



UNIVERSITY
OF
THE RYUKYUS

International Students Guidebook

2024-2025

Preface

This guidebook is designed to help international students at the University of the Ryukyus confidently start their studies and daily life in Okinawa by providing essential information. We hope you adjust quickly to your new environment and have a fulfilling student life here.

Please make good use of this guidebook, and if you have any questions or need further clarification regarding its contents, feel free to contact the Global Education Section.

Contact Information

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Contents

1. Procedures Upon Arrival	5
2. Overview of Okinawa and the University	6
2-1 Overview of the University of the Ryukyus.....	6
2-2 About Okinawa Prefecture	6
3. University Life	7
3-1 Annual Schedule.....	7
(1) First Semester of 2024: April – September	7
(2) Second Semester of 2024: October – March.....	7
3-2 Academic Advisor	8
3-3 Tutor.....	8
3-4 Notifications and Announcements from the University	8
3-5 Extracurricular Activities.....	8
(1) Club and Circle Activities	8
(2) Use of Sports Facilities and Equipment	8
3-6 Traffic Rules on Campus	9
(1) Eligibility for Campus Vehicle Access	9
(2) How to Obtain and Display an Entry Permit	9
(3) Rules to Follow	9
(4) Handling of Parking Violations.....	9
(5) Proper Handling of Vehicles Upon Returning Home.....	9
4. On-Campus Facilities	10
4-1 Global Education Section.....	10
(1) Main Services	10
(2) Submissions to the Global Education Section.....	10
① Temporary Leave Notification	10
② Travel Notification.....	10
③ Permission for Part-Time Work	10
④ Certificate Requests to the Global Education Section.....	10
(3) Career Counseling for International Students	10
4-2 Global Education Center (Student Support Unit).....	11
(1) Japanese Language and Culture Classes.....	11
(2) Global Leader Development Classes	11
(3) Japanese Language Education Classes.....	11
(4) Japanese Language Classes for Graduate and Research Students.....	12
(5) Support for International Students' Academic and Daily Life	12
4-3 Library	13
(1) Opening Hours	13
(2) Borrowing and Returning Materials	13
(3) Learning Support Desk	13
4-4 International Student Counseling Office	14
(1) International Student Advisors.....	14
(2) Cross-Cultural Counseling (Mental Health).....	14
(3) Harassment	14
4-5 University of the Ryukyus Coop.....	15

5. Tuition Fees	16
5-1 Tuition Fees and Payment Methods.....	16
5-2 Tuition Fee Exemption	16
6. Scholarships for Self-Funded International Students	17
6-1 University of the Ryukyus QUEST Fund	17
6-2 MEXT Honors Scholarship for Privately Financed International Students (JASSO).....	17
6-3 Scholarships from Private Organizations	17
7. Student ID and Various Certificates	20
7-1 About the Student ID.....	20
(1) Digital Student ID (Smartphone Student ID).....	20
(2) In case of damage or loss of the student ID.....	20
7-2 About Certificate Issuance.....	20
(1) Certificates of Enrollment and Academic Transcript	20
(2) Scholarship Recipient Certificates	20
7-3 Student Discount Certificate for JR Travel (Gakuwari Certificate)	21
8. Accommodation	22
8-1 Student Dormitory (Senabru Dormitory).....	22
8-2 University of the Ryukyus International House	22
8-3 Private Apartments	23
(1) Key Money and Deposit System in Japanese Rental Properties	23
(2) Guarantor System	23
8-4 Comprehensive Renters' Insurance for International Students.....	24
9. Residence Procedures.....	25
9-1 Issuance of Residence Card	25
9-2 Resident Registration Procedures	26
9-3 Issuance of My Number Card	26
9-4 Working Part-Time	27
9-5 When You Move.....	28
9-6 Procedures for Temporary Departure from Japan	29
(1) Notification of Temporary Return or Third-Country Visits.....	29
(2) Ensuring Safety During Overseas Travel	29
9-7 When Your Period of Stay is About to Expire	30
9-8 Bringing Family Members to Japan	31
(1) Application for Certificate of Eligibility	31
(2) Preparations Before Bringing Family Members.....	31
9-9 If Your Affiliation in Japan Changes (e.g., Advancement to a New School).....	32
9-10 When You Get a Job in Japan	32
9-11 If You Wish to Continue Job Hunting in Japan After Graduation	32
10. Health	33
10-1 Health Administration Center	33
(1) Health Checkups.....	33
(2) Counseling Room.....	33
10-2 Hospitals.....	34
(1) Difference Between Clinics and Hospitals	34
① Clinics	34
② Hospitals	34
(2) How to Use National Health Insurance.....	34

(3) Preparation for Emergencies.....	34
(4) Foreign Language Support at Medical Institutions	34
① AMDA International Medical Information Center	34
② Okinawa Multilingual Medical Institutions & Medical Interpreters	34
10-3 National Health Insurance.....	36
(1) Obligation to Enroll in National Health Insurance	36
(2) The Importance of Declaring Your Income	37
10-4 National Pension	37
10-5 Insurance for Unexpected Injuries	38
11. Daily Life	39
11-1 Banking.....	39
11-2 Japan Post Bank (Yucho Bank).....	40
(1) Opening an Account via the Mobile App "Yucho Direct+"	40
(2) Opening an Account at a Branch	40
11-3 Post Office.....	40
11-4 Courier Services.....	41
11-5 Mobile Phones and SIM Cards.....	42
(1) Mobile Phones	42
(2) SIM Cards and Mobile Communication Services	42
(3) Mobile Service Providers with Multilingual Support	42
11-6 Transportation	43
(1) Monorail (Yui Rail)	43
(2) Local Buses	43
(3) Taxis	43
11-7 Driving Vehicles	43
(1) Driving License	43
(2) Converting a Foreign License to a Japanese License.....	43
(3) Vehicle Insurance	44
① CALI (Compulsory Insurance):	44
② Voluntary Insurance:.....	44
(4) Parking Certificates and Campus Entry Permits.....	44
① Parking Certificate:.....	44
② Campus Entry Permit:	44
(5) Traffic Rules and Safe Driving	44
(6) Disposing of Vehicles Before Leaving Japan	44
11-8 Waste Disposal.....	45
(1) Examples of Waste Categories	45
(2) Large Waste Items.....	45
(3) Prohibition of Illegal Dumping.....	45
(4) Plastic Bag Charges.....	45
12. Procedures Required Before Graduation or Leaving Japan	46

1. Procedures Upon Arrival

There are many important procedures that you must complete to start your student life in Japan, so please make sure not to forget any of them.

Check	Procedure Details	Description
<input type="checkbox"/>	Residence Card	Did you receive your residence card upon arrival? (See page 25 for reference)
<input type="checkbox"/>	Resident Registration	Have you completed your resident registration at the local municipal office? (See page 26 for reference)
<input type="checkbox"/>	National Health Insurance	After completing resident registration, have you enrolled in the National Health Insurance? (See page 36 for reference)
<input type="checkbox"/>	Japan Post Bank Account (If Necessary)	Please use the Japan Post Bank app to open a bank account. * Note that an advance reservation is required if you wish to open an account at the counter during the beginning months of each semester (April and October). (See page 40 for reference)
<input type="checkbox"/>	Insurance for injuries from accidents (JEES Gakkensai)	The university recommends enrolling in <i>Gakkensai</i> to prepare for any unforeseen circumstances. The insurance fee can be settled at Japan Post Bank using the designated payment form. (See page 38 for reference)
<input type="checkbox"/>	Health Check-up (Health Administration Center)	Health check-ups are conducted twice a year in April and November. Students are required to undergo this check-up once a year. (See page 33 for reference)
<input type="checkbox"/>	Student Dormitory Application (Dormitory Residents Only)	Have you submitted your dormitory application to the Global Education Section? (See page 22 for reference)
<input type="checkbox"/>	Gas Connection for Dormitory Rooms (Okinawa Gas Company)	Students assigned to Senbaru Dormitory's Ajsai-B, Hokushin-B, Shin-konju-to, or Shin-to are required to sign an individual gas contract with the Okinawa Gas Company.

2. Overview of Okinawa and the University

2-1 Overview of the University of the Ryukyus

The University of the Ryukyus is the only comprehensive university in Okinawa, Japan's southernmost prefecture. It comprises seven faculties and eight graduate schools. Located in the subtropics, Okinawa is an island prefecture renowned for its unique ecosystem and rich traditional culture. During the vibrant era of trade from the 14th to 16th centuries, Okinawa actively engaged in extensive exchanges with various countries, fostering a multicultural society.

To preserve and enhance these distinctive characteristics, the University promotes research that capitalizes on Okinawa's unique strengths, such as island and marine environmental science, longevity science, and Ryukyuan and Okinawan cultural studies. Our mission is to cultivate individuals with profound knowledge and a strong sense of humanity, enabling them to contribute meaningfully to both local and global communities.

Furthermore, the University aims to integrate regional uniqueness with global perspectives. As of February 6, 2024, it has established international exchange agreements with 137 universities and institutions across 43 countries and regions, primarily in the Asia-Pacific region. The campus also hosts a diverse group of international students.

2-2 About Okinawa Prefecture

Geography

Okinawa Prefecture consists of the main island and over 160 smaller islands (each larger than 0.01 square kilometers), with a total land area of approximately 2,265 square kilometers. The population is about 1.45 million. The capital city, Naha, serves as a vibrant hub for commerce and culture and is a gateway connecting Japan's mainland and other countries.

