical Interpretation System Project (a project that allows non-native Japanese-speaking citizens to receive medical services with peace of mind).

Please refer to the Mie International Foundation website.

<https://www.mief.or.jp/info02.html>

Hospital hours for Evenings, Weekends and National Holidays

◆Tsu City Emergency Clinic (Internal Medicine)

Age Range : 16 years of age and older

Address: 37-8 Nishimarunouchi, Tsu City (West side of the Oshironishi Park)

TEL: 059-229-3303

Clinic hours: Night time • every day 19:30~23:00 (Reception from 7:30 p.m. to 10:30 p.m.)

Daytime • Sundays, national holidays, December 31 to January 3

10:00 a.m. to 12:00 p.m. / 1:00 p.m. to 4:00 p.m.

◆ Tsu City Children's Emergency Clinic/Holiday Dental Clinic

Age Range : (Pediatrics (generally under 16 years old), dentistry)

Address: 327-1 Ozato-Kubota-cho, Tsu City (on the premises of Mie Hospital)

TEL: 059-236-5501

Opening hours:

Pediatrics

Night time • every day 20:00 to 23:00 (Reception from 19:30 to 22:30)

Daytime • Sundays, national holidays, December 31 to January 3

10:00 a.m. to 12:00 p.m. / 1:00 p.m. to 4:00 p.m.

Dentistry

National holidays, December 31 to January 3

10:00 a.m. to 12:00 p.m. / 1:00 p.m. to 4:00 p.m.

3-6. On Campus

Mie University Campus Map

Please check on the link below for our university's campus map.

<https://www.mie-u.ac.jp/about/overview/access/campus-map.html>

Smoking is strictly prohibited in all areas other than in the designated smoking areas. When smoking, please be sure to use the designated areas.

3-7. Support Groups for Non-Japanese ● . . . For International Researchers

The main support groups in Mie Prefecture are as follows

Mie Consultation Center for Foreign Residents “MieCo”

The Mie Consultation Support Center for Foreign Residents (Mieko “MieCo”) provides a telephone interpretation service connecting foreign residents with public institutions such as City Hall. (Free of charge)

This service is available when you cannot communicate with city hall or other public institutions in Mie Prefecture, when you need advice, or when you do not know where to go for administrative services or procedures.

Languages available for interpretation:

(1) Consultant

5 languages (Japanese, English, Filipino, Portuguese, Spanish)

(2) Three-way interpretation by telephone

11 languages (in addition to the above 5 languages, Chinese, Korean, Vietnamese, Nepali, Indonesian, Thai)

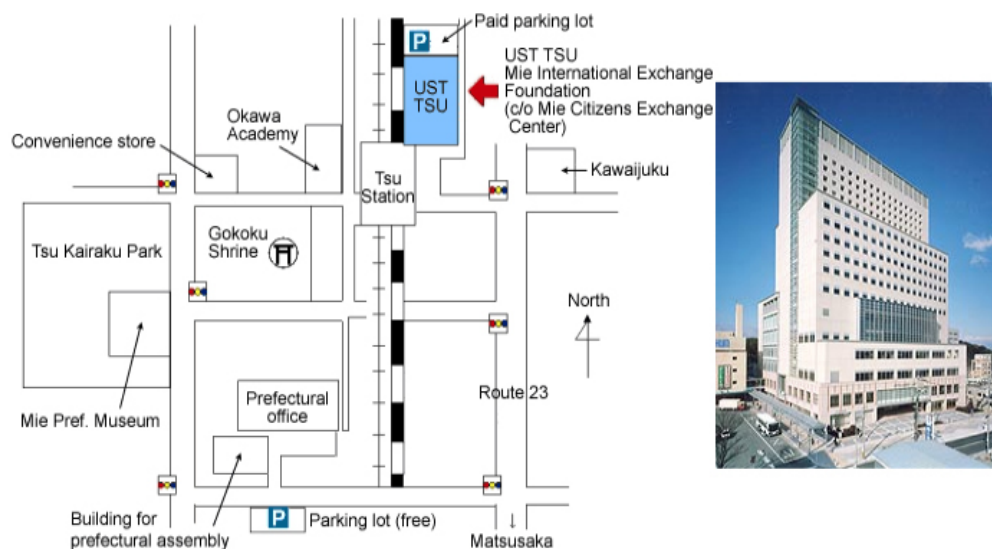
※Automatic translators may be available for languages other than those listed above.

