

April, 2017

Guidebook for international students

(English version)

**Center for International Exchange
Utsunomiya University**



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I Procedures at City/Town Office

According to procedures at city/town office, please check the details at website of Utsunomiya City Office homepage which is available in English, Chinese, Korean, Portuguese, Thai and Spanish.

<http://www.city.utsunomiya.tochigi.jp/>

I-1 Residence Records and “MY NUMBER”

(1) When you entering Japan

Upon entering Japan, you must submit a document known as a “notification of moving in” to your local city/town office within 14 days of entering. By submitting this notification at your local office, a “Resident Record” is created.

Necessary documents: Residence Card (a certificate showing application of residence card is also accepted as indicated below)

Through this registration, you will be given your individual social number so-called “MY NUMBER”. Your MY NUMBER will be notified by mail later. You should not tell your own number to other people. Please check the following website “Individual Number Card” and see what you can do with this number system.

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

(2) Change of Address

- If you plan to move out of the one city/town to another city/town, you must complete the moving out process at your old address’s city/town office and obtain the “notification of moving out (転出届)”. This document must then be submitted to city/town office of your new address within 14 days of your moving in with “notification of moving in (転入届)”. Please take your residence card (or alien registration card if still valid.)
- If you change your address within Utsunomiya City, you need to notify your new local office within 14 days of the move (転居届). Please note you must have your residence card on the notification.

(3) When Returning to Your Home Country

When returning home, you need to notify your city/town office.

Necessary documents: Residence Card (or Alien registration card if still valid.)

I-2 National Health Insurance

National Health Insurance (国民健康保険) is a regional medical insurance system based on mutual aid. All international students must enroll in the National Health Insurance.

(1) Procedures for Enrollment at City/ Town office

Necessary documents: Identification such as Passport, Residence Card, or certificate of Alien Registration in the valid period

*You need to report any changes (e.g. change of address, name, or etc.) at the municipal/ward office within 14 days.

*When you go back to your home country, you need to return your health insurance card and pay off the insurance premium.

(2) Health Insurance Card

Upon completion of the application form, a Health Insurance Card is issued to you. The National Health Insurance scheme reduces the amount you pay for treatment at a hospital or general practitioner by 70 percent. The government reissues the card annually, and

sends it to your registered address. In Utsunomiya City, this reissuing is done in September.

Please note that the scheme does not cover childbirth, vaccinations, or general check-ups.

(3)Health Insurance Premium

When you join the National Health Insurance scheme, the annual premium is calculated based on your income. In the case you have no income in Japan during the previous year; the premium will be ¥20,000 for singles or ¥30,000 for couples. If your income increases due to you taking a part-time job, the health insurance premium of next year may increase. The premium will be reassessed every year. The premium and the date of payments are notified by payment slips sent from the city/town office every year. If you fail to pay the premium, you will have to pay a late charge. You can pay the premium at the city/town office or nearest financial institution. Direct transfer from your bank account is also a convenient way to pay the premium.

(4)Health Insurance Benefits

When the medical expense paid by the insured member is large, a part of the payment may be reimbursed. Please refer to page 15 for further details. When you give birth, you will receive a "lump sum birth allowance", if you registered your pregnancy and applied for this allowance. Please contact your city/town office for further details.

I-3 The National Pension Fund

Not only Japanese citizens, but also foreign residents over 20 years old are required to apply for the national pension at their local government whilst they are living in Japan. In principle, once having subscribed to the national pension, foreign residents must pay a monthly premium of 16,260 yen (as of April 2016). However, international students may be exempted from paying pension premiums. At the same time as subscribing to the National Pension System, degree-seeking students should apply for a "special exemption to student payment" (学生納付特例 がくせい の うふ とくれい *gakuseinofu tokurei*) and non-degree-seeking student should apply for a "payment waiver" (免除 めんじょ *menjo*).

You will probably receive the bill for your pension premium before receiving the result of your application for exemption from payment. However, do not pay the premium until you receive the result, which takes the form of a post-card. If your application for exemption is rejected, please proceed to pay the premium; if accepted, no payment is necessary.

Application procedures for pension payment exemption must be repeated every year. Please inquire at your city/ town office for further information.

You can check the details in the website of Utsunomiya City.

<http://www.city.utsunomiya.tochigi.jp/kurashi/hokennenkin/nenkin/index.html>



Information map of Utsunomiya City Hall

II Procedures at Immigration Bureau

II-1 Residence Card

The alien registration system was abolished with the start of the new residency management system beginning July 9th, 2012. A residence card is now issued instead of the old alien registration card for all foreign nationals residing legally in Japan for over three months and to their families if their stay in Japan extends for the same period.

About immigration procedures, please check the website of Immigration Bureau of Japan.

<http://www.ImmI-moj.go.jp/Index.html>

(1) Obtaining the Residence Card

All foreign nationals entering Japan for more than three months will receive the Residence Card at their port of entry, if they enter through Narita, Haneda, Chubu, Kansai, New Chitose, Hiroshima or Fukuoka airport(as of 2017.3). Please notify your municipal government once you have settled in to your place of residence. For those who entering via other ports, the Residence Card will be mailed to the address you report to your municipal government post-arrival. When reporting, please be sure to fill in the “notification of moving in”. For more detail, please refer to “Residence Records and MY NUMBER” (P1).

(2) Notification of a Change

In the event you change your name, date of birth, gender, or nationality / region, for instance a name change in the case of marriage, be sure to notify the Ministry of Justice of the change at your regional Immigration Office within 14 days of the change. Please check “Extension of Period of Stay” (P5) for more details.

Required documents;

- Passport
- Application for Change of Status of Residence card
- Residence card
- Document verifying the changes : a Statutory Declaration, affidavit.
- Photograph

<Size of the photograph>

40mm (H) × 30mm (W), taken in the past three months, without hat, facing squarely to the front, plain background. Please write your name on the back of the photograph.

(3) Re-issuing of the Residence Card

In the event your residence card is lost, stolen or severely damaged, please apply for a new card within 14 days (or on the day you re-enter Japan) at a Regional Immigration Office.

Required documents:

- Passport
- (If damaged) Residence card
- Application to re-issue the resident card
- (If lost) Any document which certify the loss, such as document issued by the police upon reporting the loss or theft to them, or a disaster victim certificate issued by the Fire Department in place of your residence card

- A Photograph (refer to “Notification of a Change” (P4) for the size)
- Permission to engage in remunerative activities (if you have)

(4) Note

- You are required to always carry your residence card with you and present it to immigration inspectors, immigration control officers, police or other officials if requested.
- Anyone who fails to comply with the laws outlined for medium to long-term residents may face imprisonment or fines of up to 200,000 yen.