Climate

As Japan's southernmost region, Okinawa boasts a subtropical climate with an average annual temperature of 23°C. Snow is unheard of, and winter temperatures rarely drop below 10°C. With an annual rainfall of about 2,000mm and an average humidity of 74%, Okinawa experiences frequent rains and is often visited by typhoons in summer. The warm Kuroshio Current surrounding the islands fosters rich natural beauty, with pristine coral reefs drawing visitors from mainland Japan and abroad.

Culture

Okinawa's culture is deeply rooted in its unique traditions, which are still celebrated through vibrant festivals, music, dance, and arts. Iconic events include Eisa (bon dance festival), Haarii (dragon boat races), and the Great Tug-of-War. Ancestral worship plays a significant role in Okinawan society, influencing daily life and perspectives across generations.

Cuisine

Okinawan cuisine stands apart from traditional Japanese food, characterized by its frequent use of pork and hearty meat dishes. Pork broth is a common base for soups and other dishes. For those who do not consume meat, it is advisable to check ingredients carefully when dining out.

3. University Life

3-1 Annual Schedule

The University of the Ryukyus academic year is divided into two semesters. The first semester runs from April 1 to September 30, and the second semester runs from October 1 to March 31. Each semester includes 15 weeks of classes, followed by a make-up class period and an examination period.

[Academic Calendar](#) (University website)

(1) First Semester of 2024: April – September

April 1, Mon	Start of Semester
April 2, Mon – April 8, Sun	Course Adjustment Period
April 4, Thu	Entrance Ceremony
April 5 – April 18, Fri – Thu	Health Check-Up
May 22, Wed	University Foundation Day
July 31 – August 6, Wed – Tue	Forst Semester Exam Period
August 9 – September 30, Fri – Mon	Summer Break
September 21 – September 22, Sat – Sun	University Festival (Ryudai-sai)
September 30, Mon	End of Semester

(2) Second Semester of 2024: October – March

October 1, Tue	Start of Semester
September 24, Tue – September 26, Thu	Course Adjustment Period
December 24, Tue – January 5, Sun	Winter Break
January 17, Fri	University Entrance Exam Prep Day (No Classes)
January 18, Sat – January 19, Sun	University Entrance Exam (Undergrad)
February 3, Mon – February 7, Fri	Second Semester Exam Period
February 13, Thu – March 31, Mon	Spring Break
March 25, Tue	Graduation Ceremony
March 31, Mon	End of Semester

3-2 Academic Advisor

At the University of the Ryukyus, each student is assigned an academic advisor. After enrollment, students will continue their studies under the guidance of their assigned advisor.

3-3 Tutor

For international students enrolled at the University of the Ryukyus with a "Student" residence status, Japanese student tutors provide individual advice and support under the supervision of academic advisors. This support covers both academic and daily life matters. However, tutors generally restrict their support to on-campus activities, and services such as transportation by car are not part of their responsibilities.

Student Category	Support Period
Undergraduate students	First 2 years after enrollment
Graduate students	First 1 year after enrollment
Research students, Auditors, Japanese Studies Students (Nikkensei) Short-term exchange students, Okinawa prefectural government-sponsored students	First 6 months after enrollment

3-4 Notifications and Announcements from the University

Notifications and announcements from the university to students are primarily communicated through the [Academic Information Portal Site](#). This includes class cancellations, exam schedules, scholarships, and other important information. Additionally, various notices are posted on bulletin boards around the campus. Students are encouraged to locate the bulletin boards for their respective faculties and graduate schools early in their enrollment period.

3-5 Extracurricular Activities

(1) Club and Circle Activities

Participating in extracurricular activities is as crucial as acquiring specialized knowledge and skills to fulfill your study abroad experience. Actively join various cultural and athletic clubs or circles to broaden your horizons.

[List of Clubs and Circles](#) (University website)

(2) Use of Sports Facilities and Equipment

To use sports facilities or equipment, you must complete the application process for permission at the administrative office on the first floor of the Extracurricular Activity Shared Facility (Circle Building). For more details, please contact the Student Support Division.

Contact Information:

Student Support Division (General Education Building No. 1, 1st Floor)

Tel: 098-895-8127

3-6 Traffic Rules on Campus

The university enforces traffic rules to ensure a safe and comfortable campus environment. Please always comply with these rules and practice good manners.

(1) Eligibility for Campus Vehicle Access

Only students whose commuting distance from their residence to their respective faculty is at least 2 km one way are permitted to bring vehicles onto campus. Other students are generally not allowed to do so.

(2) How to Obtain and Display an Entry Permit

Obtaining an entry permit from your faculty office is mandatory to bring a vehicle onto campus.

- **Validity:** The entry permit is valid for the duration of your enrollment.
- **Display Instructions:**
 - **Cars:** Display the card on the dashboard, clearly visible through the windshield.
 - **Motorcycles:** Affix the sticker near the center of the handlebar in a visible location.
- **Prohibition:** Copying the entry permit is strictly prohibited. Violations may result in university-imposed penalties.

(3) Rules to Follow

- Ensure pedestrian safety and follow all road signs on campus.
- Observe the speed limit of 20 km/h on campus.
- Driving between faculties and other locations on campus is generally prohibited.
- Entry into the area of University of the Ryukyus-affiliated schools is prohibited.
- Riding motorcycles without a helmet is prohibited.
- Do not abandon or leave inoperative vehicles on campus.
- Only authorized individuals may park in designated spaces, such as those for part-time lecturers, individuals with disabilities, or visitors.

(4) Handling of Parking Violations

Vehicles violating campus rules may receive a warning notice or have a wheel lock applied. Please adhere to the rules to avoid these consequences.

(5) Proper Handling of Vehicles Upon Returning Home

In recent years, more students have abandoned their vehicles when returning to their home countries. This creates significant burdens for residents and the university, requiring considerable time and expense for removal.

If you own a vehicle, you must:

- Dispose of it properly before departure.
- Return your parking permit to your faculty office.

Failure to follow these procedures may result in penalties.

4. On-Campus Facilities

4-1 Global Education Section

The Global Education Section provides various procedures and information for international students. Located on the first floor of the General Education Building No. 1, the section handles the following tasks:

(1) Main Services

- Procedures for MEXT and Private Scholarships for International Students
- Procedures for Accepting Exchange Students
- Procedures related to tutors
- Employment counseling for international students

(2) Submissions to the Global Education Section

① Temporary Leave Notification

If you plan to leave Japan temporarily for reasons such as returning home or traveling, you must obtain permission from your academic advisor in advance and submit the "[Report of Temporary Leave \(Form 1-3\)](#)" to your faculty. A copy of the submitted notification must also be submitted to the Global Education Section.

② Travel Notification

Short-term exchange students must submit a "[Report of Temporary Leave \(Domestic\)](#)" to the Global Education Section in advance when traveling outside Okinawa Prefecture within Japan.

③ Permission for Part-Time Work

If you wish to engage in part-time work, you must first obtain consent from your academic advisor and then submit a "[Permission for Part-Time Work form](#)" to the Global Education Section.

④ Certificate Requests to the Global Education Section

If you wish to request a certificate for MEXT scholarship, JASSO Scholarship, or a scholarship recommended by the university, please complete the "Certificate Issuance Request Form" and submit it via email to the Global Education Section at least 7 days before the desired pickup date. Be sure to attach copies of your student ID and residence card.

(3) Career Counseling for International Students

We provide individual employment counseling and support for international students who wish to find a job in Japan. If you are interested, please contact the Global Education Section.

Contact Information:

Global Education Section (General Education Building No. 1, 1st Floor)

Tel: 098-895-8103

E-mail: koshien@acs.u-ryukyu.ac.jp

4-2 Global Education Center (Student Support Unit)

As of May 1, 2023, approximately 300 international students from 50 countries and regions are studying at the University of the Ryukyus. The Global Education Center provides education and support tailored to their academic and daily needs while promoting international exchange. Additionally, the center offers guidance, advice, and information to support international students from this university in studying abroad.

(1) Japanese Language and Culture Classes

The Japanese language classes for international students are divided into:

- Japanese Language Learning Courses: Offered by the Global Education Center, covering beginner to early-intermediate levels (A1–B1).
- General Education Courses: University-wide courses on Japanese language and Japanese studies, targeting upper-intermediate to advanced levels (B2–C2).

Students can also take classes on Japanese culture, history, and Okinawan culture, which are taught in Japanese or English under the general education curriculum.

Enrollment Process

Undergraduate, graduate, research, and short-term exchange students who wish to enroll in these classes must:

1. Take a Japanese proficiency test during the designated period.
2. Consult with a coordinator at the Global Education Center for course guidance.

For details on the proficiency test schedule and enrollment, visit the Global Education Center's Student Support Unit website.

(2) Glocal Leader Development Classes

Classes for fostering glocal leaders for international students include Comprehensive Courses under general education and Regional Revitalization Courses unique to the University of the Ryukyus. These classes are primarily designed for students in the short-term exchange program and Glocal Leader Development Course, but other international students can also enroll. Many of these courses offer opportunities for international students to study alongside Japanese students.

(3) Japanese Language Education Classes

For students aiming to become Japanese language teachers, the general education curriculum offers courses as part of the Japanese Language Education Minor.

These courses are primarily for students in the short-term exchange program and the Japanese Teacher Training Course, but credit-earning students and others with interest may also enroll.

Features:

- Students learn alongside Japanese peers.
- Courses include practical training, such as teaching practice.
- A high level of Japanese proficiency is required.

Enrollment Process:

Students interested in these courses must consult with the instructor in advance.

