

英語版 <English>

GUIDEBOOK FOR INTERNATIONAL STUDENTS

2022



三重大学

留学生ガイドブック


国際交流チーム



Dear International Students

This International Student Guidebook offers necessary information about the life of international students on 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

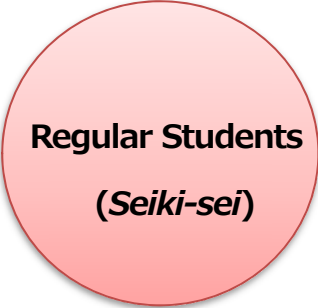
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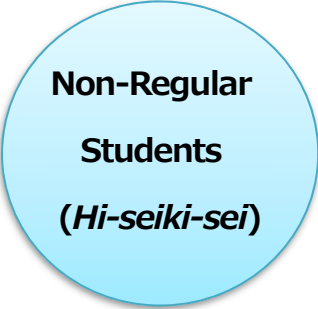
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I . Categories of International Students



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. Steps after Arrival in Japan

1. Admission procedures

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

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

1. International Student Record (Appendix P. 1-2)
2. Permission to Process Personal Data (Appendix P. 3-9)
3. Pledge for security trade control (Appendix P.11-12)

(2) Documents to be submitted by dormitory residents

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

1. Notification of arrival at foreign students' house and statement of intention to comply with house regulations (Appendix P. 13)
2. Report on the condition of facilities and equipment (Appendix P. 15-21)

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 banks below.

★ Your tutor can help if you feel nervous about using Japanese.

Bank name	Branch	Address
Hyakugo Bank (百五銀行)	Tsu-Eki Mae Branch Note: Kurima Branch does not offer an account-opening service	Hadokoro-cho 375, Tsu City
Sanjyusan Bank (三十三銀行)	Mie Daigaku Mae Branch	Higashinouchi 1661-3, Kurimamachiya-cho, Tsu City
Japan Post Holdings (郵便局)	Mie Daigaku Nai Branch (Located on 1st floor of Mie University Hospital)	Edobashi 2-174, Tsu City
Sanjyusan Bank (三十三銀行)	Tsu Branch	Daimon 34-12, Tsu City

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.).

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

[How to set up an email account]

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

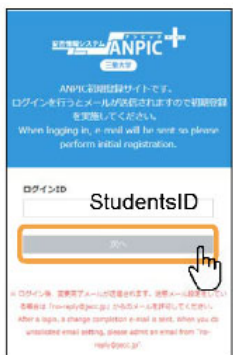

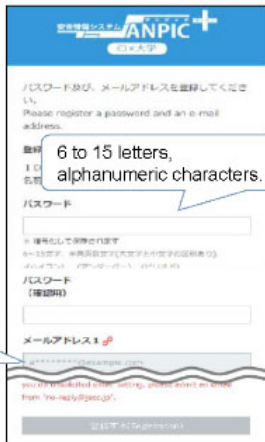



4. Safety confirmation system (ANPIC)

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.



Scan the QR code for registration

<p>1. Log in using the student ID.</p> 	<p>2. Click the URL in the mail you received and access to the account setting menu.</p>  <p>Confirm your own e-mail address to the blank area.</p>	<p>3. Set up your e-mail address and password.</p> 	<p>4. Once your registration is processed, you will receive an e-mail notifying the completion of registration to the registered address.</p> 
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5. Subscription to disaster information email service

Tsu city hall can send you the latest disaster information including evacuation areas when a disaster or hazard is anticipated.

How to subscribe: You can choose either to scan the QR code below, to register automatically by sending a blank email to eng@tsumail.jp, or to access the website (<http://tsumail.jp/>).

Please subscribe to Tsu city disasters prevention informative email service!

When there is a risk of landslide and flooding due to a heavy rain, an earthquake or tsunami we will send you an evacuation informative email in your mobile.

How to subscribe

Please read the QR code in the right or send a blank email to the following email address: eng@tsumail.jp. You will receive an email confirming the registration.

You can also send a email by accessing to <http://tsumail.jp/>.



eng@tsumail.jp

English

*If you do not receive the email confirming the registration, you may need to set the spam filter. In that case, please set to receive emails from the domain "tsumail.jp", or modify to "Accept E-mails from PC".