II-2 Extension of Period of Stay

In the event you want to stay in Japan beyond your authorized period of stay, you are required to apply for permission to extend your period of stay at Immigration Bureau. Before you go to Immigration Bureau, please submit “a request form for visa extension (在留期間更新・在留資格変更申請書の所属機関作成願)” to International Student and Exchange Division so that we can issue necessary document.

(1) Required Documents:

- Application Form for Extension of Period of Stay (For applicant): it consists of 3 pages.
- Application Form for Extension of Period of Stay (For organization): it consists of 2 pages. Utsunomiya University issue it with your request. Please remember it takes 2-3 days for issuing.
please ask International Student and Exchange Division)
- A photograph (Please refer to P4 for the size)
- Certificate of University Registration
 - a) If you are a research student, a document certifying your research theme and study period is required.
 - b) For special audit students, a document certifying your subjects and number of lessons is required.
- Transcript
- Passport
- Residence Card (The alien registration card may be accepted over the interim period)
- Permission to engage in activity other than that permitted under the status of residence previously granted
- Document certifying your ability to pay all the expense during your stay in Japan
- (If you repeated school year) Certificate of expected graduation (卒業・修了見込証明書)

*Japanese translations must be attached where documents are written in foreign languages.

(2) Note

- You must apply before your visa expires. Applications are accepted from three months before your visa is set to expire.
- You must apply in person
- The Regional Immigration Bureau may ask to submit additional documents to the required documents listed above. Please contact the Immigration Bureau for further details.

II-3 Re-entry Permits

Foreign nationals in possession of a valid passport and a residence card (a certificate showing application of residence card is also fine), or alien registration card who will be reentering Japan within one year of their formal departure to continue their activities in Japan will, in principle, not be required to apply for a re-entry permit. (This new change to the law is called a 'special re-entry permit.')

(1) Note

- If your period of stay expires within one year after your departure, you must re-enter Japan before the expiration of your period of stay.
- You will lose your resident status if you fail to re-enter Japan within one year of your departure.
- If you have departed Japan on a special re-entry permit, you are not able to extend that permit while abroad.
- To apply for a re-entry permit you must do so in person at your local Immigration Bureau.
- You must apply for a re-entry permit if you do not plan to re-enter Japan within the one year period.

(2) Required documents:

- Application for Re-entry Permit
- Passport
- Residence card (a certificate showing application of residence card is also accepted) or an alien registration card regarded as a residence card.
- ¥3,000 fee for single re-entry or ¥6,000 fee for multiple Re-entry.
- ※Please purchase a value stamp at the Immigration Bureau prior to submitting your application.

II-4 Family's Visa

If you wish to bring members of your immediate family to Japan (spouse or children), you must obtain a Certificate of Eligibility for each family member in order to obtain a visa. Only those family members who will be staying in Japan for 90 days or longer are eligible to apply. *A "Certificate of Eligibility" is not required for a period of 90 days or less.

(1) Required Documents:

- Application for Certificate of Eligibility (One application form is needed for each member of your family.)
- Proof of relationship (e.g. copy of marriage certificate or birth certificate)
- Residence card (a certificate showing application of resident card is also accepted as are Alien registration cards if still valid).
- Proof of ability to support your family (e.g. Japanese Government Scholarship Certificate, receipt of other scholarship, proof of existing savings or funding source from your home country)
- Certificate of Enrollment provided from Utsunomiya University.
- Photographs for each family member (refer to P4 for the size)

(2) Note

- Japanese translated documents must be provided where documents are written in foreign languages.
- The Regional Immigration Bureau may ask you to submit additional documents in addition to the required documents above. Please contact the Immigration Bureau for the further details.
- Generally, applications are processed within one month although we advise you to apply well in advance.
- You must make the application in person.

II-5 Permission to Engage in Remunerative Activities (Part-time Job)

If you are on a student visa and wish to work to cover tuition or other necessary expenses, you must apply for permission, officially known as "Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted".

(1) Note

- You are allowed to work up to 28 hours per week (maximum 8 hours per day during summer, winter and spring breaks.)
- If engaged in activities assisting education or research at Utsunomiya University under a working contract, like a TA/RA, permission is not required. However, in the case you are engaged in other activities on campus or have a part-time job off campus, permission is mandatory. If you are unsure whether you have to obtain permission or not, please ask the International Student and Exchange Division. When your period of stay expires, the permission becomes invalid. Thus when you extend your period of stay, you must re-apply for the permit.
- Be aware that you are prohibited from engaging in part-time jobs that are hazardous or may put yourself at risk such as jobs in adult entertainment.
- You must receive the permit from the Immigration Bureau before you engage in any paid work. Any paid work undertaken without permission may result in the cancellation of your visa resulting in deportation.
- If there were any change on working place after receiving the permission, you must inform International Students and Exchange Division at university.
- If you are on leave from school (休学^{きゅうがく}), you can't work in Japan.

(2) How to apply Permission to Engage in Remunerative Activities

- Fill in the application listed in the box below in black ink.
- Submit all the additional required documents below at your regional immigration bureau. The "Permission to Work" in the form of a sticker will be issued and attached to your passport.

(3) Required Documents

- Application form (Available at Immigration Bureau)
- Passport
- Student ID card
- Residence Card (a certificate showing application of resident card) or valid alien registration card may also be accepted.

(4) Information regarding income

Residence Tax

All residents of Japan, including foreign residents, are required to pay Residence Tax. Residence tax is imposed on all registered citizens (registered in Japan on January 1 of each year). The tax amount is based on your income from the previous year.

Income Tax

If you have a part-time job and receive a salary you need to pay income tax. If your annual income is less than ¥1,030,000, you are exempt from paying the tax.

Tax Convention

If your country has a tax convention with Japan, you may claim exemption from income tax. Please refer to the website of the National Tax Agency for further details.

http://www.nta.go.jp/foreign_language/index.htm

※ We strongly recommend not to do part-time job for 3 months after your arrival to Japan. Top priority for new international students, especially for exchange students, is adapting new environment. We also do not want MEXT scholarship students to do part-time job since they could receive enough amount money to live from Japanese government.

