

英語版 <English>

# GUIDEBOOK FOR INTERNATIONAL STUDENTS

# 2025



## 三重大学 留学生ガイドブック

こくさいせんりやく


国際戦略チーム 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

## INDEX

<b>I . Categories of International Students</b> .....	1
<b>II . Procedures required after arrival in Japan</b> .....	2
<b>1. Admission procedures</b> .....	2
(1) Documents to be submitted by all non-regular students .....	2
(2) Documents to be submitted by dormitory residents .....	2
<b>2. Opening a bank account</b> .....	2
<b>3. Student Email System</b> .....	3
<b>4. Safety confirmation system (ANPIC)</b> .....	3
<b>5. Subscription to disaster information email service</b> .....	4
<b>III. University Life</b> .....	5
<b>1. Annual schedule</b> .....	5
(1) The academic year .....	5
(2) The daily schedule .....	5
<b>2. Administration and services</b> .....	6
(1) Administrative offices .....	6
(2) Issuance of certificates .....	7
<b>3. Important confirmation and procedures</b> .....	8
(1) Confirming enrollment .....	8
(2) Relocating, changing phone number .....	8
(3) Dropping out, changing period of study, taking a leave of absence, or returning to university .....	8
(4) Temporary leaving Japan .....	8
(5) Bicycle registration .....	9
<b>4. Tuition fee and scholarships</b> .....	10
(1) Payment of tuition .....	10
(2) Tuition exemption .....	11
(3) Scholarships for international students .....	11

## **5. Academic life..... 11**

- (1) Academic advisor ..... 11
- (2) Teachers in the Organization for International Education and Research 12
- (3) Tutor programs ..... 12
- (4) Classes and Courses for international students ..... 12
- (5) Class suspension ..... 12
- (6) UNIVERSAL PASSAPORT..... 13
- (7) Learning Managemnet System (LMS) ..... 13

## **6. Facilities and services in university..... 13**

- (1) Internet service on campus..... 13
- (2) University Library ..... 13
- (3) Center for Physical & Mental Health ..... 13
- (4) Student Counseling Service & Information ..... 14
- (5) Center for Students with Disabilities..... 14

## **IV. Accommodation ..... 15**

### **1. Student dormitories ..... 15**

### **2. Apartments ..... 15**

### **3. Comprehensive renter's insurance for international students ..... 15**

### **4. Moving out ..... 16**

### **5. How to dispose of trash..... 16**

## **V. Insurance and Medical Services..... 17**

### **1. Insurance..... 17**

- (1) National health insurance..... 17
- (2) Damage & accident insurance for students (がっけんさい 学研災) ..... 17
- (3) Liability insurance for students (がっけんばい 学研賠) ..... 17
- (4) Comprehensive Insurance for Students Lives Coupled with "Gakkensai" for International Students (Inbound futai-gakuso) ..... 17

### **2. Emergency medical services ..... 18**

- (1) How to get information ..... 18
- (2) Medical service at night and on holidays..... 18



<b>3. Emergency calls</b>	19
(1) Fire department	19
(2) Police	19

<b>4. Preparation for earthquakes</b>	20
---------------------------------------	----

<b>VI. Status of Residence and Visa</b>	21
---	----

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

(1) Immigration bureau	21
(2) Application for permission to engage in activity other than that permitted under the status of residence previously granted	23
(3) Other applications	23

<b>2. Re-entry to Japan</b>	23
-----------------------------	----

<b>3. Residence card</b>	24
--------------------------	----

<b>VII. Returning to Home Country</b>	25
---------------------------------------	----

### **1. Moving-out procedures**

(1) If living in an apartment	25
(2) If living in dormitory	25

### **2. Procedures at city hall**

(1) Submit notification of moving out	25
(2) Cancel national health insurance	25

### **3. Closing your bank account**

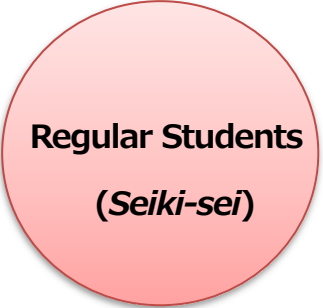
### **4. Other procedures to be followed**

