

Ease and comfort for your life in
Japan
International Student Life
Handbook

Kyoritsu International Foundation
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Procedures Flowchart

Important Procedures

1st Month:

- Registration for a New Residence Card
- Join the National Health Insurance

2-6 Months:

(空白)

7 Months-1 Year:

(空白)

Thereafter:

- When you lose your Residence Card
- Residence Status Change or Change of duration of stay
- Changing to a working status residence card
- Residence Card Changes
- Tax Returns (2/16-3/15)

Foundations for Life

1st Month:

- Looking for accommodation
- Opening a bank account
- Electricity/ Water/ and Gas
- Post

→Necessities for Life

- Mobile Phone Contract
- Internet Application

2-6 Months:

- Bicycle
- Driver's License

7 Months-1 Year:

(空白)

Thereafter:

- Moving, leaving your residence

Manners

1st Month:

→Manners

2-6 Months:

7 Months-1 Year:

(空白)

Thereafter:
(空白)

Student Life

1st Month:

→Scholarship and Support for School Fee Application

--→Part-Time Job (Work Permit)

→Making Japanese friends and participating in exchange events

2-6 Months:

7 Months-1 Year:

Thereafter: Job Hunting

Other

1st Month:

→Emergency Situations

→Consultation Counters

2-6 Months:

→Emergency Situations

→Consultation Counters

7 Months-1 Year:

→Emergency Situations

→Consultation Counters

Thereafter:

→Emergency Situations

→Consultation Counters

1. Necessary Procedures

Explanation of official after-arrival procedures in Japan

1-1 Residency Management System (Residence Card)

Until now, all foreigners who visited Japan were registered under an alien registration program. However, starting from July 2012, a new Residency Management System began issuing residence cards to all qualifying foreign nationals.

※The “Alien Registration System” was abolished with the introduction of the new Residency Management System.

■ What is the New Residency Management System?

- A residence card will be provided to all qualifying foreign nationals (including international students) who reside in Japan mid to long term.
- You must notify immigration whenever your employment provider has changed.
- The maximum period of stay has been extended up to 5 years. (4 years and 3 months for international students)
- It is not required to obtain a permit when re-entering Japan within a year. A new Re-entry Permit System has been introduced.

■ What is a Residence Card

- Mid-long term residents will obtain a residence card when granted permission pertaining to residence, landing permission, change of residence status, or extension to the duration of stay.

●Front of Card

※The card is installed with an IC chip to prevent fake replication. All individual information is displayed on the front.

●Back of Card

- If you change your address, the new address will be written in this field.
- When you receive permission for activities outside of your status qualifications they are listed here.

-Application for an extension of stay or change in status will be listed here with a stamp that says "申請中". (Application in Process)

※Once your application has been processed you will receive a new residence card.

Tips:

The IC chip contains your name, date of birth, gender, nationality, region of residence, and your picture (All information listed on your residence card). It also contains records of your qualifications and status.

■ Period of Validity

- The Period of Validity on your Residence Card is as follows:

<Over the age of 16>

Permanent Resident7 years from the issue date

Persons other than Permanent Residentuntil the expiration date

< Under the age of 16>

Persons Other than Permanent Resident Until the foreign nationals 16th birthday

Persons other than Permanent ResidentWhichever comes first, the expiration date or the foreign nationals 16th birthday

■ The Maximum Stay for International Students

- Until now, periods of stay for international students has been for 6 months, 1 year, 1 year and 3 months, 2 years, and 2 years and 3 months. This has been changed to period of stay up to 3 months, 3 years, 3 years and 3 months, 4 years, and 4 years and 3 months respectively.
- The longest period of stay for an international student visa status will be 4 years and 3 months.

⇒ For international student visa

※ words in red are newly added

3 months

6 months

1 year

1 year and 3 months

2 years

2 years and 3 months

3 years

3 years and 3 months

4 years

4 years and 3 months

■ Change to the Re-entry Permit System

- Foreign nationals in possession of a valid passport and resident card who wish to re-enter Japan within 1 year of their departure date to continue their activities in Japan, will no longer be required to apply for a re-entry permit.
- Those who have left the country under this re-entry system, will not be allowed to extend their period of stay while abroad.
- If you fail to return within a year of your departure date you will lose your residence status.

If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.

The maximum validity period of a re-entry permit issued after the implementation of the new system has been changed from 3 years to 5 years.

Tips:

For those who currently hold an “Alien Registration Card” it will not be necessary to change to the new residence card immediately. For a certain period both cards will be deemed equivalent.

1-2 Procedures for the New Residency Management System

■ Procedure

□Review upon entry to Japan

- Verification of landing stamp in passport
- Issue of residence card for mid-long term residents

□Residence Notification

- Report to the city or ward office of your area within 14 days of establishing a residence.

Note 1) You must report a change in residencep12

Note 2) You must report name changesp12

Note 3) You must report any changes to the institution name or locationp12

Note 4) You must report divorce or the death of a family member.....p12

Note 5) If you lose your residence card or if your residence card is stolen you will have to re-applyp13

□Review of Residence

- A residence card will be re-issued to mid-long term residents in the event of any change to the duration of stay or status.

■ Reporting your residence after arrival in Japan

1. A residence card will be issued to all mid-long term residents on arrival to Japan at any port of entry by land or sea.

(This only pertains to air and sea ports of entry: July 2007- Current Month)

2. Notify your location of residence to the City Office or Ward Office in your area within 14 days.

For those who do not receive a residence card at the time of immigration, a card will be sent at a later date after they have notified the city/ward offices of their residence.

* Please bring your residence card (or passport for those who did not receive a Residence Card) to the counter at the city/ward office.

Tips:

In case you are not issued a residence card at the airport you should go to the government office in the area you live to receive a card. This will take approximately in one week.

■ Application for a permit of activities outside your visa status can now be done at the time of arrival by air/sea ports of entry.

- Along with the introduction of the new immigration management system, any application for activities outside the visa status can also be done at the time of residence card issuance at air/sea ports of entry.

○New-entrants

※Re-Entry Permits will not be given to new entrants.

○Persons with residence cards that have an “International Student” status

※Documents permitting students to work part-time are not necessary. That procedure and method is currently under review. (From April, 26 2012 to Present)

■ Transference notification/ Change of Address notification can be done collectively

- Along with the new Immigration Management system, foreign residents are now subject to the basic resident registration system. (Just as the Japanese, you will receive a copy of the residence certification)

- This is intended for mid-long term residents with a stay of more than 3 months.

- According to the basic residence registration system you will need to bring a notice of transference/change of address notification when you would like to change the address on your residence card under the new immigration management system.

- In Principle these notifications should be done in person but an agent can go on your behalf if they have power of attorney.

■ Once you have accepted your residence card

- You must bring your residence card when you are going out.

- You must present your card if an immigration officer or an immigration guard asks.

- Make note of your ID number in case you lose your card to make things easier.

<Contact us here>

Foreign Residents Assistance Information Center (Weekdays 8:30-17:15)

0570-013904

(For IP Phones, PHS, or calls from abroad please dial 03-5796-7112)

Tips:

Those who do not carry a residence card may be fined up to 200,000 Yen.

Undocumented persons may face up to a year in prison and a fine of at least

200,000 Yen.

1-3 Change in Address or Institution

Any change in your registered information should be notified within 14days.

■ Change of Residence

- You must apply for a change in address

- The city/ward office of your first address will issue a Transference Notification/ Change of Address notification.

- Within 14 days of moving, submit your residence card and Transference notification/ Change of Address notification to the counter of your new city/ward office

■ Change of Name

- You must apply for a change of name after marriage, or change of nationality

- Apply for this change within 14 days

- Notify the Minister of Justice at your regional immigration office.

■ Change in Institution or Company Name

- You must apply for any changes registered in your residence card such as the name of your company and school etc.

- Notify within 14 days.
- You must declare by going directly to the Tokyo Regional Immigration Bureau office or by mail.
- In case of Divorcee or Deceased
 - You must apply if you have separated from a spouse or if a family member has died.
 - Apply for this change within 14 days
 - Notify the Immigration Bureau in the Tokyo Managerial by post.

Tips:

It is ok to submit your name in Alphabet letters or Chinese Characters. If you submit it Chinese Characters there is a possibility that the character may be changed.

1-4 Reissuance of Residence Card

If your residence card is lost, stolen, damaged, or dirty you must apply for the reissuance of your card within 14days.

■ Stolen, Lost, or lost in an accident

<Lost or Stolen>

- Report to a police box either in the region you live or in the area you lost your card
- You will submit a lost article report.

In the cases of a lost or stolen residence card you must come in person to the counter to fill out the forms. You cannot proceed with the procedure by simply calling.

<Lost in an Accident>

- Please go to the fire station in the event that you have lost your residence card due to a fire.
- You will be issued a second form of identification after explaining the situation.

■ Apply at your Regional Immigration Office

- Please apply for the reissuance of your residence card within 14 days of losing your card (If you lost abroad apply within 14 days of returning to Japan)
- Bring all the necessary documents to the counter and request a reissuance of your residence card.

■ If your card is damaged or dirty

- Apply for a card reissuance in situations where your residence card faces significant damage.
- You can request a reissuance of your residence card even it is not significantly damaged or dirty. But you have to pay a service charge in this case.

■ Procedures for Reissue

1) Application Form

2) 1 Picture: 40mm height by 30mm width (must have been taken within 3 months of the submission)

3) Necessary documents if lost, stolen, or lost in an accident.

1-5 Change in Status or the Duration of Stay

A new Residence Card will be issued to mid-long term residents of foreign nationals if there is change to any of the information listed on your residency card.

■ When should you change.

• Change in duration of stay, Change in Status, Permanent Resident Permit, Resident Status Permission

• Permission for mid-long term residents will be displayed on the card.

• A stamp will not be placed in your passport.

■ From when can you begin the procedures for change?

• If you want to continue residing in Japan, begin the application for change before your current residence card expires.

• Apply 3 months in advance of the expiration date if you would like to extend your residence card for another 6 months.

• You can apply for a change in status for free.

• Your new residence card will be handed back to you once you receive the permission of application.

• Be sure to return any old residence cards.

■ What is necessary when applying for changes in your residence card?

1) 1 Picture: 40mm height × 30mm width (must have been taken within 3 months of the submission)

1-6 Return of Residence Card

You should return your residence card upon leaving the country, if you are returning home or leaving to study abroad in another country. There will be penalties if you fail to return your residence card.

■ When do you return your residence card?

• You must return your residence card if you are returning to your home country after graduation, or if you are leaving Japan to study in another country.

■ Where do you return your residence card?

• You can return your Residence Card at any air or sea port as you leave the country.

■ If you forget to return your residence card

• You will have to pay 200,000 Yen if you fail to return your residence card. So be very careful.

■ In case you aren't allowed to return to Japan even if you have a re-entry permit.

• Mid-long term residents who leave the country with a re-entry permit and fail to re-enter within the period of validity authorized, must still return their residence card

• Please return your residence card within 14 days of this event.

• Please send the expired residence card to the office address that will be identified in the future (Will be listed on the homepage)

Tips:

If you would like to change the photo on your residence card you can go to your local immigration office to apply for a new card, but you will have to pay a fee.

1-7 Visa/ Eligibility and Immigration Control Act
Explanation of the Residence and Immigration Control Act

■ What is Immigration Control?

• All foreign nationals arriving in Japan, under the Immigration and Refugee Act (omitting the management listed below) must follow the finely established procedures and residential guidance.

• You should be careful and note that if you violate the rules or fail to complete any of the procedures stipulated in the Immigration Control Act, you will not be able to continue your studies and life in Japan.

■ There are Many Types of Residence Statuses

• According to the purpose of stay for each foreign national who is allowed to stay in Japan there are 27 types of residence statuses and durations of stay.

• What activities you can do under the various residence statuses are strictly defined.

• If you have done activities outside what is permitted, including receiving an income without permission, you may receive a deportation disposal, and any update or change in status may be rejected.

<Activities that can be carried out with the status of residence>

The activities of the main residence statuses, which are defined by the Immigration Control Act, will be explained below.

※For more information contact the Immigration Information Center at 0570-013904.

1) Statuses of residence that can work in the range prescribed by each residency status

-Diplomacy: Diplomatic Activities

-Official: Official activities of international organizations.

-Professor: Research and educational activities in higher vocational colleges and universities of Japan.

-Art: Art activities with an income.

Religion: Religion activities

Journalist: Journalistic activities for overseas media organizations

-Investment and Management: Management and investment activities of business.

-Legal and Accounting Services: Activities related to legal and accounting by a legally qualified persons.

