

## ま え が き

この手引は、琉球大学に入学された外国人留学生の皆さんが安心して留学生活を送れるよう、勉学、日常生活などについて簡単にまとめたものです。

これからの留学生生活をより充実したものとするために、また早く生活環境になれるよう、この手引をよく読んで大いに活用してください。

なお、このガイドブックに記載されている内容で、わからないことや質問などがありましたら、国際教育課（TEL:098-895-8103）までお問い合わせください。

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## P R E F A C E

This book aims to provide international students with useful information concerning not only academic, but also everyday life in Okinawa.

Please read it through carefully and make good use of it. We hope you will adjust quickly to your new environment and enjoy an active and productive student life here on our campus.

If you have any questions or want to know more details regarding the matters in this book, please feel free to contact the staff of the Global Education Section (Phone: 098-895-8103).

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# 1. Checklist of Procedures Upon Arrival in Japan

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All intentional students are required to complete the following procedures.

☐ **Residence Card**

Have you registered your address with the municipal office? (Refer to page 36)

☐ **Resident Registration**

Have you completed all procedures for resident registration? (Refer to page 37)

☐ **National Health Insurance Registration**

Have you enrolled in National Health Insurance? (Refer to page 56)

☐ **Postal Savings Account**

You can open an account once you register your address at your municipal office and receive official notice of your registration. (Refer to page 62・64)

☐ **Accident Insurance Registration**

You can pay the insurance premium at the post office. (Refer to page 60)

☐ **Health Checkup**

Health checkups are held every year in April and October. All students are required to receive an annual health checkup.

☐ **Application for Dormitory Residence**

Have you submitted your Application for Residence for your dormitory accommodation to the Global Education Section? (Refer to page 26)

☐ **Registering for Gas Supply (Only for Shin-Konju-To Residents)**

Residents of the Shin-Konju-to Senbaru dormitory are to directly enter into contract with Okinawa Gas Company for the provision of gas supply to their rooms.

## 2. Brief Outline of Okinawa Prefecture and the University

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### 2-1 Outline of the University

The University of the Ryukyus is located in Okinawa, the southernmost prefecture of Japan, and consists of seven faculties and eight graduate schools. Okinawa, an island prefecture located in the sub-tropics, has a unique ecosystem and distinct traditional culture. It has a long history of establishing relationships with other countries, and its thriving overseas trade in the period between the 14th and 16th centuries is one such example. Such exchanges have created a diverse and multicultural society in Okinawa. To sustain and further develop such unique features of Okinawa, the university promotes research in the fields of island and marine environment studies, health and longevity studies, and Ryukyuan/Okinawan cultural studies, all of which take advantage of Okinawa's regional characteristics. The university also aims to nurture well-rounded individuals imbued with knowledge and capabilities for social contribution on a global and regional scale.

As a university with local and global features, our university has actively promoted international exchanges with academic institutions overseas, especially in the Asian and Pacific regions. To date, the university has concluded academic exchange agreements with 101 institutions in 38 countries and areas worldwide, resulting in a cosmopolitan and dynamic campus environment with many international students from all over the world.

### 2-2 Outline of Okinawa

Okinawa Prefecture consists of the main island of Okinawa and more than 160 islands (at least 0.01 square kilometers), and its total land area is about 2,265 square kilometers. Okinawa has a population of approximately 1.4 million. Its capital city, Naha, is a busy center of commerce and culture, and also the gateway to mainland Japan and the rest of the world.

#### ➤ Weather

Okinawa Prefecture consists of the southernmost islands of Japan and has a sub-tropical climate. The annual average temperature is 22 degrees Celsius. It never freezes in winter and the lowest temperature rarely falls below 10 degrees Celsius. Okinawa receives a relatively large rainfall of about 2,000mm of precipitation a year and the annual average humidity is 77%. Typhoons or tropical cyclones are frequent in the summer months. Okinawa is famous for its richness of nature. Owing to a warm ocean current called “*Kuro-Shio*”, most islands in Okinawa are surrounded with beautiful coral reefs which attract numerous tourists from mainland Japan and overseas.

#### ➤ Culture

The culture of the islands retains many aspects of its unique traditions such as festivals, dance, music, arts and crafts, etc. Some of the most well-known Okinawan festivals are *eisa* (ancestral spirit drum dances), *hari* (dragon boat racing) and *otsunahiki* (tug-of-war festival). People in Okinawa place a great emphasis on ancestor worship, and this has greatly influenced their ways of living and thinking.

#### ➤ Food

Okinawan food is somewhat different from Japanese food. Okinawan people enjoy meat dishes, especially those made with pork. They use not only the meat but also the bones of the pig as soup stock. For those who do not eat meat, please exercise caution when eating out.

## 3. Academic Life

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### 3-1 Academic Calendar Year 2019-2020

Every academic year at the University is divided into two semesters. The first semester begins on April 1st and ends on 30th September, and the second semester starts on October 1st and ends on March 31st. Classes are conducted over a period of 15 weeks in each semester and are followed by time set aside for make-up classes and final examinations.

#### First Semester April 1 - September 30

First Semester Begins	April 1 (Mon.)
Entrance Ceremony	April 5 (Fri.)
Annual Health Checkup	April 9 (Tue.) - April 23 (Tue.)
National Holiday *Classes as Usual	May 6 (Mon.)
University Inauguration Day	May 22 (Wed.) *Classes as usual
Sports Festival	June 1 (Sat.)
Final Exams	July 30 (Tue.) - August 5 (Mon.)
Summer Break	August 10 (Sat.) - September 30 (Mon.)
Campus Festival (RYUDAI-SAI)	September 28 (Sat.) -September 29 (Sun.)
First Semester Ends	September 30 (Mon.)

#### Second Semester October 1 - March 31

Second Semester Begins	October 1 (Tue.)
Party for International Students in Okinawa	Around early December
Global Festival	Around mid-December
Winter Break	December 25 (Wed.) - January 5 (Sun.)
University Entrance Examination (Preparation)	January 17 (Fri.) *No Classes
University Entrance Examination	January 18 (Sat.) – January 19 (San.)
Final Exams	February 3 (Mon.) - February 7 (Fri.)
Spring Break	February 15 (Sat.) - March 31 (Tue.)
Graduation Ceremony	March 24 (Tue.)
Second Semester Ends	March 31 (Tue.)

## 3-2 Academic Advisors

An academic advisor is assigned to each international student enrolled in the University. International students are expected to conduct their studies and/or research under the guidance of their respective academic advisors upon enrollment.

## 3-3 Student Tutor System

This system applies to all international students of the University. A Japanese student is assigned to you as a tutor to provide you with personal assistance.

Under the guidance of an academic advisor, your tutor will not only assist you in learning Japanese or other subjects related to your major but will also help you adjust to your new environment. As a rule, undergraduate students can take advantage of this system for the first two years after enrollment. Graduate students, research students and auditors (except for Prefecture Funded International Students (*kenpi-ryugakusei*)) can have tutors during their first year. Short Term Program students, Japanese Studies Program students, Teacher Training students and Prefecture Funded International Students (*kenpi-ryugakusei*) can have tutors during their first six months. International students who are eligible to have tutors can apply at the Global Education Section.

## 3-4 Notices and Information for International Students

Notices and information for international students are posted on the bulletin boards of each faculty and the Global Education Center. This includes information such as lectures, examination schedules and scholarships. Students are encouraged to check the bulletin boards once a day.

## 3-5 Extracurricular Activities

In order to lead a fruitful academic life in the University, you are encouraged to not only acquire knowledge related to your major but also to participate in extracurricular activities. Information about extracurricular groups on campus is available at the Student Support Section website at the following URL.

### ○ University of the Ryukyus (in Japanese only)

 [http://www.u-ryukyu.ac.jp/univ\\_info/education-official-announcement/out-of-school-work.html](http://www.u-ryukyu.ac.jp/univ_info/education-official-announcement/out-of-school-work.html)

International Students who wish to utilize sports facilities or equipment on campus should apply at the office located on the 1st floor of the Extracurricular Activities Building. Please contact the Student Support Section for more information.

### ○ Student Support Section (General Education Building #1) ☎ 098-895-8127

## 4. Campus Facilities

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### 4-1 Global Education Section

The Global Education Section (kokusai-kyoiku-ka) provides various services and information for international students. The office is located on the first floor of General Education Building #1 and handles the following applications and procedures.

#### (1) Main Responsibilities

- Necessary procedures for Japanese Government (Monbukagakusho) Scholarship Students
- Application for scholarships for privately financed students (Please see page 22,80)
- Application for university housing (Please see page 26)
- Application for housing insurance (Please see page 32)
- Application for endorsement to work part-time (Please see page 40)
- Career counseling for international students

#### (2) Forms to Submit to the Global Education Office

##### ➤ Report of Temporary Leave (Overseas)

International students temporarily leaving Japan for overseas travel or to visit their home countries even for a brief period of time must obtain permission from their academic advisors and submit the “Report of Temporary Leave/Overseas” (photocopy) to the Global Education Section before leaving Japan. (The original form must be submitted to your faculty office.)

##### ➤ Report of Temporary Leave (Domestic)

Japanese Government (Monbukagakusho) Scholarship Students and short-term exchange students are required to submit the “Report of Temporary Leave (Domestic)” to the Global Education Section before leaving Okinawa.

##### ➤ Application for Endorsement to Work Part-Time

International students who wish to work on a part-time basis are required to submit the “Form for Endorsement to Work Part-Time” to the Global Education Section.

#### (3) Career Counseling for International Students

The Global Education Section provides career seminars, one-to-one career counseling sessions as well as company information meetings for international students who wish to remain in Okinawa and Japan for work. If you are interested in career counseling sessions and seminars, please visit the Global Education Section.

- Inquiries about accommodation and scholarships ☎ 098-895-8103 ✉ [koshien@acs.u-ryukyu.ac.jp](mailto:koshien@acs.u-ryukyu.ac.jp)
- Inquiries about working in Japan ☎ 098-895-8801 ✉ [kossk@acs.u-ryukyu.ac.jp](mailto:kossk@acs.u-ryukyu.ac.jp)

## 4-2 Global Education Center (Japanese Language Classes)

There are approximately 300 international students from 48 countries and regions around the world currently studying at the University (as of 1st May 2018). The Global Education Center plays a pivotal role in promoting international exchange by providing instruction in Japanese language and culture to prepare students for their respective specialized studies. The Center also administers care and assistance for the academic and personal needs of international students. In addition, the Center provides information and assistance to students planning to study abroad.

### (1) Japanese Language Programs

#### ➤ Credit-earning classes

This class is for international students and ranges from beginner to advanced level. Undergraduate, graduate, research students, STRP (Short-Term Regular Exchange Program) and URSEP (University of the Ryukyus Short-Term Student Exchange Program) students can take this class. Students must first sit for a Japanese placement test, which shall be administered before classes officially begin, and consult his/her assigned level instructor to provide guidance on taking classes. (Auditors will not be required to take the test, as they will be asked to provide proof of their Japanese proficiency prior to admission.)

Graduate and research students who register for Japanese language classes will not be able to earn credits for their attendance. You will also need to obtain permission to take classes from your academic adviser.

#### ➤ Non-credit earning classes

This class is intended for international students' spouses and family members (classes do not accept children) to equip them with minimum Japanese proficiency for everyday life in Japan. Classes are held once a week in both the First and Second Semesters at the International House.

### (2) Guidance and Advice to International Students

During your stay in Japan, you may encounter difficulties because of differences in language, culture, customs and so on. You may also need time to adjust to life in an unfamiliar environment and may experience homesickness or culture shock. Counseling and consultation services are available for international students studying on our campus. If you need any help regarding your academic or everyday life or wish to talk to someone about your problems, please feel free to visit the Consultation Room. For more information, please refer to page 16.

## 4-3 University Library

The University has two libraries, a main one in the Senbaru campus, and a Medical Annexe Library in the Uehara campus. You will need your student ID card to enter the library, so please ensure that you carry yours at all times.

### (1) Library Hours and Closed Days

		Mon. – Fri.	Sat. & Sun. & National Holidays
Library Hours	During School Terms	8:00 - 22:00	8:30 - 22:00
	Spring, Summer, Winter Vacation	8:30 - 22:00	8:30 - 22:00
Closed Days	• New Year Holiday • Campus Festivals *Main library • University Entrance Examination Period *Main library • University Summer Holidays *Main library		

※ Information regarding temporary closures will be posted on the library website.

○ University of the Ryukyus Main Library  <http://www.lib.u-ryukyu.ac.jp/?p=389>

### (2) Borrowing and Returning Books

You must present your student ID when borrowing books. You may return borrowed books to the library circulation desk during open hours or place them in the book drop located outside the library (when the library is closed). Respective borrowing limits and loan periods for students and graduate students are as follows.