### **5. Returning your student ID**

### **6. Returning your residence card**

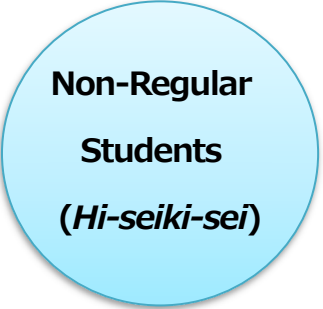
<b>VIII. Security Trade Control</b>	27
-------------------------------------	----

# 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 foreign students' house 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 <small>yubinkyoku</small> (郵便局)	Mie Daigaku Nai Branch (Located on 1st floor of Mie University Hospital)	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](https://www.cc.mie-u.ac.jp/cc/student_mail_e.html)

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

### 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>

1. Log in using the student ID.

2. Click the URL in the mail you received and access to the account setting menu.

Confirm your own e-mail address to the blank area.

3. Set up your e-mail address and password.

4. Once your registration is processed, you will receive an e-mail notifying the completion of registration to the registered address.

## 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](mailto:eng@tsumail.jp), or to access the website provided in several languages. (<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](mailto: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](mailto: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.

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) 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 : 30 – 17 : 15

Office Name	Location	Phone Number	Responsibilities
International Relations Division, Department of General Affairs & Planning	Integrated Research Building II, 2nd Floor	0 5 9 - 2 3 1 - 9 6 8 8	<ul style="list-style-type: none"> <li>● Government-sponsored international students</li> <li>● Inbound and Outbound of short-term international students.</li> <li>● Scholarships and visas</li> <li>● International dormitories</li> </ul>
		0 5 9 - 2 3 1 - 5 3 9 1	<ul style="list-style-type: none"> <li>● Course information and inquiries relating to the Organization for International Education and Research</li> </ul>
Educational Affairs Division, 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"> <li>● Academic transcripts and certifications</li> <li>● Student cards</li> </ul>
Student Support Division, 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"> <li>● Tuition exemption</li> <li>● Dormitory for Women's Dormitory for International Students</li> </ul>
Career Support Division, 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"> <li>● Guidance about job hunting</li> <li>● Job information</li> <li>● Consultation for job hunting</li> </ul>
Student Affairs Section, Office for 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"> <li>● Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty</li> </ul>
Student Affairs Section, Office for Faculty of Education	Faculty of Education, 1st Floor	0 5 9 - 2 3 1 - 9 3 1 9	<ul style="list-style-type: none"> <li>● Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty</li> </ul>
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"> <li>● Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty</li> </ul>
Student Affairs Section, Office for Graduate School & 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"> <li>● Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty</li> </ul>



<b>Student Affairs Section, Office for Graduate School &amp; Faculty of Bioresources</b>	Faculty of Bioresources, 1st Floor	0 5 9 - 2 3 1 - 9 6 3 1 / 9 7 3 5	● <b>Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty</b>
<b>Student Affairs Section, Office for Graduate School of Regional Innovation Studies</b>	Research and development Institutes for Regional Innovation Building D 1st Floor	0 5 9 - 2 3 1 - 9 6 3 2	● <b>Course registrations, transcripts, taking a leave of absence, or dropping out for students of this faculty</b>

## (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 (Only for regular students)

Certificate Type
Student Commuter Certificate
Certificate of Enrollment
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 Division if you need a certificate in English. Certificates usually take about a week to issue.

**Ask at the International Relations Division 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 Division
Course Credit Acquisition Record	Each faculty
Certificate of Receipt of University Scholarship	International Relations Division



### 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 Division. Make sure to bring your Residence card and Student 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 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 Kaigaitokotodoke (海外渡航届)

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



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

##### 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 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.



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

### (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

#### 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 (ZaimuKanri 財務管理チーム)

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 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's Teachers 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.

## (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.

### Japanese classes for regular students

There are some classes for regular students that are regarded as general education credits.

For more information, please contact the International Relations Division or refer to the course guidebook on the website.