-Medical: Medical activities by qualified persons.

-Study: Research activities under contract.

-Education: Educational activities at any Japanese elementary, middle, and high school such as vocational schools and various other schools.

- Technology: Technical activities such as mechanical engineering.
 - Humanities: Foreign business which also requires knowledge humanities, law, economics, sociology or other.
 - International Business: Business activities that require international awareness
 - Intra- Corporate Transferees: Activities conducted by plant personnel for foreigners transferred to Japan.
 - Box-Office: Box-office entertainment activities, such as theater, gardening, and sports.
 - Skill: Food preparation and foreign cuisine.
 - Practical Skills Training: Such as trainees enterprises.
- 2) Status where one is not allowed to work.
- Cultural activities: Research, academic, or artistic activities concerning the culture and arts of Japan.
- Short-stay: For short term activities like Tourism, Recuperation, Family visit, Business connection etc.
- Study: Students studying at Japanese language schools, vocational schools and universities.
 - Training: Acquisition activities of skills and knowledge to perform in public institutions of Japan.
 - Family: Spouse and children of foreigners residing in Japan.
- 3) Employment status of residency is unspecified
- Specific Activities: Activities designated by the Minister of Justice

-Other: For the spouse of a permanent resident, or spouse of a Japanese national will be allowed to engage in paid activities.

■ Where is the Immigration Bureau?

- Procedures of residence after entry, can be done at your regional immigration bureau.

(Immigration Bureau Home Page: <http://wee.immi-moj.go.jp/>) ... Listed on Page 103

1-8 Updating or Extension to the Period of Stay and Status Change

If you fail to complete the procedures for a change in residence status, change to duration of stay, or stay past your designated period of stay you will be considered an illegal immigrant.

■ Confirmation to the period of stay

- The period of stay granted to a “Study Status” can be 4 years and 3 months if qualified.

- If you wish to continue your stay, you must apply for a change of status and residence update to remain in Japan after the deadline.

■ Before applying, be sure to consult with the student counter and consulting counter at your university.

- If attendance is low, due to illness or lack of dedication to your studies, there have been cases where a change of status and period updates were not allowed.

- Even if you have a good reason, a change in status may not be allowed.

- If you have any concern about your residence status or extension/ change in status, please consult the school’s student consultation counter.

<International Student Consultation Counter>

● Foreign National Residence Coordination Information Center 0570-013904
Email: info-tokyo@immi-moj.go.jp

● Foreign National Coordination Consulting Support Center (One Stop Consultation Center) 03-3202-3535

- Always try to apply at least two weeks before your individual deadline.
 - If you are applying in person, please apply at least 2 weeks in advance.
 - You can apply up to 3 months before your deadline so it is best to apply in good time
 - After the application is accepted you will be contacted with the results through a postcard at a later date, and you will have to go to the immigration bureau office once again.
 - If the application is accepted a new residence card containing your new information will be issued.
 - You can request to receive your new residence card within the same day of application, under special circumstances at the counter.

Tips:

The allotted duration of stay changed from July 2012 along with the new residency management system.

■ Change from short-term stay to study

• Since you cannot change a short term status to a study status, you should apply for a study abroad certificate of eligibility, and apply to acquire a new visa from an overseas Japanese Embassy and visit Japan.

• However if you have a short term stay visa and it specifies on the visa that you qualified for the exam, then a change of status can be done.

-Now it has become popular for schools and universities, to go to the immigration bureau on student's behalf. Therefore the number of students the Immigration bureau is unfamiliar, with is increasing. However, it is a good idea to understand how the procedural process for a change in residence or period of stay works personally.

<Confirmation of Necessary Documents>

The Immigration Bureau Home Page

<http://www.immi-moj.go.jp/tatuduki/index.html>

<Check Column>

● Your period of stay

Year	Month	Day~	Year	Month	Day
------	-------	------	------	-------	-----

● Any concern that your attendance rate is low?

● Application at least two weeks before the deadline.....

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1-9 Japanese National Health Insurance (1)

It is mandatory for all international students who will reside in Japan for over a year to join the National Health Insurance.

■ Will minimize the economic burden in case of illness

1) National Health Insurance

• Upon receiving the appropriate national health insurance, if you go to a hospital or clinic in the case of an illness or injury, 70% of the total medical expenses are covered by insurance, and you will pay only 30%.

(However, in some cases, national health insurance does not apply and the 100% of the cost will be self paid)

2) Medical insurance system of each University (some universities)

• Some universities may have their own health care system or health institute.
• For more details, please check with the International Student Office at your university.

■ Conditions to receive the benefits of the national health insurance system

1. Must have a "Study" Residence Status

2. Joined the National Health insurance (kokuho)

3. Brought your health care institutions insurance card

4. Are able to receive medical treatment in the health care institution.

■ Where to join the national health insurance

• You can join the national health insurance through your City Ward offices set forth on your resident card.

Tips:

Living far from your home country and family can be very troublesome. It is very important to join the National Health Insurance in order to avoid the burden of heavy medical expenses.

■ What is Necessary when applying to join the National Health Insurance.

1) Students with a "Study" residence status

1. Residence Card

2. Depending on the office, a school certificate that verifies the period of stay may be required.

2) If you live with your family:

• You and your family can join the National Health insurance together

• Be sure to check whether all names of the family are written on the health insurance card.

■ How much are the premiums for health insurance?

• In all 23 wards of Tokyo, those persons who do not pay a residence tax (city tax/ ward tax) will only have to pay ¥1,005 per month. (Born From Heisei year 24/ Under the age of 39)

• Please be sure to declare any income, such as from a part-time job, to the income counter of a nearby government office. (You must declare even if you are declaring no income)

Note) Please pay your insurance on time within the time designated or your insurance will tend to be disabled.

■ When you change your residence

• Submit your national health insurance card to the previous municipal office to receive a new health insurance card upon registration at your new municipal office.

■ When you return to your home country

• Please perform the necessary procedures to quit the national health insurance before you return to your home country, at the National Health Insurance counter .

1-9 Japanese National Health Insurance (2)

■ Medical Expense Refund

• Even if you do not pay the full amount of medical expenses, 70% of the premium will be refunded . This applies to the following cases.

• When treated at a hospital that does not address the national health insurance for someone suddenly injured in an accident.

• When treated without an insurance card.

• Heavy medical burdens such as the cost of a nursing attendant when admitted to the doctor.

• When treated at an orthopedic clinic for sprains, fractures, or receive a massage and acupuncture.

• The cost of a corset or cast.

• When benefits are not received for medical treatment such as a blood transfusion.

• Transport costs, such as hospitalization, and the changing of hospital for critically ill people.

■ The payment system of high-cost medical care.

• As for the amount to be paid at a pharmacy or medical institution, you will only have to pay if the total amount for a calendar (From beginning to the end of the month)exceeds a certain amount.

※This does not include the cost of a bed that incurs an extra charge nor the burden of food expenses.

• In the case of medical bills paid by a person at the same hospital, if the bill exceeds 80,100 per month, the high cost medical payment system will only refund the amount that was applied for.

• For application, please visit the National Health Insurance counter of your city or ward offices.

■ In the case of childbirth or death

• For childbirth ¥420,000 will be paid as a lump-sum birth allowance.

• In the case of a still-born at 4 months pregnant(85 days) or more, the same amount will be paid with the certification of a physician.

• In the case of death, ¥50,000~¥70,000 will be paid as a funeral allowance.

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● Confirmation of the health insurance you qualify for.

• National Health Insurance (Kokuho)

• Health Insurance System provided by a University or Institution

● Necessary items to apply when joining the National Health Insurance

• Resident Card

• A school certificate that verifies the period of stay (If required by the office)

● Confirmation of the Medical Expense Refund System.

<Memo Column>

1-10 Taxes

When you receive wages from a part-time job, there are some cases where you may be deducted taxes from your income tax. In order not to lose money due to overpayment, please remember the stipulations for taxes in Japan.

- There are two types of taxes for part-time jobs, national and local taxes.
 - Taxes drawn from the wages of part-time work, is a national tax called income tax.
 - Store companies and employment destinations, are submitted to the country (tax office) on behalf of the principle.
 - The amount of income tax depends on the amount of wages.
 - Those who earn more than one million yen in wages in less than a year, and reside in Japan will be subject to taxes of 20% of the total income.
 - The total amount of income tax paid, will be charged separately from the local tax and municipal tax, or state tax based on the tax amount and is sent to the government office of the district-municipality where you live.
 - National tax is finalized by the total income of the year (January-December)
 - Income tax will be deducted from the wages of each payment, but the ultimate tax is determined based on total revenue you will receive in one year.
 - When you do your income tax return, money is returned if you paid too many taxes.
 - The income tax report, after deducting the necessary expenses from the total income of a year (taxable amount), determines whether you had more or fewer taxes (withholding tax) on the final tax.
 - The tax return should be submitted every year within 2/16-3/15 to the tax office of the place you live in.
 - Please go to the tax office that has jurisdiction over the district and municipalities you live in.
- ※If you do not know where the tax office is, ask your regional government office.
- You can get a tax return form at a tax office, or print one from the internet.
- Fill out the income tax return form and attach all required documents such as the withholdings slip to submit.
- If you do not know how to fill out an income tax return form, please consult or go to the tax office in person and talk with the someone in charge of the tax office to receive guidance.

Tips:

It is better to submit your tax return early because the consultation counter will be very busy during the tax season.

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- Location of the tax office
- Prepared tax return form
- Withholding slip
- Any part of the final return form that you do not understand.

< Memo Column >

2. Basics for Life

An explanation about the necessities for opening a bank account, searching for accommodation, and other basics for life in Japan.

2-1 Opening a Bank Account

Opening a bank account makes paying utility bills and public fees, receiving a salary and scholarship, and automatic withdrawals very easy.

■ What bank should you open an account with?

- Big banks are divided into two types. One is a shop type (city banks, local banks, and the Post Bank) and the other is online banking. Online banking is where you can access your savings account, see ATM withdrawals, and conduct other transactions all on the Internet. This is usually more convenient than going directly to the bank store.

- You can also make transactions at the convenience store, ATM, and almost all banks will have a variety of online transactions.

- It will be most convenient to choose a bank that is close to your home and school with a number of branches.

■ If you open an account directly at the bank

- Go to the consultation counter of the bank to open up a new account.

- Fill out an application form. (If you do not know how, the staff will help you)

- Proof of identity is necessary. (Residence Card, National Health Insurance card, etc.)

- You need to apply for the bank cash card with a 4-digit password. The bank will mail the card to you in the future.

(Note)

- Your passport does not have a record of your address and therefore cannot be used to open an account.

- Generally most banks (MizuhoBank, Tokyo-Mitsubishi UFJ, Resona, Sumitomo Mitsui, etc.) will not allow you to open an account if your period of stay is less than six months.

- It is easiest and fastest to open an account with Japan Post Bank (Yucho), however a personal seal is required.

※Many banks will allow you to open an account online but they will still need a confirmation of identity. Look at the bank webpage to find out more information.

■ Type of Deposit

- The banks have normal saving account deposits, demand deposits, and time deposits, but everyday use will be considered as an ordinary deposit.

Tips: Names will either be logged in Kanji or in Katakana. Ask your Japanese teacher and write down your name in Katakana for you to remember.

■ Automatic Remittance

• Once you open an account write down the account number, bank name, and bank branch. This information is necessary for automatic remittance of your scholarship and/or utilities.

(Reference) Bank/Japan Post Bank (business hours will depend on the bank)

Banks:	(Consultation Counter) Weekdays	9:00-15:00
	(ATM) Weekdays/ Saturdays/ Holidays	8:00-22:00
Japan Post Bank:	(Bank) Weekdays	9:00-16:00
	(ATM) Weekdays	7:00-21:00
	Saturdays and Holidays	9:00-17:00

<Check Column>

- Banks near your home and school
- Items necessary to open an account
 - Residence Card or National Health Insurance Card
 - Personal Seal (for Post Bank)
 - Your Name in Katakana
- Did you decide a 4-digit passcode for your cash-card?
- Data necessary for automatic withdrawal and remittance
 - Water number
 - Gas number
 - Electricity number
 - Other

2-2 Summary of Accommodations

Learn about Japanese accommodations and determine what suits you best. If you are unclear please discuss with the landlords.

■ Classification and Characteristics of dormitories

1. Student House

- Only students can live here.
- Often meals are included and there is someone responsible for taking care of the dorm.
- You can live freely with a good learning environment.
- You must comply with closing times and so forth.