II-6 Status of Residence after Graduation

(1) Designated Activities

If you graduate from a regular full-time program and wish to keep residing in Japan for job seeking activity, you may change your visa status to a “Designated Activities” visa. Before you go to Immigration Bureau, you should apply for and get one of the required document at International Student and Exchange Division.

(2) Period

This visa allows you to stay for an additional six months after which you can once again apply for another six-month extension (effectively permitting you to remain in Japan for a further one year after graduating).

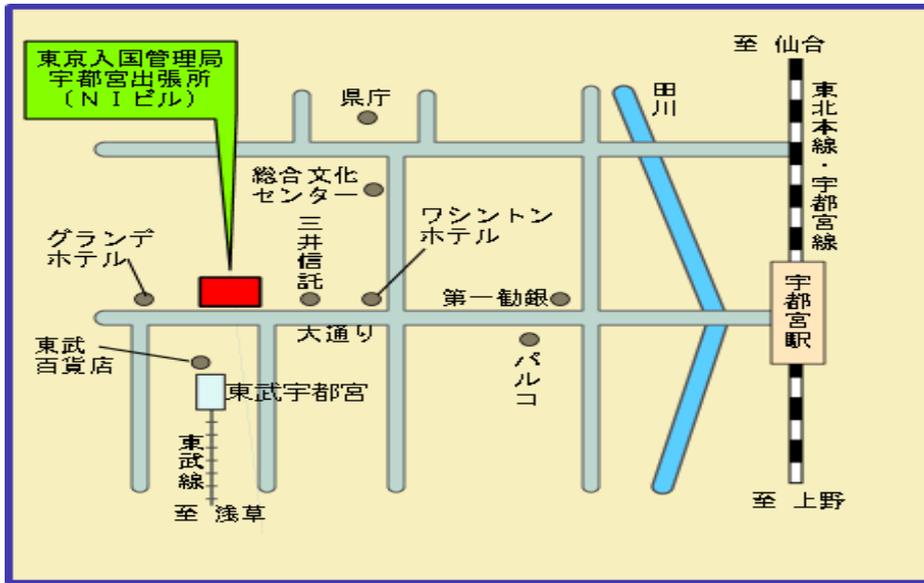
(3) Required Documents

- Application for Change of Status of Residence
- Passport
- Residence Card (or Alien registration card if still valid)
- Documents certifying that you can defray all the expenses incurred during the stay in Japan such as bank statements etc.
- Graduation Certificate
- Recommendation from the university (Please ask at the International Student and Exchange Division. We issue it with your request.)
- Documents certifying that you are job-hunting – these can be emails from prospective employers concerning interview arrangements etc.
- Notification of the accepting organization

(4) Note

- You must apply in person.
- This Visa is only for full degree students graduating from Utsunomiya University. Non-Degree students (e.g. exchange students, research students, etc.) are not eligible to apply.

- If you have gotten job or will return home country permanently, you must report to the International Student and Exchange Division.



* Information map of Utsunomiya Branch Office of the Immigration bureau of Japan

III. Housing

Utsunomiya University provides international students accommodation according to their economic situation. The period of residence varies according to economic situation and programs. After the designated residence period, students are required to move out of dormitories and move into their own accommodation. The following is information on accommodation for international students.

III-1 Utsunomiya University International House

(20 minutes from Mine Campus and Yoto Campus on foot)

Location : 2980 Ishii-machi, Utsunomiya City 〒321-0912

TEL : 028-664-3338 (office)

Facilities : This is a five-story building with 55 single rooms (12.5㎡) , 4 couples' rooms (37.8㎡) , 4 family rooms (56.8㎡) , with a chatting room, meeting room, shared kitchen, laundry rooms and an administrative office.

III-2 Utsunomiya University Student Dormitory No.1 (for men) and No.2 (for women)

*Only for degree-seeking students

(20 minutes from Mine Campus and Yoto Campus on foot)

Location : 2980 Ishii-machi, Utsunomiya City 〒321-0912

Facilities: These are three-story buildings with 4 single rooms (13.5㎡) at each for international students, with public bath, public toilet, shared kitchens, laundry rooms and an administrative office .

III-3 Public Housing

(1) Municipal Housing

There are 21 apartment complexes and about 3,600 homes in Utsunomiya City that are municipal housing. Those who have completed residence registration and fulfill the following conditions can apply. Tenants are selected using a lottery system.

- Those who are currently having difficulty finding affordable housing;
- Those who live or work in Utsunomiya City;
- Those with family members who share the same household or are planning to do so;
- Those with one co-signer with an address in the city (for single persons, a guarantor is also required);
- Those who are not in arrears with city taxes or National Health Insurance premiums;
- Those whose total household income is within the standard amount on the chart.
- Those who are not members of a crime syndicate.

Inquiries: Housing Division, Utsunomiya City

T E L : 028-632-2555

(2) Prefectural Housing

This type of housing is contracted by the prefectural government and maintained by Tochigi Jutaku Kyokyu Kosha (TJKK とちぎけんじゅうたくきょうきゅうこうしゃ 栃木県住宅供給公社). Requirements for application are similar to those for municipal housing.

Inquiries: Chuo (Central) Branch Office,
Tochigi Jutaku Kyokyu Kosha (TJKK)
Tochigi Prefectural Government Kawachi Bldg.
Annex 3F, 1030-2 Takebayashimachi
TEL:028-626-3198

III-4 Private Accommodations

Private accommodation is usually found through an estate agent. A deposit, key money (non-refundable gratuity money), commission, one month's advance rent, fire and housing insurance, common service charge etc., must be paid at outset. You need to pay altogether 6 or 7 times the value of monthly rent when you make a contract. Also the International Student and Exchange Division can be the *joint surety for housing contract.

*We, Utsunomiya university, can be your joint surety within a certain scope on condition that international students take out "Comprehensive Renters' Insurance for Foreign Students Studying In Japan" managed by Japan Educational Exchanges and Services under contract. Please contact International Students affairs and Exchange Division for more details.

III-5 Other Means of Finding Accommodation

Information Center in the University is following.