Crisis Management Division, Tsu city

III. University Life

1. Annual schedule

(1) The 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.

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

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

(2) The 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

2. Administration and services

(1) Administrative offices Opening Hours 8 : 3 0 – 1 7 : 1 5

Office Name	Location	Phone Number	Responsibilities
International Relations Office, International Affairs and Information Department	Integrated Research Building II, 2nd Floor	0 5 9 - 2 3 1 - 9 0 5 7 / 9 6 8 8	<ul style="list-style-type: none"> ● Government-sponsored international students ● Acceptance and dispatch of international students for short periods ● Scholarships and visas ● International dormitories
		0 5 9 - 2 3 1 - 9 7 2 1	<ul style="list-style-type: none"> ● Course information and inquiries relating to the International Education and Research Center
Educational Affairs Office, Student Affairs Department	Integrated Research Building II, 1st Floor	0 5 9 - 2 3 1 - 9 7 1 2	<ul style="list-style-type: none"> ● Academic transcripts and certifications ● Student cards
Student Support Office, Student Affairs Department	Integrated Research Building II, 1st Floor	0 5 9 - 2 3 1 - 9 0 6 0	<ul style="list-style-type: none"> ● Tuition exemption ● Dormitory for Women's Dormitory for International Students
Career Support Office, Student Affairs Department	Integrated Research Building II, 1st Floor	0 5 9 - 2 3 1 - 5 3 9 6	<ul style="list-style-type: none"> ● Guidance about job hunting ● Job information ● Consultation for job hunting
Student Affairs Section, Faculty of Humanities, Law and Economics	Faculty of Humanities, Law and Economics 1st Floor	0 5 9 - 2 3 1 - 9 1 9 7	<ul style="list-style-type: none"> ● Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty
Student Affairs Section, Faculty of Education	Faculty of Education, 1st Floor	0 5 9 - 2 3 1 - 9 3 1 9	<ul style="list-style-type: none"> ● 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	0 5 9 - 2 3 1 - 5 4 2 4	<ul style="list-style-type: none"> ● Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty
Student Affairs Section, Faculty of Engineering	Faculty of Engineering, Administration Office, 1st Floor	0 5 9 - 2 3 1 - 9 4 6 9	<ul style="list-style-type: none"> ● Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty

Student Affairs Section, Faculty of Bioresources	Faculty of Bioresources, 1st Floor	0 5 9 - 2 3 1 - 9 6 3 1	● Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty
Student Affairs Section, Graduate School of Regional Innovation Studies	Research and development Institutes for Regional Innovation Building D 1st Floor	0 5 9 - 2 3 1 - 9 6 3 2	● 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 and Networks and the University Library.

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

(Only for regular students)

Certificate Type
Student Commuter Certificate
Certificate of Enrollment
Graduation Certificate (Diploma) Course Completion Certificate
Health Certificate (健康診断書) <small>KENKOSHINDANSHO</small>
Academic Transcript
Certificate of Prospective Graduation
Certificate of Prospective Course Completion
Student Passenger Fares Discount Certificate (学割) <small>GAKUWARI</small>

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

Ask at the International Relations Office if you are a non-regular student.
Certificates usually take 3 days to issue.

(3) Other Certificates

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

3. Important confirmation and procedures

(1) Confirming 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 Office. Make sure to bring your ID.

Students who have not confirmed their enrollment for 3 months in a row will be reported as missing person to Nagoya Regional Immigration Bureau and the Ministry of Education, Culture, Sports, Science and Technology. 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 Office and each 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 each faculty that you belong to know. If you are a non-regular student, notify the International Relations Office. 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 Kaigaitokotodoke (海外渡航届)

Please fill out the form on the website of Center of International Education and Research

<https://www.mie-u.ac.jp/international/abroad/overseastravelnotification/>

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

(applies only to students living in an international student house or dormitory)

Submit to International Relations Office.

(5) Bicycles registration

(1) If you buy a bicycle

1. Register for a theft-prevention serial number at the store where you buy the bicycle.
2. Notify your faculty and get a special Mie University sticker from them.
3. In addition, if you are a resident of an international student house or dormitory, the International Relations Office will give you another sticker.