<https://www.mie-u.ac.jp/international/fs/class/>

## (5) 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.

## (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 wireless LAN on the campus of Mie University. An unified account (統一<sup>TOITSU</sup>アカウント) is required to connect to this service.

#### 〈How to connect〉

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



[https://www.cc.mie-u.ac.jp/cc/mobilelan\\_e.html](https://www.cc.mie-u.ac.jp/cc/mobilelan_e.html)

### (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 Building II, 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 of Physical and Mental Health Center



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

## **(4) Student Counseling Services & Information (Integrated Research Building II, 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 of Center for Student Counselling



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

## **(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.

※Please refer to the website of Center for students with disabilities



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



# IV. Accommodation

## 1. Student dormitories

There are 2 dormitories for international students. Tenants are selected based on the university's rules. For more information, please contact the International Relations Division.

<small>GaikokujinRyuuugakuseiKishukusha</small> <b>外国人留学生寄宿舍</b> (Foreign Students' Dormitory)	12,540–30,000 yen/month *Includes maintenance fees	〒514-000 <small>Tsushi E d o bashi Chome Banchi</small> <b>津市江戸橋3丁目1番地</b> Edobashi 3-1, Tsu City
<small>KokusaiJyoshiGakuseiKishukusha</small> <b>国際女子学生寄宿舍</b> (Women's Dormitory for International Students)	10,000 yen/month	〒514-0001 <small>Tsushi E d o bashi Banchi</small> <b>津市江戸橋2丁目174番地</b> Edobashi 2-174, Tsu City

Do not hesitate to ask the International Relations Division 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. 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)  
Chubu denryoku

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】



【Google Play】



# 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 <sup>Gakken-sai</sup> (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 Support Division, Counter No. 1.

#### (3) Liability insurance for students <sup>Gakken-bai</sup> (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 Support Division, Counter No. 1.

### <Strongly Recommended>

#### 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 Gakuso. The International Relations Division will guide you on how to purchase the insurance.

## 2. 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)



#### ● Emergency medical information center for Mie prefecture

**☎ 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

### 3. 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 (Free)

###### ~Steps~

- (1) Call 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. Calling an ambulance or fire truck is free of charge.

#### (2) Police .....

##### ● Emergency call relating to crime or traffic accident: 110 (Free)

###### ~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)

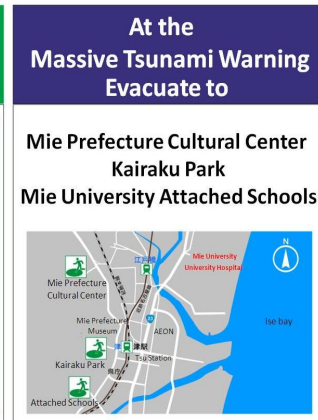
**Out of office hours, report to the security room near the main gate.**  
(☎ 059-231-9649)

## 4. 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.





# 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
<b>Application for extension of period of stay (designated form)</b>	All	International Relations Division
<b>Certificate of enrollment</b>	All	Automatic certificate issuance machine (regular students) International Relations Division (non-regular students)
<b>Academic transcript</b>	Regular students	Automatic certificate issuance machine
<b>Proof of your research and results (prepared by your academic advisor)</b>	Non-regular students	International Relations Division
<b>Passport</b>	All	
<b>Residence card</b>	All	
<b>4,000 yen application fee (paid by purchasing a revenue stamp)</b>	All	
<b>Proof of finances to pay living expenses and tuition in Japan (e.g., bank passbook or Certificate of Receipt of University Scholarship)</b>	All	International Relations Division (For Certificate of Receipt of University Scholarship)
<b>Other documents required by the immigration bureau</b>	Relevant individuals	

## (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 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 during long vacations (summer, winter, and spring break)

### 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 permit, residence card, passport, student ID, application fee paid by purchasing a revenue stamp: 4,000 yen (for one re-entry) or 7,000 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. Once you receive your residence card, you need 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"<sup>ざいりゅうカードごじつこうふ</sup> (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 Eligibility 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. 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.

★ 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.