Consumer Co-operative of Utsunomiya University 宇都宮大学生協

Location : Information counter

Business hours : 9 : 00 ~ 17 : 00 on weekdays

(except Saturdays, Sundays and national holidays)

T E L : 028 - 636 - 1995 (the Mine)

III-6 Community Rules

International students are also members of the community. You need to consider others and bear in mind the following:

- (1) **Refuse Disposal** : A sorting system for refuse disposal is carried out in Utsunomiya city for environmental management. Garbage is generally categorized into "Moeru-gomi" (燃えるゴミ Combustible garbage), "Moenai-gomi" (燃えないゴミ Noncombustible garbage), "Shigen-gomi" (資源ゴミ Recyclable Resources) and "Sodai-gomi" (粗大ゴミ Oversized garbage). Place the bags at the designated place by 8:00a.m. on designated day. You can check refuse disposal etc. in website of Utsunomiya city.
<http://www.city.utsunomiya.tochigi.jp/kurashi/gomi/dashikata/index.html>
- (2) **Neighborhood association (町内会 Chonai-kai)** : You will be a member of a Chonai-kai and may be requested to pay a membership fee, which is usually about 300 yen per month. Chonai-kai circulates information about upcoming events on the Kairanban, which you should pass onto the next household after reading. On the community cleaning day, you may be requested to help cleaning your neighborhood with your community members.

(3) Others

- ① In Japan, walls that separate houses and units are very thin and not soundproof. To avoid disturbing your neighbors, be mindful of the noise level in your apartment at all times, especially in the early morning and late at night.
- ② If you are away from your apartment for a period of time, or leaving from Japan temporarily, please let the owner or the management company know it. Also please arrange for someone to pay your rent, water, gas and electricity and any other expenses when they fall due.
- ③ When you are renting an apartment, please inform the landlord at that point if you will be living together with someone else.
- ④ Getting to know your neighbors is the key to developing mutual understanding in times of trouble and in the event of natural disasters. It is advisable that you visit your neighbors to introduce yourselves when you move in, taking a piece of paper with your name written on it.

IV Procedures regarding Utsunomiya University

IV-1 Tuition and Other fees (As of April 2017)

| | Examination fee (Yen) | Admission Fee (Yen) | Tuition Fee (Yen) |
|-------------------|--------------------------|------------------------|----------------------|
| Undergraduates | 17,000 | 282,000 | 535,800 (per year) |
| Graduates | 30,000 | 282,000 | 535,800 (per year) |
| Research Students | 9,800 | 84,600 | 29,700 (per month) |

IV-2 Payment of Tuition and Other Fees

For degree-seeking students (Undergraduates and Graduates), tuition is paid in two equal Installments. The first installment is due in May; the second installment is due in November. Tuition fees are withdrawn automatically from the account one opens in a bank designated by the university. Please remember you have to register your bank account for the automatic withdrawing.

Research Students need to pay the sum of six month's tuition at the Accountant's Section (Keiri-ka) directly, tuition is paid in every half fiscal year.

※Please remember that how to pay tuition is changed if you become a degree-seeking student from research students, or a research student from degree-seeking students.

※If you are a MEXT scholarship student, you are exempted whole tuition.

IV-3 Fee Exemptions

Independently financed degree-seeking students with excellent academic records are eligible to be considered for a tuition and fees exemption if they are in need of financial support and unable to pay tuition and fees, based on their application.

A student under these circumstances might be granted whole or a half exemption. However, there is little chance of exemption. Therefore, it is strongly advised that everyone should prepare the necessary payments in advance.

The application periods for tuition waivers are twice a year in the beginning of April and late in September. The briefing session of Tuition Waiver will be held in the beginning of April and late in July. Please check the bulletin board well. For more information, please ask the Student Affairs Division (学生支援課 *gakusei shien ka*) or the Education and Student Affairs Department Yoto Campus Branch (学務部陽東分室 *gakumu bu yoto bunshitsu*).

IV-4 Scholarships

The scholarship information is available at bulletin board of Center for International Exchange (留学生・国際交流センター) or branch office of Center of International Exchange at Faculty of Engineering (留学生・国際交流センター工学部分室).

Also, check the Facebook of the Center for International Exchange as follow.

<https://www.facebook.com/CIEUtsunomiya>

(1) Japanese Government (Monbukagakusyo/MEXT) Scholarship

① Payment of Scholarships

If you are a MEXT Scholarship student, you receive a monthly stipend directly deposited into your bank account. You are required to sign the enrollment confirmation sheet at the International Student and Exchange Division (留学生・国際交流課) at the beginning of every month. Then you will receive the scholarship payment at your account of Yucho Bank (Japan Post Bank) in last ten days of every month.

Stipend Amounts (as of FY2016)

| Type of Enrollment | Amount |
|---------------------------|---------------------|
| Undergraduate Students | 117,000 yen / month |
| Japanese Studies Students | 117,000 yen / month |
| Research Students | 143,000 yen / month |
| Teacher Training Students | 143,000 yen / month |

*MEXT Scholarship students who make a temporary leaving from Japan (Ex. returning to their home countries) from the beginning through the end of month, monthly payment will not be paid for that month. Also scholarship will not be paid to the student who is taking a registered absence from school either.

② Extension of Scholarship Period

MEXT undergraduate and research student can apply for an extension of the period of scholarship. International Student and Exchange Division will send notifications to the student whose scholarship period expires around October. Please take a necessary extension procedure at International Student and Exchange Division. Also please note that the decision of extension will be made by MEXT, and not all applicants are always permitted to extend.

(2) Scholarships for Self-supported Students

There are approximately 250-300 international students of Utsunomiya University. More than 80% of international students are self-supported. There are scholarships offered by various organizations as follows.

For application information, please refer to bulletin board of Center of International Exchange and International Student and Exchange Division or check the Facebook of the center.

<https://www.facebook.com/CIEUtsunomiya>

① Japanese Government (Monbukagakusho/MEXT) Honors Scholarship

Japanese Government (Monbukagakusho/MEXT) Honors Scholarship is opens to the outstanding self-supported degree seeking international students who are facing financial difficulties.

Scholarship Stipend (as of 2016): 48,000 yen / month

Duration of Scholarship: 1 year

*Various kinds of scholarship programs for self-supported international students are available. Most of scholarship programs are announced & applicable through Utsunomiya University. There are very few scholarship programs for international research students and non-degree students. For more information, please check the JASSO website.

(Japanese) <http://www.jasso.go.jp/ryugaku/study-j/scholarships/index.html>

(English) <http://www.jasso.go.jp/en/study-j/scholarships/index.html>

IV-5 Notification of Temporarily Leaving (一時出国届^{いちじしゅつこくとどけ})

During your study at Utsunomiya University, you have to notify the International Student and Exchange Division when you temporarily leave Japan. When you make your plan, please come to the Division office and pick up the form of “Notification of temporarily leaving”. Fill the form and get signature of your supervisor on it, then submit it to the office.