2. Student Dormitory

- Generally there are dormitories where Japanese students and international students live together.
- Some schools have their own dormitories.
- Some schools introduce private quarters for you.
- Go to your schools consultation counter first to find out more information.

3. Public Student Halls

- There are national and city operated residencies for international student but they are very few.

- The equipment is usually good and the dormitory is cheap. But there is limit to the number of people that can stay.

4. Public Housing

- The city or public provides housing.
- For those staying in Japan over a year and wish to cohabitate with family are eligible to apply.

※ Recruitment and consultation details can be found in the housing bureau management department of each prefecture.

5. Staff Quarters of Japanese Companies

- Depending on the business, there are cases where foreigners are allowed to stay in the employee dormitories.

※ See the school bulletin board for recruitment.

6. Private Rental Quarters

Apartment

- Usually prefabricated wooden floor.
- Cheaper than a mansion(condo).
- Sometimes the kitchen area and bathroom are shared and some apartments have no bathroom at all.

Mansion (condo)

- Steel and concrete structure with steel framing about medium height.
- They have high ceilings, heating and cooling, and usually are sound proof and vibration proof.
- They usually have a room, kitchen , toilet, and bathroom.
- As the room floor is higher, the rent is higher too.

Weekly Mansion

- Suitable for mid-term accommodation.
- It is possible to even stay at least one night
- No deposit, key money, or guarantor fee is required.
- Daily necessities are complete and you can always move in with just one bag.

Independent House Apartments

- Usually bungalows or two story houses, with yards.
- Generally, they have a kitchen, toilet and a bathroom.

Boarding (rental)

- Living in the same accommodation as the landlord.
- You will be with the landlord, the landlords family, and any other tenants
- You can receive meals at home while there is security and privacy are assured.

Home Stay

- If you are accepted by a Japanese family you will live with them.
- Many students want to do homestay to deepen their understanding of Japanese culture and customs.
- There are few families who accept international students for home stay.

Room Share

- A few people can share a room together.
- It is common to rent 2 rooms instead of just one room since it is shared.
- You can live cheaper and in a more spacious environment.

Tips:

You should pay the rent to the landlord in advance or it might cause default in the case of room share.

2-3 Private Rental Accommodations

Be sure to go to the place you would like to live personally to have a look. Some of the landlords and real estate companies are reluctant to rent rooms to foreigners, so be patient.

■ Remember

1. It is hard to rent an apartment if you cannot speak at least daily conversation in Japanese.

- In order to rent an apartment you must be able to communicate with your landlord.

- If you cannot express concerns about life it won't be possible to express any trouble to your landlord in Japanese.

- Ask a Japanese friend or a superior who is good at Japanese to help you out in these situations.

- Words that are important to know when you need to make a contract in Japanese

Yachin

(Rent)

Usually the rent is paid in advance before the end of the next month.

Shikiken/ Houshokin

(Security Deposit)

This will cover any damage to the room and is usually 1-2 months worth of rent.

Reikin / Kenriken

(Key Money/ Claims and Benefits)

Paid to the landlord and is non-refundable at check out. 1 -2 months rent

Kyouekihi

(Interest Charge)

Charges for the stairs, corridors, shared toilet facilities and public spaces, utilities fees, cleaning fees, and management fees.

Choukaiteisyuryou

(Agency fee)

Paid to the real estate company. It is generally about one month's rent.

2. In Tokyo, Osaka, and other major cities it is normal to commute about an hour to school.

- The rent can be very expensive near a school located in the city center.

- Renting a residence in the suburbs will usually be cheaper but not very convenient. (Japanese students and residents also spend more than an hour to commute to school and work)

3. Classification of Rooms

- 1 room + kitchen apartment is call a “1K” (in the case of a mansion it is “1R”)
 - 2 rooms +dining and a kitchen is called “2DK” (2 rooms+ dining kitchen)
 - A kitchen that is attached to a living room is called “2LDK” (2 rooms +living dining kitchen)
4. Understand the market price for rent.
- Generally rent in the city center is more expensive and cheaper if it is further away.
 - The distance from the station to the residence, the age of the building, the equipment, and the size will all have an impact on the rent.
 - It is best to check in advance which area you would like to live in and the price.
5. Calculate the monthly lease payments and rent limits for your budget.
- Rental contracts usually require a deposit, key money, claims and benefit fees, and other charges which can be equivalent to rent of 5-6 months.
 - In Japan, the average apartment comes without furniture so you must provide your own.
 - Consider how much you can pay for rent each month.
 - Pay attention to the cost of the entire rent for the duration of the contract.

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- What type of residence would you like to live in?
Apartment Mansion Weekly Mansion Public Building
- What area would you like to live in?
- What size of apartment do you wish to live in?
- How much are you able to pay for the contract?
- How much can you pay for rent?

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2-4 How to Look for Accommodations

Finding accommodation in Japan is not an easy task. You should start now to collect information in order to find a good home.

■ Introduction from your School

- Japanese Universities, Colleges, and Japanese language schools almost always will introduce private apartments around the area for students.
- Pay attention to bulletin boards and check for information about dormitories, employee quarters, or other accommodations.
- You can also go to the school’s student section office.

■ Search by the Internet

- You can search for dormitories, mansions, and apartments in the area you would like to live in.
 - If you find an accommodation you like call immediately to ask about it.
- a) For student dormitories you will be put into contact with the business which runs the dormitory.
- b) Mansions, Apartments and the like will be dealt through a real estate company directly for general information.

If a specific room you want is not empty you can ask if there is one in the same condition.

- The sooner you go to check out the room the better.
- Go directly to a real estate office and search.
 - Go to a real estate agent in the area you would like to live, and tell them the conditions you need.
 - If you find a place you are interested in, it is important to receive a guided tour of the accommodation.
 - If it turns out you don't like the place then there is no problem (it is free of charge to see the accommodations).
 - If you would like the accommodation, please take 1-2 days to think it over and then tell the real estate agent. In this case you will be asked to pay a finder's fee in order to receive first priority on the accommodation. If you eventually rent the room this fee will be reimbursed but won't be refunded if you do not rent the room.

(Note) No matter what method you use to search for your accommodation you still must go directly to the accommodation to check it out.

- Also be sure to check out the surrounding environment.
- Check for convenient transportation, if it is near or not to the station, near shops, public baths, and so on.
- Check to make sure you can use the heating and cooling systems.
- If it is possible ask the neighbors about the noise.

Tips:

Sometimes people will rent pre-emptively without checking out in advance the layout and other conditions and therefore will end up in a place that doesn't suit them.

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- Pay attention to these items when looking for an apartment
 - Rent • Deposit, claims, and other fees
 - Common interest expense
 - Agency fee
- Exposure to Sunshine
- Noise
- Moisture
- Distance from Station
- Nearby shops
- Nearby public baths
- What kind of people live in the area
- Heating
- Air-conditioning
- Internet condition
- Bicycle parking

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Tips:

An apartment may be more than the market value of an area so be sure to check beforehand to get the cheapest accommodation. Also, security and privacy may vary depending if it is on the 1st or 2nd floor.

2-5 Important Notes on the Rental Agreement

After you go through the previous procedures you will sign the accommodation contract, so make sure you understand the contents of this contract. If you do not understand, you can ask your supervisor or fellow students.

■ All important issues within the rental contract

- When you plan to rent an apartment, mansion, or any other private accommodation, the landlord and the tenant should meet up to sign the contract.
- The tenant, the landlord, and the joint guarantor should all have the same content, about 2-3 copies of the signed contracts in custody.
- The real estate agent will format the contract on behalf of the landlord.
- The period for contract is usually for two years.
- The contract will list the terms, content, rent and other information.

■ A contract will require a guarantor in Japan

- Only those of a certain income can become independent guarantors
- If the tenant rents an apartment and damages the living space then the guarantor will be obligated to pay.

■ Remember these prohibited conditions.

- You cannot lend your apartment to others or cohabitate with friends and family without the knowledge of the landlord.
- No unauthorized alterations to the room.
- Observe manners

■ Make note of these procedures when you should leave the apartment.

- Give a notification at least one month in advance before moving out. Otherwise you will need to pay the rent even if no one is living there.
- Leave the room clean just as when you moved in.
- Do not throw away things that need to stay in the room.
- Make sure all utility, electricity, and gas bills are paid.

Tips:

If your school is a Japanese Association for International Education Cooperation then they can become your guarantor. Ask your school office for more details.

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- What you will need when renting an apartment.
 - Individual Seal
 - Emergency Contact Information
 - Deposit
 - Re-compensation
 - Rent (calculated from the number of days you entered to the end of the month)
 - Management fee

- Agency fee
- Guarantor

(Have the necessary documents ready and signed for the liability guarantor signature and seal)

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2-6 Electricity, Water, and Gas

This section contains information about the use of water, gas, and electricity.

■ Procedures to start the usage of Electricity, Gas, and Water

1. Electricity

- Switch on the breaker and you will immediately have electricity.
- In your room find the Electricity Formalities book, and fill out the contract with your name and the day you started using electricity, then post it.
- If there is no such book you can call the electric company or carry out the same procedures by internet or fax.
- This procedure does not need the supervision of any specialized personnel.

2. Water

- Call the water company customer center for application (For all 23 wards of Tokyo 03-5326-1100)
- Or, if you find a “Start of Usage” application in your room, fill it out and mail it.
- If you fill out the form online, each accommodation will have a fixed number, so ask your landlord or real estate agent if they know.

3. Gas

- Tokyo Metropolitan is managed by Tokyo Gas. Other regions may be different.
 - Apply for the start of usage by either calling the company or through the internet.
 - If you don't know where to call then ask the landlord or real estate agent.
 - The gas will be started with the supervision of a specialized personnel
 - The gas personnel will need to confirm if the gas stove and other equipment are safe or if it is a room where appliances are missing.
- ※ There is a difference between propane gas and stove gas. So pay attention at the time of purchase.
- You will be sent a paper bill by mail so you can pay at the convenience store or a bank counter. However, using the banks automated remittance system is more convenient.

Tips:

Before moving, pre confirm that there are good electrical lights, a gas stove, and other appliances. Also, measure the curtain size.

2-7 Postal Service

Using the post is very important to mail or receive letters and parcels from your home country, to pay public fees, to receive notices from school or the government and immigration bureau.

■ Make sure you have correctly recorded your address, apartment name, and post code.

• It is important to write down clearly your address, apartment name, room number, and post code to tell others.

• For those in homestay write your land lords surname after the address.

■ Write your Name on the Post Box

• Write your name on the mailbox clearly so that the postman will not make a mistake.

• If you live with others than all names should be written on the post box.

■ Affix stamps to the upper left corner of the envelope and write your own address on the back.

• In Japan the stamp is placed on the top left corner of postcards and letters.

• On the front of the envelope write the recipients zip code, address, and name.

Then write your own address on the back.

■ There is an English mailing guide at the post office.

• The postal customer advisory service center is also available with English consulting services.

<Business Hours>

Weekdays 8:00-22:00

Saturday/Sunday/Holidays 9:00-22:00

English Service Telephone 0570-046-111 (charges may apply)

<http://www.post.japanpost.jp/question/index.html>

Tips:

You can buy stamps at almost all convenient stores.

2-8 Phone Contract

Cell phones are very convenient not only for talking on the phone but also for sending texts, using the internet, or using other tools essential to modern life.

■ How to make a contract

• You can apply for a mobile phone contract at the carriers specialized store or through various outlets and appliance stores.

<Cellphone Carriers>

NTT Docomo : <http://www.nttdocomo.co.jp/>

au : <http://www.au.kiddi.com/>

Softbank : <http://mb.softbank.jp/>

■ What is necessary to make a contract

1. Residence card (valid for 90 days or more, with record of residence)
2. Bank Cash-Card or Credit Card (If you have no card then you can use your bankbook and individual seal)

* Depending on the shop, your health insurance card, student ID, residence card or passport may be needed to confirm your ID.

■ There are various payment plans.

- Telephone charges include basic fees for phone calls or text messaging
- There are various contract periods, family offers and so on.
- Because the price of the program can be very complex, the best thing to do is discuss what your friends are using to find a good solution.

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● Consider in advance

- Which company is good?
- The pricing plan
- Phone Functions and features
- What services do you want?

Tips:

Each carrier will offer promotional discounts so ask the attendant to help you find the cheapest price.

2-9 Application for Internet Services

It is very convenient to get news and mail from your country through the Internet. Additionally, it is easy to access a variety of information and the city's website in many different languages.

■ Ability to use the Internet

• There is a big divide in ways to use the internet. You can use the Internet at school, go to an Internet café, or make an internet contract to use in your own home.