	Books / Loan Period	Journals / Loan Period
Students	Up to 10 / 2 Weeks	Library use only
Graduate Students	Up to 15 / 2 Weeks	Up to 5/Following weekday (excluding national holidays)

## 4-4 Consultation Room

During your stay in Japan, you may encounter difficulties because of differences in language, culture, customs and so on. You may also need time to adjust to life in an unfamiliar environment and may experience homesickness or culture shock. Counseling and consultation services are available for international students studying on our campus. If you need any help regarding your academic or everyday life or wish to talk to someone about your problems, please feel free to visit the Consultation Room.

### Consultation Regarding Your Studies and Life in Japan \*\*\*\*\*

We provide consultation services concerning your studies, classes and daily life in Japan (sessions can be held in Japanese or English).

#### ➤ Academic Concerns and Higher Learning

Location: Global Education Center 2F Rm.208

Hours: Tuesdays 16:00-17:00, Wednesday 15:00-17:00

Contact: Sasaki, Kayoko [Associate Professor, Global Education Center]

☎ 098-895-8113 ✉ daisukes@lab.u-ryukyu.ac.jp

#### ➤ In addition, each faculty also has advisors for international students.

The lists of advisors are available at each respective faculty office. Please feel free to talk to any of the staff members if you require any assistance. If you have any other questions or require any assistance outside of the consultation hours listed by each advisor, please contact the Global Education Section.

(Contact: Global Education Section ☎ 098-895-8103)

### Counseling \*\*\*\*\*

An intercultural mental health counselor is on hand to assist concerns of any kind, be it studies, daily life or inter-personal relationships (sessions can be held in Japanese or English).

Location: International House (1st floor)

Hours: Fridays 15:00-17:00

Contact: Global Education Section ☎ 098-895-8103 ✉ koshien@acs.u-ryukyu.ac.jp

※Online Counseling Services – Skype and telephone consultation available

※Please contact us in case of emergencies occurring outside of usual consultation hours.

### Harassment Counseling and Support Center \*\*\*\*\*

The Harassment Counseling and Support Center is an independent department of the University, specializing in harassment issues. Professional counselors and on-campus counselors are available at the Center.

To lead a stress-free and truly enjoyable student life, quick resolution of harassment issues is crucial. If you know of any classmates or friends who may be facing harassment, do tell them about the counseling services available on campus. All counseling services are confidential.

#### ➤ Harassment Counseling and Support Center:

\* Location: #302, 3rd Floor, Regional and International Study Center (Global Education Bldg.)

\* Office hours: Mon – Fri 9:00 - 17:00 (except for Saturdays, Sundays, and National Holidays)

\*Contact: ☎ 098-895-8732 (ext. 2892), ✉ harassment@acs.u-ryukyu.ac.jp

📄 [http://w3.u-ryukyu.ac.jp/harassment/file/leaflet\\_en.pdf](http://w3.u-ryukyu.ac.jp/harassment/file/leaflet_en.pdf)

## 4-5 Cafeterias and Shops on Campus

### 【Meals】

Name	Location	Weekdays	Saturdays	Sun. Holidays
Co-op Central Dining Hall	Central Dining Building 1F	07:50 - 19:30	11:30 - 14:30	Closed
Co-op North Dining Hall	North Dining Building 1F	10:00 - 19:30	Closed	Closed

### 【Daily Necessities】

Name	Location	Weekdays	Saturdays	Sun. Holidays
Co-op Central Store	Central Dining Building 2F	08:15 - 18:30	Closed	Closed
Co-op North Store	North Dining Building 1F	08:00 - 22:00	Closed	Closed
Co-op Store in Fac. of Medicine	Gajumaru Hall 1F (Fac. of Medicine)	09:00 - 17:30	Closed	Closed

### 【Books】

Name	Location	Weekdays	Saturdays	Sun. Holidays
Co-op Central Store	Central Dining Building 2F	08:15 - 18:30	Closed	Closed

### 【Travel and Others】

Name	Location	Weekdays	Saturdays	Sun. Holidays
Co-op Central Store	Central Dining Building 2F	10:00 - 18:30	Closed	Closed

※ Opening hours will be changed during spring, summer, and winter vacation periods.

## 5. Tuition

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### 5-1 Tuition Fees and Other Expenses

Fees for tuition, admission and entrance examinations are as follows.

(As of 2019)

	Entrance Examination Fee	Admission Fee	Tuition Fee
Undergraduate Students	17,000yen	282,000yen	535,800yen /year
Graduate Students	30,000yen	282,000yen	535,800yen /year
Research Students	9,800yen	84,600yen	29,700yen /month
Auditors	9,800yen	28,200yen	14,800yen /credit

### 5-2 Payment of Tuition

Payment of tuition is conducted once every six months, at the beginning of each semester in the months of April and October. Undergraduate students, graduate students and students of the Graduate School of Law should pay tuition via intrabank funds transfer, while research students, auditing students and special auditor students should transfer payment for tuition directly over the counter at the bank.

### 5-3 Tuition Exemption

The University partially exempts privately financed students from tuition fees. This system is designed for undergraduate and graduate students with outstanding academic achievement who have extreme difficulty paying tuition due to financial hardship. For more details, please inquire at the Student Support Section. Please note that research students and auditors are not eligible for tuition exemption.

○ **Student Support Section** (General Education Building #1) ☎ 098-895-8135

## 6. Scholarships for Privately Financed Students

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There are two types of scholarships available for privately financed international students: those that are applied for through the university, and those that are applied for directly to the institutions providing scholarships. Announcements regarding scholarships received by the University are usually distributed to all applicable faculties/graduate schools. Faculty offices generally post notices to students on their bulletin boards. Students who wish to apply for these scholarships are advised to pay attention to the notices posted by their faculty/graduate school offices.

### ➤ **Monbukagakusho Honors Scholarship for Privately Financed International Students:**

The Japan Student Services Organization (JASSO) administers the award of scholarships to privately financed international students, who have excellent academic records, are of good character and need financial assistance for study in Japan.

As of April 2018, undergraduate and graduate student recipients receive 48,000 yen per month. Applications are generally accepted following admission to the university. Applications are usually accepted in April every year. Information will be posted on the bulletin boards of each faculty. For further details, please refer to the Japan Student Services Organization (JASSO) website.

### ○ **The Japan Student Services Organization (JASSO)**

🌐 [http://www.jasso.go.jp/en/study\\_j/scholarships/scholarship/shoureihi/index.html](http://www.jasso.go.jp/en/study_j/scholarships/scholarship/shoureihi/index.html)

### ➤ **Scholarships by Private Organizations:**

Information concerning scholarships by private organizations will be posted on the bulletin boards of each faculty when available. Please refer to page 80 for more details on scholarships. Information on scholarships is also posted on the website of the Global Education Center, the Japan Student Services Organization (JASSO), and the Japan International Education Support Association (JEES).

- **Global Education Center** 🌐 <http://isu.u-ryukyu.ac.jp/?lang=en>
- **Japan Student Services Organization (JASSO)** 🌐 <http://www.g-studyinjapan.jasso.go.jp/>
- **Japan Educational Exchange and Service (JEES)** 🌐 <http://www.jees.or.jp/foundation/index.htm>

## 7. Student ID Card and Other Certificates

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### 7-1 Student Identification Card

As the student identification (ID) card has been issued to identify that you are a student of the University of the Ryukyus, please ensure that you carry yours at all times. Please inquire at your faculty office to apply for or report the loss of your student ID card. The process requires one week, so students are advised to apply in advance.

### 7-2 Certificate of Student Status, Transcripts and Other Certificates

Certificates of enrollment and academic transcripts may be obtained at any of the automated machines located at the Faculty of Law and Letters, General Education Building #1, the Faculty of Engineering, and the Faculty of Medicine. Auditors requesting certificates should apply in advance at the office of your faculty or at the office of the Academic Affairs Section.

### 7-3 Certificate of Scholarship Receipt

Documents certifying receipt of the MEXT Government scholarship or the MEXT Honors Scholarship for Privately Financed International Students are issued at the Global Education Section. The process requires one week so students are advised to apply in advance. Recipients of scholarships offered by private organizations who require similar certification may also inquire at the Global Education Section.

### 7-4 Certificate for Student Discounts (*gakuwari-sho*)

Students who plan to visit mainland Japan for research or extra-curricular activities and use Japan Railways (JR) in the process may obtain a certificate for student discount called "*gakuwari-sho*". This certificate entitles holders to a 20% discount on fares if they travel more than 100 km (single trip, one-way) on JR. This student discount system is meant to relieve students' financial burden and contribute to the overall enhancement of university education. As such, students are not allowed to utilize the student discount for their own personal traveling needs.

The student discount certificate may be obtained at any of the automated machines located at the Faculty of Law and Letters, General Education Building #1, the Faculty of Engineering, and the Faculty of Medicine. (Only undergraduate and graduate students may apply; research students, special auditor students, special research students and auditors are not eligible for this certificate.)

## 8. Accommodation

### 8-1 Student Dormitory (Senbaru-Ryo)

The University has a student dormitory named “Senbaru-Ryo” (consisting of the “Ippan-to”, “Konju-To” and “Shin-Konju-To”) that is located near the north gate of the university campus. These are ferro-concrete buildings consisting of single rooms each furnished with a desk, chair, bed and bookshelf. International students may reside in the dormitory even though rooms are reserved mainly for Japanese students.

The term of residence is 6 months or one year from April or October. Students may extend their term of residence at the end of every academic year depending on the rate of occupancy. Interested students should refer to information posted on the bulletin boards of each faculty in the months of January and Jun. Applications should be made in person at the Global Education Section.

#### 【Residency Fees】

(As of 2019)

	Shin-Konju-To	Konju-To	Ippan-To
Room Size	15 m <sup>2</sup>	12 m <sup>2</sup>	9 m <sup>2</sup>
Monthly Rent	15,000yen	4,700yen	4,300yen
Maintenance Fee / monthly	4,000yen	8,400yen	4,400yen
Utilities (Gas & Water)	Charged according to amount used	Included in Maintenance Fee	
Utilities (Electricity)	Charged according to amount used		
Term of Residence	One year or less		
Facilities (Private rooms)	Bookshelf, desk, chair, lockers, bed (no mattress), toilet, shower room, kitchen	Bookshelf, desk, chair, lockers, bed (no mattress), toilet	Bookshelf, desk, chair, lockers, bed (no mattress)
	Air conditioners can be installed in the rooms at resident's own expense.		Air conditioners may not be installed in rooms
Shared Furnishing and Facilities	Washer and dryer	Common area with a kitchen, refrigerator, shower rooms, washer, dryer	Common area with a kitchen, refrigerator, washer, dryer, toilets. shower facilities are located in an adjacent building.
Internet	On personal contract basis, students must apply on their own (NTT Media Supply ☎ 0120-795-444)		

- ※ Room rents are subject to change according to changes in university regulations.
- ※ In principle, occupants are not allowed to request for a change of rooms after the start of his/her period of occupancy. As such, students are advised to inquire about the available options for accommodation at the Global Education Section before applying for university housing.

## 8-2 University of the Ryukyus International House

The International House is currently undergoing renovation works. The number of incoming residents will be limited during this period.

The International House is designed to provide not only housing for international students and researchers, but also opportunities for promoting international exchange. The House consists of four buildings; one for singles (8 rooms for researchers, 58 rooms for students) and two for families (6 rooms for researchers and their families, 14 rooms for students and their families). All rooms are private; each room is equipped with a kitchen, bathroom and toilet, and is furnished with a desk, chair, bed and bookshelf.

Due to increasing demand in recent years, all applications are subject to room availability. The term of residence is one year from April or October. Information regarding applications is usually posted on the bulletin boards of each faculty in the middle of January and July. Students should apply directly at the Global Education Section in person. Room fees are as follows. Application is currently only available for couple rooms because short-term exchange students are given priority for single and family rooms.

### 【Room Rents】

(As of 2019)

Type of Room	Rent for Students		Rent for Researchers		Maintenance Fee	Utilities (Gas, Water, Electricity)	Cleaning Fee
	Per month		Per month	Per day	Per month		Per year
Single	5,900yen		8,600yen	290yen	3,000yen	Charged according to amount used	11,800yen
Couple	Bldg. C	25,000yen	30,000yen	1,000yen			20,600yen
	Bldg. E	9,500yen					
Family	Bldg. C	30,000yen	35,000yen	1,170yen			22,600yen
	Bldg. E	14,200yen					

\*Room rents are subject to change according to changes in university regulations.

### 8-3 Private Apartments

If you are not living in a dormitory, you will need to find housing on your own through friends and/or a guarantor. (Please be reminded that it is especially difficult to obtain university housing if you bring your family with you to Japan.) You may approach a real estate agent (called "*fudosan*" in Japanese) to obtain information about the availability of apartments (consultation is free of charge).