V Medical and Health Care

V-1 the Medical and Health Care System/ Japan National Health Insurance (JNHI)

Foreign residents who live in Japan more than 3 months must be enrolled Japanese National Health Insurance. Therefore international students are required to do so (at

city/town office) at the same time as they apply residence registration. In Utsunomiya City, residents with no income in the previous year receive 70% reduction on their insurance premium by paying about 20,000 yen to 30,000 yen annually. Subscribers to this plan will pay 30% of medical and dental fees. If the amount paid by an insured person to hospital or clinic reaches a certain fixed amount, the insurer reimburses the difference to the insured. Please note that some treatment is not covered by this insurance. Family members can join the insurance scheme and will be charged 30% of medical expenses (as of 2017).

V-2 Medical Services

If you suffer from continuous headaches, a loss of appetites, or you cannot sleep well, etc., you should seek the advice of a doctor before the condition gets worse. These symptoms may be a sign of fatigue or exhaustion. They may also be psychological or psychosomatic symptoms, which are treatable by specialist doctors. In addition to taking care of your own health, please pay attention to your friends' health and encourage them to see a doctor, if they are feeling unwell.

(1) Health Service Center

Students can undergo physical examinations, receive health advice, first-aid and arrange psychiatric counseling at this facility. Please contact Health Center if you want your certificate of medical examination. Only students undertook regular medical check organized by Utsunomiya University can get the certificate, but it may took at least one week to receive the certificate. If you didn't take medical examination of the University, you need to take a medical examination and ask for certificate at hospital by your own expenses.

Health Center can give students a consultation of health from Mondays to Fridays. Please go to Health Center directly in an emergency. You can make a reservation also; the phone number is 028-649-5123.

Besides, Health Center gives an emergency measure or medicines and you can take a rest if you feel bad. The Center can introduce hospital or clinic if necessary. Open hours is 8:30am to 5:15pm on weekdays.

(2) Hospitals

Be sure to have your national health insurance card with you on your initial visit. In the case of hospitalization, please notify the office of University.

V-3 Mandatory University Insurance- PAS

All Utsunomiya University students are required to purchase University Insurance named "**Personal Accident Insurance for Students Pursing Education and Research (PAS / 学研災, gakkensai)**". This insurance is provided to all students in the event of unexpected accidents during their educational and research activities while at university. The amount of benefit depends on situation of the accident, the number of treatment days etc. (please see the table below).

| | Scope of Compensation | Number of Treatment days | Benefits |
|---|--|--------------------------|----------|
| 1 | During regular curriculum | 1 day or more | ¥3,000～ |
| 2 | During school events | 1 day or more | ¥3,000～ |
| 3 | During extracurricular activities | 14 days or more | ¥30,000～ |
| 4 | During on campus except 1-3 situation | 14 days or more | ¥30,000～ |
| 5 | During the commute to school | 4 days or more | ¥6,000～ |
| 6 | During the transit between school facilities | 4 days or more | ¥6,000～ |

Moreover, other benefits such as “Death Benefit” and “Additional Hospitalized Benefits” are included in PAS. Please note that sickness/illness is not covered. For more details, please see the following website.

<http://www.jees.or.jp/gakkensai/index.htm>

V-4 Other Insurance

Even though purchasing above 2 mandatory insurances (JNHI & PAS), we cannot say “your study abroad life is well-secured”. For example, PAS does not cover diseases. If you get serious illness, you have to pay much medical expenses even after 70% reduction by JNHI. Furthermore, you have no financial guaranty when your family should come to Japan in case of your emergency.

Therefore Utsunomiya University strongly recommends you to purchase other insurance for international students living in Japan, which so-called “Inbound insurance”.

From 2017 FY Utsunomiya University has started to introduce an inbound insurance. If you are interested in, please come by the office of International Student and Exchange Division.

V-5 Health Precautions

(1) Food poisoning

Great care should be taken with regard to eating habits during the extreme summer weather in Japan. To avoid food spoilage, check the expiration date before buying foods, apply heat to raw foods and be careful not to keep food in the refrigerator for an excessive amount of time. To guard against food poisoning always wash culinary items with hot water.

Prevention is the most important, but please go to a hospital and inform and consult with the teachers in University and office.

(2) Nutrition

People who live alone tend to eat instant and fast-food, even if they are aware of the very low nutritional value, continuing such a diet may lead to a person’s health breaking down. If you would like to consult someone on food and nutrition in Japan, feel free to visit Health Center at University.

VI Student Life

(Living on a Student Budget)

According to the research of Japan Student Services Organization (JASSO) made in 2013 FY, one month living expense (including tuition fee) for foreign students is 140,000yen throughout Japan on average. Being able to live within one's means is paramount to a person's peace of mind. Here are a few tips regarding the student lifestyle that you may have overlooked.

VI-1 Shopping

Department stores and supermarkets sell daily necessities such as food, clothing and other sundries. The prices at supermarkets tend to be lower. Discount shops sell goods at prices that have already been reduced. These shops specialize in given items such as electrical appliances, clothing, medicinal supplies, and tickets (Shinkansen, movies, gift certificates, phone cards, etc.). Personal computers (PCs) are available at large electronic chain stores in reasonable price.

VI-2 Student Loans

Even students who are careful with their finances may find that, due to unforeseen circumstances, they are in need of money. The following loan service is available to international students.

If you are facing financial difficulties, please consult with the following organization. Japan Educational Exchange and Services : This association offers a non-interest bearing loan for maximum of 200,000 yen on the condition that the student returns the full amount within 10 months. To apply loan, you need a joint guarantors and the certificate from your academic advisor.

〈Contact phone NO.〉 Japan Educational Exchanges and Services
Tel : 03 – 5454 – 5274

VI-3 Public Transportation

(1) Student Discount

Degree-seeking students can get a student discount of 20% off single fares of JR (train/bus/ship) if they travel more than 100km. However non-degree seeking students are not eligible for this discount. When you travel using this discount, always carry your student ID card, and make sure to buy the ticket before boarding. Please obtain a certificate of student discount through the certificate issuing machine at Student Affairs Department (2nd FL of University Community Services Complex. There are Minim-Stop and Post Office at 1st FL).