■ When you start an Internet contract be sure to confirm the network lines in your residence first.

• Ask your landlord or real estate agent if there is an internet cable in your room.

• There are many types, such as a telephone cable, optical fiber cable, CATV cable, or perhaps a wireless LAN cable. The speed, cost, and services are not the same.

• If your apartment has already been placed on a network then this will be this cheapest option.

• In case of wireless LAN, confirm whether the residence is in a wireless network domain first.

■ Making a Contract with a Mobile Phone Provider.

- You can apply through the network provider's website or by calling.
- You can also make a contract in a home appliance store.

- If your apartment has been placed on a network, you can find the suitable conditions for the network through the networks operators.
- You should confirm if the internet company or provider is offering any sort of promotional campaign which they often do. This will significantly affect the cost if you research well.
- You can get an application online but it will take from a few days up to a month.
- The procedures to set up a contract will naturally be in Japanese so bring someone who can help you if you need.
- Naturally, make sure to have a computer!

Tips:

At appliance stores in Japan, you can usually sign an internet contract at the same time as buying a computer.

2-10 Use of Bicycles

Having a bicycle makes life easier but you must make sure to follow the correct registration and parking procedures.

- Do not arbitrarily place your bike anywhere.
 - You should not use abandoned bikes nor throw your bike away anywhere.
 - Bicycle registration prevents the theft of bicycles so you must show your registration to a police officer if they ask to prove you are not a thief.
- When you buy a bicycle it will be registered to prevent theft. You can also change the registration if the bike was given to you.
 - If you buy a bike you should register it.
 - If you are given a bike from someday, confirm if they have their registration and then receive a transfer certificate.
 - With the transfer certification and your residence card, please go to a police station to change the registration
- Bicycles must be parked in a designated parking zone.
 - If you park your bicycle at a station where it is not supposed to be parked it may be confiscated.
 - If it was confiscated, you must confirm the location and go there for payment. So be sure to leave your bicycle in a designated parking spot.
- It is a violation of traffic rules to ride two on a bicycle or ride at night without any lights.
 - In Japan it is a traffic violation to ride a bike with two people or to ride at night without lights.
 - In case of an accident, if the victim has violated the traffic rules they will not be protected.

<Bicycle traffic rules and manners>

At the following home page you can view the bicycle traffic rules for Japan

<http://www.keishicho.metro.tokyo.jp/kotu/bicycle/rule.htm>

Tips:

There are many places in Japan that do not have a designated bike path so in that case you should ride in the road but allow way to the car.

2-11 Vehicle Insurance and Driver's License

If you hold a license from your home country you can replace it with a Japanese license.

■ Obtaining a Japanese License

- You can switch your national license to a Japanese license in order to drive a car in Japan
- You must first hold a license from your country that has been valid for three months or more.

■ What documents are necessary to change your license?

1. Foreign drivers license and a Japanese translation. Translation can be done by the embassy or through JAF in your prefecture.

JAF (http://www.jaf.or.jp/profile/genera/office/fr/f_index.html)

2. Passport

3. Residence Card

4. Personal Photo (3cm x 2.4 cm)

5. Translation Fee

- Have these documents ready when you go to the center for translation.

Note) When you rent a car, confirm the damage compensation liability insurance and optional insurance. Some insurance only protects the owner and the families from accidents so it is best to have these two. If you buy a car make sure to join both insurance programs and update it annually.

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●Required documents

- License and Japanese translation
- Passport
- Residence card
- Photo
- Fee

●Contact (Tokyo Metropolitan)

Fuchu Metropolitan Police Department Driver's License Examination

042-362-3591 (Representative)

Samezu Metropolitan Police Department Driver's License Examination

03-3474-1374 (Representative)

Koto Metropolitan Police Department Driver's License Examination

03-3699-1151 (Representative)

Tips:

Before buying the car calculate the insurance, parking, and other charges in advance. Also calculate there areas you will travel to and how much gas you will spend.

2-12 Procurement of Household Goods

Japanese apartments are usually unfurnished.

- First plan what to buy and how to buy it.
 - In Kanto area the electricity voltage is 100 volts and 50 Hz. In western Japan it is 100 volts and 60Hz. Confirm in advance what appliances you have.
 - When preparing appliances, also consider how long you will stay in Japan.
- Note) If you are staying in Japan for a year buy second hand appliances and furniture. But if you will stay for 2-3 years then new furniture would be more durable.

- Some apartments prohibit the use of oil and gas heaters.
 - Also be prepared with lights, curtains, toilet paper etc. in advance before moving.
 - Go take a look at a nearby second hand shop.
 - In the NTT Town Pages a list of second hand recycle shops will be listed for your area.
 - Trade old clothes for second hand items.
 - There are also city flea markets.
 - Occasionally, a flea market will be held in large nearby parks, and residents will have everyday home items for sale at a cheap price.
 - You can learn about regional flea markets through these groups.
(Tokyo Area) 03-3226-6800 <http://recycler.org/>
(Kansai Area) <http://www.freemarket-go.com/top.htm>
 - Buy large appliances in Sale Seasons help you save a lot.
 - During spring, many home appliances shops will hold a huge sale for cheap and complete sets of appliances.
- (Note) A set of three appliances (a refrigerator, a washing machine, and a microwave) will be a lot cheaper than to buy a single item.

Tips: Online auctions are also very cost-effective. You can go online to read more about it.

2-13 Change of Accommodations (Moving out)

If you are moving out you should notify your landlord one month in advance, otherwise you will be made to pay a month's rent prorated from notification.

- Moving
 - Notify the landlord one month before the end of your contract.
 - Otherwise you will have to pay for time you are not in your apartment.
- Notify the utility companies to stop the water, electricity, and gas.
 - Three days or so before moving call the utility companies to stop each one.
 - The inspector will come to check the meters on your moving out day.
- Change your phone

- If you have a telephone be sure to contact the phone company to transfer the number or phone bill
- If you do not know the number of the telephone company in your previous area then you should contact the company in your new area.
- Telephone installation requires engineering fees.
- Return the key at room inspection
- Do not leave things in your room that you do not want.
- Put stuff out after the landlord has inspected the room, if there is no problem the deposit will be fully returned.
- Do not forget to give the key back to the landlord
- Submit relocation reports after moving.
- After moving you can fill out a change of address form and hand it in directly at the post office window
- Mail submitted to the old address will be forwarded to your new address for up to a year.

Tips:

When moving compare the prices of several companies to get the best price.

3. Manners

There are probably differences between the manners of Japan and the manners of your home country. By learning about the manners of Japan you can avoid any friction that might occur.

3-1 About Japanese Houses

Remembering how to use the features of a Japanese house will provide for a comfortable life.

- Remove your shoes when you enter the house.
 - In Japan we remove our shoes upon entering a house.
 - This is an old custom that prevents dirt and other filth from being tracked into the house.
 - In the case of a dorm, you should remove your shoes at the entrance (genkan) and can change to wearing slippers in any shared indoor space such as the hallways or kitchens.
 - Do not wear slippers in a tatami room.
- Japanese houses are small and narrow.
 - In urban areas around Tokyo, due to overcrowding, houses tend to be small and the rent tends to be very high.
 - In an apartment, the sound you make or a tenant makes is normal so everyone understands to just put up with it for the sake of the community.
 - If the noise is too loud be sure to talk to the landlord, or dorm manager.

- Keep the room and shared living spaces clean.
 - Please keep your room as clean as possible.
 - If the room is dirty or damaged you may be charged with the repair cost.
 - When you leave the room after the lease period is over, be sure to clean the room and restore it to the way it was before.

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※Write anything you have realized about Japanese houses.

Tips:

The size of a room is measured by the number of tatami mats. One tatami mat is called ichi-jo (1 matt). However the size of the matt does vary depending on the type of matt.

3-2 Taking out the Garbage

Your garbage will not be collected if it is not separated the way it is supposed to be, if it is not set out on the day it is supposed to be picked up, and if it is not placed in the correct location.

■ Please remember these basics to separating garbage (based on an example in Tokyo)

1) Burnable Garbage

- Burnable garbage is waste from the kitchen such as fish and vegetables, paper, clothing, sanitary items, and cigarette butts.
- In all 23 wards of Tokyo it is recommended to dispose of the garbage in a semi-transparent plastic bag (Calcium Carbonate) tied at the top.

2) Non-Burnable Garbage

- Metal, glass, ceramics, rubber, leather, cutlery, needles, light bulbs, and fluorescent tubes all belong in the non-burnable category.
- Place the non hazardous items of this group into a transparent bag so that it can be easily identified.
- Needles, broken bottles, broken cans, pieces of glass, and light bulbs should all be separated and wrapped in paper. The word dangerous “キケン (Kiken)” should also be written.
- As for spray cans make sure they are completely used up because there is a risk of explosive materials inside.

3) Recyclable Garbage

- This category includes waste paper (newspapers, magazines, and cardboard boxes), cans (aluminum and steel), Glass bottles and pet bottles.

※Varies by region.

4) Coarse Garbage.

- This category includes furniture, appliances, and so on, which are less than 1.8 meters or 30 centimeters or more. (excluding recyclable home appliance goods)
 - Air conditioning, televisions, refrigerators, and washing machines are all recyclable home appliances. You can dispose of these items through a recycling reception center after paying a fee.

■ What day to take out the garbage.

- The different types of trash are collected on different days of the week. The day, time, and place where you should dispose of your garbage will depend on the district.
- Generally, burnable waste is collected about two times a week, recyclables are collect about once a week, and non-combustibles might be picked up every other week.
- Please contact your city and ward offices or your landlord to find out the collection dates in your area.

Tips:

The area, city, or ward you live in will have prepared a trash separation and recycling day manual.

3-3 How to use the Kitchen.

Use of the kitchen has been cited as one of the reasons why landlords of private housing decline foreign residents. You should try and remember these manners for kitchen use.

- Oil stains in the kitchen are problematic.
 - Japanese kitchens are made to fit the Japanese food culture of boiling and baking food.
 - It is not suited for the cooking methods of many other Asian countries where lots of oil and frying methods are used.
 - Please be careful because it is extremely hard to remove oil stains that have scattered all over the work top and wall.

- Please be especially careful to use the ventilation fan.
 - Most Japanese are very sensitive to oil contamination in the kitchen, so after a resident moves out the landlord will have to label the house as containing “oil stains” and will most likely struggle to rent the accommodation in the future.
 - When you are cooking with oil, use the exhaust fan and take care in particular that the oil does not hit the wall or ceiling.
- Start the habit of wiping the area clean immediately after cooking.
 - If you leave oil that has splattered it is hard to clean dust and dirt that has fallen into it because it will adhere after it oxidized.
 - You can avoid this by simply getting in the habit of wiping around the cooking area after you cook immediately.
- Cover the area around the stove with an aluminum oil guard
 - For those who find it troublesome to wipe each time after cooking, should, for example, place an aluminum guard to protect the walls for oil stains and sticking.
- A fee may also be charged as a cleaning deposit fee.
 - You should leave your place, not just the kitchen, as clean as when you moved in. Sometimes a cleaning fee is also requested.
 - The cleaning fee is usually drawn from the security deposit you paid when you moved in, but if the cleaning fee was applied and damage to the residence is really bad, the full amount of the security deposit will not be returned.
 - If you live naturally in a dirty environment you have to pay the cleaning costs.

Tips:

If you rub the oil stain too hard it could spread so it is best to put up some sort of wall protector.

3-4 How to use the Toilet

Japanese toilets are commonly flush toilets. Let's learn the manners to use the washing basin comfortably.

- Be careful not to clog the toilet.
 - You should absolutely not flush anything aside from toilet paper into the toilet bowl.
 - If by chance the toilet is clogged for any reason please contact your landlord or a manager immediately.
 - It is important to note that you may be charged with repairs if the toilet is clogged due to negligence or a leak.
- Mind your manners to keep the toilet and washing area clean.
 - Please flush used toilet paper down the toilet.
 - After using the toilet please flush. (Once is enough)
 - If the toilet is dirty, the person who made the toilet dirty should clean it up.
- If you would like to use the cleaning toilet seats
 - To use the cleaning toilet seats a power supply is required in the toilet area.
 - If you do not have power, because it will require a separate electrical source, it is necessary to seek the consent of the landlord.

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※Any ideas to keep the kitchen and toilet areas clean and comfortable?

3-5 Taking a bath (Japanese Ofuro)

In Japan it is custom for people to take a bath together at a Japanese Ofuro. Japanese Ofuro is not just a place to clean your body, but also a place for communication.