(4) Japanese Language Classes for Graduate and Research Students

Graduate and research students can also take the classes mentioned in sections (1) and (2). However, these classes do not offer credits. Enrollment requires permission from your academic advisor.

For more details, please visit the [Global Education Center website](#).

(5) Support for International Students' Academic and Daily Life

Studying and living in Japan can be challenging due to language, culture, and customs differences. Some students may also experience culture shock or homesickness. To help with these issues, the Global Education Center provides a counseling office for international students.

Please don't hesitate to seek support if you have any difficulties related to academics, daily life, health, or mental well-being.

For more details, please visit the [Global Education Center website](#).



4-3 Library

The University of the Ryukyus has two libraries: the Main Library (Shikiya Memorial Library) on the Senbaru Campus and the Medical Library on the Uehara Campus. Students can enter the library by presenting their student ID card, so please always carry it with you.

(1) Opening Hours

Period	Weekdays	Holidays
Regular Term	8:00–21:40	10:00–20:00
Break Period	10:00–20:00	10:00–20:00

- The library is closed on holidays in March, year-end and New Year holidays, scheduled power outage days, and university entrance examination days.
- Please check the [library's website](#) for updates on opening hours and closing days.

(2) Borrowing and Returning Materials

Students can borrow books using their student ID card. The borrowing limits and loan periods are as follows:

Type	Books / Loan Period	Magazines / Loan Period
Undergraduate Students	Up to 10 / 2 weeks	(For in-library use only)
Graduate Students	Up to 15 / 2 weeks	Up to 5 / Until the next weekday

- Please return borrowed items to the counter.
- When the library is closed, use the "return box" located next to the entrance.
-

(3) Learning Support Desk

Graduate student TAs (Teaching Assistants) are available to provide advice on various topics, from writing reports and study methods to specialized research techniques. Online consultations are also available, so you can receive support from home. If you have any difficulties with your studies, feel free to reach out for assistance.

For more details, visit the [Learning Support page](#) on the University of the Ryukyus Library website.

4-4 International Student Counseling Office

Living and studying in Japan may bring challenges due to language, culture, and customs differences. Some students may experience homesickness or culture shock while adapting to their new environment. To support international students, the university has established a counseling office. If you face academic, daily life, health, or mental difficulties, please feel free to use this service.

(1) International Student Advisors

Each faculty has International Student Advisors who provide guidance on course enrollment, academic progression, and daily life issues.

If you have any concerns, do not hesitate to seek their advice. Contact details for advisors can be found in the announcements on the [Academic Information Portal Site](#) or the [Global Education Section website](#).

(2) Cross-Cultural Counseling (Mental Health)

Professional counselors are available to support students with concerns about academics, daily life, and interpersonal relationships. Counseling is available in both Japanese and English. Appointments are required.

Location: [Counseling Room](#) (inside the Health Administration Center)

Hours: Fridays, 1:00 PM – 5:00 PM

Contact: Global Education Section

Tel: 098-895-8103

Email: koshien@acs.u-ryukyu.ac.jp

(3) Harassment

The University of the Ryukyus has an independent consultation office, the Harassment Counseling and Support Center, which specializes in addressing harassment. The center is managed primarily by faculty members specializing in law and psychology. Counseling is conducted by certified clinical psychologists, licensed legal professionals, and other experts, who work with advisors selected from each faculty.

To ensure a comfortable campus life, early resolutions are crucial. If you are facing harassment, do not hesitate to seek help. Counseling is confidential, and your privacy will be protected. Consulting the center will not disadvantage you in any way. Third-party consultations, such as those from friends or faculty members, are also accepted. If someone you know is struggling, please let them know they can seek help.

Harassment Counseling and Support Center

- **Location:** Room 608, Humanities and Social Sciences Research Building
- **Hours:** Monday to Friday (excluding holidays), 9:00 AM – 5:00 PM
- **Contact:**
Tel: 098-895-8732 (ext. 2982)
Email: harassment@acs.u-ryukyu.ac.jp
Website: [Harassment Counseling and Support Center](#)

4-5 University of the Ryukyus Coop

【Dining Services】

Name	Location	Mon–Fri	Saturday	Sunday/Holidays
Central Cafeteria	1st Floor, Central Cafeteria Building	11:15 AM–6:45 PM	11:30 AM–2:30 PM	Closed
North Cafeteria	North Cafeteria Building	11:30 AM–1:30 PM	Closed	Closed

【Daily Necessities Stores】

Name	Location	Mon–Fri	Saturday	Sunday/Holidays
Central Store	2nd Floor, Central Cafeteria Building	8:00 AM–6:00 PM	Closed	Closed
North Store	1st Floor, North Cafeteria Building	10:00 AM–5:00 PM	Closed	Closed
Medical Store	1st Floor, Gajumaru Hall	8:00 AM–6:00 PM	Closed	Closed

【Bookstore Services】

Name	Location	Mon–Fri	Saturday	Sunday/Holidays
Central Bookstore	2nd Floor, Central Cafeteria Building	8:00 AM–6:00 PM	Closed	Closed

Note: Hours of operation may change.

For more details, please visit the [University of the Ryukyus Cooperative website](#).

5. Tuition Fees

5-1 Tuition Fees and Payment Methods

The tuition fees, admission fees, and application fees for the 2024 academic year are as follows:

Category	Application Fee	Admission Fee	Tuition Fee
Undergraduate Students	¥17,000	¥282,000	¥535,800 per year
Graduate Students	¥30,000	¥282,000	¥535,800 per year
Research Students	¥9,800	¥84,600	¥178,200 per semester
Credit-Earning Students	¥9,800	¥28,200	¥14,800 per credit

Undergraduate and graduate students must pay tuition fees in two installments (Spring and Fall). The first installment is due by May 31, and the second by December 2. Payments should be made via bank account transfer, with each installation being half the annual tuition fee.

For information on payment methods and deadlines for research students and credit-earning students, please contact the administrative office of the respective faculty or graduate school.

Contact Information:

- **For Undergraduate and Graduate Students:**
Financial Affairs Division, Revenue/Expenditure Section
Tel: 098-895-8058
- **For Research and Credit-Earning Students:**
Administrative Office of the Respective Faculty or Graduate School

5-2 Tuition Fee Exemption

A tuition fee exemption system is available for privately funded undergraduate and graduate students who face financial difficulties and demonstrate excellent academic performance. This system allows for partial or full exemption of tuition fees.

For more details, please visit the [Student Life Support Information Website](#).

Contact Information:

Student Support Section (1st Floor, General Education Building No. 1)
Tel: 098-895-8135

6. Scholarships for Self-Funded International Students

There are two types of scholarships available for privately funded international students:

- **University Recommendation:**
Scholarships applied for through the university.
- **Direct Application:**
Scholarships that students apply for directly to the scholarship organizations.

In most cases, having a "Student" residence status is a prerequisite for eligibility. The university sends scholarship notifications to the relevant faculties and graduate schools, which then inform students via the Academic Information Portal or bulletin boards. Please make sure not to miss these announcements.

Scholarships are highly competitive and have limited slots. Therefore, it is essential to prepare sufficient funds before starting your studies in Japan.

6-1 University of the Ryukyus QUEST Fund

This scholarship aims to support privately funded international students who are academically outstanding and have a strong interest in international exchange. It provides financial aid to help students improve their academic and research outcomes while promoting intercultural understanding and exchange activities.

- Grant Amount: ¥40,000 per month (2024, for both undergraduate and graduate students)
- Application Period: April

6-2 MEXT Honors Scholarship for Privately Financed International Students (JASSO)

This scholarship provides financial assistance to privately funded international students who are academically and personally outstanding and need financial support to continue their studies. The scholarship is funded by the Ministry of Education, Culture, Sports, Science, and Technology (MEXT) and administered by the Japan Student Services Organization (JASSO).

Note that applications may not always be open for this scholarship.

- Grant Amount: ¥48,000 per month (2024, for both undergraduate and graduate students)
- Application Period: April and October

For more details, visit the [JASSO website](#).

6-3 Scholarships from Private Organizations

For information on scholarships offered by private organizations that are communicated to the university, please refer to the Scholarship List for Self-Funded International Students. Additionally, scholarship information is available on the [Japan Student Services Organization \(JASSO\)](#) and the [Japan Educational Exchanges and Services \(JEES\)](#) websites.