Hours: Monday through Friday (except holidays) from 9:00 a.m. to 5:00 p.m.

◆Mie Consultation Support Center for Foreign Residents (Mieko “MieCo”)

[000845358.pdf \(mie.lg.jp\)](#)

TEL:080-3300-8077



3F UST TSU, 700 Hadokoro-cho, Tsu City, Mie Prefecture

Phone: 059-223-5006

Home page: <https://www.mief.or.jp/#:~:text=2024.8.3>

Hours: Monday-Friday 9:00-17:00

Closed: Saturdays, Sundays, national holidays, and year-end and New Year holidays (December 29 - January 3)

● . . . For International Researchers

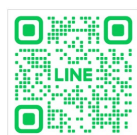
WELCOME – A Help Desk for Foreign Residents

This is a consultation service operated by women living in Tsu City, addressing a wide range of topics such as health, visas, parenting, and how to navigate the Japanese system. Support is available in multiple languages, including English, Filipino, Vietnamese, and simple Japanese.

HP : <https://www.welcome-mie.org/https://www.welcome-mie.org/>

TEL : 050-6874-2643

LINE QR Code :



QRコードでLINEの友だちを追加

Tsu City International Exchange Association

The organization promotes multicultural coexistence through Japanese language classes and cultural introduction events for foreigners. It also engages in exchange activities between Tsu City and foreign cities.

Address : Tsu city International Exchange Association (Tsu city hall 3F)

23-1 Nishimaruouchi, Tsu city, Mie Zip 514-8611

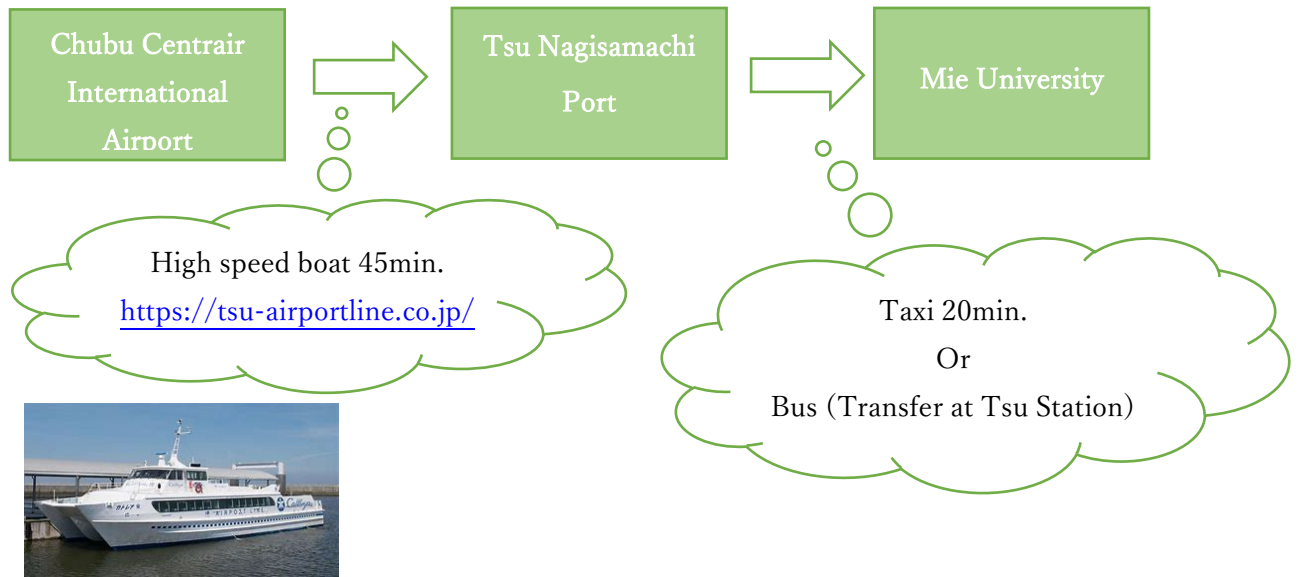
TEL : 059-229-3146

HP : <https://sites.google.com/view/tsucity3102?usp=sharing>

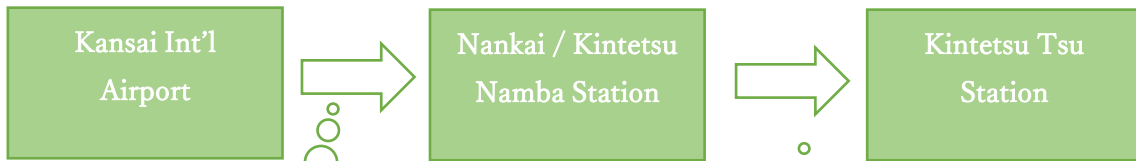
3-8. Access

Access to Mie University

■ From Chubu Centrair International Airport



■ From Osaka



Nankai Airport Line "Rap:t" 40min.