- Japanese bath (Ofuro) Manners
 - You cannot enter a bath (Japanese Ofuro) wearing any clothes.
 - Before entering hot baths, hot springs, and so on be sure to wash your body before hand with hot water.
 - When you are washing your body do not leave any water in the sink.
- Do not disturb other people who are around in a public bath (seito/onsen)
 - You are not allowed to use soap when washing yourself in the bathtub
 - Sometimes a towel is placed in the bathtub but actually this is not good manners.
 - Be careful not to apply hot water to others.
 - Do not wash your clothes in the bathtub.
 - Finally , after wiping your body dry please go to the dressing room.
- Enjoy an Onsen Trip
 - There are hot springs (Onsen) all around Japan where accommodation is usually provided. After mastering the manners of public baths, please try to enjoy a Japanese Onsen resort peacefully with a friend.

Tips:

If you have long hair be sure to tie it up before entering the bath.

3-6 How to use a futon.

It is very common for a school dorm to be equipped with a bed, but let's assume that you might stay at a Japanese Ryokan or in a Japanese style guest room. In this case let's learn how to use a futon

■ How to spread out a Futon.

- Mattress
- Comforter

1) First, spread out the mattress.

2) Cover the mattress with a sheet and tuck it under the mattress.

3) Place the comforter over the mattress. When it is cold, place a blanket in between. Put a cover over the pillow and finish by resting your head down for sleep.

■ Taking care of a Futon.

- The humidity in Japan is very high, so sometimes it is necessary to let your futon dry outside in the sunlight and wind.
- Even for those who are using beds, you can place the pillow case outside occasionally to stay comfortable.

Tips:

Once you have folded and put away your futon you can use this space to eat, entertain guests, and so on, until you take it back out at night.

3-7 How to use public spaces.

Dorms and Private living quarters usually have shared spaces such as a kitchen and toilet, and also a shared shower. If you use this shared spaces, please observe the points below.

■ Respect the established rules

• It is normal for shared spaces, such as the kitchen, toilet, shower etc. , to have certain accommodation rules.

- For example, some rules include a rotating cleaning arrangement.
- Be sure to ask the manager about the rules often.

■ Consider others when using shared facilities.

- A shared living accommodation is not a space just for you.
- Avoid using a certain place or service for a long time.
- If you leave a place dirty the next person will be inconvenienced. So please take care of the facilities you use and clean up after yourself.

■ Don't waste the shower water and electricity.

- Be sure not to leave the water or shower running when you are not using them.
- Be sure to turn off the light in the bathroom after you have used it. Also, be sure to turn off the electricity of other shared spaces.

- Be careful when water protrudes from the pot and extinguishes the gas flames, especially if you live in a shared living space because this will increase the cost of energy and burden the other residents.

3-8 Trouble with a neighbor

Sometimes there is a sound from upstairs or next door that echoes inside the building. Normally we should just put up with tenant noises but it can become a problem if it is very loud.

■ Try to keep it down at night

- Generally, you should keep the noise down as much as possible once it is past 10 o'clock at night.

- Pay attention to the sound of the television, music, opening and closing of doors, and the sounds of going up and down the stairs.

- Please especially refrain from the use of washing machines and vacuums during the middle of the night because the vibrations transmit easily.

■ Do not forget to consider your neighbors even when friends are gathering.

- It is fun to talk in your native language when friends from your home country have gathered at your house, but if you become too loud without noticing it will disturb your neighbors.

- Please keep the sound of your laughter and voice down after 10pm.

■ Be careful about the noises of the people around

- If someone complains about the noise you make please do not take it personally and listen to them calmly and respectfully.

- If the complaint is justified simply offer a kind apology.

- If you think the demands are unreasonable, please listen to the opinions of your supervisors, school friends, and talk to the real estate representative or landlord.

<Memo Column>

Have you had any trouble with your neighbors? If you have any worries, make a note of what it is, and please speak with a counseling agency, or contact the International Student Services at your school.

Tips:

Be sure to greet your neighbors and others that live around so that you can avoid big disputes and the like.

3-9 Table Manners

In Japan, most dishes are eaten with chopsticks. So it is often said that a meal "begins with chopsticks and ends with chopsticks". To this degree the handling of chopsticks has become the center of Japanese dining etiquette.

■ Correct usage of Chopsticks

1) Brace the lower chopstick in between your thumb and ring finger. The upper chopstick is held between your thumb and your pointer and middle fingers.

2) When grabbing the food move the chopsticks with the index finger and middle finger.

3) The point is to keep the lower chopstick still resting in between your thumb and only move the top chopstick.

■ Remember these Table Manners

- When you place the chopsticks down align them and put on the chopstick rest.

If there is no chopstick rest, then place on a small dish.

- Place the chopsticks down before taking another vessel or dish.
- Hold the bowl of rice with your hand (flat dishes can be left as is)
- Take the soup bowl with your so you can take a sip.
- It is not necessary to eat the dishes one by one but instead alternate

between the bowl of rice and different dishes at the same time.

Tips:

Choose a pair of chopsticks based on your palm size. Generally, woman might have a small pair of chopsticks than men.

■ What not to do with chopsticks (kirai bashi)

- × Passing with chopsticks

Exchanging food between chopsticks

(References bone cremation and customs in Japan)

- × Sticking your chopsticks straight up in the food.

Sticking the chopsticks in the rice.

(References a preparation ceremony besides the body in Japan)

- × Pointing with chopsticks

Eating with chopsticks stabbed in cooking.

- × Troubled chopsticks

Letting the chopsticks hang around while wondering what to eat.

- × Licking your Chopsticks

Putting the chopsticks in your mouth or licking them.

- × Searching with chopsticks

To search or stir-up the contents in the dish with the chopsticks.

- × Approaching with chopsticks.

Hauling over other dishes with your chopsticks

- × Chopstick placement

Placing the chopsticks over the bowl.

Tips:

You also shouldn't use your chopsticks to tap, bang, or make any noise.

3-10 Public Manners

Respecting public manners will not only help you lead a comfortable life but this will also keep others safe.

■ How to get on and off the train.

- Generally, you should first check the fare to your destination from the price list at the ticket office, then purchase a ticket from the vending machine. After that you can proceed to the platform through the automatic ticket gate.

• On the platform it is basic to line up at the spot where the doors of the train will open.

- Inside the train it is considered rude to speak very loudly.

- Priority seating is designated for the elderly, pregnant women, and injured people.
- When you start to approach the station of your destination go to the door in advance.
- Do not litter on the trains.
- How to get on and off a bus.
 - The bus fare within Tokyo Metropolitan is 200 yen. (2012. March to present)
 - Sometimes there are also instances where the bus rates depend upon the distance you travel. When you enter the bus you can grab a ticket from the machine by the door. Pay attention to the number on the ticket. The screen at the front of the bus will list the different prices. Your price is listed under the same number as the ticket. You will pay this price as you get off the bus.
 - When you hear the bus driver announce your destination press the button to request a stop and get off when the bus makes a complete stop.
 - The bus will sway a lot so it is safest to wait for the bus to make a complete stop before you stand up.
 - Make sure to check the route course in advance and the name of your destination.

<Public transportation travel card>

It is very convenient to use a public transportation travel card (such as Suica or PASMO). It is a pay as you go system. You can charge the card in advance and proceed to the platform without buying a ticket, by just simply swiping your card over the ticket gates. It can be purchased at the train office window, automatic ticket machines, and bus stations. This system is also sometimes integrated with credit cards.

<Commuter Pass>

If you travel a regular route everyday it might be convenient to obtain a commuter pass because you will receive discounts. The commuter pass will have your route information and you can pay a set price once a month. To obtain a commuter pass a commuter pass certificate or a school issued certificate is required. You can follow the procedures at the train station office window.

Tips:

Stand at the door of the train to allow yourself to get on and off in good time.

■ How to ride a taxi

- Taxi stands are located in front of stations and other facilities.
- Please note that the entrance door is on the left side.
- In Japan you should not share the front seat if you are alone. Please sit in the back seat of the taxi.
- Tell the driver your destination clearly. If you do not have any confidence to tell the driver in Japanese, it would be a good idea to show a map or prepare a memo of the location beforehand.
- In the case of Tokyo, usually between 10pm and 5am there will be a 20% price increase (May, 2012 to present)

■ Mobile Phone Manners

- Switch your phone to silent mode (manner mode) and refrain from talking on the phone when you are using public transportation such as the bullet train, a train, or a bus.
- Please turn off the power to your phone when you are near priority seating.
- Please keep your voice down when you are in a public location such as a hotel lobby or a restaurant.
- Turn off the power to your cellphone when you are at the cinema, theatre, or art museum.
- Cellphones are prohibited in a hospital because it may affect the medical equipment.
- Using your mobile phone while operating a vehicle or bicycle is considered a violation.
- How to ride an escalator.
 - If it is a very busy line up to use the elevator. Do not cut the line.
 - You should ride on the left side of the escalator and leave the right side open for those who are in a hurry. (In Kansai you must stand on the right side and let others pass on the left)
 - If you are in a hurry and are walking up the right side of the escalator, please do your best to avoid hitting or running into the other people on the left side. Please do not run up the escalator because it is dangerous.
 - For safety, please leave one step open between you and the person in front.
 - Do not extend your hand or any part of your body beyond the rubber belt because it is dangerous.
 - Be cautious when wearing plastic sandals because it is very easy for them to get caught in the gap.
 - When you get off the escalator do not stop because those behind you will stumble. Please leave the area so that everyone can ride the escalator smoothly.

3-11 Street Manners

In order to keep the city clean, please stop littering garbage and cigarette butts. There are some areas where smoking in the street is prohibited so pay attention.

☞☞ Prohibition of Littering and Smoking in the City

- Proprietary regulations are established in each ward of Tokyo. Littering of cigarettes and empty cans, and smoking while walking are prohibited.
- In areas where you are not allowed to smoke, smoking while walking, standing, and sitting are all prohibited.
- Fines may occur if someone does not follow the instructions of non-smoking areas.

Reference) These wards in Tokyo collect fines for walking while smoking are Meguro Ward, Chiyoda Ward, Shinagawa Ward, Ota Ward, Itabashi Ward, Adachi Ward, Shinjuku Ward, Fuchu City, and Hachioji City. There are other wards where smoking in the streets is prohibited. Also, some wards in Kanagawa Prefecture, Saitama Prefecture, and Chiba Prefecture also ban smoking in the street.

<Memo Column>

If there is anything you realize about Japanese manners and customs, or anything you don't understand, please write down a memo here and ask someone.

Tips:

If you are in a non-smoking area, you can always go into a restaurant to smoke or find a designated smoking area.

3-12 Making a phone call

The way of making a phone call is different in each country. Let's learn how to make a call in Japan without being rude.

■ Manners when answering the phone

1) In Japan, you should confirm the party you are trying to reach. When you want to make sure you are calling the right person please check the name of the person always.

For example: Moshi, moshi, tanaka-san no otaku desu ka? (Hello, is this Mr./Mrs. Tanaka's house?)

2) Please say the name of whom you want to speak to.

Saying -san onegashimasu (Mr./Mrs.--, please) is considered rude.

You should say your name and affiliation in a slow and clear accent, and then identify the party you wish to speak to.

3) If the person you wish to speak to is not there you shouldn't say, wakarimashita (I understand) and hang up. Instead leave a message.

Example: denwa ga atta koto wo otsutaete kudasai. (Please tell them they had a call for me.)

At this point the person you are speaking with will ask for your number, odenwa bango wa? Instead of saying that the person you are trying to reach should already know, please tell your number.

4) In the case of reaching an answering machine please leave your name, purpose for calling, and number in a clear voice.

5) You will give a good impression if you hang up the phone after the other person has.

4. Student Life

This chapter will describe some useful knowledge and information for a student's daily life.

4-1 About International Study

You should know what is needed to be eligible for the International Student Application.

■ Procedures for International Students

- Depending on the country, the international will receive a "Study" status at the Japanese pavilion, but it is not necessary to obtain this status before arriving in Japan.

- For Students who received 1 year duration result and will study more than two years in college can apply for a new duration of residence permit .

- The new residence period is determined by individual review.

- You should go to the Immigration Administration Bureau in your area to fulfill all necessary procedures required for a new residence status. It is also possible that the school may go in your place depending on the policies of your school.

■ Japanese Language Proficiency Test

• The Japanese Language Proficiency Test (JLPT) takes place every year in July and December.

• The information and sign up booklet is sold at all major bookstores of Japan in mid-March for the First exam (July) and in mid-August for the second exam (December).