(2) If you give your bicycle to somebody else

1. Give them the theft-prevention serial number card as well as your bicycle.
 2. If you have lost the card, make your own written agreement that proves you gave your bicycle to them.
- Note: Make sure to write the address used when you registered for the theft-prevention serial number.

(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) Your visa or passport
- (3) Either the theft-prevention serial number card or the written agreement that proves someone gave their bicycle to you
- (4) Registration fee (600 yen)

2. Get a Mie university sticker.

(1) Notify your faculty and get a Mie University sticker from them.

(2) In addition, if you are a resident of an international student house or dormitory, the International Relations Office will give you another sticker.

NOTE

The information of the previous owner ((i) bicycle frame 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 anti-theft serial number at any bicycle shop or police station.



2. Take the bicycle to any bicycle shop or dispose of it as metal trash.

Note: It costs 1,080 yen at a bicycle shop.

What to take

- (1) The theft-prevention serial number card
- (2) Your visa or passport

(5) If your bicycle is stolen

1. Report the theft to the police.

2. Follow the procedure in "(1) If you buy a bicycle" above.

(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 Affairs Office, Accounting Department

ZAIMUBUKEIRI
(財務部経理チーム)

Student type	Entrance fee (one-time fee)	Per-semester tuition fees (payable in April and October)
Undergraduate students	282,000 yen	267,900 yen
Master's or doctoral students In first semester	282,000 yen	267,900 yen
Master's or doctoral students In second 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. Only international exchange students and 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 International Relations Office. Non-regular students (research students and non-degree students) are not eligible.

☆ When to apply
First semester : April
Second semester : October

(3) Scholarships for international students

We will inform international students about scholarship opportunities by a post and email every time we get information, so keep an eye out. Feel free to ask at the International Relations Office if you have inquiries.

5. Academic life

Keep in mind that you are at Mie University as an international student to pursue your dreams. 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 academic study, research, etc. Keep in touch with them all the time.

(2) Advisors in the Center for International Education and Research

The center's advisors can help to solve your problems regarding your study or daily life. Do not hesitate to visit Integrated Research Building II.

(3) Tutor programs for Japanese Study

If you need help learning Japanese we can offer a tutor , a Japanese student volunteer,who can offer support. A tutor is available for the first half of the year in order to make your life easier. A tutor would be assigned under the consideration of the level of Code of conduct for preventing infection from COVID-19. Inquire at the Center for International Education and Research for details.

(4) International Student Association (留学生会) ryugakusei-kai

This association was established with the aim of enhancing the relationship between international and Japanese students, improving the environment and support for international students through regular meetings with the International Relations Office, and providing beneficial information. It consists of 7 small groups and each group has a representative.

(5) Programs 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 International Education and Research Center. You can attend these classes to make your life in Japan more fulfilled and successful! If you are interested, take the placement exam in advance (offered in April and September) and register for your class by the deadline.

Japanese classes for regular students

There are some classes for regular students that are regarded as general education credits. Contact the International Relations Office for more information.

(6) Class suspension

If an emergency alert or warning is issued

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

- The alert is still on at 6 AM...The morning classes are cancelled.
- The alert is still on at 10 AM...The afternoon classes are cancelled.

(7)Information system

We use the mobile information system on the internet called MMIS to inform students about class suspension or changes of schedule. Check MMIS for updates every day. In the event of an emergency, we might use email or phone. If you change your email or phone number, do not forget to notify the International Relations Office.

Mobile information guidance
system (MMIS)



6. Facilities and services in university

(1) Internet service

You can access the Internet using wireless LAN on the campus of Mie University. An unified account (統一アカウント) is required to connect to this service.

How to connect

Please refer to the web page of Center for Information Technology and Networks.
For English URL https://www.cc.mie-u.ac.jp/index_e.html

(2) University Library

Opening hours may be changed due to preventing infection from COVID-19.

Note: Check website for the details

[URL] <http://www.lib.mie-u.ac.jp/>

You need your Student ID card to enter.