If you find a room and make a lease contract through an agent, you will be required to pay a brokerage fee. In Japan, it is customary that one pays a deposit and key money to the apartment owner in addition to the monthly room rent when a lease contract is made. A deposit, called "*shiki-kin* ", is paid to the owner as security against rent arrears and/or damages caused to the apartment. The money will be returned when you move out. Key money, called "*rei-kin*", is a non-refundable gratuity fee paid towards the owner of the apartment.

In Okinawa, deposit fees are usually twice the amount of the monthly rent. Half of the deposit is usually given to the apartment owner as key money. The owner keeps the other half as a security fee, which will be refunded after deducting any charges for damages upon moving out. If you rent an apartment through a real estate agent, you must pay a brokerage fee that is equivalent to a month's worth of rent. (In Okinawa, the lease term is generally one year. Should you decide to move out before your term of lease is up, your deposit may not be refunded.)

If you rent a room at 30,000 yen per month through an agent, you will initially be required to pay 120,000 yen in total: 60,000 yen for a deposit including key money, 30,000 yen for the brokerage fee and 30,000 yen for advance payment of your monthly rent. When you move out, you will get back what remains of the 30,000-yen deposit after any charges for damage have been deducted.

The Japanese system of deposit and key monies is complicated. If you have any questions about apartments, please do not hesitate to ask the staff of the Global Education Section.

It is recommended you start looking for an apartment two or three months in advance. If you wish to rent an apartment from April, which is the beginning of the academic year, you may expect more rooms to be available then and it is relatively easier to find a room. In Okinawa, monthly rent for an apartment with one 6-tatami mat (9.9 m<sup>2</sup>) room equipped a kitchen, toilet and bathroom costs 30,000 yen per month on average. Rent for an apartment with two 6-tatami rooms with a kitchen, toilet and bathroom is approximately 40,000 yen per month. It is also important to note that apartments in Japan are generally unfurnished. You should be prepared to furnish your rented apartment on your own. We recommend that you ask your Japanese friends or someone who is familiar with Japanese housing for help when looking for or leasing an apartment.

## 8-4 Housing Insurance Policy for International Students

In Japan, guarantors are usually required when you sign an agreement to rent an apartment. In principle, students must find their own guarantors. However, if you are unable to find one, you can apply for the “Comprehensive Renters’ Insurance for Foreign Students Studying in Japan” (housing insurance) provided by the Japan Educational Exchanges and Services (JEES) so that the University can become your guarantor.

○ **Japan Educational Exchanges and Services (JEES)**  <http://www.jees.or.jp/crifs/>

### 【Requirements】

- ✓ Students must be enrolled or have been accepted for enrollment at the University as a regular student (undergraduate or graduate school). (This insurance will be terminated when students no longer have regular student status at the University.)
- ✓ Those who possess the residence status of “College Student”
- ✓ Those who have applied and paid for housing insurance provided by JEES.

### 【How to Apply】

- 1 Once you decide on the residence you want to rent, you should obtain the pamphlet for housing insurance from the Global Education Section. Students should give the pamphlet to the real estate agent and obtain their consent for utilizing housing insurance and for having the Head of the Global Education Section act as their joint guarantor.
- 2 After obtaining approval for the above, you will receive an Application for Occupancy from the real estate agent. You are required to submit this to the Global Education Section.
- 3 The Global Education Section will complete the form and return it to you. You should take the form back to the real estate agent and wait for the result of your application.
- 4 Once your application is approved, the real estate agent will give you the lease contract. Please bring the contract to the Global Education Section to obtain the official guarantor seal.
- 5 In exchange, the Global Education Section will hand you the housing insurance payment slip. The insurance premium can be paid at convenience stores or at bank ATMs.
- 6 After payment, you should submit the proof of insurance premium payment (receipt of payment) to the Global Education Section and receive the lease contract stamped with the seal of the Head of the Global Education Section as the joint guarantor, as well as a copy of the housing insurance policy contract.
- 7 You should submit the lease contract to the real estate agent to finalize the lease.

※For more details, please approach the staff of the Global Education Section. Procedures will require 10 working days so please apply in advance to ensure ample time for necessary procedures before your move-in date.

## 9. Procedures for Staying in Japan

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The necessary immigration procedures for entry into, and residence in Japan for foreign students, are as follows.

Situation	Page
9-1 Airport Immigration Inspection	• Issue of Resident Card ····· Page 36
9-2 After Arrival and Finding a Domicile	• Procedures Related to Basic Resident Registration ····· Page 38
9-3 Individual Number will be mailed to your address.	• Individual Number (“My Number”) ··· Page 38
9-4 Working Part Time	• Certificate to Engage in Activity Other Than That Permitted by the Status of Residence Previously Granted ····· Page 40
9-5 When Moving	• Resident Registration ····· Page 42
9-6 When Visiting Home and Traveling Outside of Japan	• Special Re-Entry Permission ····· Page 44
9-7 When Your Initial Period of Stay in Japan is Expiring	• Extension of Period of Stay ····· Page 46
9-8 Living with Your Family in Okinawa	• Certificate of Eligibility ····· Page 48
9-9 When Your Home Institution in Japan has Changed	• Notification of Accepting Organization ····· Page 50
9-10 When You Find Employment in Japan after Graduation	• Change of Status of Residence ····· Page 50
9-11 When Looking for Employment in Japan after Graduation	• Change of Status of Residence from College Student to Designated Activities ····· Page 50

## 9-1 Airport Immigration Inspection - Issue of resident card

A "Resident Card" will be issued for foreigners residing in Japan for more than 3 months. It is important that this resident card with you at all times. If there are any changes to the details listed in the card (such as change of address or accepting institution), you must report them to the immigration office.

### ➤ When entering Japan via Narita, Haneda, Chubu (Nagoya) or Kansai Airport

During the immigration process, "LANDING PERMISSION" will be stamped on your passport and a resident card will be issued to you. Persons who have been issued with a resident card must give notification of their residential address in Japan at the relevant municipal office within 14 days.

### ➤ When entering Japan via an airport other than above-mentioned airports

During the immigration process, "LANDING PERMISSION" will be stamped on your passport, together with a stamp indicating the delivery of your resident card at a later date. After you notify the municipal office of your residential address, the resident card will be sent to your registered address by post.

○ Immigration Bureau of Japan  [http://www.immi-moj.go.jp/newimmiact\\_1/en/index.html](http://www.immi-moj.go.jp/newimmiact_1/en/index.html)



日本国政府 在留カード 番号 AB12345678CD  
氏名 TURNER ELIZABETH  
生年月日 1985年12月31日 性別 女 F, 国籍・地域 米国  
住居地 東京都千代田区霞が関1丁目1番1号霞が関ハイツ202号  
在留資格 留学  
就労制限の有無 就労不可  
在留期間(満了日) 4年3月(2018年10月20日)  
許可の種別 在留期間更新許可(東京入国管理局長) MOJ  
許可年月日 2014年06月10日 交付年月日 2014年06月10日  
このカードは 2018年10月20日まで有効です。 法務大臣



住居地記載欄		記載者印
届出年月日	住居地	
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長
資格外活動許可欄		在留期間更新等許可申請欄
許可: 原則週28時間以内・風俗営業等の従事を除く		在留資格変更許可申請中

If change is made to the place of residence, this is the section where the new place of residence will be entered.

If a foreign national receives permission to engage in an activity other than that permitted under the previously granted resident status, this is the section where the details of the permission will be entered.

If a foreign national applies for an extension of the period of stay or for a change applies for a change in resident status, this is the section where the fact that the application is pending will be entered.

【Residence card example (from Immigration Bureau website)】

## 9-2 After Finding a Domicile - Procedures Related to Basic Resident Registration

Within 14 days of moving into a domicile, a foreign national who has received disembarkation permission as a mid to long-term resident must bring their resident card (or passport if you were not issued a resident card at the airport through which you entered the country) to the relevant municipal office to register details of their place of residence.

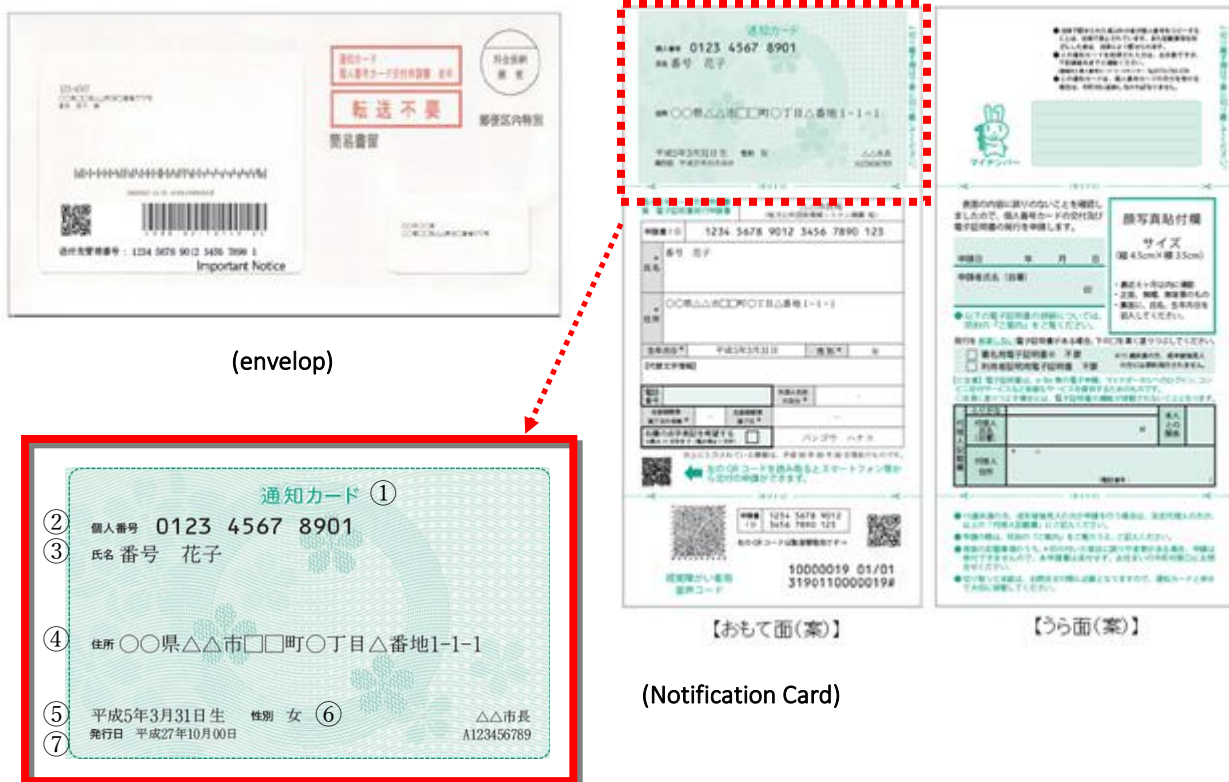
## 9-3 Individual Number Notification Card will be mailed to your address

### - Individual Number (“My Number”)

Individual Numbers (termed as “My Number”), each one unique to its holder, are important because they are required for various procedures at municipal offices. After you register your resident record at your local municipal office, your Individual Number Notification Card will be delivered to you by registered mail. You need to present your Individual Number to the bank or post office when sending or receiving money to or from other countries. To avoid illegitimate use of your Individual Number, do not tell it to others unless strictly required.

Notification cards will not have a period of validity. Please keep the notification card because it serves as notification of your own Individual Number (“My Number”).

○ Ministry of Internal Affairs and Communications <http://www.soumu.go.jp/english/index.html>



## 9-4 Working Part Time

### - *Certificate to Engage in Activity Other Than That Permitted by the Status of Residence Previously Granted*

Since you possess a resident status of “College Student” and are in Japan for study or research, you are expected to engage only in activities related to your study. If you need to work part-time to pay tuition or earn enough to cover your living expenses, you must first obtain permission from the nearest Regional Immigration Bureau to engage in activities other than those permitted under the status of residence previously granted. Upon obtaining this approval, you may work part-time under the following conditions:

- ✓ The part-time work does not affect your studies.
- ✓ The earned income is meant to supplement your academic costs and other necessary expenses and is not for savings or for remittance overseas.
- ✓ The part-time work excludes work performed in establishments that may affect public morals such as bars and nightclubs.
- ✓ Part-time work must be limited to 28 hours or less a week (This may be extended to not more than 8 hours a day during spring, summer and winter vacation periods).

A foreign student who has just arrived at an airport in Japan with (1) the status of residence of “College Student”, (2) whose period of stay is six months or longer; (3) who has been issued with a resident card and (4) has been successfully granted disembarkation permission can immediately apply for “Permission to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted”. If students wish to apply for or extend their permission to work part-time after their arrival at a Japanese airport, they must apply directly at their nearest local immigration bureau. Approval is immediate, and no charges apply.