• The registration fee is 500 yen and the examination fee is 5500 yen. (2012)

• The deadlines for registration are as follows. First exam (July): May 1st, Second exam (December): October 10th.

• You can take the exam in the following areas of Japan.

Hokkaido, Iwate, Miyagi, Ibaraki, Tochigi, Gunma, Saitama, Chiba, Tokyo, Kanagawa, Niigata, Toyama, Ishikawa, Yamanashi, Nagano, Shizuoka, Aichi, Mie, Gifu, Kyoto, Osaka, Hyogo, Okayama, Hiroshima, Kagawa, Ehime, Kochi, Fukuoka, Oita, Kagoshima, Okinawa (2009)

• Domestic examination: <http://info.jees-jlpt.jp/>

03-6686-2974 (Japanese Language Proficiency Test Center)

• Overseas examination: <http://www.jlpt.jp/e/index.html>

Before 2000 JLPT level 1 and level 2 were required for most schools in order for foreign students to enter. But from 2001 the Japanese International Student test became standard and requirements for taking the JLPT became less. However, depending your prospective school there are still some cases where the JLPT is required.

4-2 Applying for Scholarships

There are many scholarship systems, so in order to find the most suitable scholarship for you it is important to understand these systems correctly. Even if you have applied many times and have failed, do not give up.

■ Types of Scholarships

1. The Government Scholarship (MEXT)

2. Japan Student Services Organization Scholarship

3. Regional Autonomy Groups and International Exchange Organization related Scholarships

4. Private Organization Scholarship

5. Prior to Adoption Scholarship

※ You can apply for the following handbook: Japanese Scholarship Guide

-Independent Administrative Institution Japan Student Services Organization International Student Division, International Student Division Planning, Planning Divisions, International Students of Japan

Address: 135-8630

2-2-1 Aomi, Koto Ward, Tokyo

03-5520-6111

FAX: 03-5520-6121

Download from the Internet:

http://www.jasso.go.jp/study_j/scholarships_sfisij.html

-JAPAN STUDY SUPPORT

<http://www.jpss.jp/sguide/index.html>

At the JAPAN STUDY SUPPORT homepage you can register for handbooks about the residence stages (status), Information on Schools, Past Recipients, and you can search for other conditions necessary for each scholarship.

4-3 Tuition Exemption

Low-Income Students should know about the school fee remission system.

Tuition remission can help reduce the economic burden.

■ University Tuition Exemption

- Some universities use proprietary funds, and waive part or all of student tuition fees.

<Private School>

- After review of the students economic situation, about 30% of the fee is remitted.

- Each university uses a quota system and a specific budget may go to the school's international exchange center.

<National School>

- Waive full or half of the tuition for students with economic difficulties.

- There are differences in the system. Originally they are intended Japanese students, so the students must submit the correct documents but this depends on the school.

<Public School>

- National Universities and Public Universities usually follow the same system, but sometimes in a public university students can not apply for some benefits.

- For more details contact the management consultation window of your university.

4-4 Permit Application and Conditions for a Part-Time Job

The International Student status on your residence card originally does not permit you to work. You will need to apply for a working qualification permit.

■ First, apply for the working permit

- In case you are going to begin a part-time job, you must first obtain a work permit.

- Once approved, you don't need to apply again even if the part time job changes.

- You can simultaneously update your work permit along with updating your duration of stay.

* You can also apply for a work permit at the airport.

■ Necessary documents for the application

1. Activities qualifications permission application (You can find it at the Immigration Bureau counter)

2. Passport

3. Residence card (approval for work permit will be noted on the back side of card)

4. School ID card.

* The application is free.

■ Working conditions for a Part-time Job: Hours

• Originally there were two systems, “Study” status and “Working” status, but as of July 1st, 2010 these systems were unified and both allow a maximum of 28 hours per week (8 hours of work within a day) to qualify as a “Part-time Job”.

■ Working conditions for a Part-time Job: Industries

• Even with the time limits, it is not permitted to work in the sex industry at all. For example: Bars, nightclubs, and restaurants that also provide this service, inciting guests or providing sexual services.

(ball games, Mahjong shops) and so on.

• Even cleaning and dish washing jobs within these industries are not allowed.

■ Precautions when working

1. Take notes of the working conditions

• During your first interview, make a memo concerning the days you want to work, working hours, wages, start date, responsibilities, phone, etc. to confirm with the interviewer.

• In case you cannot write in Japanese, be sure to ask*

“machigai ga aru to ikenai node, sumimasen ga, kaite itadakemasuka?(Excuse me can you please write this for me so that there is no mistake)”

• By recoding this information you can avoid any misunderstandings or unnecessary trouble.

• You can find information about work in newspapers and magazines, and can cut them out to save.

2. Record working time and wages

• Your pay slip must be well maintained.

• Be sure to write down the time and days you worked to avoid any trouble with your salary issuance.

3. Do not be late or leave without authorization.

• Do not be late, forget to contact your manager, or take off time even if it is only a part-time job.

• Tardiness or absences should be notified in advance.

<Check Column>

Work Permit

Application

Work Information

• Working days

• Working hours

• Salary

• Payday

• Supervisor’s name

• Telephone number

4-5 Looking for a Part-Time Job

Finding a job for students can be very difficult sometimes. Check employment opportunities and be patient.

■ School Life

- There are many places that will introduce work to students, such as your school's student life department.

- Ask the Student Life Division Directly.

■ Part-time job information and wage information can be found in newspapers and magazine job columns.

- There are a lot of information about jobs in the job columns of magazines and newspapers.

- These magazines and newspapers are on sell in bookstores and sometimes they are free.

- Most of the job offers are targeted towards Japanese so just be patient until you find the right one.

- The recruitment information may change, such as the job content or salary, so pay attention.

■ Searching for jobs with the Internet or a mobile phone.

- There are many online job search sites that offer a wide variety of places to work and these sites are all very convenient.

- Some sites only offer information about jobs and some will allow you to apply directly to the jobs as well.

- Some of these sites also offer the information in English, Chinese, Korean, and other languages.

■ Employment Agencies (Hello Work)

- Employment Agencies also offer information and help introduce you to jobs.

- Services offered to foreigners may not be very good, but a good job will be introduced to you if you suit the position.

■ Check information from your friends

- Consult your friends at university that are working at part-time jobs.

- Ask a friend about any job openings or knowledge of places that are hiring.

<Memo>

Record any job information here.

Tips:

You can also refer to the Bureau of Labor welfare and employment support or promotion sites such as Hello Work

<http://www.hellowork.go.jp>

4-6 If a Problem with a Part-Time Job Occurs

If you are injured while working or experience any payroll problems you should first consult with your supervisor in charge of the work place. Or discuss with relevant authorities.

■ If an accident occurs while working.

- If you are injured either while working or commuting to work and home, please apply for the Workman's Accident Compensation Act.
- Even foreigners can receive compensation for any accident while working.
- If injured at work, immediately notify the person in charge and receive treatment.
- Inform the police if you get into a traffic accident commuting to and from work.
- After receiving treatment, consult with the head of the company to discuss future issues.
- If you do not receive treatment or compensation go the relative authorities to discuss your situation.
- Consultation for any trouble related to work.
 - The Ministry of Labor bureau will assist employers and workers to solve the dispute.

<In Tokyo>

Phone Consultation

Tokyo Metropolitan Roudou 110 0570-00-6110

Monday-Friday 9:00-20:00

Saturday 9:00-17:00

Face to Face Consultation (By reservation)

Work Consultation Information Center () 03-3265-6110

<http://www.hataraku.metro.tokyo.jp/sodan/konna/renraku.html>

Monday-Friday 9:00-17:00

(There are also centers that offer consultation at night or on Saturdays)

4-7 Making Japanese Friends

While studying abroad, the point is to not just learn as much as possible but making Japanese friends will make your student life more colorful.

■ Difficulty making Japanese friends

• Many foreign students state that they find it difficult to make close friends with Japanese people. This may be because of the following reasons.

1. Japanese people have few chances to interact with foreigners so they may not know how to support or get along with international students.

2. Japanese schools teach the social studies of Europe and the Americas, but education about other Asian countries may be inadequate. Therefore cultural knowledge and understanding of these countries may also be low.

3. Additionally, there may be some people who view foreigners from other Asian countries as having a consciousness "lower than their own"

• However, there are many Japanese who pay attention to other Asian countries and who are very interested in deepening their understanding of these countries by getting to know students from other countries in Asia.

• The Japanese may seem shy at first but most people will slowly open up to you more and more.

• It may take some time but don't give up. Actively look for opportunities to get along with Japanese people.

■ Keep your Japanese friends near and don't just interact with international students.

- Many international students have said that it is easy to become friends right away with other international students but difficult to get close to the Japanese students.
- While friendships amongst international students are important, if you spend your daily life only with international students the Japanese students may find it hard to all be close.
- Communicating in your native language is fun but while studying in Japan it is also important to communicate with your close Japanese friends.

4-8 Participating in Social Activities

In order to enrich your understanding and knowledge of Japanese lifestyle, it is important to experience the culture of the entire country and not just your student life.

■ Try to attend a residential exchange or organized event

- It is recommended to participate in exchange activities in order to understand Japanese life and culture.

- Your school or community may organize such exchanges for students and foreigners

- Some areas also organize home stays for visiting a Japanese family and many other activities.

- You can find information about such exchange events or activities on the bulletin boards of your local government office or school.

■ Home Stay

- You can arrange a home stay with a local family if you want to experience a different life and culture in Tokyo.

- There are home stay programs offered from 1 to 3 weeks around Japan for international students during school holidays.

- As long as you can pay for the round-trip transportation costs you can participate.

- You can find more information at your school in the international exchange center.

■ Understand the history and culture of Japan through an exchange program

- There are many opportunities for Japanese to come to your home country and participate in an exchange program

- You can share the country's history and culture to understand each other and it will be pleasant conversation.

- You can communicate with one another to deepen your understanding of Japanese society and pay attention to current events.

- You can also understand your own country's history and culture through this opportunity.

Tips:

The Kyoritsu International Foundation Scholarship has organized trips for students.

Home stay plan:

<http://www.kif-org.com/information/event01.html>

4-9 The Value of the Network Between International Students

There are many obstacles to face while living abroad and leaving your friends and family behind. But do not worry because there are many counseling services to discuss any issue.

■ Make friends who will be easy to converse with

- If you encounter any difficulties and have no friends or superiors to discuss it with, then you will feel like you are at a dead end.
- Even in times when you have no difficulties you should still make contact. You never know when you are they will have suffered an accident or if something has gone wrong.
- You should participate in any International Student events on campus.

■ Use knowledge intended for international students

- There are many newspapers and magazines intended for international students.
- These are written in Chinese, Korean, and English.
- Often times these are free of charge at universities and Japanese language schools.
- Usually they are full of convenient information but many times they are publish with advertisements not suitable for students, so use with caution.

■ Homepages for International Students

Indonesian International Student Association <http://www.ppijepang.org>

Singapore International Student Association <http://www.ssaj.net/>

Thai International Student Association <http://tsaj.org/home/>

Chinese International Student Association (Taiwan)

<http://newtsa.com/twtokyo/index.html>

Chinese International Student Association

<http://liurixueren.org/index.php>

Malaysian International Student Association <http://www.msajonline.net/>

Vietnamese International Student Association <http://betonamujin.com/>

<Check Column>

- | | |
|--|--------|
| 1. Do you have any troubles with your studies? | Yes/No |
| 2. Any troubles in your daily life? | Yes/No |
| 3. Are you staying isolated? | Yes/No |
| 4. Do you have any friends or seniors who you could say anything to? | Yes/No |
| 5. Did you make some Japanese friends? | Yes/No |
| 6. Do you participate in any exchange programs? | Yes/No |
| 7. Have you traveled anywhere else within Japan? | Yes/No |

※Please write down anything you have realized about international student life in Japan.

4-10 Job-Hunting

As for job-hunting, there is no special treatment for international students, in other words all international students will have to follow the same processes as the Japanese students.

■ Company Characteristics

<Large Enterprises>

- Those who work at big enterprises in Japan usually have decided that they would like to work for that same company for the rest of their lives.
- Usually the first 1-3 years upon entering the company these employees will watch and study how their bosses and seniors do things and then they will be re-appointed.
- Large Enterprises will have many branches in major cities all over the world so it is possible to be stationed outside.
- Most of these enterprises will have a fixed salary with benefits and more.
- Your rental expenses can be reduced which will make your income higher by living in company dormitories or single or family quarters.