- University of the Ryukyus "Academic Information System": [Academic Information Portal](#)

«Scholarship List for Self-Funded International Students»

- Self-Funded International Students: Refers to international students with a "Student" residence status who do not receive government scholarships (MEXT) or from foreign governments.
- Reference Year: Academic Year 2024

	Scholarship Name	Main Eligibility Criteria	Number of Nominees	Monthly Stipend (JPY)	Duration	Application Period
1	QUEST Fund Scholarship for Self-Funded International Students	- Undergrad and grad students - Students involved in or interested in international exchange activities within the university	Undergrad: 7 Master's: 5 Doctoral: 4	40,000	1 year	April
2	University of the Ryukyus Foundation Special Program Scholarship for Self-Funded International Students	- Self-funded international students participating in a special program at the University of the Ryukyus Graduate School	Graduate: 3	30,000	1 year	April
3	MEXT Honors Scholarship for Privately Financed International Students (Special Employment Support Category)	- Undergrad and grad students - GPA of 2.30 or higher (out of 3.00) in the previous year	1 year: 1 6 months: 2	48,000	1 year or 6 months	May October
4	JEES Scholarship for International Students (Honors student)	- Undergrad (2nd year or higher) and grad students - Students with volunteer or international exchange experience	2	40,000	Up to 2 years	May
5	JEES Scholarship for International Students (Priority Countries)	- Students from priority countries designated by JEES	3	50,000	Up to 2 years	September (prev. year)
6	Rotary Yoneyama Memorial Foundation Scholarship	- Undergrad (3rd year or higher), Master's (1st year or higher), Doctoral (2nd year or higher) - Not eligible for simultaneous receipt with other scholarships	2	Undergrad: 100,000 Graduate: 140,000	Up to 2 years	September (prev. year)
7	JGC-S Scholarship Foundation for Foreign Students	- Enrolled in a science-related undergraduate or graduate program as a regular student - Without family accompaniment	1	Annual: 300,000	1 year	April
8	Heiwa Nakajima Foundation	- Foreign students enrolled at a Japanese university at the time of application - Must remain enrolled in the same program as of April 2024	Undergrad: 1 Graduate: 1	Undergraduate: 120,000 Graduate: 150,000	1 year	September (prev. year)
9	Toshimi Scholarship Foundation	- Graduate students - Majoring in medicine, engineering, or business administration	1	2,000,000, 1,500,000, or 1,000,000 (annual amount)	1 year	University: October (prev. year), Direct: April
10	Korean Scholarship Foundation	- Students with Korean nationality - Enrolled in a regular undergraduate or graduate program	Undergrad: 1 Graduate: 1	Undergrad: 25,000 Master's: 40,000 Doctoral: 70,000	1 year	April
11	SGH Foundation Scholarship for International Students	- Undergraduate 3rd-year students or 5th-year students in 6-year programs - Nationals of Southeast Asian countries	Undergrad: 1 Graduate: 1	120,000	2 years	February (prev. year)

	Scholarship Name	Main Eligibility Criteria	Number of Nominees	Monthly Stipend (JPY)	Duration	Application Period
12	Sato Yo International Scholarship Foundation	- Undergraduate and graduate students - Nationals of ASEAN or South Asia	Direct application	Undergrad: 180,000 Grad: 200,000	2 years	November (prev. year), June
13	Japan-Taiwan Exchange Association Scholarship (Domestic)	- Graduate students - Taiwanese international students	Direct application	Master's: 144,000 Doctoral: 145,000 + travel allowance	Minimum standard program	August (prev. year)
14	Kyoryoku International Exchange Scholarship	- Students from Asia - Remaining enrollment period of 1+ year at start of scholarship	Undergrad: 1 Grad: 1	Undergrad: 60,000 or 100,000 Graduate: 100,000	1 year	November (prev. year)
15	Iwatani International Student Scholarship	- Students from East/Southeast Asia - Majors in natural sciences or interdisciplinary fields	Direct application	Graduate: 150,000	Up to 2 years	December (prev. year)
16	Kubota Toyo Fund (Public Trust)	- Nationals from countries with GDP < 7,000 USD/year (nominal) - Major in fields contributing to development in home country	Direct application	100,000	1 year	December (prev. year)
17	Nitori International Scholarship	- Undergraduate or master's students	Direct application	50,000	1 year	Fall: Sep-Nov (prev. year) Spring: Feb-May
18	Baroque Murai Hiroyuki Foundation	- Undergraduate students	Direct application	Annual: 400,000	1 year	April
19	Tobe Maki Foundation	- Undergraduate or graduate students - International students with Japanese proficiency above daily conversational level	Direct application	60,000	Minimum standard program	May

7. Student ID and Various Certificates

7-1 About the Student ID

The student ID serves as important proof that you are a University of the Ryukyus student. Please collect your student ID from your affiliated faculty or graduate school and always carry it with you so that it can be presented on and off campus when necessary.

(1) Digital Student ID (Smartphone Student ID)

Starting in 2024, the Digital Student ID (Smartphone Student ID) has been introduced. However, since some external organizations may require the presentation of a card-type student ID, please carry the card-type student ID as well.

- For more details, University of the Ryukyus [Academic Affairs Information Website](#)

(2) In case of damage or loss of the student ID

If your student ID is lost or damaged, please apply for re-issuance at the Academic Affairs Section of your affiliated faculty. Since issuing a new one takes about two weeks, we recommend completing the procedures as early as possible.

- For more details, University of the Ryukyus [Academic Affairs Information Website](#)

7-2 About Certificate Issuance

(1) Certificates of Enrollment and Academic Transcript

Enrollment and Academic Transcripts certificates can be issued at automatic certificate issuance machines located in the Faculty of Humanities and Social Sciences, General Education Building No. 1, Faculty of Engineering, and Faculty of Medicine.

Non-degree students should apply at their affiliated faculty's Academic Affairs Office or the Education Support Division (General Education Building No. 1).

If you require an English certificate, please note that it may take approximately two weeks to process. Be sure to consult the Academic Affairs Office of your faculty or graduate school in advance and allow ample time for your application.

(2) Scholarship Recipient Certificates

The "Certificate for MEXT Students" and the "Certificate of Receipt of JASSO Honors Scholarship" are issued by the Global Education section. Please note that processing may take approximately one week, so ensure sufficient time for your application.

For certificates related to private scholarships obtained through "University Recommendation," please also contact the International Education Division.

Procedure for Certificate Issuance

To apply for certificate issuance, please send the following documents to the Global Education Section by email:

- Application form for certificate issuance
- Copies of your Student ID and Residence Card

7-3 Student Discount Certificate for JR Travel (Gakuwari Certificate)

When traveling for experiments, practical training, extracurricular activities, or other educational purposes, students can use the **Student Discount Certificate for JR (Japan Railway Company)** to receive a 20% discount on fares for one-way trips of 101 km or more outside Okinawa Prefecture. This system is designed to reduce the financial burden of students and to promote school education. Therefore, it can only be used for travel that is recognized as meeting one of the following purposes:

1. Returning home during holidays or for personal reasons.
2. Activities related to official curriculum.
3. Extracurricular activities related to physical or cultural education approved by the school.
4. Entrance exams or job interviews for employment or further education.
5. Participation in events or visits deemed appropriate for educational purposes by the school.
6. Treatment of illness or resolution of other issues that may hinder academic progress.
7. Accompanying a guardian on travel.

Eligibility:

Only undergraduate and graduate students are eligible. Research students, special auditing students, special research students, and non-degree students are not eligible.

Certificate Issuance Machine Locations:

- Faculty of Humanities and Social Sciences
- Faculty of Medicine
- Faculty of Engineering
- General Education Building No. 1

8. Accommodation

8-1 Student Dormitory (Senabru Dormitory)

Senbaru Dormitory, located next to the north gate of the campus, consists of four buildings: Ipan-to (General Building), Konju-to (Shared Residential Building), Shin-Konju-to (New Shared Residential Building), and Shin-to (New Building). All rooms are single occupancy and made of reinforced concrete. Each room is furnished with a desk, chair, and bed. However, the bed only includes the frame, so students are required to prepare their own mattress and bedding.

The move-in periods are generally in April and October, with the permitted occupancy period being one year or six months. Depending on room availability, extensions to the stay period may be possible. Please contact the Global Education Section if you wish to apply for accommodation at Senbaru Dormitory.

8-2 University of the Ryukyus International House

The University of the Ryukyus International House was established to provide accommodation for international students and researchers and to promote international exchange. Located on campus, the facility includes the following:

Single Building: 8 rooms for researchers and 58 rooms for international students.

Researcher Family Building: 6 rooms.

Student Family Building: 14 rooms.

All rooms are single-occupancy and come equipped with a desk, chair, bed, bookshelf, kitchen, bathroom, and toilet.

The move-in periods are April and October, and the permitted occupancy is one year. Announcements about applications are typically made in January and mid-July each year. Please check the Global Education Section website for updates and submit your application directly to the Global Education Section. **Note that single rooms are prioritized for short-term exchange students and are not open for general application.**

Note: Please visit the [Global Education Section website](#) for details about dormitory fees and other expenses for Senbaru Dormitory and the International House.



8-3 Private Apartments

Finding an Apartment in Okinawa

When searching for an apartment in Okinawa, it is recommended to stay in contact with acquaintances or guarantors living in Okinawa and seek their support during the process. If you are planning to bring your family to Japan, early preparation is especially important, as finding suitable schools for children or securing university housing may be challenging.

(1) Key Money and Deposit System in Japanese Rental Properties

In Japan, many rental properties require the payment of key money ("礼金") and deposit ("敷金") at the time of signing a lease. The amounts and conditions vary depending on the property and landlord policies.

① Deposit (Shikikin)

A deposit is a sum of money paid to cover unpaid rent during the lease period, as well as repair and cleaning costs after moving out. It is meant to offset potential risks associated with the tenant's stay.

Purpose: Used for repairs, cleaning, or covering damages if the room is left dirty or damaged.

Important Note: To avoid disputes when moving out, be sure to thoroughly check the condition of the room and document its state when moving in and moving out.

② Key Money (Reikin)

Key money is typically equivalent to one month's rent and is paid as a non-refundable gratuity to the landlord. While this is common, there has been an increase in properties that do not require key money.

Example of Initial Costs (for a monthly rent of 50,000 JPY)

Item	Description	Amount (JPY)
Deposit	Equivalent to 1–2 months' rent (used for repair costs, etc.)	50,000–100,000
Key Money	Equivalent to 1–2 months' rent (non-refundable)	50,000–100,000
Agency Fee	One month's rent + consumption tax	55,000
Advance Rent	Rent for the next month	50,000
Fire Insurance	1–2 years of coverage (often required)	10,000–20,000
Guarantor Fee	50–100% of monthly rent (if no guarantor is available)	25,000–50,000

(2) Guarantor System

In Japanese rental contracts, requiring a guarantor who can take financial responsibility in case of unpaid rent or contract violations is common. Typically, guarantors are required to reside in Japan and have stable income.