### 【Application Procedure】

- 1 Have your academic advisor complete the consent form and submit it to the Global Education Section (forms are available at the Global Education Section).
  - 2 Submit the application form for permission to work part-time to the Immigration Office (application forms are available at the Immigration Office and the Global Education Section), along with your passport and resident card. Permission issued by the immigration authorities is valid until your period of residence in Japan expires.
- ✕ Permission from the immigration authorities is no longer necessary for international students who enter a contract with the University to work in positions such as teaching assistants (TA) or research assistants (RA).
  - ✕ International students may be subject to punishment and deportation if they work without appropriate authorization, work more hours than permitted, or work outside the permitted scope of their status of residence.
  - ✕ Even if you have obtained permission to work part-time at the airport upon your arrival, you are still required to submit the “Form for Endorsement to Work Part-Time” to the Global Education Section.

○ **Immigration Bureau of Japan**  <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/09.html>

## 9-5 When Moving - Resident Registration

If you change your address, you must report the change to the relevant municipal office and complete the following procedures within 14 days of moving. Please also notify your faculty/graduate school office of the change as well.

### 1. Change of Address

If you are moving within the same municipal, the "Notification of Change of Address" (*tenkyo-todoke*) must be submitted to the local municipal office within 14 days of the move to register the new address. If you are moving to another municipal, the "Notification of Departure" (*tenshutsu-todoke*) must be submitted to the local municipal office of the city that you are leaving, and you will be issued with a "Change of Address Certificate" (*tenshutsu-shomei-sho*). The "Change of Address Certificate" must be submitted together with a "Notification of Moving In" (*tennyu-todoke*) to the municipal office of your new place of residence.

### 2. Changing Your Address on Your National Health Insurance Card

If you are remaining in the same municipal, visit your current municipal office to report your change of address. If you are moving out, visit your current municipal office and return your health insurance card. You will have to reapply for the National Health Insurance Program at the municipal office of your new place of residence.

### 3. Notifying the Post Office of Your Change of Address

Japan Post can forward mail and parcels that have been sent to your former address for one year. You can register for mail forwarding through the official Japan Post website (Japanese language only), or in person at your local Japan Post office. Japan Post is unable to forward mail overseas.

○ Japan Post  <https://welcometown.post.japanpost.jp/etn/> (in Japanese only)

### 4. Contacting Banks, Cell Phone Company, etc.

Contact the bank where you have an account, as well as your cell phone company and internet service company etc. to report your change of address.

## 9-6 When Visiting Home and Traveling Outside of Japan

### - Special Re-Entry Permit System

When you leave Japan for temporary visits to your home or a third-party country, approval from your academic advisor is necessary. Please complete the Report of Temporary Leave (available at each faculty office and at the Global Education Section) and submit it to your faculty office. A copy should also be submitted to the Global Education Section. You are also required to contact your faculty office when you return from your visit abroad.

様式 1-3  
Form 1-3

一時出国届書  
Report of Temporary Leave

届出日 20 年 月 日  
Submission year mon. day

学部 Faculty	学科 Department	
学生身分 Student Status	<input type="checkbox"/> 学部学生 undergraduate student <input type="checkbox"/> 研究生 research student <input type="checkbox"/> 大学院生 graduate student ( <input type="checkbox"/> 修士 master's <input type="checkbox"/> 博士 doctoral ) <input type="checkbox"/> 科目等履修生 auditor <input type="checkbox"/> 交換学生 exchange student	
氏名 Name		国籍 Nationality
電話番号 phone E-mail email		
留学先 Scholarship	<input type="checkbox"/> 国費 Japanese Government <input type="checkbox"/> 県費 Chinese Prefectural Government <input type="checkbox"/> 日本学生支援機構 JASSO <input type="checkbox"/> 私費 private-expense    その他 other( )	
生年月日 Date of Birth		パスポート番号 Passport Number
在留資格有効期限 Residence Date of Status of Residence		
指導教員名 Academic Advisor	印	
予定出国日 Expected Departure Date	予定再入国日 Expected Re-entry Date	
渡航国/地域 Country/Area to visit	渡航目的 Purpose of visit	

※この届出書は、請求を所属学部事務課へ、コピーを国際教育課担当者に提出してください。  
Please submit this form to the office of your faculty and also bring a copy of this form to the Global Education Unit.

(Documents: Report of Temporary Leave)

### 【 Special Re-Entry Permit System 】

#### **Do not forget your Residence Card!**

When traveling to your home country or other overseas destinations, you can return to Japan without having to acquire a new visa if you use the Special Re-Entry Permission system.

This system eliminates the need for foreign nationals who possess valid passports and resident cards from having to receive permission to re-enter Japan prior to traveling. This system is applicable to those returning to Japan (1) within one year after leaving OR (2) by the final day of their approved period of stay. When traveling outside of Japan and taking advantage of the Special Re-entry Permission system, you must present a valid passport, resident card and “Embarkation Card for Reentrant” with a check marked against the box for “Departure with Special Re-entry Permission” to the immigration inspector at the checkpoint you are departing from.

○ Immigration Bureau of Japan    [http://www.immi-moj.go.jp/newimmiact\\_1/en/index.html](http://www.immi-moj.go.jp/newimmiact_1/en/index.html)

## 9-7 When Your Initial Period of Stay in Japan is Expiring


### - *Extension of Period of Stay*

If you wish to extend your period of study in Japan beyond the period that was authorized to you under your college student visa, you must apply for and obtain permission to do so. An application to extend your period of stay can be submitted to the Immigration Office three months prior to the expiration date of your authorized period of stay. Extension requests can only be made during the validity period of your current student visa.

#### 【 Documents to be submitted 】

1. One copy of the Application for Extension of Period of Stay (Forms are available at the Immigration Office and the Global Education Section. The form is also available at the Immigration Bureau's website).
  2. Certificate of Enrollment showing your current student status
  3. For undergraduate and graduate students:  
Transcript of academic records (within 3 months of date of issue)
  4. For research students:  
Certificate indicating the content of research activities (with an official seal of the dean of the faculty/graduate school)
  5. For auditors:  
Certificate showing the name of the subjects and number of class hours per week
  6. Passport
  7. Resident Card
  8. Fee ¥4,000 (a revenue stamp; to be purchased at the Immigration Bureau upon application)
  9. Documents certifying that the applicant concerned can defray all the expenses incurred during his/her stay in Japan. (MEXT and JASSO scholarship students should obtain a Certificate of Scholarship from the Global Education Section.)
- ※ Documents written in a foreign language should be accompanied by a corresponding Japanese translation.
- ※ The Immigration Office may request for the submission of additional documents when necessary.
- ※ Please bring your passport and resident card bearing the date of your extended period of stay to the Global Education Section when procedures at the immigration office are complete.

#### ○ Immigration Bureau of Japan

 <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03.html>

## 9-8 Living with Your Family in Okinawa - *Certificate of Eligibility*

If a foreign student studying in Japan under the residence status of College Student wishes to bring family members to Japan, permission to do so must be acquired from the immigration office. Please note that family members who can be brought to Japan are limited to spouses and children.

There are two ways of acquiring visas for family members to enter and stay in Japan. One way is to submit a visa application directly to an overseas Japanese embassy or consulate. The second way is for the foreign student to make an application for a Certificate of Eligibility at an immigration office in Japan on behalf of his/her family. Once the Certificate of Eligibility is granted, the student should send it to his/her family, who then takes it to a Japanese embassy or consulate to apply for a visa. The following documents are necessary for the application for a Certificate of Eligibility for bringing family members to Japan.

### 【 Documents to be submitted 】

- 1 Application form for Application for Certificate of Eligibility (The application form is available at the immigration office and the Global Education Section. You can also download it from the Immigration Bureau of Japan website.)
- 2 Passport and resident card (and photocopies of each document) of the foreign student making the application
- 3 Certificate of Enrollment showing your current student status
- 4 One of the following documents that prove the relationship between the foreign student making the application and his/her family member(s) being brought to Japan:
  - (In the case of a spouse) Marriage certificate (photocopy)
  - (In the case of a child) Birth certificate (photocopy)
  - Documents that are the equivalent to the above
- 5 Document verifying the income of the foreign student making the application
  - Certificate of deposit balance for a bank account in the name of the foreign student making the application or a document verifying that the foreign student is receiving a scholarship or financial aid (listing the amount and period of the grant)
  - Documents that are the equivalent to the above, which certify that the foreign student making the application can defray all financial costs of supporting his/her family members in Japan
- 6 A passport copy of the family member(s) being brought to Japan
- 7 One passport-sized (3cm x 4cm) photograph of each relevant family member(s) (Taken within 3 months of the application; clear upper-body shot taken from the front with no head coverings against a plain white, blue or gray background)
- 8 Self-addressed envelope (attached with sufficient postage)

※The residence status of the family member will be "Dependent." Note that if the family member wishes to remain in Japan beyond the original period of stay, he/she will also need to make an application for Extension of Period of Stay.

### ○ Immigration Bureau of Japan

 <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html>

## 9-9 When Your Home Institution in Japan has Changed

### - *Notification of Accepting Organization*

When a foreign student with a residence status of College Student transfers to another school, he/she must fill out a Notification of the Accepting Organization form to the local immigration office within 14 days of switching schools. He/she must also similarly fill out a Notification of the Accepting Organization form if he/she graduates or leaves school. As form content varies depending on the nature of the notification, please download the most suitable version directly from the Ministry of Justice website.

#### ○ The Ministry of Justice

 [http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10\\_00014.html](http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00014.html) (in Japanese only)

## 9-10 When You Find Employment in Japan after Graduation

### - *Change of Status of Residence*

If a foreign student who has graduated from a university or vocational college, etc. finds employment in Japan, he/she must change his/her status of residence from “College Student” to one that authorizes him/her to work in Japan. Please refer to the Immigration Bureau’s website for more details.

#### ○ Immigration Bureau

 <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>

## 9-11 When Looking for Employment in Japan after Graduation

### - *Change of Status of Residence from College Student to Designated Activities*

Foreign students looking for employment in Japan after graduation from university or graduate school are authorized to stay for a maximum of 1 year. In such cases, the status of residence must be changed to one for “engaging in designated activities”. As a rule, the approved period of stay will be 6 months. A one-time renewal of the period of stay is allowed. In addition, a letter of recommendation from the university of graduation is required to continue seeking employment in Japan after graduation. Please consult your academic adviser or your faculty/graduate school office first before you begin your job search in Japan.

#### ○ Immigration Bureau

 [http://www.immi-moj.go.jp/english/tetuduki/kanri/hituyou\\_syorui.html](http://www.immi-moj.go.jp/english/tetuduki/kanri/hituyou_syorui.html)

### **【Information and Assistance Concerning Visa and Immigration Issues】**

- Consultation Support Center for Foreign Residents:  
(Languages supported: English, Mandarin, Korean, Spanish and Portuguese amongst others)  
Tel: 0570-013904 / 03-5796-7112 \*From VoIP, PHS or abroad (Mon.-Fri. 8:30~17:15)
- Naha District Immigration Office:  
Location : Naha First Local Joint Government Bldg., 1-15-15 Higawa, Naha City, Okinawa  
Tel: 098-832-4186  
Office Hours: 9:00-12:00, 13:00-16:00(except for Saturdays, Sundays and national holidays)
- Kadena Branch Immigration Office:  
Location : Rotary Bldg. #1, 290-9 Kadena, Kadena-cho, Nakagami-gun, Okinawa  
Tel: 098-957-5252  
Office Hours: 9:00-12:00, 13:00-16:00 (except for Saturdays, Sundays and national holidays)

# 10. Health

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Because it is relatively warm and humid in Okinawa, students from foreign countries unaccustomed to the climate may fall ill or experience poor health. Some students may be unable to get used to the Japanese or Okinawan diet and have trouble in eating properly, while others may become too busy with their studies to lead healthy and regular lifestyles. International students may sometimes experience health problems caused by the stresses of their studies and daily life in Japan. To lead an enriching student life, being in good health both physically and mentally is extremely essential. Therefore, taking diligent care of your health is very important. The University provides the following healthcare facilities and services for international students:

## 10-1 Health Administration Center

Our university has a Health Administration Center which aims to preserve and promote the health of all staff and students. Please feel free to visit the Center if you require simple medical treatment or medication, a medical examination, first-aid treatment, or to seek medical advice. Services provided at the Center are free. You will be referred to a hospital or a specialist that has experience in caring for foreign students for problems that require more specialized treatment.

All students including international students are required to undergo the annual medical examination carried out at the Health Administration Center either in April or in November. For those who enter the university in October, the medical examination is usually carried out in November. Auditor students are also required to undergo the medical examination in April. (A health certificate is necessary as part of admission application procedures for the Fall semester.)