(2) Commuter Pass

Commuter passes, which may be good for a period of one, three or six months are a form of discounted travel. For instance, if you buy a commuter pass to travel between your home (the nearest station) and your campus (the nearest station) it will be cheaper than buying a ticket for each journey. There are two kinds of commuter passes: student commuter passes and ordinary commuter passes. You can buy

commuter passes at relatively big train station or bus terminal by showing your student ID card.

(3) Bus prepaid card

It is a common to use prepaid card for each bus company in Utsunomiya City. There are 3 types of prepaid card: 1,000 yen, 3,000 yen and 5,000 yen. You can use these passes as 1,100 yen, 3,370 yen and 5,700 yen. Please go to the website of each bus company etc. for the detailed information.

(4) Additional Information

There are websites that you can check public transportation and time table when you travel around Utsunomiya City.

<http://www.hyperdia.com/>

Also there is a website for Japan domestic travels, please refer.

<http://www.jnto.go.jp/eng/arrange/transportation/>

(Living In Safety)

VI-4 Prepare for emergency

In Japan, emergency phone call can be made toll-free from any phone including mobile phone and public phone. If you use public phone for emergency call, press the red button for free call. Ambulance and fire engine is available 24 hours, and it is charge free. You can make a call in English, but it is better to ask them to help you call if there are people who speak Japanese.

※Transportation of patients by ambulance is free, but please remember fees for medical treatment are charged.

(1) Ambulance

In case of medical emergency (Ex. You get serious ill or deeply injured by an accident), call for an ambulance.

①Call 「119」 .

②The dialing connect you with the fire department. Stay calm. First you should tell the telephone operator that you need an ambulance (救急車, きゅうきゅうしゃ kyuukyuu-sya) for illness(病気, びょうき byouki) or injury(けが, kega kega).

③Answer the questions by the operator (Ex. Symptoms or the condition of injury, what happened to you, etc.). Explain where you are in as much detail as possible so that ambulance can get to your location as soon as possible. Keep calm and speak slowly.

(2) Fire engine

In case of fire, call for a fire engine.

①Call 「119」 .

②The dialing connect you with the fire department. Stay calm. First you should tell the telephone operator that you need a fire engine (消防車, しょうぼうしゃ shoubou-sya) for fire.

③Answer the questions by the operator and explain where you are in as much detail as possible so that fire engine can get to your location as soon as possible. Keep calm and speak slowly.

VI-5 Traffic Rules

Recently, there has been an increase in traffic accidents that involve international students on bicycles. Be careful whenever you ride.



(1) Traffic signs : Watch out for and obey all signs on the roads. The sign of 止まれ (stop!) applies to bicycles, too. Do not ride out blindly onto any road. Please check traffic rules of Japan in the website of Torching International Association. <http://tla21.or.jp/>

(2) Bicycle : Be aware of the following when riding your bicycle.

- ① Traffic accidents involving bicycles not only occur with cars on the roads but also with pedestrians on the pavement. When you need to ride a bicycle on a pedestrian road, give priority to the pedestrians. Watch out and ride slowly. Using your mobile phone while riding your bicycle is strictly prohibited. Turn the light on when it's dark outside.
- ② Lock your bicycle at all times. (Preferably, double or triple locks)
- ③ Your name and address should be clearly written on your bicycle.
- ④ Register your bicycle at the shop where you purchased it.
- ⑤ If your bike was received as a gift, you should ask the presenter to write a brief note stating that the bike is a gift. (Please ask the form of brief note at International Students and Exchange Division.)
- ⑥ Do not claim stray bicycles. In most cases they will have been stolen. It is illegal to ride a stolen bicycle.
- ⑦ If you intend to commute to university by bicycle, be sure to register your bicycle at Utsunomiya University Co-op (宇都宮大学生協) or Accounting Division (会計課). In return, you will be given a special sticker for your bicycle. Please be warned that bicycles not carrying this sticker may be removed from campus.

(3) Cars and Motorcycles: International students are strongly discouraged from driving. If you are intending to drive, you should get "Nin-I Hoken" (optional insurance).

- ① Don't drive without driver's license even you practice.
- ② Please change your home country's driver's license to Japanese. For information, please contact Driver's License Center (TEL:0289-76-0110)
- ③ You need to submit application if you want to use parking lot at International House.

Information on Procedures for Converting a Foreign Driver's License:

http://www.pref.tochigi.lg.jp/keisatu/tetuzuki/menkyo_gaikoku.html

VI-6 If Involved in a Traffic Accident

If you are involved in a traffic accident, remain calm and do the following:

- (1) If anyone is injured, dial 119 for an ambulance.
- (2) Report the accident immediately to a nearby police station or dial 110, even if it is small accident.
- (3) Move any dangerous items, including vehicles, off the road to prevent other accidents.
- (4) Write down the license plate number of the car concerned as well as the name, address and date of birth of the driver, after requesting to see his/her driver's license.
- (5) If there are witnesses, write down their names, addresses and telephone numbers.
- (6) Make detailed notes of the accident and take photographs, if possible.
- (7) See a doctor, even if you think that you are all right, because sometimes symptoms can take time to occur.
- (8) Consult your insurance company as soon as possible.
- (9) Obtain a report of the accident. You can apply at nearby police station or via internet. <https://www.jsdc.or.jp/certificate/accident/quest10.html>

VI-7 Compensation for Damages and Liability Insurance

- (1) All Utsunomiya University students are required to purchase University Insurance named “Liability Insurance coupled with PAS (学研賠(がっけんばい), gakkennai)” . This insurance covers up to the limit of payment against damages for which, during the period of insurance, they may be held legally liable to pay in Japan or abroad for injuring a third party or damaging any property belonging to a third party, etc. during their curricular activities, school events, extracurricular activities, or commuting to and from them. For details, please see the following website.

<http://www.jees.or.jp/gakkensai/opt-baisho.htm>

- ※ You will be asked to join this insurance upon purchasing PAS. Please see p.16 about PAS; Personal Accident Insurance for Students Pursing Education and Research.
- (2) The victim may claim compensation from the offending party for all the damages caused by the accident. However, if any fault lies with the victim, damages will be reduced correspondingly.
 - (3) Compensation for damages is calculated according to classification. The three categories for calculation are injury, residual disability and death. Even what appears to be a slight injury may turn out to be a residual disability.
 - (4) The offending party's insurance company will negotiate with the victim. If the victim decides to settle the matter privately, he/she may not be paid any compensation by the offending party's insurance company.
 - (5) Agree to an out-of-court-settlement only after confirming that the compensation offered by the insurance company is reasonable.