Recently, many properties have required a guaranteed company instead of a personal guarantor, which involves paying a fee of 50–100% of one month's rent.

8-4 Comprehensive Renters' Insurance for International Students

In Japan, a guarantor is generally required when renting an apartment. Typically, tenants are responsible for finding a guarantor themselves. However, if this proves difficult, international students at the University of the Ryukyus can utilize the University-Designated Guarantor System through the Comprehensive Renters' Insurance for International Students.

The process takes about one week to 10 days, so it is essential to start early to ensure everything is completed before the move-in date. For further details, please check the website of the [Japan Educational Exchanges and Services \(JEES\)](#) .

Eligibility:

- International students are enrolled as regular undergraduate or graduate students at the university (with a "Student" visa status).
- Must enroll in the Comprehensive Renters' Insurance for International Students.
- Commit to paying monthly rent on time and adhering to the rental contract rules.

Application Procedure:

1. Choose a Property and Receive the Brochure
After selecting your desired property, visit the Global Education Section with your student ID and residence card to receive the Comprehensive Renters' Insurance Brochure. Provide this brochure to the real estate agent and obtain their approval for using the guarantor system through the university.
2. Submit the Application Form
Once approved, receive the Rental Application Form from the real estate agent and submit it to the Global Education Section.
3. Receive the Application and Undergo Screening
The Global Education Section will provide the completed application form with the guarantor information filled in. Submit this form to the real estate agent and wait for the screening results.
4. Submit the Contract
After passing the screening, receive the Rental Contract from the real estate agent and bring it to the Global Education Section for the guarantor section to be completed and stamped.
5. Pay the Insurance Premium
Receive the payment slip from the Global Education Section and pay the insurance premium at a bank or convenience store.
6. Submit the Receipt
Submit the payment receipt to the Global Education Section and receive your Insurance Member Copy and the completed rental contract.
7. Finalize the Process
Submit the completed rental contract to the real estate agent to finalize the rental agreement.

9. Residence Procedures

The following procedures are required after entering or during your stay in Japan:

9-1 Issuance of Residence Card

Foreign residents staying in Japan for more than three months will be issued a "Residence Card." The card must be carried at all times. If any changes occur to the information listed on the card or if you transfer to or leave an educational institution, you must report it to the Immigration Bureau.

If you enter Japan through New Chitose Airport, Narita Airport, Haneda Airport, Chubu Airport, Kansai Airport, Hiroshima Airport, or Fukuoka Airport:

You will receive your residence card during the immigration inspection. After deciding on your place of residence in Japan, you must report your address at your local municipal office within 14 days of deciding your residence.

If you enter Japan through any airport other than those listed above:

Your passport will be stamped with "Residence Card to be Issued Later" during immigration inspection. Once your residence in Japan is determined, you must report your address to your local municipal office within 14 days. After the address is registered, the Residence Card will be sent to your registered address by post.

► For more details, please refer to the Immigration Services Agency of Japan website: Immigration Services Agency of Japan - [Residency Management System](#)

This is the section where your new address will be recorded when you change your place of residence.

This section records the details of permission for activities outside your visa status.

This section records when you apply for an extension or change of residence status.

[Sample Residence Card (cited from the Immigration Services Agency of Japan website)]

9-2 Resident Registration Procedures

If you are permitted to stay as a medium- to long-term resident, you must report your address to the municipal office in your area of residence within 14 days of deciding on your residence. You will need to bring your passport and residence card (if issued at the airport upon arrival).

When moving from within Japan:

1. **Before moving:** Submit a "Moving-Out Notification" (Tenshutsu Todoke) to the municipal office of your previous residence and receive a "Certificate of Moving-Out" (Tenshutsu Shomeisho).
2. **After moving:** Submit the "Certificate of Moving-Out" and a "Moving-In Notification" (Tennyu Todoke) to the municipal office of your new residence within 14 days of deciding on your new address.

9-3 Issuance of My Number Card

The My Number system assigns a unique number to each resident in Japan, which is necessary for administrative procedures. About one month after completing your resident registration, you will receive a "Notification of Individual Number" by registered mail.

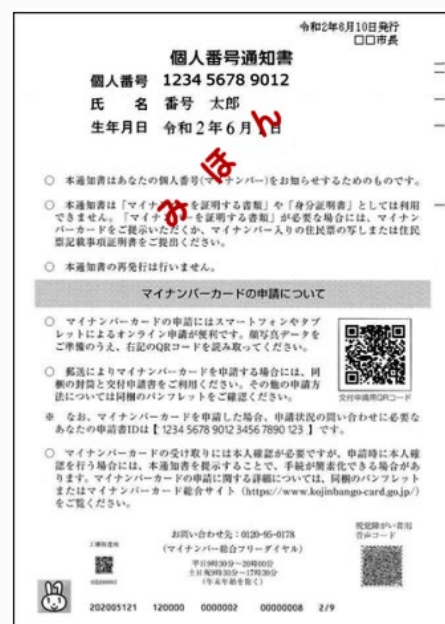
This notification informs you of your My Number and cannot be used as an ID. However, you can apply for a My Number Card, which serves as an official identification document and can be used in the following situations:

- Obtaining official documents such as a copy of your residence certificate at convenience stores.
- Using it as a health insurance card at medical institutions and pharmacies (application and registration required).

Please note that My Number is sensitive personal information and should not be shared with others unless necessary.

► For more details (My Number Card General Website):

<https://www.kojinbango-card.go.jp>



9-4 Working Part-Time

The "Student" residence status is granted to receive education at a Japanese school, and working is not permitted. However, if international students need to work part-time to cover tuition fees and other necessary expenses, they must apply for and obtain a "Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted" under the following conditions:

- ✓ The work must not interfere with studies.
- ✓ The purpose must be to supplement tuition or living expenses, not for savings or remittances.
- ✓ The job must not involve the adult entertainment industry.
- ✓ Work hours must not exceed 28 hours per week (up to 8 hours per day and 40 hours per week during long vacation periods).

If you are issued a residence card upon entry at the airport, you may apply for this permission simultaneously. If you did not apply at the time of entry or wish to extend the permission, you must apply to the [Immigration Services Agency](#). No application fee is required.

Steps to Apply for Permission to Work Part-Time:

- ① Submit a "Consent Form" from your academic advisor to the Global Education Section.
 - The consent form is available at the Global Education Section. Submit the completed form to the section.
- ② Submit a "Permission to Engage in Activity Other Than That Permitted" application to the Immigration Services Agency.
 - The application form is available at the Immigration Services Agency or the Global Education Section.
 - Submit the application form, passport, and residence card to the Immigration Services Agency to receive permission, which remains valid throughout your period of stay.

Important Notes on Work Permits:

- **Teaching Assistant (TA) and Research Assistant (RA):**
International students at the University of the Ryukyus do not need work permits when employed as TAs or RAs under a university contract.
- **Part-Time Jobs:**
Working without permission or exceeding the permitted work hours and job content may result in penalties.
- **Consent Form Submission:**
Even if you obtained work permission at the airport upon entry, you must submit a consent form from your academic advisor to the Global Education Section before starting a part-time job.

► For more details (Immigration Services Agency Official Website):
<https://www.moj.go.jp/isa/applications/procedures/16-8.html?hl=en>

9-5 When You Move

You must notify the municipal office within 14 days if your address changes. Also, make sure to report the address change to the office of your faculty or graduate school.

① Reporting Address Changes to the Municipal Office

- Moving within the same municipality:
Submit a [Notification of Moving Within the Municipality] (転居届) to the municipal office within 14 days.
- Moving to a different municipality:
Before moving, submit a [Notification of Moving Out] (転出届) at your current municipal office and receive a [Moving Out Certificate] (転出証明書). After moving, submit the [Moving Out Certificate] along with a [Notification of Moving In] (転入届) to the municipal office of your new address within 14 days.

② Updating Your National Health Insurance Card

If moving to a different municipality, return your current insurance card to the municipal office and complete the enrollment process at the new municipal office within 14 days of moving in.

③ Submitting a Moving Notification to the Post Office

By submitting a moving notification to the post office, mail sent to your old address will be forwarded to your new address free of charge for one year. To complete the notification, bring your residence card with the updated address to the post office. Alternatively, you can submit the notification online via the Japan Post website.

Note: Mail cannot be forwarded to addresses outside of Japan.

For more details, please visit the [Japan Post website](#).

④ Notifying Banks and Mobile Phone Companies

Contact your contracted banks, mobile phone companies, and other relevant institutions to update your address.

⑤ Updating the Academic Information System

Update your registered address in the "Student Information" section of the Academic Information Portal Site.

9-6 Procedures for Temporary Departure from Japan

Certain procedures are required when temporarily leaving Japan. Follow the steps below to ensure safe and smooth travel preparations.

(1) Notification of Temporary Return or Third-Country Visits

- [Before Your Departure](#)
Download the "[Temporary Leave Report](#)" Form and complete the required details. Obtain your academic advisor's approval and signature. The form is also available at the Global Education Section.
- [Submission](#)
Submit the signed Temporary Leave Report to your department. Then, email a copy of the form to the Global Education Section at koshien@acs.u-ryukyu.ac.jp.
- [Upon returning to Japan](#)
Upon returning, notify your department immediately.