<Medium to Small Enterprises>

- Medium to small enterprises offer a wider field of personal work with a sense of accomplishment and requires a lot of talent.
- Since China and other Asian countries base production in these medium to small companies, the possibilities for foreign students to gain employment will increase.
- Salaries will generally be lower with less benefits, but if your performance is good you may earn more than in a large enterprise.

<Foreign Based Enterprises>

- Foreign Enterprises that have established branches in Japan are referred to as foreign based enterprises.
- Foreign based enterprises, in addition to the original branch and the branch in Japan will also hold many more branches in many other countries, so it is possible you will work in Japan or even be transferred abroad.
- These enterprises tend to employ those with lots of experience and who are capable of outstanding talent.
- The salary is very high, but the salary can depend on the companies or if individuals performance is good or bad.

■ Advantages for International Students

- Japanese companies want to adopt international students because they will be very familiar with the language and business practices of other countries.
- Many companies would prefer for international employees to first learn the management system of Japanese companies and then they will send these employees to branches overseas.
- This is an advantage for international students. Do not forget your strengths so you can offer a company while job-hunting.

■ Your schools job-hunting consultation counter

- At private universities there are usually a lot of information about job-hunting, courses, career centers, as well as job hunting orientations and seminars.

- You should start gathering information on job-hunting information and the processes either in your 3rd year of undergrad or 1st year of Masters/ Post grad curriculum.

- Many of the guidance is targeted to Japanese but be sure to try and participate in some of these seminars.

- Also consult your advisor.

<Check Column>

※Note your hopes for work and your appealing points that will help you stand out while job hunting.

1. What hopes do you have for work?

2. Appealing characteristics about you?

4-11 Change in Residence Status for Job Hunting.

Even if you have not found a job by the time you have graduated you can remain in Japan to continue the job-hunting processes.

- You can search for a job even after graduating from university.

- For International students at junior colleges, undergraduate universities, or post graduate universities, it will be necessary for you to change your “International Student” status to “Resident with Special Activities” status.

- For students who wish to job hunt under this system, you should change your college student status before the expiry date. You will need to ask your school for a recommendation to submit to the Immigration Bureau in order to obtain the Special Activities Residence status.

- This Status will allow a maximum of 1 year of stay.

- If you find a job before the expiry date you must apply for a working permit residence status change.

- After the above procedure to obtain a special activities visa you can obtain a re- entry permit if you would like to leave Japan. However this is a separate application.

Note) This is not open to those who have graduated from a technical trade school.

- Conditions for switching to a job-hunting residency status

- International students who wish to change their student status to a job-hunting status will also need to re apply for a work permit if they work part-time.

Example) For those who work in humanities/ international business/ an IT will change their status to “Technical.”

□Specialties in Humanities.

- 1 . Those who carry out the work in fields of arts

Example) Foreigners engaged in sharing their own culture and ideologies through design, interior decoration, or product development.

※ In cases where you have not graduated from the university you must have at least 3 years of experience.

- 2 . Liberal arts or science. Engaged in interpreting, translation, language guidance and so on.

※No practical work experience necessary.

▣ Technology

- For those who have graduated in science and are working in the field. Data processing, which requires the knowledge of relevant technical business, and through the ministry of Justice.
- For those who have received training at specialized schools, engaged in humanities, international business or technology. Those who received training in home care, beauty, or other special qualifications cannot obtain this visa.

■ Procedures for resident status change..

You must gather the following in order to apply for permission to change. In principle, please apply in January of the year you wish to change your status because the procedure may take a long time and you might not receive it till April, which might be too late to start at a company.

<What you should prepare in person>

- Passport
- Residence Card
- Residence Status Change Application
- Resume

<What you will receive from the company>

- Copy of Employment Contract (must include period of employment, position, and salary)
- Report of accounts and employment registration by a legal person
- Information about the company

<Documents prepared by your university>

- Certificate of Graduation or a certificate of intended graduation date.

5. Emergency Response and Support

There are dangers in living in a country with endless emergencies.

In case of sickness or a disaster you should be prepared to deal with all emergency situations.

5-1 Illness Support

Becoming sick or injured is a difficult situation for any international student living away from his/her family and it may be hard to find the proper medical treatment. Let's learn about the Japanese medical system, so you will know what to do if the time comes to seek medical help.

■ You must go to the hospital.

• It is easy to get sick in a strange country when you are not yet accustomed to the new climate, soil, and water.

• You may feel troubled to seek treatment if you are not confident in language but this will most likely lead to a worsening condition. Go to the hospital and seek an examination as soon as possible.

• Do not forget to bring your national health insurance card when you go to the hospital or clinic.

■ How to choose which hospital or clinic to go to

- Hospitals vary in a variety of forms such as large general hospitals, hospitals run by individuals, and small clinics.
 - At a large hospital you will probably have to wait in line for a long time, so for a cold, stomach pain, and other minor ailments it is best to go to a nearby clinic.
 - You can also get a checkup if there are medical facilities at your school.
 - Ask someone in charge of the student affairs to find a suitable medical facility.
 - In case of hospitalization
 - If you are told to stay overnight in the hospital, please follow the orders according to the doctor who requested you to be hospitalized.
 - You will be told what things are necessary if you are to be hospitalized.
- Residence Card, Health Insurance Card, Personal Seal (if you carry one) a change of clothes, pajamas, a wash basin, your own chopsticks and other utensils for food (a spoon or coffee cup), slippers, pen and paper, pocket money, sanitary napkins (girls)
- You will be required to pay a fee if you are hospitalized (Usually around 100,000 Yen)
 - This medical fee will be refunded, so be sure to keep the receipt.
 - On Evenings, Sundays, and Holidays you should go to an emergency hospital.
 - Hospitals in Japan are not open for business at night, Sundays, and holidays.
 - If you have an emergency at these times you should go to an emergency hospital.
 - If you do not know where to go please consult the fire department/emergency hospital telephone service.
- 03-3212-2323

5-2 Injuries and times when you feel extremely ill

If you have suffered a severe injury, or experience intense sickness in the evening, you need to call an ambulance to be rushed to the hospital for treatment.

- To call an ambulance the telephone number is: 119
 - Dial 119 to call an ambulance anywhere in Japan.
 - If using a public phone, press the emergency button and then dial 119
 - When the operator answers, first state clearly if you are calling for an ambulance or to report a fire.
 - Call an ambulance in this order
 1. Correctly inform the location of the patient or injured.
 2. Indicate the condition of the patient or injured person.
 3. When the ambulance is approaching step out in the street to signal them.
 - Please consult the call window if you are not sure to call an ambulance.
 - You can receive consultation when you call as to whether or not an ambulance is needed. If treatment is needed, although it is a non-emergency situation, you will be introduced to any medical institutions that can help you.
- #7119 Emergency Consultation Center (Tokyo Metropolitan Government)
 Dialing from a Mobile Phone, PHS< Push Line, 24 Hours 7 days a week.
 -From Dial up Lines, all 23 districts: 03-3212-2323

Tama Area: 042-521-2323

■ A guide to Tokyo's Emergency Clinics

• A guide to emergency clinics or the urgency of symptoms can be confirmed through the internet (PC or Mobile Smartphones)

<http://www.tfd.metro.tokyo.jp/hp-kyuuumuka/guide/main/index.html>

■ Fire and Disaster Management Department "Emergency Vehicle Use Manual"

• The Emergency Vehicle Manual can be downloaded. It explains what is necessary when the ambulance arrives, how to direct the ambulance etc.

<http://www.fdma.go.jp/html/life/kyuukyusya...manual/index.html>

-Available in Japanese, English, Chinese, and Korean.

5-3 Theft and Lost Property

When you have been a victim of theft or have lost any property, the most important thing is to contact the authorities and report it as soon as possible.

■ To dial the Police: 110

• Dial 110 to report items that are missing or stolen from anywhere in Japan.

• Inform the police of your address, name, and a description of the event and content.

• When using a public phone, press the red emergency button and then dial 110.

■ Contact the police as soon as possible to receive a certificate of lost or stolen property

• When you are victim of theft, go to the nearest police box and report the stolen item immediately.

• Request a certificate of theft or loss from the police.

• If you do not get one of these certificates then you can not prove that you experienced theft or loss of an important item.

■ In case your ATM Card, Bank Passbook, or Personal Seal are stolen.

• If you are missing your ATM card, bank passbook, or personal seal, report it to your bank immediately to avoid identity theft.

■ Loss of Passport

• If your passport is lost or stolen, report it to the police to receive a certificate of proof.

• You can use this certificate to re-apply at the Embassy.

■ Consultation for any trouble you may experience: #9110

• If you experience any difficulties and need a police consultation please call The Police Aggregation Consultation Center.

Police Consultation Center #9110 and 03-3501-0110

(Weekdays: 8:30-17:15)

5-4 Victim or Perpetrator of a Traffic Accident

In case of an accident, it is important to first remain calm. Please remember the following method when an accident has occurred.

■ Accident Correspondence

1. First deal with any serious injury

- If there is anyone seriously injured in a traffic accident dial 119 from anywhere in Japan to request an ambulance to the hospital.
 - Even if you think it may not be a serious injury there is a chance it can become worse later so please go to the hospital for diagnosis and treatment
2. To contact the police dial 110
- Dial 110 from anywhere in Japan to contact the police.
 - Ask the names, addresses, and phone numbers of those involved in the accident.
 - Police will review the scene.
 - The police will produce a transcript of the event and this document will become essential to determine the attribution of responsibility amongst the two sides.
3. Costs of treatment and damages
- Settlement negotiations of treatment costs and damages between victim and offender.
 - The perpetrator will pay the treatment and damage costs.
 - It is recommended to refer to the consultation window or an insurance company because these negotiations can be very complicated.

5-5 Fire Prevention

The gas stovetop and tobacco are the two leading causes of fire so please be especially careful in the winter when using the stove.

■ Prevention and Attention.

1. Gas and Flames from the Stove Top

- Do not put flammable materials near the stove top.
- Be sure not to leave the stove top while it is on.
- Do not panic if there is a fire. Try to put out the fire immediately.
 1. Use a fire extinguisher
 2. A pan fire can be very dangerous. If this happens you can cover the fire with a damp towel or use a lot of lettuce to extinguish it.

2. Fire from cigarettes or cigars.

- Extinguish your cigarette or cigar in an ashtray.
- Make sure to douse the cigarette butts in water before you discard them in the trash.
- Never smoke in bed.

3. Know how to use the fire extinguisher.

- Confirm the location of the fire extinguisher in your residence.
- Make sure to read over the methods of operation beforehand so you will not panic in case of an emergency.

■ If the fire spreads contact the fire department by calling: 119

- If a fire spreads shout "FIRE! (KAJI)" to inform the people around you.
- Contact the fire department immediately by dialing 119. Inform them that there is a fire and then direct them to the address.
- Go to a safe place.

- When the fire department, police, or the landlord has arrived at the scene, please act according to their instructions.
- About Insurance
 - In most mansions or apartments you are forced to join a joint lease insurance, so please consult with the landlord about subsequent procedures.

5-6 In the event of an Earthquake

Japan is prone to the most earthquakes in the world, so you must be prepared for the event of a big earthquake.

- Encountering a major earthquake while outside
 - If you encounter an earthquake take refuge in a spacious place. It can be very dangerous to remain near a building because something may fall.
 - In the event of a major earthquake public transportation will be stopped. In this situation remain calm and use tools such as your mobile phone, internet, etc. to grasp the situation around.
 - Phone calls will be limited in the event of an earthquake, so if you would like to confirm the safety of your family or friends take advantage of a disaster message board.
- Encountering a major earthquake while inside your room
 - First make sure to turn off gas stoves and heaters. Get under a sturdy table to avoid being hit with anything that falls.
 - If it is not shaken up too bad, use the television, radio, and internet as a means to grasp the correct information, and remain calm while staying in refuge.
- Earthquake Prevention.
 - Fix down furniture, refrigerators, bookshelves and other heavy furniture so that they won't fall down.
 - Prepare dry food, water, valuables, change of clothes, a radio, flashlight, medicine, etc. into a bag and take refuge in an earthquake refuge zone.

Tips:

There are disaster message board apps for smart phone, and you can also get into contact with family and friends by using Twitter, Facebook, etc.

6. Consultation References

An introduction to expert consulting institutions when faced with an accident or legal matter

6-1 Foreign Consultation in Tokyo Metropolitan Area

Introduction of consulting counters you can refer to in your native language. You can receive correct correspondence and accurate advice from various fields.

1) Tokyo International Communication Committee

Homepage: <http://www.tokyo-icc.jp/>

- The Tokyo International Communication committee was established in all 21 wards and municipal cities of Tokyo to provide consultation service in many languages.