- **Health Administration Center** (next to Gymnasium #1) ☎ 098-895-8144  
Mon. - Fri. 08:30-12:00, 13:00-17:00 (except for Saturdays, Sundays and national holidays)

## 10-2 Hospitals

When going to a hospital or clinic, be sure to take your health insurance card with you. The insurance covers 70% of the costs of medical treatment upon presentation of the insurance card at the reception desk prior to treatment (the remaining 30% shall be paid by the student). (For more information, see page 56.)

**In Japan, patients go to a nearby clinic for consultation and the referral to visit a large hospital will be given by the clinic physician if necessary. Without a referral, patients will be charged an additional fee.**

You are advised to familiarize yourself with the medical facilities in your area in order to prepare against medical emergencies. If you must call for an ambulance, please dial “119”. (Please ensure that you observe all rules for the proper use of ambulances).

## 【Okinawa Medical Information・Medical Interpreter Volunteers 】

International students who do not understand Japanese well may be requested to be accompanied by medical interpreters during medical examinations. For medical institutions with services in foreign languages and medical interpreting volunteers, please refer to the following URL.

### ○ Okinawa International Exchange & Human Resources Development Foundation

 [https://kokusai.oihf.or.jp/en/project/medical\\_volunteer/](https://kokusai.oihf.or.jp/en/project/medical_volunteer/)

## 【Hospitals Near the Campus】

The following are some major hospitals outside of the campus. Consultation days and hours may differ according to clinical departments. You are advised to call the hospital first before making a visit.

Hospital Name	Address	Medical Departments	
Adventist Medical Center	868 Kochi, Nishihara Tel: 098-946-2833	General hospital	
Ginowan Memorial Hospital	3-3-13 Shimashi, Ginowan Tel: 098-893-2101	General hospital	
University of the Ryukyus Hospital	207 Uebaru, Nishihara Tel: 098-895-3331	General hospital	*Additional fees will be charged for consultations without referral letters.
Urasoe General Hospital	4-16-1 Iso Urasoe	General hospital	*Additional fees will be charged for consultations without referral letters.
Heartlife Hospital	208 Iju, Nakagusuku Tel: 098-895-3255	General hospital	*Additional fees will be charged for consultations without referral letters.
Shirakawa Naika	248-1 Tanahara, Nishihara Tel: 098-944-3550	Internal Medicine	
Ganka Clinic Kochi	2-5-13 Ginowan, Ginowan Tel: 098-893-3711	Ophthalmology	
Ikiiki Clinic	1-1-3 Nagata, Ginowan Tel: 098-893-1187	Ear, Nose, Throat	
Hideki Hifuka	1-15-23 Shimashi, Ginowan Tel: 098-896-1111	Dermatology	
Nobinobi Seikeigeka	240-1 Tanahara, Nishihara Tel: 098-946-5717	Orthopedic Surgery	
Barclay Ladies Clinic	2-2-11 Toyama, Urasoe Tel: 098-873-1135	Obstetrics and Gynecology	
Makiminato Hinyokika	2-46-12 Makiminato, Urasoe Tel: 098-873-3033	Urology	

## 10-3 National Health Insurance

The National Health Insurance Program provides students with financial assistance in payment of medical expenses. By paying an annual insurance premium, the National Health Insurance program will cover 70% of total medical expenses (the remaining 30% shall be paid by the student). All foreign nationals who have been in Japan or plan to stay in Japan for more than three months are obligated to join the National Health Insurance Program immediately. All exchange students must join this program immediately after coming to Japan as well.

You must apply for the National Health Insurance Program at the municipal office of the district where you live. Insurance certificates issued by each municipal office may have varying insurance premiums. All insurance certificates expire on the 31st of March of each year regardless of the date of issue. National Health Insurance certificates, valid for one year from April 1, will be sent by registered mail by the end of March each year.

According to the law, insurance fees will be charged from the start of your residence in your present municipal. New comers will be charged from the day you arrive in Japan. (not from the day of application for insurance). Even if you have not been to a hospital or clinic during the period for which you were insured, you are required to pay the applicable insurance fees. Please also note that if you have paid for medical treatment or services during the period when you were not covered by the National Health Insurance Program, your medical expenses shall not be reimbursed after you join the program. Therefore, please be advised to join the National Health Insurance Program immediately after your arrival in Japan, or as soon as you move to another municipal in Japan. (the annual insurance fee for 2018 in Nishihara town was 14,500 yen for students with no financial income).

When you leave Japan or move to another municipal, please take your national health insurance certificate to the municipal office and cancel your national health insurance. (If you fail to do so, you will continue to be charged insurance fees even after you move to another municipal.) For more details, please contact the National Health Insurance Section of the municipal office concerned.

### 【Insurance Tax】

The number of payments for insurance premiums varies depending on the municipality. In the case of Nishihara-cho, it is eight times per year. Premiums are paid in eight installments from July through February, and are applicable for the twelve-month period from April through March of the following year. Payment notices are sent by postal mail in June.

Insurance tax for this fiscal year is confirmed in July based on income declared in the previous year, and **payment slips will be mailed around the middle of July**. If you enroll in National Health Insurance in the middle of the fiscal year, your payment slip will be mailed in the following month. Please pay the insurance tax at the financial institutions specified by the municipal office before the stipulated payment deadlines.

Start of fiscal year			Time for Payment 1st ~ 8th								End of fiscal year
Apr.	May	Jun	1st Jul.	2nd Aug.	3rd Sep.	4th Oct.	5th Nov.	6th Dec.	7th Jan.	8th Feb.	Mar.



## 西原町 国民健康保険 領収証書

生 年                      平福県中須郡西原町字千原59番地  
 氏 名                      旗大 太郎

各月額納付額のうち、下記に欄外日付印を捺印した各納額印の納付額を領収しました。

年 度	平成30年度	納付番号	○○○○○○○				
期 別	1期	2期	3期	4期	5期		
納 付 額	1,900	1,800	1,800	1,800	1,800		
延 納 金							
合 計 金額							
納 期 日	平成30年7月31日	平成30年8月31日	平成30年10月1日	平成30年10月31日	平成30年11月30日		
領 収 日 付 印	1期	2期	3期	4期	5期		

この領収証書は課税決定書と併せて市役所市民生活課に提出し、返金し、(領収印)を  
平成30年12月1日現在 西原町国民健康保険 平成30年度第5期納付額

納税通知書  
Health Insurance Tax Notice

国民健康保険税 領収書  
Health Insurance Tax Receipt

[illegible]

市民税・県民税申請書  
Application for municipal and  
prefecture resident's tax

平成31年度 市民税・県民税兼国民健康保険税申告受付票  
平成30年1月～12月までの収入申告

糸 瀬 市  
受 付 印

申告  
期限 3月15日

中務書は次の方などへ送付しました。  
昨年中に勤務先を退職した方  
その他申告が必要と思われる方

沖縄県糸瀬市総務部税務課  
電話 (098) 840-8128

◎申告会場へは、次のものをご持参ください

(所得の種類、受ける控除により持参する書類がちがいます。  
詳しくは同封されている申告の説明書をご覧ください。)

- |                      |                              |   |
|----------------------|------------------------------|---|
| ▶ この申告書              | ▶ 国民健康保険税の領収書                | ▶ 障害者手帳・療育手帳<br>(障害者控除を受ける方)                |
| ▶ 印かん                | ▶ 国民年金保険料の領収書                |   |
| ▶ 源泉徴収記録(給与所得者)      | ▶ 介護保険料の領収書                  | ▶ 医療者の領収書・医療費のおくらせ                          |
| ▶ 帳簿等                | ▶ 生命保険料控除証明書<br>(医療費控除を受ける方) |   |
| ▶ その他所得資料            | ▶ 地震保険料控除証明書                 | ▶ 旧長期障害者保険料控除証明書<br>(平成18年12月31日までに罹病した契約者) |
| ▶ マイナンバーカード(個人番号カード) |                              |   |

マイナンバーカードをお持ちでない方(下記の2つ)

- |   |   |   |
|---|---|---|
| <p>《ご本人のマイナンバーを確認できる書類》</p> <ul style="list-style-type: none"> <li>●通知カード</li> <li>●住民票の写し 又は 住民票記載事項証明書<br/>などのうちいずれか1つ</li> </ul> | + | <p>《記載したマイナンバーの持ち主であることを確認できる書類》</p> <ul style="list-style-type: none"> <li>●運転免許証</li> <li>●在留カード</li> <li>●身体障害者手帳</li> <li>●パスポート</li> <li>●公的医療保険の被保険者証</li> <li>などのうちいずれか1つ</li> </ul> |
|---|---|---|

② 本人確認書類の提示 又は 写しの添付  
が必要になります。



所得の申告を忘れずに！

保険税は、加入者の前年中（前年1月～12月）の所得をもとに計算されます。前年の所得が不明のままだと、軽減や減免を受けることができず、高い保険税を払わなければなりません。前年に収入がない場合でも、毎年2月～3月には、あなたの住んでいる市町村役場で収入を申告してください。

**国民健康保険 被保険者証** 交付年月日 平成25年 3月 1日 ①  
有効期限 平成26年 3月31日 ②

兼高齢受給者証 発効期日 平成24年 4月 1日  
一部負担金の割合 1割

記号 西国 番号 999999 ③  
氏 名 ニシハラ ハナコ ④  
生 年 月 日 昭和17年 4月11日 ⑤ 性別 女 ⑦  
資格取得年月日 昭和48年 1月 1日 ⑥  
世帯主氏名 西原 花子  
住 所 沖縄県中頭郡西原町字嘉出苅112番地 ⑧  
(西原太郎 様方)  
保険者番号 \*\*470286 保険者名 西原町

**特定健診受診券**  
自己負担額 特定健診 12,300円  
人間ドック 12,300円  
受診券番号 13190000010 (71歳)  
受診期間 平成25年 4月 1日～平成26年 3月31日  
特定健診受診日 平成 年 月 日

**がん検診受診券**  
整理番号 99999  
受診期間 平成25年 4月 1日～平成26年 3月31日  
＜今年度受診できる健診＞

胃	肺	大腸	大腸 クーポン	乳エコー	乳 マンモ	子宮	乳 クーポン	子宮 クーポン	肝炎
/	/	/	/	/	/	/	/	/	/

H25 人間ドック・特定健診 結果説明のための連絡欄 (役場控え)  
ヨミガナ ニシハラ ハナコ  
受診者氏名 西原 花子  
整理番号 13190000010  
電話番号【自宅】 [携帯]  
連絡を取りやすい時間帯  
※受診者は電話番号を記入の上、切り取らずに医療機関へご持参ください。

## 国民健康保険証

### Health Insurance Certificate

- ① Date of issue
- ② Expiry date
- ③ Insurance card number
- ④ Name
- ⑤ Date of birth
- ⑥ Date of commencement of coverage
- ⑦ Gender
- ⑧ Address



## 納税通知書送付用封筒

### Envelopes for Sending Tax Notices

## Be sure to report your earnings!

Your earnings in the previous year from January 1 to December 31 determine your National Health Insurance premiums. As the insurance tax is based on income from the previous year, you must report your earnings. If your income from the previous year is unclear, you will not be able to receive any reductions or exemptions, and will be obliged to pay high insurance fees. Please remember to report your earnings to the municipal office every year even if you have had no income in the previous year.

## 10-4 National Pension System

All mid to long-term foreign residents in Japan (including those with student visa status of more than 3 months) aged 20 or over are required to join the National Pension Service. It provides income security in old age and in the event of physical impairment. The monthly premium is 16,490 yen (as of April 2018), but students may apply for a fee waiver. For further information, please contact your municipal office.

- Nishihara Town Office      ☎ 098-911-9163      💻 <http://www.town.nishihara.okinawa.jp/>
- Ginowan City Office      ☎ 098-893-4411      💻 <http://www.city.ginowan.okinawa.jp/>
- Nakagusuku Village Office      ☎ 098-895-2131      💻 <http://www.vill.nakagusuku.okinawa.jp/index.jsp>

## 10-5 Insurance for Injuries from Accidents

### ➤ Personal Accident Insurance for Student Pursuing Education and Research ("Gakkensai") and Liability Insurance coupled with "Gakkensai" ("Futaibaiseki")

This is a nation-wide mutual aid system for college students, including international students, and applies to physical injuries caused by unexpected disasters and accidents while you are engaged in educational or research activities at the university. These activities include regular academic courses, official programs, and extracurricular activities that take place both on and off campus. Applicable fees are as follows.

Application forms are at the Student Support Section and applications are usually accepted in April every year. After the application, you can obtain a certificate of insurance at any of the automated certification machines located on campus. For more details, please consult staff members of the Student Support Section.