(2) Ensuring Safety During Overseas Travel

Before traveling, check the latest safety information on the Ministry of Foreign Affairs [Overseas Safety Website](#) and plan your trip using the [International Exchange Crisis Management Manual](#).

Related Information

About the Special Re-Entry Permit System

When temporarily returning to your home country or traveling abroad during long vacations, such as summer break, you can use the Special Re-Entry Permit to return to Japan and continue your studies without obtaining a new visa.

[Overview of the Special Re-Entry Permit](#)

If you possess a valid passport and residence card, and you plan to return to Japan within one year (or by the expiration date of your residence status if it is less than one year), you do not need to obtain a re-entry permit.

[Departure Procedures](#)

At the departure inspection, inform immigration officials that you wish to use the Special Re-Entry Permit. Present your passport and residence card, and check the box for "I wish to depart using the Special Re-Entry Permit" on the re-entry ED card before submitting it.

- ▶ More Details ([Immigration Services Agency Official Website](#))

9-7 When Your Period of Stay is About to Expire

If students residing in Japan under the "Student" residence status wish to continue their studies beyond their period of stay, they must apply for an Extension of Period of Stay. Applications can be submitted at the Immigration Services Agency starting three months before the expiration date and must be submitted by the expiration date.

Required Documents

1. [Application form for Extension of Period of Stay](#) (Student) - 1 copy
*The form can be downloaded from the Immigration Services Agency website or obtained from the Global Education Section.
2. Certificate of Enrollment
3. Academic Transcript (for undergraduate and graduate students)
*Must be issued within the last three months.
4. Certificate of Research Activities (for research students)
*Must include the official seal of the dean or head of the graduate school.
5. Proof of registered courses and hours, such as a copy of your course registration (for non-degree students).
6. Passport
7. Residence card
8. Fee: 4,000 yen (revenue stamp)
9. Proof of financial resources
*A certificate of scholarship receipt can be obtained from the Global Education Section.

Important Notes

- Japanese translations must accompany documents in foreign languages.
- Additional documents may be requested as needed.
- Once your stay is extended, promptly report the update to your faculty office.

► More Details ([Immigration Services Agency Official Website](#))

9-8 Bringing Family Members to Japan

Students residing in Japan under the "Student" residence status can bring their family (spouse and children only) to live with them by obtaining a visa for co-residence.

(1) Application for Certificate of Eligibility

The student must apply for a Certificate of Eligibility for their family at the Immigration Services Agency in Japan. Once issued, the certificate should be sent to the family, who can use it to apply for a visa at the Japanese embassy or consulate in their home country.

Main Required Documents for Family Visas

1. [Application for Certificate of Eligibility](#) (Dependent residence status)
The form is also available from the Global Education Section.
2. A copy of the student's passport and residence card
3. Certificate of Enrollment of the student
4. Documents proving the relationship
 - For a spouse: Marriage certificate (copy)
 - For children: Birth certificate (copy)
5. Proof of the student's income
 - Bank balance certificate or scholarship certificate showing the amount and duration of the scholarship.
6. A copy of the family member's passport
7. One photo of the family member (taken within three months, full face)
8. One return envelope with the address written and postage for registered mail attached.

*Family members' residence status will be "Dependent," and an application for Extension of Period of Stay will be required for renewal.

► More Details ([Immigration Services Agency Official Website](#))

(2) Preparations Before Bringing Family Members

Before inviting your family, gather information about facilities such as childcare centers, schools, and hospitals. Ensure the living environment is ready for them. For families with children, check the availability of nearby childcare or schools, language assistance, and whether medical institutions provide language support.

Additionally, prepare financially. Estimate living expenses, educational costs, and medical expenses in Japan and secure the necessary funds in advance.

9-9 If Your Affiliation in Japan Changes (e.g., Advancement to a New School)

If you lose your student status due to graduation, completion, withdrawal, transfer, or advancement to another institution, you must notify the Immigration Services Agency within 14 days. Similarly, if your affiliated institution changes, you must also report this.

The required details and forms vary depending on the situation, so please check the official Immigration Services Agency website for more information.

► More Details ([Immigration Services Agency Official Website](#))

9-10 When You Get a Job in Japan

If you secure a job in Japan after graduating from university, you must change your residence status from "Student" to a work-eligible status. Without completing this procedure, you will not be permitted to work in Japan.

► More Details ([Immigration Services Agency Official Website](#))

9-11 If You Wish to Continue Job Hunting in Japan After Graduation

If you want to stay in Japan after graduation to continue job hunting that you started before graduation, you can apply to change your residence status from "Student" to "Designated Activities." This status is valid for six months and can be renewed once for an additional six months.

A recommendation letter from your academic advisor and faculty is required to apply for this status. If you wish to apply, consult your advisor early.

Essential Documents Required for Application:

- **Proof of Degree:** A document certifying that you have graduated from the university and obtained at least a bachelor's degree (e.g., a graduation certificate or certificate of expected graduation).
- **Proof of Financial Resources:** Documents showing sufficient funds to continue job hunting (e.g., bank balance certificate).
- **Proof of Continued Job Hunting:** Documents verifying that you have been job hunting in Japan since your enrollment (e.g., activity records or communication with companies).
- **Recommendation Letter:** Recommendation letter from your faculty or department.

► More Details ([Immigration Services Agency Official Website](#))

10. Health

Okinawa's relatively high temperatures and humidity can sometimes affect international students' health. Some students may struggle with the local food or find it difficult to maintain a balanced diet. Others may have trouble keeping a regular lifestyle due to their busy schedules with studies or research. Additionally, the challenges and concerns of studying abroad in Japan may lead to physical or mental health issues.

Maintaining good physical and mental health is the foundation of a fulfilling study-abroad experience. Take care of your health and utilize the following facilities and services when needed.

10-1 Health Administration Center

The university's Health Administration Center is dedicated to maintaining and promoting the health of students and staff. It offers free services, including basic treatments, medication, health checkups, and first aid for those feeling unwell during classes or research activities. Students can also seek health-related advice. If specialized care is required, the center can refer students to hospitals or specialists experienced with international students. For care outside class hours or for family members, please use nearby clinics.

- [If you are taking medication](#)

If you have a chronic condition that requires medication, consult your doctor before coming to Japan to discuss how to obtain your medication locally or explore alternatives. If you will need the same prescription in Japan, make a hospital appointment as early as possible. Please note that appointments for psychiatric, psychological, or neurological departments may take over two months, so plan accordingly.

(1) Health Checkups

All students are required to undergo an annual health checkup at the Health Administration Center in April or November. For details and schedules, refer to the [Health Administration Center Website](#).

(2) Counseling Room

Professional counselors provide support for concerns related to studies, daily life, and interpersonal relationships. Counseling is available in Japanese and English (by appointment only). For reservations or details, contact the Global Education Section or check the [Health Administration Center Website](#).

- Counseling Hours: Fridays, 1:00 PM–5:00 PM
- Contact: Global Education Section Tel: 098-895-8103, Email: koshien@acs.u-ryukyu.ac.jp

10-2 Hospitals

To avoid confusion when feeling unwell, it's helpful to understand Japan's medical system in advance and identify nearby clinics beforehand. For routine medical care, visit a clinic first. If necessary, you will be referred to a larger hospital for further treatment.

(1) Difference Between Clinics and Hospitals

In Japan, medical facilities are divided into "clinics" and "hospitals," each serving different roles. Choosing the right medical facility is the first step to receiving appropriate and timely treatment.

① Clinics

- Small-scale medical facilities used for common illnesses or minor injuries.
- Divided into specialized fields such as internal medicine, dermatology, and otolaryngology.
- Often allow walk-in visits and are suitable for initial consultations.
- It is convenient to find a nearby clinic to serve as your primary care provider (family doctor) for emergencies.

② Hospitals

- Medical facilities for serious illnesses or cases requiring surgery that cannot be handled by clinics.
- Equipped with inpatient facilities and offer more specialized treatments.
- In Japan, it is generally difficult to visit large hospitals (e.g., Ryukyu University Hospital) without a referral letter. Therefore, it is recommended to visit a clinic first.

(2) How to Use National Health Insurance

When visiting a clinic or hospital, present your National Health Insurance card at reception. If you are enrolled in the insurance, 70% of medical costs are covered, and you only need to pay the remaining 30%.

※ For more details about National Health Insurance, refer to page 36.

(3) Preparation for Emergencies

Research nearby clinics in advance to be prepared for unexpected situations.

In emergencies, you can **call 119** to request an ambulance. However, **Ambulance services should be used only in genuine emergencies.**

(4) Foreign Language Support at Medical Institutions

If you have difficulty with Japanese, use the following resources:

① [AMDA International Medical Information Center](#)

Provides information on Japan's medical system and introduces multilingual medical institutions for foreign residents.

② **Okinawa Multilingual Medical Institutions & Medical Interpreters**

For medical institutions offering foreign language support or for arranging medical interpreters, visit the [Okinawa International Exchange & Human Resource Development Foundation](#) website.

Example: Medical Departments and Conditions Treated

Below is a guide to help you understand the types of conditions and injuries treated in different departments.

Department	Symptoms/Conditions
Internal Medicine	Diagnoses and treats diseases of internal organs, including the digestive, respiratory, circulatory, urinary, hematologic, endocrine, and nervous systems. Also handles general illnesses like colds, primarily using medication instead of surgery.
Surgery	Focuses on surgical treatments for conditions such as cancer or injuries affecting internal organs.
Orthopedics	Treats conditions related to bones, joints, muscles, tendons, and associated nerves.
Ophthalmology	Specializes in the treatment of eye-related conditions.
Dentistry	Handles treatment, correction, and restoration of teeth-related conditions.
Obstetrics	Manages conditions related to pregnancy, childbirth, and neonatal care.
Psychiatry	Specializes in the treatment of mental health issues and psychological conditions.
Pediatrics	Treats illnesses in children, from newborns to middle school-aged children.
Dermatology	Focuses on treating conditions related to the skin.