https://www.nankai.co.jp/en_railway

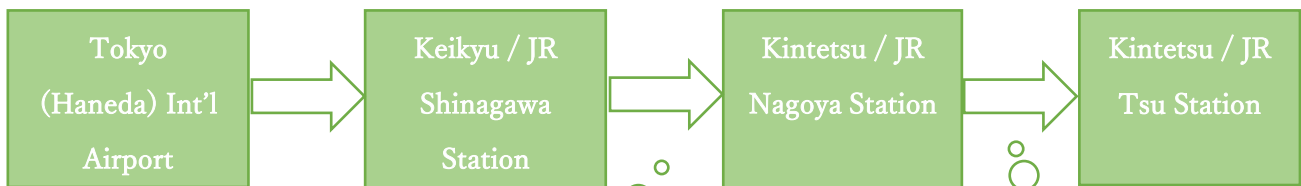


Kintetsu Super Express 85min.

<https://www.kintetsu.co.jp/foreign/english/>



■ From Tokyo



Shinkansen
(Bullet Train)
90min.

Kintetsu Super Express 50min./
Kintetsu Express 65min. /
JR Kaisoku Mie (Express) 55min.

■ From Narita



Narita Express
75min.



■ Tsu-Eki Mae (Higashiguchi East Exit) ⇒ Mie University

• by Taxi approx.10min.

• by Bus approx.10min. + 5min.' walk from bus stop

*Travel time to the university depends on traffic.

All buses departing from the No.4 bus stop will pass the “Mie Daigaku-mae 三重大学前” bus stop.

※If you take the bus bound for “Daigaku Byoin (大学病院)”, please get off at the last stop.

Route information :

<https://www.sanco.co.jp/krs/search/result?dep=4001&arr=4325&timecd=3&date=2025-02-21&time=12%3A05>

■ Tsu-Nagisamachi (high-speed boat) ⇒ Mie University

If you are coming to Mie University from Tsu-Nagisamachi, please go to Tsu Station first before coming to Mie University.

4. Procedures for Leaving Japan

● . . . For International Researchers

● . . . For Hosting Faculty Members

Campus Procedures

Notification to the University (Hosting faculty members)

Please confirm the various procedures required for retirement.

Contact : Hosting faculty members → International Relations Division

Due : At least 1~2 months before your return date

● . . . For International Researchers

● . . . For Hosting Faculty Members

Housing Procedures

Notification of Move-Out

If you are living off-campus, please review your rental contract and notify your landlord or real estate agent about your move-out. Generally, you are required to give notice one to two months in advance. Failure to do so may result in an additional month's rent being charged.

If you are living on-campus (in the dormitory), please inform the International Relations Division at least two weeks before you plan to move out.

Contact : Off-campus residents → Your landlord or real estate agent

Due : At least 1- 2 months before moving

Contact : On-campus (dormitory) residents → International Relations Division

Due : At least 2 weeks before moving

Utility Service Termination (For Off-Campus Residents Only)

If you are living off-campus, please contact each utility service provider to arrange for the termination of electricity, gas, and water services. The contact details for each provider can be found on your billing statements or receipts. Additionally, please confirm the final payment procedure with each provider. On the day of your move, a representative from the utility company may visit your residence for a final usage check. Please note that some providers may not offer service on Saturdays or public holidays, so be sure to schedule in advance.

For on-campus residents, utility service termination procedures are handled by university staff, so no action is required.

Contact: Utility service providers
Due: At least 1 week before moving out

Room Cleaning and Key Return

Before moving out, please remove all personal belongings and clean the room. Afterward, request an inspection from your landlord. If no issues are found, the move-out procedure will be considered complete. Please also ensure that you return the key on the day of your move-out.