- Student Support Section (General Education Building #1)      ☎ 098-895-8135

(As of 2019)

Term of Insurance	Disaster and Accident Insurance for Student Education and Research		Compensation Liability Insurance for Student Education and Research	
	Day Course	Night Course	Day Course	Night Course
1 Year	1,000yen	450yen	340yen	
2 Years	1,750yen	750yen	680yen	
3 Years	2,600yen	1,100yen	1,020yen	
4 Years	3,300yen	1,400yen	1,360yen	

※Insurance premiums for the Graduate School of Medicine and the Graduate School of Health Sciences are different. For details, please consult the Academic Section, Faculty of Medicine.

- Academic Section, Faculty of Medicine      ☎ 098-895-1055  
Mon. - Fri. 08:30-12:00, 13:00-17:00 (except for Saturdays, Sundays and national holidays)

# 11. Everyday Life in Japan

## 11-1 Banks

Foreign nationals who have resided in Japan for a period of six months or more will be able to open a bank account at a private bank in Japan. If you possess a bank account in your own name, you can make use of services such as deposits and withdrawals of your savings and the use of a cash card. A personal name seal, called “*inkan*” is usually necessary to open an account. However, a signature is acceptable if a person from a foreign country does not possess a name seal.

Banks are usually open from 9:00 a.m. to 3:00 p.m., Mondays through Fridays. (The Bank of the Ryukyus is open from 9:00 a.m. to 4:00 p.m.) Banks are closed on Saturdays, Sundays and National Holidays. ATMs (automated teller machines) are available at banks and other places such as department stores and large supermarkets. (ATMs in Japan have varying hours of operation depending on the bank, ATM location and day of the week.) Handling charges may apply depending on the day of the week and time of use. ATMs located on campus are:

### 【ATMs located on campus】

Bank	Location	Operating Time			
Bank of the Ryukyus	Central Dining Hall	Weekdays	7:00 - 22:00	Saturdays, Sundays and National Holidays	8:00 - 21:00
	University Hospital 3rd floor		8:00 - 19:00		9:00 - 18:00
Bank of Okinawa	North Dining Hall		8:00 - 22:00		9:00 - 20:00
	Central Dining Hall		7:00 - 22:00		8:00 - 21:00
	University Hospital 3rd floor		8:00 - 19:00		9:00 - 19:00

### 【Banks Located Close to The Campus】

Bank	Branch	Office Hours	Address	Tel
Bank of the Ryukyus	Sakata Branch	Weekdays 9:00-16:00	498-12 Onaga, Nishihara	098-945-9445
	Ginowan Branch		1-5-3 Ginowan, Ginowan	098-893-2231
Bank of Okinawa	Nakagusuku Branch	Weekdays 9:00-16:00	795 Minami-Uebaru, Nakagusuku	098-870-3330
	Sakata Branch	Weekdays 9:00-15:00	592 Onaga, Nishihara	098-946-4311

## 11-2 Japan Post Bank

According to Japanese banking regulations, foreign nationals are not allowed to open bank accounts at private banks for a period of six months after registering their residence in Japan. However, since you will require a bank account to receive scholarship stipends and safe-keep your money, international students can set up bank accounts at the Japan Post Bank after registering their residence and enrolling in the National Health Insurance program.

If you have an account at Japan Post Bank, you can make use of services such as deposits and withdrawals of your savings and the use of a cash card. When you apply for a bank account, you need to bring your passport, national health Insurance card and your personal name seal (*inkan*). Your signature is acceptable in place of a personal seal if you do not possess one.

Banking services at Japan Post Bank are usually open from 9:00 a.m. to 3:00 p.m. Mondays through Fridays. Japan Post Bank is closed on Saturdays, Sundays and National Holidays. ATMs are available at banks and other places such as department stores and large supermarkets. (ATMs in Japan have varying hours of operation depending on the bank, ATM location and day of the week.) Handling charges may apply depending on the day of the week and time of use. There are Japan Post bank ATMs located on campus at:

### 【ATM Located on Campus】

Location		Operating Times		
University Hall 2nd floor	Weekdays	9:00-18:00	Saturdays, Sundays and National Holidays	Closed
University Hospital, 3rd floor		9:00-17:00		Closed

## 11-3 Postal Services

Post offices are usually open from 9:00 a.m. to 5:00 p.m., Mondays through Fridays. Some post offices are also open from 9:00 a.m. to 5:00 p.m. on Saturdays, Sundays and National Holidays.

Letters and postcards affixed with stamps can be dropped off at mailboxes (in red and marked with the postal symbol “〒”) located in many places in your municipal. If you need to send a parcel or registered mail, you will have to go to a post office. You can buy postage stamps at post offices or at stores with the mark “〒”, which are usually located near mailboxes. Stamps are also sold at the University Co-op stores located on the second floor of the Central Dining Hall and in the North Dining Hall. There is a mailbox located in front of the Central Dining Hall.

○ Japan Post  [https://www.post.japanpost.jp/index\\_en.html](https://www.post.japanpost.jp/index_en.html)

You can utilize the services of private courier/delivery companies when sending parcels, documents and other articles overseas. You may bring your parcels to local dispatch offices of a delivery company, to the counter of a convenience store, or request collection by phone or via the Internet. Please contact each company for details including delivery services and rates.

Delivery Company		Website
Domestic and Overseas	Japan Post	<a href="https://www.post.japanpost.jp/">https://www.post.japanpost.jp/</a>
	Yamato Transport Co., Ltd.	<a href="http://www.kuronekoyamato.co.jp/">http://www.kuronekoyamato.co.jp/</a>
	Sagawa Express Co.,Ltd.	<a href="http://www.sagawa-exp.co.jp/">http://www.sagawa-exp.co.jp/</a>
Overseas	Fedex Japan	<a href="http://www.fedex.com/jp/">http://www.fedex.com/jp/</a>
	DHL	<a href="http://www.dhl.co.jp/publish/jp/ja.high.html">http://www.dhl.co.jp/publish/jp/ja.high.html</a>

The papers shown below are examples of an "Attempted Delivery Notice." This indicates that the delivery company tried to deliver or pick up your package while you were away. Please contact the company to reschedule a time for package re-delivery or pick-up as soon as you receive this notice. (Inquiries for delivery in English: Please call 0570-046-111, Business hours Monday – Friday: 8:00AM – 9:00PM, Saturday & Sunday: 9:00AM – 9:00PM)



# 郵便物等お預かりののお知らせ

(Undeliverable Item Notice)

## 受取人様

姓(姓)  
姓(姓)  
姓(姓)

## 差出人様

姓(姓)  
姓(姓)  
姓(姓)

郵便物等をお届けに参りましたがご不在でした。

(ご連絡先)

### 再配達受付連絡先

■ 24時間受付電話番号

※お住まいの郵便局(支店)よりご連絡ください。  
※一時的に利用できない場合があります。

## 0800-0800-888 (無料)

携帯電話からのご連絡は 0503-155-3917 (有料)

自動音声に従って、プッシュボタンを押してください。

- ① お客様の郵便番号・種別番号(下記 A )をご入力
- ② お客様の電話番号(市外局番から B )をご入力
- ③ 追跡番号(お問い合せ番号) (下記 C )をご入力
- ④ ご希望の配達日 (例:3月5日) (000051474でご入力)
- ⑤ ご希望の配達時間帯(下記から該当の番号1つをご入力)

希望日 → [0]	9～12時 → [1]	12～14時 → [2]		
14～17時 → [3]	17～19時 → [4]	19～21時 → [5]		

※ 当日の配達の日曜日は、1時までとなります。

※ 郵便先等への配達をご希望の場合は、裏面の方法をご利用ください。

→ 郵便番号

〒 000000

→ 追跡番号(お問い合せ番号)

配達番号(お問い合せ番号)

配達日時 月 日 時 分

配達時間帯

配達開始 月 日 まで

種別番号

0.1 書留(書留)

0.2 書留(一般)

0.3 書留

0.4 特約配達

0.5 配達証明

0.6 クレーンバック

0.7 上記以外

(備考)

封書

[illegible]

Request by Website

Request by Mail

Check the time you want  
redeliver your package, and  
put this slip in JP post near  
your house.

Forwarding Address

If you want forward the package, write the address

**Phone Number** to the Post Office

 <http://www.kuronekoyamato.co.jp/>



 **ご不在連絡票**  
At the of delivery, you were not available to receive the package.  
姓 \_\_\_\_\_ 名 \_\_\_\_\_ 様  
お届けに参りましたがご不在でした  
お荷物 (The Package was sent from) \_\_\_\_\_ 様へ

<input type="checkbox"/> 子供の Kids/Children	<input type="checkbox"/> 食品 Food	<input type="checkbox"/> 衣類 Clothes	<input type="checkbox"/> 書籍 Books
<input type="checkbox"/> その他 Others ※お荷物のお名前と住所とが一致しない場合は、お荷物と郵便にのこる連絡のお願いがございます。			
<input type="checkbox"/> 冷蔵便 Refrigerated Cold Delivery	<input type="checkbox"/> タール(冷蔵、冷凍) Cold/Refrigerated/Freeze	<input type="checkbox"/> 郵便払 Postage Collect	
<input type="checkbox"/> クレジット(代金引換) Credit/Debit			
※クレジット及びクレジットカード等は他銀行のクレジットカード以外への振込送金となります。			
<b>このお荷物宅急便店頭受取が</b>			
<input type="checkbox"/> ご利用頂けます	<input type="checkbox"/> ご利用頂けます	<input type="checkbox"/> ご利用頂けます	<input type="checkbox"/> ご利用頂けます
(※お荷物の重量 2kg未満 (※お荷物の重量 2kg~5kg) (※お荷物の重量 5kg~10kg) (※お荷物の重量 10kg以上 (送料別、保険別) (※お荷物10kg以上 (送料別、保険別) ※お荷物10kg以上)			
<input type="checkbox"/> 前払 (コンビニ等)にてお支払いが可能です。	<input type="checkbox"/> 前払 (コンビニ等)にてお支払いが可能です。		
※必ず、ご連絡先住所と前払お荷物お名前が一致します。			

【亞細亞新聞】

**宅急便店頭受取サービス【無料】**  
 ◎不在で受取れなかった宅急便も、ご希望のよい時間に原座でも  
 お近くのお店(コンビニ等)で受取れます。

**ご利用対象** ◎ご利用の可否を上記①～③にてご確認ください。  
 ※対象商品：宅急便便箱(60・80・100サイズ)のみです。

**お申し込み** 画面のインターネット受付よりご確認ください。

---

**ご不在連絡メール【無料】**  
 宅急便お届け時にご不在の場合、外出中など仕事中でもお荷物  
 のお届けをメールでお知らせします。

本メールのご利用は  
 Webサービスへの  
 ご登録が必要です。  
 右記よりすぐすぐ登録!!

- パソコン  
<http://9625po.jp>
- ケータイ  
<http://9625.jp>

お送り先

日 月 日 時 分

Tracking Number

信用番号

The date and time of the first time the delivery was attempted.

Tracking Number

**再配達受付連絡先**  
**① 担当ドライバー直通(電話受付 8:00~20:00)**  
**080-5098-3650**  
 ※当日中の再配達受付は、20時までとなります。  
 ※連絡中などの為、電話に出られない場合がございます。

The phone number of the driver

[illegible]

Automatically Hotline

1. Press the Tracking Number
2. Press the date with four numbers.

(ex)April 1st →0401

May15th → 0515

3. Choose time for redeliver  
and press the number in [ ].  
Anytime → [ 0 ]

Morning  $\rightarrow [1]$

12:00~14:00-

14:00~16:00→[3]

16:00~18:00→[4]

18:00~20:00→[5]

20:00~21:00→[6]

 <http://www.sagawa-exp.co.jp/>





**ご不在連絡先**

**■ 自動受付(24時間受付)** ※ 当日の納品配達希望は、16:00までとさせていただきます。

**0570-01-0001**

※ 通話料は全国一律1分10秒、通話時間20分10秒までご利用いただけます。  
 ※ 16:01~05:00通話をご利用のお客様は、固定電話が携帯電話からお掛け下さい。

**〈操作方法〉**

①下記、ドライバー受付欄のお問い合わせ状況No.を入力してください

②日付	無事日なら	0	8日なら	05	25日なら	25
③時間	下記より選び、番号1桁で入力して下さい。					
	午前	希望なし	1	16:00~18:00	4	
	午	前	2	18:00~20:00	5	
	12:00~14:00	3	19:00~21:00	6		
	14:00~16:00	2				

※ 初回配達日かつ15日以上経過している場合、営業店で確認いたしますので、ご希望の時間帯にお届け出来ないことがあります。

**■ ドライバー受付 (朝 時 ~ 夜 時)**

※ 担当ドライバーと直接配達のご相談が出来ますので大変便利です。

**ラベル貼付**

進行中などの諸事情により、電話に出来ない場合がございます。

**■ インターネット再配達受付** <http://sagawa-otodoke.jp/>

※ ご利用出来ない携帯電話もございます。

ありがとうございます。佐川急便でございます。

様

☐ 配達にお伺いしましたがご不在でした。

☐ 宅配BOXへ配達させていただきました。  
※宅急便のBOX番号・配達番号は、表裏のドライバー受付欄に記載しています。

☐ 宅配BOXを利用 ☐ e-コレクト。のため ☐ 窓ぎけぬいたため  
できませんでした。 ☐ クール便のため ☐ 貴重品のため ☐ 郵便物のため  
☐ 受取人確認が必要なため