10-3 National Health Insurance

(1) Obligation to Enroll in National Health Insurance

Foreign residents staying in Japan for three months or longer are required to enroll in the National Health Insurance (NHI). Enrollment ensures partial coverage of medical expenses, allowing access to healthcare with peace of mind.

Enrollment Location: Municipal office where you reside.

Payment Obligation: After enrollment, you are required to pay National Health Insurance Tax (NHI Tax).

Medical Expense Coverage: NHI covers 70% of total medical costs, and you pay only 30%.

[NHI Tax System]

The number of tax payments varies by municipality. In Nishihara Town, the annual NHI tax is divided into eight payments from July to February, covering 12 months from April to March.

The tax amount is determined in July based on the previous year's income.

Tax payment slips are sent out in mid-July. If you enroll mid-year, the slips will be mailed the following month.

Pay the tax at a financial institution by the due date specified on the slip.

FY Start			Payment Periods (1st-8th Installments)								FY End
Apr	May	Jun	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	Mar
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	

(Reference) National Health Insurance Tax Payment Notice

(2) The Importance of Declaring Your Income

National Health Insurance taxes are calculated based on the income earned by the insured person during the previous year (January–December). If your previous year’s income is not declared, you will be unable to receive any reductions or exemptions and may be required to pay a higher insurance tax.

Even if you had no income during the previous year, you must declare this at your municipal office between February and March each year.

(Reference) Municipal and Prefectural Tax Declaration Form

10-4 National Pension

Foreign residents aged 20 or older staying in Japan with a visa for more than three months (e.g., "Student") are required to enroll in the National Pension system. This system provides benefits to enrollees in cases of old age or disability.

Monthly Premium: 16,980 yen (as of April 2024).

Exemption Program: A fee exemption program is available. Please utilize it if needed.

For more details, contact the pension office or municipal office in your area of residence.

Contact Information

- Japan Pension Service - Urasoe Pension Office Tel: 098-877-0343
- Nishihara Town Office - Resident Affairs Division Tel: 098-945-5012

10-5 Insurance for Unexpected Injuries

Student Education and Research Accident Insurance ("Gakkensai") & Liability Insurance ("Futai Baiseki")

This insurance provides coverage for injuries sustained due to sudden and accidental external incidents that occur during specified educational and research activities both in Japan and abroad. To prepare for unforeseen circumstances, the university strongly recommends that students enroll in this insurance to ensure their safety and peace of mind.

The insurance premiums are as outlined below. Application forms for this insurance are available at the Student Support Office. After applying, if you require a certificate of enrollment, it can be issued using the automated machines located in the Faculty of Humanities and Social Sciences, Common Education Building No. 1, Faculty of Engineering, and Faculty of Medicine.

For more details, please contact the **Student Support Office (Common Education Building No. 1, 1st floor, Tel: 098-895-8135)**.

Note: Students of the Graduate School of Medicine and the Graduate School of Health Sciences should contact:

- **Medical School Academic Affairs Division, Student Support Office**
Tel: 098-895-1055
Reception Hours: 8:30–12:00, 13:00–17:00 (except weekends and public holidays).

Reference: Fiscal Year 2024

Coverage Period	Student Education and Research Accident Insurance (Gakkensai) (Including Commuting-Related Injury Coverage)		Liability Insurance (Gakkenbai) (A-Course)	
	Day Program	Night Program	Day Program	Night Program
1 Year	1,000 Yen	450 Yen	340 Yen	
2 Years	1,750 Yen	750yen	680 Yen	
3 Years	2,600 Yen	1,100 Yen	1,020 Yen	
4 Years	3,300 Yen	1,400 Yen	1,360 Yen	

For more details, visit the official website of the [Japan Educational Exchanges and Services \(JEES\)](#).

11. Daily Life

11-1 Banking

A bank account is necessary for paying dormitory fees or receiving scholarships. However, under the Foreign Exchange and Foreign Trade Act (FEFTA), individuals staying in Japan for less than six months are considered "non-residents," and many financial institutions restrict account openings for non-residents. That said, Japan Post Bank (Yucho Bank) allows account openings even for non-residents.

Main Conditions for Opening a Bank Account

Condition 1:

You must be staying in Japan for six months or longer for purposes such as study or work.

Note: If your stay is less than six months, you will be considered a "non-resident," and account opening will be restricted.

Condition 2:

You must be able to obtain a residence certificate (juminhyo).

Note: Short-term stays (e.g., on a tourist visa) do not qualify for a residence certificate or residence card, making it ineligible to open a bank account.

Using Banks

Bank counters are usually open on weekdays (Monday–Friday) from 9:00 AM to 3:00 PM.

ATM usage may incur fees depending on the time and location. Convenience store ATMs are increasingly popular for their accessibility.

[ATM Locations and Operating Hours on Campus]

Bank Name	Location	Weekday Hours	Weekend/Holiday Hours
Ryukyu Bank	University Hospital, 3rd Floor	7:00 AM–10:00 PM	8:00 AM–9:00 PM
Okinawa Bank	Next to Central Cafeteria	7:00 AM–10:00 PM	8:00 AM–9:00 PM
	University Hospital, 3rd Floor	8:00 AM–7:00 PM	9:00 AM–7:00 PM
Japan Post Bank	University Hall, 2nd Floor	9:00 AM–6:00 PM	Not Available
	University Hospital, 3rd Floor	9:00 AM–5:00 PM	Not Available

Please note that operating hours are subject to change, so confirm the hours before use.

11-2 Japan Post Bank (Yucho Bank)

For dormitory residents and those expecting to receive scholarships, it is recommended to open a Yucho Bank account shortly after arriving in Japan. Yucho Bank has branches and ATMs nationwide and allows "non-residents" to open accounts.

(1) Opening an Account via the Mobile App "Yucho Direct+"

The "[Yucho Direct+](#)" mobile app allows you to open an account online without visiting a branch. Non-MEXT scholarship students in a hurry to open an account for receiving scholarships are encouraged to use this method.

- **Required Documents:** Residence card (with address), student ID
- **Application Method:** Apply through the app. Your cash card will arrive by mail in approximately two weeks.
- **Passbook:** A physical passbook will not be issued. However, a "passbook image" with your name, account number, and other details can be viewed and printed via your smartphone or computer. For details, refer to [Yucho Bank's website](#).
- **Balance Check:** You can monitor transactions and balances online.

(2) Opening an Account at a Branch

If you need to open an account urgently, you can do so at a Yucho Bank branch. During busy periods, such as enrollment seasons, reservations through the Global Education Section are required to open an account at a branch.

- **Required Documents:** [Application form](#), residence card (with address), student ID

Important Note: If you are not confident in handling procedures in Japanese, consider asking a tutor or someone fluent in Japanese to accompany you.

11-3 Post Office

Post office hours are typically Monday–Friday, 9:00 AM–5:00 PM. Some branches also operate on weekends and holidays.

Address Change Procedures

You can submit a Notification of Change of Address (Tenkyo Todoke) at the post office when you change your address. This service allows mail addressed to your old address to be forwarded to your new address for up to one year.

More Details (Convenience Page for International Students - [Japan Post](#))

11-4 Courier Services

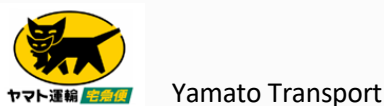
In addition to the post office, you can use courier companies to send packages or documents. You can bring items to a courier service branch or a convenience store that acts as a drop-off point, or you can request a pickup via phone or online. For details on fees and services, contact the respective courier company.

【Major Courier Companies】

Courier Name	Website	Service Area
Japan Post	https://www.post.japanpost.jp/	Domestic & International
Yamato Transport	https://www.kuronekoyamato.co.jp/	Domestic & International
Sagawa Express	https://www.sagawa-exp.co.jp/	Domestic & International
FedEx Japan	https://www.fedex.com/ja-jp/home.html	International Only
DHL	https://www.dhl.com/jp-ja/home.html	International Only

Missed Delivery Notice

If a delivery attempt is made while you are not at home, a "Missed Delivery Notice" (Fuzai Renraku-hyo) will be left at your address. Upon receiving this notice, promptly contact the courier service to arrange for the receipt of your package.



ご不在連絡票
At the of delivery, You were not available to receive the package.

お届けに参りましたがご不在でした
お荷物 (The Package was sent from)

生もの (Fresh Products)
 食品 (Food)
 衣類 (Clothing)
 書類 (Documents)
 その他 (Other)

電池類 (Batteries)
 タール(消臭・消菌) (Deodorant/Disinfectant)
 着払 (Freight collect)
 コレタテ(代金引換) (Cash on delivery)

このお荷物は宅急便店頭受取が
 ご利用頂けます
 ご利用頂けます
 ご利用頂けます
 (重さの目安 2kg) (重さの目安 2-5kg) (重さの目安 5-10kg)
 ※お受取の際は、ご本人の(住所、氏名)と(ご印鑑)と(ご印鑑)をお持ちください。
 郵便(コンビニ等)でご利用頂けません。
 ※ヤマト運輸店頭受取ではまでお荷物を受け取れます。

(ご連絡先)

宅配便店頭受取サービス【無料】
ご不在で受け取れなかった宅急便を、ご希望のよい時間に店頭でもお届きのお店(コンビニ等)を受取れます!!