〈Traffic accident consultation service〉

Utsunomiya Automobile Insurance Claim Consultant Center: TEL028-621-6463

VI-8 Protection from Natural Disasters

Japan witnesses many earthquakes. The 1995 Kansai Earthquake and the 2004 Niigata Earthquake caused immeasurable damage to these regions. And the 2011 Tohoku Earthquake & Tsunami, there were damages in Utsunomiya University. The building really shook, stuff fell from the shelves and power, gas, water and public transportation was stopped more than 24 hours. It is predicted that an earthquake of equivalent scale will also hit the Kanto area in the near future. Familiarizing yourself with the nearest evacuation area and emergency procedures is essential for minimizing potential earthquake damage. When you feel the quake, DO NOT PANIC. Rushing out in alarm will result in unnecessary injuries and accidents.

When an Earthquake occurs:

1. Protect yourself (Hide under a desk or table and cover your head; move to a spot where you will avoid falling objects).
2. Open a door to secure an exit. (Do not rush outside until the tremors stop.)
3. If possible, switch off any heaters and gas.
4. Get the right information from TV or radio.
5. Do not use elevators when evacuating.

〈The Nearest Evacuation Area〉

Mine Campus : Utsunomiya University Mine Campus

Yoto Campus : Utsunomiya University Yoto Campus

International House : Ishii Housing No.2

Student dormitory No.1 & No.2 : Ishii Housing No.2

VI-9 Prohibition Narcotics

In Japan, the possession and sale, for personal use or otherwise, of all narcotics and any illegal substances are strictly prohibited. If offered, refuse them. In such an instance like leaving Japan temporarily, never agree to look after a stranger's luggage at the airport.

VI-10 Safety Guide

Japan is not as safe as most people think. There is the risk of crime anywhere in the world, including Japan. Burglaries have been on the rise in this neighborhood lately. Do not answer phone calls from unknown numbers. Do not open the door for an unknown visitor. Lock and chain the door of your apartment when you are at home.

(Enjoying Life)

Living in Japan, away from the environment that you are most familiar with, is often more challenging and stressful than expected. Most people will experience some stress as part of this process. Here are some tips about cultural adaptation that will help you to cope with the stress due to cultural differences, and make the most of your life and study in Japan.

VI-11 Culture Shock

Although "culture shock" is generally understood as a temporary shock felt when

confronted by different cultural customs, ways of thinking and behavior patterns, it actually refers to a psychological state of depression caused by a succession of failure experiences in unfamiliar social situations. Culture shock is temporary and everybody goes through it to some extent in the process of cultural adaptations. General symptoms of culture shock include negative feelings, such as losing self-confidence, feeling depressed, attributing all failure to yourself, feeling that nobody understands you, feeling inadequate, etc. Accordingly, you may lose all motivation to talk with Japanese people or to attend classes. Most of these psychological reactions are, again, very natural in the process of cultural adaptation. Please take time to cope with each single event in your life, and you will be able to overcome these emotions sooner or later.

VI-12 Differences of “Academic Culture”

It is widely accepted that different values, behavioral and communication patterns exist from culture to culture. However, we often fail to realize that there are also differences in “academic culture”, such as the expected roles of academic advisers and students, classroom communication, evaluation criteria, etc. Such differences can also become a major cause of stress. For example, the relationship between academic adviser and advisee is considered particularly important at graduate level education in Japan. Some knowledge of the Japanese academic culture will help you achieve your goal more smoothly.

VI-13 Coping with Stress

If you feel pressured by stress or lose confidence in your ability to study, you should think about releasing yourself from these negative emotions. Achieving good results in your studies may take a certain amount of time, and ought to be viewed as an accumulative process. Sometimes, you will need to take a break. If you feel tired, do not push yourself too hard and try to enjoy some of your favorite foods, recreation, and physical exercise. It is also recommended that you talk with your friends, academic advisor, or international student advisors/counselors. Moreover, please do not consider the process of cultural adaptation solely as a cause of stress; you can learn tremendously about various cultures, including your own, from this process.

VI-14 Violation of Human Rights

Utsunomiya University make effort to adopt of protective, preventive measures against harassment of any kind involving all students, faculty, and staff members in order to uphold their human rights to pursue their academic study, research and administrative goals. There are cases of sexual harassment involving sexual behavior and remarks, academic harassment involving behavior and status in the work place.

If you observe someone suffering from any kind of harassment, you may also come and report case to your faculty in University.

Harassment Consultation Point:

■ Each faculties office in Utsunomiya University :

URL : <http://www.utsunomiya-u.ac.jp/campuslife/gakuseisoudan.php>

〈living with family〉

VI-15 Parenting

Delivering a baby and bringing her/him up in a new environment is a challenging but fulfilling experience for parents. There are many considerations, such as selecting a hospital, the financial burden, and child-raising method. The cost of checkups during pregnancy and that of the delivery are not covered by national health insurance, and you will need to pay around 400,000-500,000 yen for these services. After delivery, a Child Allowance Grant of 420,000 yen (as of 2016) is paid through the national health insurance.

For more information, please contact Health Insurance and Pension Division, Health Welfare Department, Utsunomiya City (TEL: 028-632-2316) .

Having and raising children requires the cooperation of family members, neighbors and friends. It is very important to have a good network for mutual assistance.

VI-16 Child Allowance

Child allowance is available for parents with children up to the third grade of junior high school, as far as parents meet requirements such as parent(s) have Residence Record of Japan / their child is living in Japan etc. For details, please contact the division in charge at your city/town office.

Inquiries: Families with Children Division, Utsunomiya City

TEL: 028-632-2387

VI-17 Education for Children

(1) Nursery School

These are children's welfare facilities at which children are taken care of on behalf of their parents/guardians if their parents/guardians cannot look after them at home during the day due of work, study or illness. You need a certificate of working or student status etc. Nursery school fees are determined based on the income earned in the previous year and the child's age. Besides, there isn't always a vacancy of a day nursery you want.

Inquiries: Children Nursery Division, Nursery Group, Utsunomiya City

TEL: 028-632-2393

(2) Kindergarten

This is an educational facility for children 3 ~ 5 years of age before they begin elementary school to grow infants mentally and physically. There are various kindergartens in the city. Private kindergartens' fee is high, but there is a subsidy system, so you need to prepare for time and terms of application. If you would like to enroll your child in one, contact either the Utsunomiya Regional Kindergarten Union (Utsunomiya Chiku Yochien Rengo-kai) or your local kindergarten.