☐ 集荷にお伺いしましたがご不在でした。

ご連絡欄

再配達のご要望は表裏をご覧ください。

ご依頼様

様

<b>種 別</b>	<input type="checkbox"/> 元払 <input type="checkbox"/> 着払	
	<input type="checkbox"/> e-コレクト (代金引換) ※お預けの預け取り以外への振込はできません。 [決済様別]	
	<input type="checkbox"/> 現金 <input type="checkbox"/> クレジットカード・デビットカード <input type="checkbox"/> 全て可	
	代引金額	円
	<input type="checkbox"/> 飛脚・手便 ※宅急便30分への配達には出来ません。	
<input type="checkbox"/> 受取人確認配達 ※お預けのご本人以外への配達・実務上は出来ません。		

**■ 営業店へのお取り扱い**  
お預けのお取り回りの際は担当ドライバー、又は表裏のドライバー受付欄に到着している営業店までご連絡ください。ご連絡をお願いします。  
ご依頼主様からの指示により営業店まで、配達先変更できないお荷物がございます。又、ご来店の際にはご本人様確認のため、下記ご返をお待ち下さい。

ご不在連絡票 + 印 鑑 + 免許証、パスポート、学生証等

Your name

The person who  
sent the  
package

## 11-5 Cell Phone and Data SIM

### ➤ Cell Phone

International students should be accompanied by someone who is proficient in Japanese when purchasing cell phones in Japan. This is because students will be required to choose from a variety of subscription plans as well as perform several registration procedures. The documents required vary from company to company, but the most frequently requested items are a resident card, passport, bank account book, ATM card, or credit card.

#### 【Mobile phone companies around university】

Mobile Phone Company	Store	Phone Number
au	Ryukyu East Gate	098-943-2266
	Sakata, Nishihara	098-944-3535
DOCOMO	Ganeko	0120-502-366/098-870-2366
	Nishihara	0120-692-055/098-882-0055
Y! Mobile	Ginowan	098-917-1213

### ➤ Data SIM

Documents required when purchasing a cell phone or data SIM may vary from company to company, but the most frequently requested items are as follows:

- Resident Card
- Notification of Residential Registration
- Passport
- National Health Insurance Certificate
- Post Office Bank Account Book (If you have yet to set up your bank account, you can choose to pay your phone bills by credit card directly at any branch of your mobile phone company.)

#### 【Major internet providers】

Providers	Website
Y! Mobile	<a href="https://www.ymobile.jp/store/">https://www.ymobile.jp/store/</a>
LINE Mobile	<a href="https://mobile.line.me/">https://mobile.line.me/</a>
BIGLOBE Mobile	<a href="https://join.biglobe.ne.jp/mobile/">https://join.biglobe.ne.jp/mobile/</a>
UQ Communications	<a href="https://www.uqwimax.jp/">https://www.uqwimax.jp/</a>
IJmio	<a href="https://www.ijmio.jp/">https://www.ijmio.jp/</a>

## 11-6 Transportation: Buses and Taxis

There is no train system in Okinawa, except for a monorail system serving the central part of Naha. The main means of transportation in Okinawa are cars, buses and taxis. Buses are inexpensive and convenient as bus routes cover most areas of the main island. There is a bus terminal located at the North Gate of the campus, at which buses no. 97 and 98 are berthed. There are bus stops for no. 97 buses near the East Gate and in front of the University Hospital. Buses 97 and 98 go to and from Naha. Because these buses are out-of-city buses, you have to take a passenger ticket when you get on. Fares are paid when you alight. If you commute by bus, it is advised that you purchase a bus pass or coupon ticket. You can purchase passes and coupon tickets at the Naha Central Bus Terminal. Coupon tickets are also sold at the University Co-op on the second floor of the Central Dining Hall (Since discounts will be given to students, please mention “*tsugaku*” (commuting to and from school) and present your student ID card). Taxis are also convenient, especially when you are in a place with no available bus service. You can hire a taxi on the street or book one through a taxi company.

## 11-7 Driver's License and Automobile Insurance

Since public transportation is not well developed in Okinawa, many international students in this university commute by motorcycles and cars. However, international students may not be fully aware or accustomed to traffic rules and regulations in Japan. To prevent traffic accidents, all international students are advised to refrain from driving motorcycles and cars unless necessary.

Owning a car involves numerous expenses, including compulsory inspections (sha-ken) every one to three years, yearly automobile taxes, mandatory and optional insurance, and high parking fees. You will also need a "garage certificate" (shakou-shoumeisho) to prove that you have an approved parking area/space for your car. (Certain municipalities may not require garage certificates if you own a kei-car). In consideration of these matters, please consult with your academic adviser in advance when purchasing cars and motorcycles.

**\* You are not allowed to use the locations of parking lots for the Senbaru Dormitory, International House, or any other parking areas on campus when applying for your "garage certificate".**

### ➤ Driver's License

If you drive a motorcycle, you are required to possess a valid driver's license. It is compulsory to wear a helmet when driving a motorcycle. To drive a car, you are required to possess either a valid Japanese driver's license or an international driver's permit. An international driver's permit (issued only in member nations of the Geneva Convention) is valid only for one year from the start of your period of stay in Japan. You will not be able to renew your international driver's permit in Japan. Please check the website of the Metropolitan Police Department to ascertain if your international driver's permit is valid in Japan.

You may apply to convert your foreign driver's license to a Japanese driver's license if you possess a valid foreign driver's license and have lived in the country where the license was issued for more than 3 months from the date of issue of your driver's license. However, depending upon the origin of your driver's license, you may be required to take a written examination (available in foreign languages) and/or a practical driving test.

As part of license conversion procedures, you are required to provide a valid foreign driver's license, a Japanese translation of your foreign driver's license that is issued by the Japan Automobile Federation (JAF), passport, resident card, one copy of your certificate of residence (jumin-hyo) with details of your family register or nationality, as well as two passport-sized photographs. For more details, please contact the Okinawa Prefecture Police Driver License Center. If you do not possess a valid foreign driver's license or are unable to apply for a conversion, the only other available way of obtaining a Japanese license is to pass the required examinations on traffic rules, automobile structure and practical driving in Japan.

○ **Metropolitan Police Department:**

(Member countries of Geneva Convention)

🌐 [http://www.keishicho.metro.tokyo.jp/multilingual/english/traffic\\_safety/e\\_driving\\_permit/geneva.html](http://www.keishicho.metro.tokyo.jp/multilingual/english/traffic_safety/e_driving_permit/geneva.html)

○ **Okinawa Prefectural Police Driver's License Center** ☎ 098-851-1000, Mon. - Fri. 08:30-11:00

○ **Japan Automobile Federation [JAF]** 🌐 [http://www.jaf.or.jp/inter/translation/index\\_e.htm](http://www.jaf.or.jp/inter/translation/index_e.htm)

○ **JAF Okinawa** ☎ 098-877-9225, Mon.- Fri. 09:00-17:30

➤ **Automobile Insurance**

An important thing to keep in mind when driving in Japan is automobile insurance. All motorcycle and car owners in Japan are required to take out Compulsory Automobile Liability Insurance (called "*jibaiseki hoken*" or "*kyosei hoken*" in Japanese). This compulsory insurance covers partial medical expenses and compensation for injuries or monetary loss sustained by a third party. However, it does not cover charges for repair of the automobile or medical expenses of the policy holder. Since this insurance is likely to be insufficient in the event of a traffic accident, it is strongly recommended that you purchase Comprehensive Automobile Insurance (called "*nin' i hoken*" in Japanese).

Traffic keeps to the left in Japan; therefore, those who are used to driving on the right should be more careful, especially at intersections. In addition, there is a restriction on traffic called "bus lanes" in Okinawa which allows only buses, taxis, and permitted cars to pass through certain traffic lanes, such as lanes of the Kokusai Street and Route 58, in the mornings and evenings. When you drive, please be careful not to violate any traffic regulations.

In the case of a traffic accident, please call "110" for the police as soon as possible and mention "*kotsu-jiko*" (which means "traffic accident" in Japanese). If an ambulance is necessary, please dial "119" for the fire department and say "*kyukyu-sha*" (which means "ambulance" in Japanese). In either case, please do not forget to give your name and the location of the accident. ("110" and "119" calls are free of charge. When dialing these numbers from a public phone, you do not need to insert a coin or card).

Any traffic accident, be it one that you have caused or one that you are involved in, will impose a heavy burden on you both financially and mentally. It may even result in your having to discontinue your studies in Japan. As traffic accidents involving international students have become a severe problem in recent years, please pay careful attention whenever you drive.

Before you rent a car, please make sure that the car carries all necessary vehicle insurance, and that you have carefully read the rental contract to understand all your legal and financial obligations if you are involved in any traffic incidents or accidents.

○ **Car Accident Consultation**

Okinawa Traffic Safety Association ☎ 098-866-2185

Mon.-Fri. 8:30-12:00, 13:00-17:15(except for Saturdays, Sundays and national holidays)

○ **Bus Lanes**

🌐 [http://www.police.pref.okinawa.jp/docs/2015030300110/files/BusLane\\_En.pdf](http://www.police.pref.okinawa.jp/docs/2015030300110/files/BusLane_En.pdf)

## 11-8 Waste Disposal Methods

In Japan, all waste materials must be sorted before disposal. (We call this “segregated waste collection”.) However, the methods of sorting waste differ from municipal to municipal, so do refer to pamphlets about segregated waste collection that are distributed at your municipal office. Your waste may not be collected if you sort it incorrectly, and this may become a source of trouble within your local community.


Waste is sorted according to the following categories: “combustible waste”, “non-combustible waste”, “recyclable materials”, “bulk waste” and “toxic and dangerous waste”. To determine the types of waste that belong to each category, refer to the example of Nishihara Town as seen below. Please ask the municipal office if you have any further questions.

Combustible Waste	Non-Combustible Waste	Recyclable Materials	Bulk Waste	Toxic and Dangerous Waste
Kitchen waste	Plates	Newspapers	TV sets	Electric bulbs
Paper	Cups	Plastic bottles	Video players	Batteries
Cassette tapes	Umbrellas	Steel cans	Refrigerators	Broken glass
Pens	Compact appliances	Aluminum cans	Tires	Razors

○ **Nishihara Town Office**

 <http://www.town.nishihara.okinawa.jp/goven-service/10-gomi.html>

○ **Ginowan City Office**

 [http://www.city.ginowan.okinawa.jp/life/house/05/35088\\_211.html](http://www.city.ginowan.okinawa.jp/life/house/05/35088_211.html)

○ **Nakagusuku Village**

 <http://www.vill.nakagusuku.okinawa.jp/detail.jsp?id=52378&menuid=11345&funcid=2>

# 12. Requisite Procedures When Returning to Your Home Country

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Before returning to your home country, please ensure that you carry out the following procedures in person.

☐ **Notification of Departure**

Notification of Departure form must be submitted to the municipal office.

☐ **National Health Insurance Card**

Take your national health insurance card to the municipal office and cancel your national health insurance. You must apply for cost-adjustment of insurance premiums at the National Health Insurance section of the municipal office. The National Health Insurance expiration date will be modified to be valid until your day of departure.

☐ **Bank Account**

Take your bank account book, cash card and resident card to your bank office and close your bank account.

☐ **Mobile Telephone**

Please be sure to terminate your mobile phone contract with your communications service provider.

☐ **Forms to be submitted to the Student Dormitory/International House**

Please obtain the "Notification of Departure form" from the Dormitory/International House office and submit the completed form to the respective office of your campus residence at least one month before the scheduled date of departure.

☐ **Notice of Departure from Private Apartment**

Students who utilize the Housing Insurance Policy (Guarantor System) must submit notice of their departure from their private apartment at least one month before vacating.

☐ **Resident Card**

You must return your resident card to the immigration officer-in-charge at the airport.

☐ **Cancelling or Forwarding Your Mail**

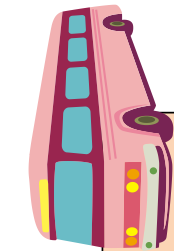
You must send in a request to your local post office to cancel all mail items that might be sent to you after you leave Okinawa. Please bring your resident card and proof of your departure date (e.g. airline e-ticket) to the post office.

## 【Scholarships for International Students】

“Privately financed students” are students with valid student visa status, and are not recipients of the Japanese Government Scholarship or foreign government scholarships.