ご利用対象 ご利用の可否を上部「ご」にてご確認ください。
 ※対象商品は宅急便送料(送料)の100%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際、外出中でも仕事中でもお荷物のお届け先メールアドレスでお知らせします。
 メールのご利用は Webサービスへの ●パソコン http://9625po.jp
 ●ケータイ http://9625.jp
 ご登録が必要です。右記より必ずご登録!!

沖縄ヤマト運輸株式会社

ご不在連絡票

自動受付(24時間受付) ※即日配達保証あり、18:00までご利用。
0570-01-0001
 ※通話料は全国一律1分10円。携帯電話09910円でご利用いただけます。
 ※FAX・FAX電話をご利用の際は、別紙電話が携帯電話からお届け直し下さい。

〈操作方法〉
 ①下記、ドライバー受付欄の**お申し込み番号No.**を入力してください。
 ②日付 例) 05/05/25
 ③時間 下記より選び、番号1桁で入力して下さい。
 (例) 受付時間 18:00~18:00⇒4
 午 前 05:11 18:00~00:00⇒5
 12:00~14:00⇒2 19:00~21:00⇒6
 14:00~16:00⇒3

※即日配達から2日以上経過している場合、営業日で保証しておりますので、ご希望の時間にお届け出来ないとあります。

■ドライバー受付(朝時~夜時)
 ※即日ドライバーと店舗配達のご依頼が出来ますので大変便利です。

ラベル貼付

※行先などの誤事により、電話に承れない場合がございます。

■インターネット再配達受付 <http://sagawa-otdoka.jp/>
 ※ご利用出来ない携帯電話もございます。

11-5 Mobile Phones and SIM Cards

(1) Mobile Phones

The services and contract procedures for mobile phones vary depending on the provider, and the process can sometimes be complex. When purchasing a mobile phone, it is recommended to have someone who speaks Japanese accompany you to assist with the procedures.

Major Mobile Phone Companies

Mobile Phone Company	Website
au	https://www.au.com/
Docomo	https://www.docomo.ne.jp/
SoftBank	https://www.softbank.jp/
Rakuten Mobile	https://network.mobile.rakuten.co.jp/

(2) SIM Cards and Mobile Communication Services

You can purchase SIM cards, including data SIMs, but the required documents for signing a contract vary depending on the mobile carrier or provider. Some services offer multilingual support specifically for international users. It is recommended to check the respective provider's website for details.

【Major Internet Providers】

Provider	Website
Y! Mobile	https://www.ymobile.jp/store/
LINE Mobile	https://mobile.line.me/
BIGLOBE Mobile	https://join.biglobe.ne.jp/mobile/
UQ Communications	https://www.uqwimax.jp/
IJmio	https://www.ijmio.jp/
Rakuten Mobile	https://network.mobile.rakuten.co.jp/

(3) Mobile Service Providers with Multilingual Support

Some mobile service providers allow you to sign up with a passport or residence card. Additionally, they offer multilingual support to assist international customers. For detailed information, please check each provider's website.

Company Name	Website
JP Mobile Co., Ltd.	https://www.jpsmart.net/ja/index/
GTN Mobile	https://gtn-mobile.com/uni_plans/

11-6 Transportation

(1) Monorail (Yui Rail)

The Okinawa Urban Monorail (Yui Rail) connects Naha City and Urasoe City, operating 19 stations from Naha Airport Station to Tedako-Uranishi Station. From the university, you can take a taxi to "Tedako-Uranishi Station" and then use the monorail to travel to the airport.

(2) Local Buses

From the North Gate Bus Terminal, buses No. 97 and No. 98 run to Naha City. Take a ticket when boarding and pay the fare when getting off.

Commuter passes or discounted coupon tickets (student discounts available) can be purchased at Naha City's intercity terminal or the university co-op store for convenient commuting.

Helpful Apps for Bus Users:

- [Norimono Navi Okinawa](#): Provides route and transfer information for bus services on the Okinawa main island, along with real-time bus location tracking.
- [Bus Location System](#): Shows position and fare information for Naha Bus and Ryukyu Bus.

(3) Taxis

You can hail a taxi on the street, call one by phone, or use a taxi-hailing app for added convenience. Popular taxi apps in Okinawa include "[GO](#)" and "[DiDi](#)".

11-7 Driving Vehicles

(1) Driving License

Due to the limited public transportation in Okinawa, many international students use motorcycles or cars. However, for safety reasons, it is recommended to avoid driving unless necessary.

Requirements: A valid Japanese driver's license or an international driving permit (IDP) is required. Only IDPs issued by countries under the Geneva Convention are accepted, and renewals cannot be made in Japan.

For details: Contact the Okinawa Prefectural Police [Driver's License Center](#) (Tel: 098-851-1000).

(2) Converting a Foreign License to a Japanese License

To convert a valid foreign license to a Japanese license, specific conditions and documents are required. For more details, consult the [Japan Automobile Federation](#) (JAF) or the [National Police Agency website](#).

(3) Vehicle Insurance

Vehicle owners are required to have Compulsory Automobile Liability Insurance (CALI) and are strongly recommended to obtain Voluntary Insurance for adequate coverage.

① CALI (Compulsory Insurance):

Legally required.

Covers only personal injury (injuries or fatalities to others).

Does not cover property damage, vehicle repairs, or medical costs for the driver.

② Voluntary Insurance:

The university strongly recommends purchasing voluntary insurance, as accidents involving international students are reported yearly.

(4) Parking Certificates and Campus Entry Permits

① Parking Certificate:

In Nishihara Town, a certificate is not required for lightweight vehicles, but typically, proof of parking space is necessary.

The university does not issue parking certificates for its premises, including dormitories.

② Campus Entry Permit:

Required to park on campus.

Only students and staff living more than 2 km from campus are eligible to apply.

For details, contact your department office.



(5) Traffic Rules and Safe Driving

Japan follows left-hand traffic.

Certain lanes in Okinawa are designated as bus lanes during specific times.

Always drive safely and report any traffic accidents immediately to the police (dial 110) or emergency services (dial 119).

(6) Disposing of Vehicles Before Leaving Japan

In recent years, there has been an increase in the number of students abandoning vehicles when returning to their home countries. If you purchase a vehicle, make sure to dispose of it properly before your departure. Abandoned vehicles not only place a significant burden on local residents and the university but also require considerable time and costs for disposal. Please take responsibility for your vehicle and complete the necessary disposal procedures before leaving Japan.

11-8 Waste Disposal

In Japan, waste must be separated into different categories for collection. The methods of separation vary by municipality, so check your local "Waste Separation and Collection" pamphlet or website for proper disposal procedures. Failure to follow the rules may result in uncollected waste or community issues.

(1) Examples of Waste Categories

Burnable Waste: Kitchen scraps, paper, pens, etc.

Non-Burnable Waste: Plates, cups, umbrellas, etc.

Recyclable Waste (Resources): Newspapers, PET bottles, beverage cans, etc.

Hazardous Waste: Lightbulbs, batteries, broken glass, razors, etc.

(2) Large Waste Items

Large appliances or furniture are classified as "large waste" (sodai gomi). These require special disposal methods, separate from general waste. Ensure you confirm the correct disposal procedures for items like TVs, refrigerators, and computers.

(3) Prohibition of Illegal Dumping

Illegal dumping of waste is prohibited by law and causes significant problems for the community. Additionally, bringing household waste onto university premises is strictly forbidden. Always dispose of waste properly to maintain a clean environment for both the community and the university.

(4) Plastic Bag Charges

To promote environmental conservation and reduce waste, plastic bags are now charged in Japan. Bring your own reusable bag when shopping to help reduce plastic waste.



12. Procedures Required Before Graduation or Leaving Japan

Checklist of Procedures Before Leaving Japan

Before departing Japan, ensure you complete the following procedures. Neglecting these steps may lead to complications later. Please note that this checklist focuses on procedures related to daily life. Check with your faculty for academic-related procedures and complete the necessary steps accordingly.

Check	Procedure	Details
<input type="checkbox"/>	Submit a Notification of Move-Out	Submit a notification of move-out (Tenshutsu Todoke) to your local municipal office.
<input type="checkbox"/>	Settle National Health Insurance Tax	Complete the withdrawal process at your local municipal office and settle any outstanding fees. Your insurance card's validity will be updated to your departure date.
<input type="checkbox"/>	Close Your Bank Account	Bring your passbook, ATM card, and residence card to your bank branch to close the account.
<input type="checkbox"/>	Cancel Mobile Phone/Internet	Visit the mobile phone shop to cancel your contract and ensure you also cancel any internet services.
<input type="checkbox"/>	Complete Dormitory Exit Procedures	Obtain a Dormitory Exit Notification from the dormitory office or International Exchange Hall and submit it at least one month before your departure date.
<input type="checkbox"/>	Notify Apartment Exit	If you are covered by the Comprehensive Renters' Insurance for International Students, inform the Global Education Section at least one month before your departure.
<input type="checkbox"/>	Return Residence Card	Return your residence card to the immigration officer at the airport when leaving Japan.
<input type="checkbox"/>	Stop or Forward Mail	Visit the post office with your residence card and departure-related documents (e.g., e-ticket) to stop or forward mail.
<input type="checkbox"/>	Dispose of Vehicles	If you own a vehicle, complete the disposal process, including transfer of ownership or deregistration.
<input type="checkbox"/>	Return My Number Card	If you are not planning to return to Japan, return your My Number Card to your local municipal office.

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