Inquiries: Utsunomiya Regional Kindergarten Union
TEL:028—625—1084

(3) Elementary School

In Japan, educations for 6 years in elementary school and 3 years in junior high school are compulsory educations. If your resister record created, you receive notice of attendance at school addressed to a protector before 6 years olds. A public school is free, but you need about 5,000 yen per a month for the charge for meals and teaching materials. Education fees are determined based on the income of household.

Inquiries: School Administration Division, Utsunomiya City
TEL: 028-632-2724

VII Campus Facilities

VII-1 Center for International Exchange

“Center for International Exchange” was established in Utsunomiya University in April 1, 2002.

There are about 250 international students in Utsunomiya University in recent year. The Center for International Exchange have carried out the original objective by actively providing education and advices for everyday living necessary for international students. Moreover, we have promoted study abroad opportunities and advices for students who wish to study overseas.

*All students are able to use International Exchange Space (1st FL of Building 5C, Mine Campus) and Study Room for International Exchange (4th FL of Building 5C, Mine Campus) to share time with Japanese students.

VII-2 International Students and Exchange Division

The International Student and Exchange Division is responsible for managing all the affairs of International students of Utsunomiya University. The office is placed at 2nd FL of University Community Services Complex (There are Mini-Stop and Post Office at 1st FL).

- Assisting newly arrived international students
- Providing information and giving assistance to students on studying abroad
- Correcting & providing Information on International activities of Utsunomiya University
- Giving assistance to international students on housing matters.
- Providing information with regard to various events, outreach or Intercultural exchange programs with the local community
- Maintenance and management of International House
- Providing follow-up services for international students who have returned to their home countries

Important information from the International Student and Exchange Division, as of orientation

programs, the annual field trip and other events will be announced on the bulletin board at the Center for International Exchange and the branch office of Center of International Exchange at Faculty of Engineering and Facebook. Please check the Information regularly for updates.

URL: <https://www.facebook.com/CIEUtsunomiya>

VII-3 Utsunomiya University Co-op (Seikyo)

The Co-op runs on the funds of the faculty and students it serves. A wide range of services is offered, including book stores, shops, ticket sales and dining facilities.

●Membership

Members have access to all facilities and services provided by the Co-op, and receive a 10% discount on any books purchased. You can apply for membership by going to the Co-op office located at University Hall (大学会館), filling out a request form, presenting your student identification and paying a fee. This fee will be returned to you when you leave the university. For further details, refer website or visit Co-op office.

URL : <http://www.unlvcoop.jp/udal/>

VII-4 Bank and Post office

ATM: There are ATMs of Ashikaga Bank (足利銀行), Tochigi Bank (栃木銀行) and Japan Post Bank (ゆうちょ) in Mine campus.

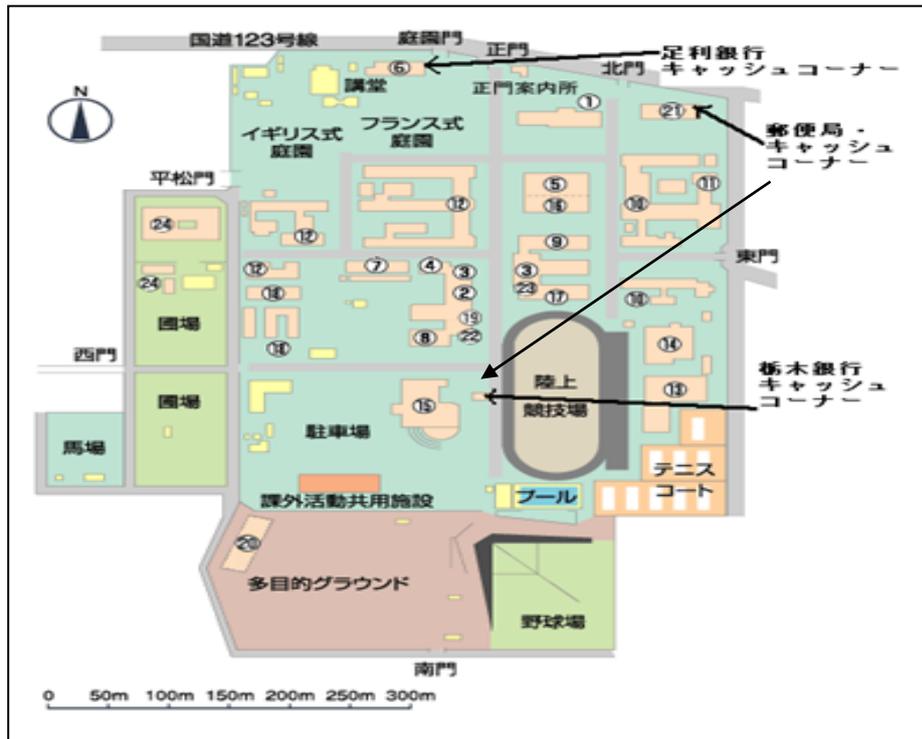
Post Office: Post Office is located at 1st FL of University Community Services Complex. Post Office offers postal, bank, Insurance and etc.

-Post office: Monday-Friday 9:00-17:00

-Postal Money Orders & Saving Accounts (Teller Window): Monday-Friday 9:00-16:00

Attention! Most ATMs are NOT 24-hour in Japan, generally closing at 7pm on weekdays and 5pm on weekends and public holidays. Withdrawals are free from your own bank's ATM during working hours, but are charged for outside working hours.

Map of Mine Campus



VIII Other Information

● International Student and Exchange Division, Utsunomiya University

Website: <http://intl.utsunomiya-u.ac.jp/>

Facebook: <https://www.facebook.com/CIEUtsunomiya>

● Please check following websites for more information

Japan Student Services Organization http://www.jasso.go.jp/index_e.html

Gateway to Study in Japan <http://www.g-studyinJapan.jasso.go.jp/ja/>

Tochigi International Association <http://tla21.or.jp/>

あとがき

本ガイドブックの作成に当たっては、各大学の留学生ガイドブック等の文献を参考に
させていただきました。厚くお礼申し上げます。

また、本ガイドブックは、外国人留学生の指導に当たっておられる指導教員、チュー
ターなどを対象にしています。

電気通信大学、名古屋大学、東京工業大学、東北大学、北海道大学

留学生ガイドブック
宇都宮大学 留学生・国際交流課