(3) Center for Physical and Mental Health (Integrated Research Building II, 1st Floor)

Consultation with a doctor, a public health nurse, a nurse, or a psychologist about physical or mental issues is available.

※See for more information on the website of Physical and Mental Health Center

[URL] <http://www.lib.mie-u.ac.jp/health/>



(4) Center for Student Counseling (Integrated Research Building II, 1st Floor)

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

※See for more information on the website of Center for Student Counselling

[URL] <http://www.lib.mie-u.ac.jp/consultation/index.html>



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

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

[URL] <http://www.lib.mie-u.ac.jp/life/supportstudents/index.h>



IV. Accommodation

1. Student dormitories

There are 3 dormitories for international students. Tenants are selected based on the university's rules.

<small>がいこくじんりゅうがくせいはいかん</small> 外国人留学生会館 (Foreign Students' House)	8,500-15,500yen/month	〒514-010 <small>つしくりままちやちょう ばんち</small> 津市栗間町屋 町 561番地 Kurimamachiya-cho 561, Tsu City
<small>がいこくじんりゅうがくせい</small> 外国人留学生 (Foreign Students' Dormitory)	12,600-30,000 yen/month	〒514-000 <small>つしえどばし ちょうめ ばんち</small> 津市江戸橋3丁目1番地 Edobashi 3-1, Tsu City
<small>こくさいじょしがくせいきしゅくしゃ</small> 国際女子学生寄宿舍 (Women's Dormitory for International Students)	5,900 yen/month	〒514-0001 <small>つしえどばし ばんち</small> 津市江戸橋2丁目174番地 Edobashi 2-174, Tsu City

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



(1)



(2)



(3)



(4)

- (1) Exterior of Foreign Students' 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. Keeping in touch with your landlord is the key to getting along with them.

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 Office 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 2 or 3 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 Office 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 depend 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



V. Insurance and Medical Services

1. Insurance

(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 ^{Gakken-sai} (学研災)

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. Apply at the Student Affairs Office, Counter No. 2.

(3) Liability insurance for students ^{Gakken-bai} (学研賠)

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. Apply at the Student Affairs Office, Counter No. 2. We strongly recommend that you apply for both 学研災 and 学研賠 insurance to provide a minimum level of protection so that you can enjoy a worry-free student life at Mie University.

2. Emergency medical services

(1) How to get information

- iryonetto.mie (医療ネットみえ)

- [Emergency medical information center for Mie prefecture](http://www.mie-emergency.com)

☎ 059-229-1199 (24 hours a day)

(2) Medical service at night and on holidays

Tsu City emergency clinic
☎ 059-229-3303

Nighttime:… 7 : 30 p.m.-11 : 00 p.m. daily
Daytime:…… Only Sunday and holidays
10:00 a.m.-12:00 a.m.
1:00 p.m.-4:00 p.m.

3. Emergency calls

Home phones, cell phones, and pay phones all work for emergency calls. When you use a pay phone, press the red button first, and then dial 119 or 110.

(1) Fire department

- **Emergency call for ambulance or fire truck: 119** (free)

~Tips when you call~

- (1) Call 119 to reach the fire department. Identify which emergency service you require (ambulance or fire truck).
- (2) Speak clearly and provide the information they ask you for (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 come to the location sounding its siren. When you hear the siren, exit the building and catch their attention. Calling an ambulance or fire truck is free of charge.

(2) Police

- **Emergency call relating to crime or traffic accident: 110** (free)

~Tips when you call~

- (1) Dial 110 to reach the police.
- (2) Speak clearly and provide the information they ask you for (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 Office. (☎ 059-231-9688)

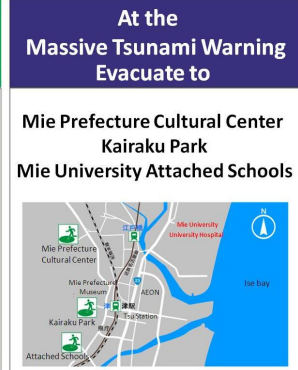
Out of office hours, report to the security room near the main gate.
(☎ 059-231-9649)

4. Preparation for earthquakes

You may be surprised at how often earthquakes occur in Japan. Careful and 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 stove and the main gas valve.
- (2) Open at least one door to provide an exit.
- (3) Stay away from windows so that you won't be hurt.
- (4) Shelter under a sturdy desk.
- (5) Put your shoes on if you need to go to a designated 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.