No.	Scholarship	Major Qualifications for Application	Stipend	Duration	Application Period
1	Monbukagakusho Honors Scholarship for Privately Financed International Students	*Undergraduate, Graduate, research students *Grade point average* of 2.3 or above on a 3.0 scale in the last year of study.	48,000 yen/month	1 year	April
2	Mitsubishi Corporation International Student Scholarship (JEES Sponsor-Crowned Scholarship)	*Undergraduate students: 3rd year or higher Full-time Master's and Doctoral students (as of April of the academic year following application)	Undergraduate 100,000 yen/month Graduate students: 150,000 yen/month	Minimum number of years remaining in the official course period	December to January
3	JEES Scholarship for the Promotion of Japanese Language Learning (JLPT) (Japan Educational Exchanges and Services Scholarship)	*Those who have attained more than 170 points (N1 Level) in the JLPT *Undergraduate and graduate students who are majoring in Japanese language and/or Japanese culture	50,000 yen/monthly	Max. 2 years	March
4	Rotary Yoneyama Memorial Foundation	*Undergraduate students: 3rd year or higher *Master's students: 1st year or higher *Doctoral students: 2nd year or higher	Graduate students: 140,000 yen/month Undergraduate students: 100,000 yen/month	Max. 2 years	August to September
5	Exchange Association ※Individual application	*International students from Taiwan who will become full-time master's or doctoral students in the month of April of the academic year following application.	Master's student : 144,000 yen/month Doctoral student : 145,000 yen/month	Minimum Years Required for Course Completion	August or September
6	Nikki Saneyoshi Scholarship Foundation	Type II: Undergraduate, graduate and research students majoring in science, engineering, or agriculture Type III: Private-expense international students from oil-producing countries in Near and Middle East, Africa, Central Asia and Mekong region.	Type II: 250,000 yen/year Type III: 150,000 yen/month	Type II: Lump-sum Type III: Min. Years Required for Course Completion	April
7	Lions Club International Students in Okinawa	Undergraduate, graduate, and research students	50,000 yen/year	Lump-sum	April
8	Heiwa Nakajima Foundation Scholarship	Graduate students and undergraduate students	100,000 yen/month	1 year	August to September
9	Kyoritsu International Exchange Scholarship Foundation	*Students from Asian countries who have more than two years until graduation from the start of receiving the scholarship *Nationality: Republic of Korea, China, Taiwan, Hong Kong, Macao, Mongolia, Vietnam, Laos, Cambodia, Thailand, Myanmar, Malaysia, Singapore, Indonesia, Philippines, India, Sri Lanka, Pakistan, Bangladesh, Nepal, Bhutan, East Timor, Brunei, Maldives	Graduate students: 100,000 yen/month Undergraduate: 100,000 yen/month 60,000 yen/month	1 or 2 years	November
10	The Korean Scholarship Foundation	*Students from Asian countries who have more than two years until graduation from the start of receiving the scholarship	Undergraduate: 25,000 yen/month Master's student : 40,000 yen/month Doctoral student : 70,000 yen/month	Undergraduate, Master's: 1 year Doctoral: Max. 2 years	February
11	SGH Foundation	*Undergraduate(3rd year), Master's program(1st year), Doctoral program(2nd year) *Nationality: Indonesia, Singapore, Malaysia, Thailand, Brunei, Cambodia, Myanmar, Viet Nam, Philippines, Laos	100,000 yen/month	2 years	February
12	Kajin-kai Scholarship	*Students from Taiwan who are enrolled as regular students in a undergraduate or graduate course in universities in Okinawa	30,000 yen/month	1 year	February to March
13	Sato Yo International Scholarship Foundation	*Students from Asian countries (Bangladesh, Bhutanese, Brunei, Cambodia, India, Indonesia, Laos, Malaysia, Maldives, Myanmar, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, East Timor, Vietnam) who are enrolled as regular students in a undergraduate or graduate course *Those who have more than one year until graduation from the start of receiving the scholarship	Undergraduate: 120,000 yen/month Graduate students: 180,000 yen/month	2 years	December or June

Public Bus Routes



Ryudai-Sen No.97

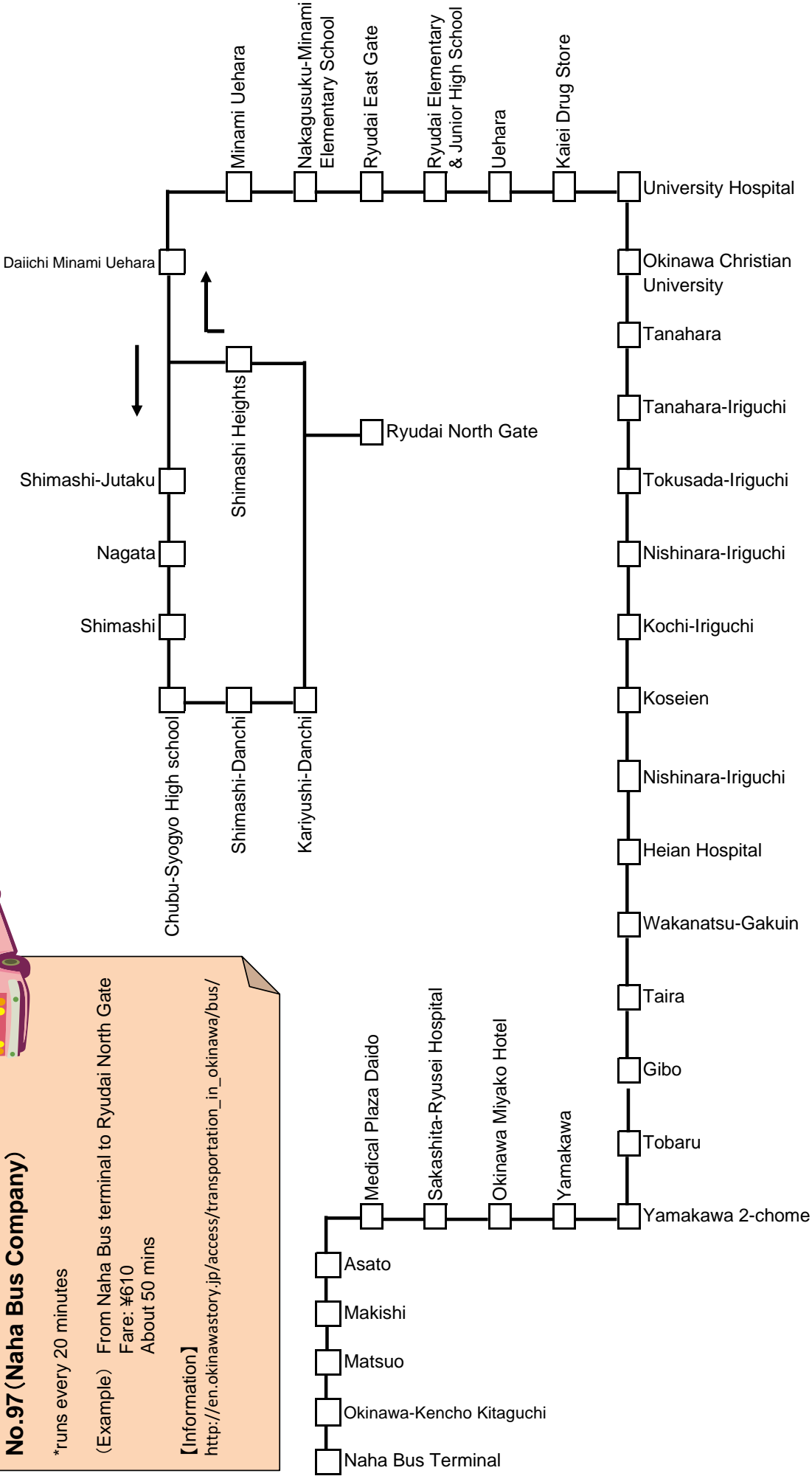


**No.97 (Naha Bus Company)**

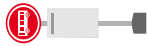
\*runs every 20 minutes

(Example) From Naha Bus terminal to Ryudai North Gate  
Fare: ¥610  
About 50 mins

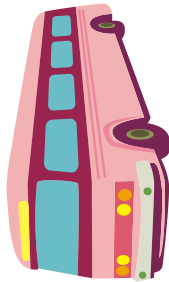
【Information】  
[http://en.okinawastory.jp/access/transportation\\_in\\_okinawa/bus/](http://en.okinawastory.jp/access/transportation_in_okinawa/bus/)



Public Bus Routes



Ryudai-Sen No. 98  
Highway Bus No. 111, 113, 117, 123, 152

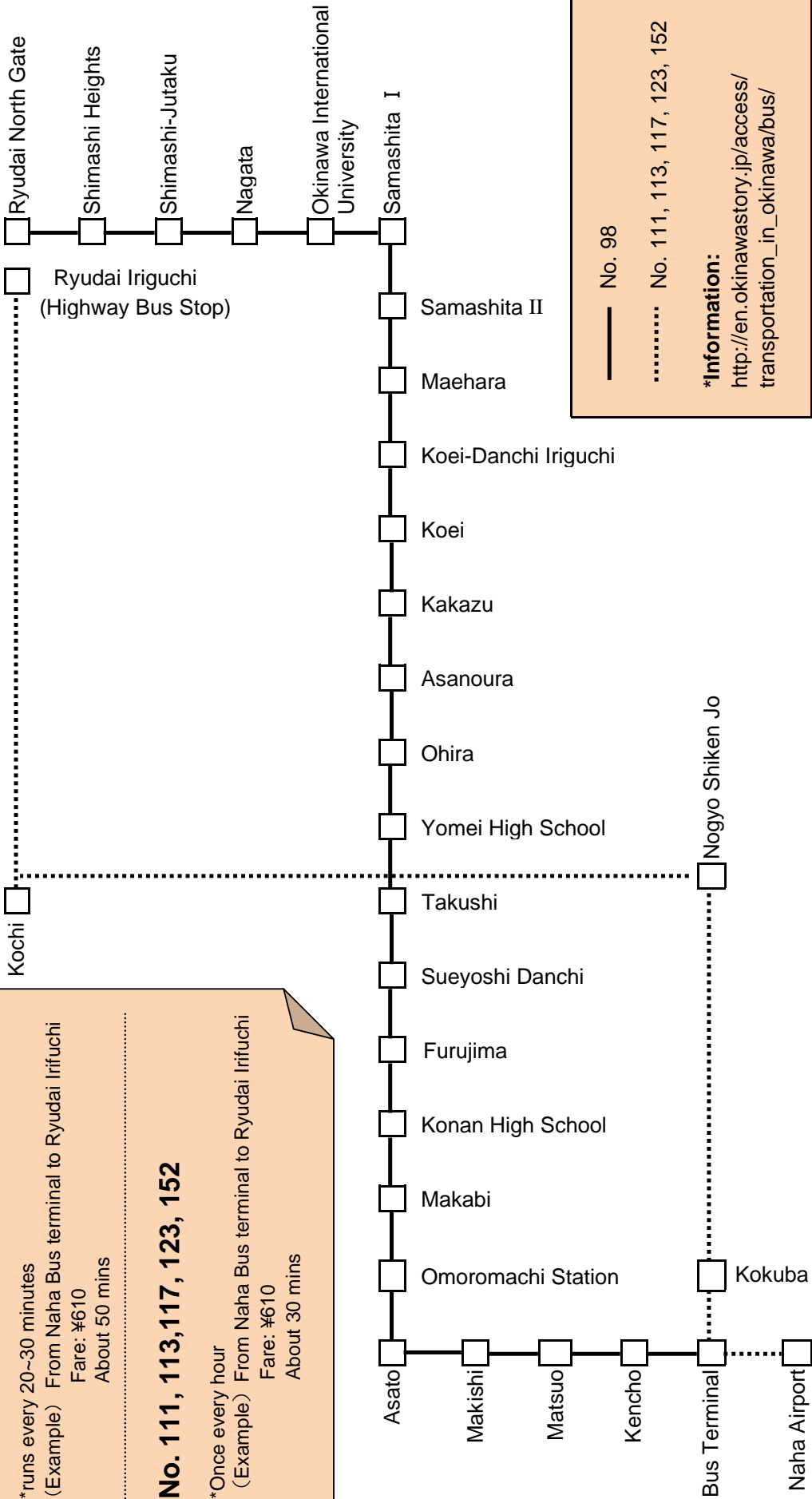


No. 98 (Ryukyu Bus Company)

\*runs every 20~30 minutes  
(Example) From Naha Bus terminal to Ryudai Irifuchi  
Fare: ¥610  
About 50 mins

No. 111, 113, 117, 123, 152

\*Once every hour  
(Example) From Naha Bus terminal to Ryudai Irifuchi  
Fare: ¥610  
About 30 mins



2019 年度  
外国人留学生ガイドブック

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