Contact: Landlord
Due: On the day of your move-out

● . . . For International Researchers

● . . . For Hosting Faculty Members

Government and Other Procedures

Reporting to City Hall

Please visit City Hall with your Residence Card and passport and submit a Moving-Out Notification. Additionally, you may be required to return your My Number Card (My Number Insurance Card) or Eligibility Confirmation Certificate, so please confirm this with the city hall in advance.

Contact : City Hall
Due : By your departure date

Return of Residence Card

When departing Japan, please return your Residence Card to the immigration officer at the airport during the departure procedures.

Contact : Airport
Due : On the day of departure

Closing a Bank Account

If you wish to close your bank account, please visit the bank in person and bring your bankbook and cash card to complete the necessary procedures. However, if you expect to receive transfers from the university or have outstanding payments that will be deducted after your departure, you may choose to keep your account open. In such cases, please ensure that you update your registered address with the bank.

Required Documents:

- A valid identification document, such as a Residence Card or passport
- The seal (INKAN) used when opening the account
- Your bankbook and cash card

Contact : Financial Institution(Bank)

Cancellation of Other Contracts

If you wish to cancel your credit card, please contact your credit card company to notify them of your departure from Japan and complete the necessary procedures.

If you have personal contracts for services such as mobile phones, internet, or rental items, please ensure that you complete the cancellation procedures with the respective service providers and confirm that there are no outstanding charges.

Contact : Respective service providers

Due : Confirm based on the terms of each contact

5. Mie University Visiting Foreign Research Fellow

Hosting Regulations (Japanese only)

三重大学外国人研究者受入れ規程について

○三重大学外国人研究者受入れ規程

(平成 16 年 5 月 26 日規程第 65 号)

改正 平成 19 年 3 月 29 日規程

令和 6 年 11 月 26 日規程第 65 号[未施行]

(趣旨)

第 1 条 この規程は、学術研究の国際交流を推進するため、三重大学（以下「本学」という。）において、本学の教員と共同して研究に従事する外国人研究者の本学への受入れに関し必要な事項を定める。

(受入れの条件)

第 2 条 本学の外国人研究者として受け入れることのできる者は、次の各号に該当する者とする。ただし、国立大学法人三重大学職員就業規則第 2 条第 4 号に基づく外国人教師等を除く。

(1) 本学の教授、准教授、講師、助教又は助手と同等以上の資格があると認められる者

(2) 原則として 1 月以上にわたり学部等で行う共同研究に貢献できる者

(申請)

第 3 条 外国人研究者を受け入れようとする学部等の長は、当該学部等の了承を得て、原則として受入れ予定日の 1 月前までに、所定の書類を添えて学長に申請し、その承認を得なければならない。

(受入れ期間)

第 4 条 外国人研究者の受入れ期間は、2 年以内とする。ただし、必要がある場合は、その期間を延長することができる。

2 受入れ期間の変更に係る申請手続等は、前条の規定を準用する。

(従事)

第 5 条 外国人研究者は、あらかじめ定められた研究計画に従い、共同研究に従事するものとする。

(待遇等)

第 6 条 外国人研究者には、給与を支給しない。

2 外国人研究者は、本学の教育研究に支障がない範囲において、研究を遂行するために

必要な本学の施設及び諸設備を利用することができる。

(規程等の遵守)

第7条 外国人研究者は、本学の諸規程を遵守しなければならない。

(誓約書)

第8条 外国人研究者は、受入時に別に定める安全保障輸出管理、知的財産権等に係る誓約書を学長に提出するものとする。

(受入れの取消し)

第9条 学長は、外国人研究者が本学の諸規程に違反し、又は本学の教育研究に重大な支障を生じさせたときは、当該学部等の長からの申請に基づき、当該外国人研究者の受入れの決定を取り消すことができる。

(雑則)

第10条 この規程に定めるもののほか、外国人研究者の受入れに関し必要な事項は、別に定める。

附 則

この規程は、平成16年5月26日から施行し、平成16年4月1日から適用する。

附 則(平成19年3月29日規程)

この規程は、平成19年4月1日から施行する。

附 則(令和6年11月26日規程第65号)

この規程は、令和7年4月1日から施行する。

Contact Information

International Relations Division TEL : 059-231-9721 (Extension : 9721)

Email: kokusai@ab.mie-u.ac.jp