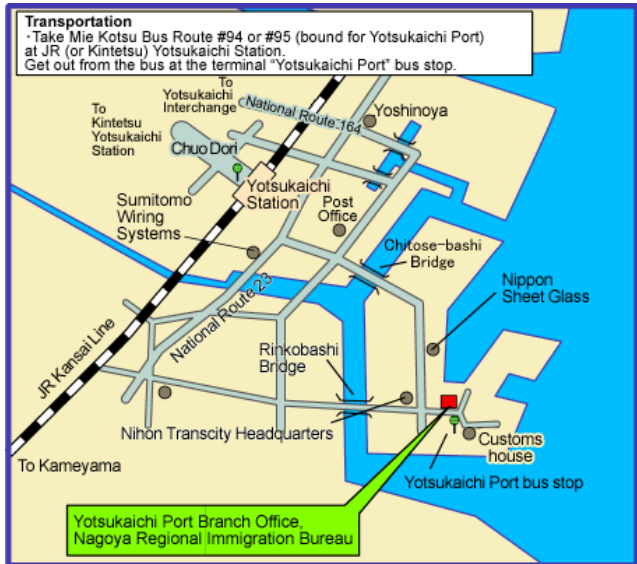
VI. Visa

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 visa is expired. Application is accepted 3 months before the expiration date.

Nagoya Regional Immigration Bureau ☎ 052-559-2150
Yokkaichi Branch Office, Nagoya Regional Immigration Bureau ☎ 0593-52-5695
The Immigration Bureau of Japan website → 



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 Office
Certificate of enrollment	All	Automatic certificate issuance machine (regular students) International Relations Office (non-regular students)
Academic transcript	Regular students	Automatic certificate issuance machine
Proof of your research and results (prepared by your academic advisor)	Non-regular students	International Relations Office
Passport	All	
Residence card	All	
4,000 yen 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 Office (For Certificate of Receipt of University Scholarship)
Other documents required by the immigration bureau	Relevant individuals	

Hand in a copy of your new visa to the International Relations Office.

(2) Permission for activity besides study

Student visa 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, residence card, passport, student ID

Hours you can work

Up to 28 hours a week

Up to 8 hours a day during long vacations (summer, winter, and spring vacation)

Jobs you are not allowed to do

Working in the sex or gambling industries is prohibited by law.

(3) Other applications

Contact the immigration bureau directly about other applications.

2. Re-entry to Japan

You can re-enter Japan only with a residence card. Re-entry permission is required if you plan to stay outside of Japan more than a year.

Documents you need

Application form for re-entry permission, residence card, passport, student ID, application fee paid by purchasing a revenue stamp: 3,000 yen (for one re-entry) or 6,000 yen (for multiple re-entries)

3. Residence card

A residence card is issued to a foreign national who intends to stay in Japan for the medium to long term. Follow procedures to register your address at the city hall within 14 days after receiving your residence card. If you find a stamp in your passport saying “在留カード後日交付,” which means your residence card will be issued later, register your address at the city hall within 14 days after your arrival. Do not forget to take your passport. You will get your residence card afterwards.

Caution: Always carry your residence card, even when you go out.

Reapplication: If you have lost your residence card, reapply for it at the immigration bureau within 14 days.

(Get a certificate of reported lost property at any police station and take it when you reapply.)

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 you 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 Office 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 card
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(1) Submit notification of moving out

(2) Cancel national health insurance

Return your national health insurance card.

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

If you have any individual contracts, including for use of the internet, rental goods, or a cell phone, pay all costs and cancel before leaving.

5. Returning your residence card

You have to return your residence card at your airport of departure when you fly back to your home country. After they punch a hole in your card, you can take it to your home country as a souvenir.

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.

★ In the case where you wish to provide research-related technology information in foreign countries or to non-residents of Japan.

★ In the case where you wish to export (sending to foreign countries or bringing out, etc.) devices or materials used in your research or tangible objects gained from the research to foreign countries. (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.

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

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

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.