- There is a list provided on the homepage for specific areas such as law, residency, and medical consultation.

2) Tokyo International Consultation: Bureau of Citizens and Cultural Affairs

Homepage: <http://www.seikatubunka.metro.tokyo.jp/sodan/>

(Phone and Interview Consultations are free)

- Consultation for any problem concerning medical, law, or everyday life.

- For consultation or help from a lawyer

<Languages and time>

English	03-5320-7744	Mon-Fri	9:30-12:00, 13:00-17:00
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Chinese	03-5320-7766	Tue/Fri	9:30-12:00, 13:00-17:00
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Korean	03-5320-7766	Wed	9:30-12:00, 13:00-17:00
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3) Tokyo Metropolitan Legal Affairs Bureau, Human Rights Advisory (Telephone and Interview Consultation Free of Charge)

〒102-8225 Joint Government Building 2, 1-1-15 Kudan Minami, Kudan, Chiyoda Ward, Tokyo

- Consultation for human rights issues will be accepted by the Human Rights Advocacy Committee

- Consultation services will respect the rights of people even if they are not of legal employment or residence status.

<Languages and Business Hours>

Chinese	03-5213-1372	Mon	13:30-16:00
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English/ German	03-5213-1372	Tue/Thu	13:30-16:00
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(For Japanese 0570-003-110)

(Business Hours: Weekdays 8:30-5:15)

6-2 Law Consultation by the Bar Association

Law Consultation by the Bar Association of Japan provides legal consultation with the support of interpreters.

1) Japan Bar Association Law Consultation

Home Page: <http://www.nichibenren.jp/index.html>

1) National Law Society

<http://www.nichibenren.or.jp/bengoshikai.html>

- This page describes the national law. Go to the Joint Councils homepage to learn more about them.

2) Law Consultation Center (Foreign Consultation)

〒160-0004 Tokyo Metropolitan, Shinjuku Ward, Nishigaya 1-4, Nishi Gaya Eki Mae biru 2nd Floor Bar Association Nishigaya Law Consultation Center.

- The law society in Tokyo (Tokyo Law Society, First Tokyo Law Society, and Second Tokyo Law Society) belongs to the Organization of Legal Aid and provides foreigners with face to face consultation.

- You can discuss issues concerning residence status, nationality, international marriage, divorce, international economy and other issues related to law.

- For those you are not fluent in Japanese, it may be difficult to discuss civil matters, labor events, and any criminal charges.

<Consultation Fee>

30 Minutes: 5,250 Yen (including tax) 15 Minute Extension 2,625 Yen (including tax)

※Every Thursday Consultation is free for persons of lower income.

<Languages>

Japanese/English/Chinese

<Working Hours>

Monday-Saturday 9:30-16:30 *Except National Holidays

<Telephone>

03-5367-5280

6-3 Private Advisory Institutions for Foreign Students

Students can also consult various private advisory institutions when they encounter a problem.

1) Tokyo YWCA “ International Student Consultation ”

Home Page: <http://www.tokyo.ywca.or.jp/ryugakusei/r-info-consultation.html>

〒 101-0062 Chiyoda Ward, Kanda, Surugadai 1-8-11 Tokyo YWCA Building

03-3293-1233

- Consultation on the Necessary Information for International Life

- Tokyo YWCA “Student Mothers” Consultation

- Telephone Consultation and Interview Consultation

<Languages>

Japanese

<Working Hours>

Monday, Tuesday, Thursday, and Friday 13:30-17:30 *Except for National Holidays

6-4 Consultations by telephone/ General Worries

For any General Concerns please refer to these telephone consultation services.

1) “Inochi no Denwa” National Telephone Consultation Service.

FIND (Federation of Inochi no Denwa)

Home Page: <http://www.find-j.jp/>

You can receive support for various troubles by phone.

Saitama Prefecture	Saitama Inochi Denwa	048-645-4343	24hr
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Chiba Prefecture	Chiba Inochi Denwa	043-227-3900	24hr
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Tokyo Metropolitan	Tokyo Inochi Denwa	03-3264-4343	24hr
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FAX 03-3264-8899

Tokyo Metropolitan	Tokyo	042-3274343 10:00-21:00
		Third Friday 10:00-Sunday 21:00
Tokyo Metropolitan	Tokyo English Inochi Denwa	03-5774-0992 9:00-23:00
Kanagawa Prefecture	Kawasaki Inochi Denwa	044-733-4343 24hr
Kanagawa Prefecture	Yokohama Inochi Denwa	045-335-4343 24hr

6-5 Consultation about Traffic Accidents or Damages

In case you are a victim or a perpetrator of a traffic accident it would be best to consult with a lawyer.

1) Foundation for Traffic Accident Disputes Settlement Center

Home Page: <http://www.jcstad.or.jp>

- There are 8 Traffic accident, and dispute settlements across the country.
- You will not be charged for the initial consultation with a lawyer
- If you will use a lawyer, reserve a time and date by phone

Tokyo Branch: 03-3346-1756

* Please check the homepage for the other areas.

- You cannot receive consultation over the phone.
- The use of a these lawyers are very common so you might have to wait 2 to 3 months before you initially meet.

2) Accident Consultation, Cultural Affairs, and Public Hearings for Tokyo Metropolitan area.

• Specialists consultants will assist you with any concerns about traffic accidents.

• Counselors are available for advice about traffic accidents, victims of accidents, compensation for damages, and insurance procedures etc.

03-5320-7733

Consultation time: Mon-Fri 9:00-17:00 ※Except for National Holidays

3) Accident Consultation Center

Home Page: <http://nichibenren.or.jp/>

• These lawyers can be found at your city, town, or village office throughout Japan.

- Professional Lawyers provide free consultation and review.
- Consultant Attorneys who are responsible for reconciliation will appear in court once the date is decided.

1) Free Consultation by phone.

Headquarters 03-3580-1892 Mon-Fri 10:00-11:30, 13:00-15:00

2) Consultation by appointment.

Kasumigaseki Consultation (Face to Face, Phone Consultation)

〒 100-0013 Chiyoda Ward, Kasumigaseki 1-1-3 Bar Association 3rd Floor.

Consultation by appointment: Mon-Fri 9:30-15:00

※Check the homepage for the times of offices located in other areas.

Note) These services are provided in Japanese, so for those who are unable to communicate in Japanese it is necessary to include a third party for translation.

Also, the organization can provide a translator to English or Chinese speakers for a fee.

03-5367-5280 ※Please refer to Page 91

7. Contact List

A contact list for all Tokyo City Ward Offices, Foreign Embassies (Asia), Public interest areas, General Insurance Agencies, and The Kyoritsu International Foundation.

7-1 Tokyo Metropolitan Ward Offices and City Offices
[Ward Offices]

Chiyoda Ward Office

<http://www.city.chiyoda.jp/>

03-3264-211

〒102-8688 1-2-1 Kudanminami, Chiyoda-ku, Tokyo

Chuo Ward Office

<http://www.city.chuo.lg.jp/>

03-3543-0211

〒104-8404 1-1-1 Tsukiji, Chuo-ku, Tokyo

Minato Ward Office

<http://www.city.minato.tokyo.jp/>

03-3578-2111

〒105-8511 1-5-25 Shibakoen, Minato-ku, Tokyo

Shinjuku Ward Office

<http://www.city.shinjuku.lg.jp/>

03-3209-1111

〒160-8484 1-4-1 Kabuki-cho, Shinjuku-ku, Tokyo

Bunkyo Ward Office

<http://www.city.bunkyo.lg.jp/>

03-3812-7111

〒112-8555 1-16-21 Kasuga, Bunkyo-ku, Tokyo

Taito Ward Office

<http://www.city.taito.lg.jp/>

03-5246-1111

〒110-8615 4-5-6 Higashi Ueno, Taito-ku, Tokyo

Sumida Ward Office

<http://www.city.sumida.lg.jp/>

03-5608-1111

〒130-8640 1-23-20 Azumabashi, Sumida-ku, Tokyo

Koto Ward Office

<http://www.city.koto.lg.jp/>

03-3647-9111

〒135-8383 4-11-28 Toyo, Koto-ku, Tokyo

Shinagawa Ward Office

<http://www.city.shinagawa.tokyo.jp>

03-3777-1111

〒140-8715 2-1-36 Hiromachi, Shinagawa-ku, Tokyo

Meguro Ward Office

<http://www.city.meguro.tokyo.jp/>

03-3715-1111

〒153-8573 2-19-15 Kamimeguro, Meguro-ku, Tokyo

Ota Ward Office

<http://www.city.ota.tokyo.jp/>

03-5744-1111

〒144-8621 5-13-14 Kamata, Ota-ku, Tokyo

Setagaya Ward Office

<http://www.city.setagaya.tokyo.jp/>

03-5432-1111

〒154-8504 4-21-27 Setagaya, Setagaya-ku, Tokyo

Shibuya Ward Office

<http://www.city.shibuya.tokyo.jp/>

03-3463-1211

〒150-8010 1-1 Udagawa-cho, Shibuya-ku, Tokyo

Nakano Ward Office

<http://www.city.tokyo-nakano.lg.jp/>

03-3389-1111

〒164-8501 4-8-1 Nakano, Nakano-ku, Tokyo

Suginami Ward Office

<http://www.city.suginami.tokyo.jp/>

03-3312-2111

〒166-8570 1-15-1 Asagayaminami, Suginami-ku, Tokyo

Toshima Ward Office

<http://www.city.toshima.lg.jp/>

03-3981-1111

〒170-8422 1-18-1 Higashi-Ikebukuro, Toshima-ku, Tokyo

Kita Ward Office

<http://www.city.kita.tokyo.jp/>

03-3908-1111

〒114-8508 1-15-22 Ojihoncho, Kita-ku, Tokyo

Arakawa Ward Office

<http://www.city.arakawa.tokyo.jp/>

03-3802-3111

〒116-8501 2-2-3 Arakawa, Arakawa-ku, Tokyo

Itabashi Ward Office

<http://www.city.itabashi.tokyo.jp>

03-3964-1111

〒173-8501 2-66-1 Itabashi, Itabashi-ku, Tokyo

Nerima Ward Office

<http://www.city.nerima.tokyo.jp>

03-3993-1111

〒176-8501 6-12-1 Toyotamakita, Nerima-ku, Tokyo

Adachi Ward Office

<http://www.city.adachi.tokyo.jp/>

03-3880-5111

〒120-8510 1-17-1 Chuohoncho, Adachi-ku, Tokyo

Katsushika Ward Office

<http://www.city.katsushika.lg.jp/>

03-3695-1111

〒124-8555 5-13-1 Tateishi, Katsushika-ku, Tokyo

Edogawa Ward Office

<http://www.city.edogawa.tokyo.jp/>

03-3652-1151

〒132-8501 1-4-1 Chuo, Edogawa-ku, Tokyo

[City Offices]

Akishima City Office

<http://www.city.akishima.lg.jp/>

042-544-5111

〒196-8511 1-17-1 Tanaka-cho, Akishima-shi, Tokyo

Akiruno City Office

<http://www.city.akiruno.tokyo.jp/>

042-558-1111

〒197-0814 350 Ninomiya, Akiruno-shi, Tokyo

Inagi City Office

<http://www.city.inagi.tokyo.jp/>

042-378-2111

〒206-8601 2111 Higashi-Naganuma, Inagi-shi, Tokyo

Ome City Office

<http://www.city.ome.tokyo.jp/>

042-22-1111

〒198-8701 1-11-1 Higashi-Ome, Ome-shi, Tokyo

Kiyose City Office

<http://www.city.kiyose.lg.jp>

042-492-5111

〒204-8511 5-842 Nakazato, Kiyose-shi, Tokyo

Kunitachi City Office

<http://www.city.kunitachi.tokyo.jp/>

042-576-2111

〒186-8501 2-47-1 Fujimidai, Kunitachi-shi, Tokyo

Koganei City Office

<http://www.city.koganei.;g.jp/>

042-383-1111

184-8504

〒184-8504 6-6-3 Honcho, Koganei-shi, Tokyo

Kokubunji City Office

<http://www.city.kokubunji.tokyo.jp>

042-325-0111

〒185-8501 1-6-1 Tokura, Kokubunji-shi, Tokyo

Kodaira City Office

<http://www.city.kodaira.tokyo.jp/>

042-341-1211

〒187-8701 2-1333 Ogawa-cho, Kodaira-shi, Tokyo

Komae City Office

<http://www.city.komae.tokyo.jp/>

03-3430-1111

〒201-8585 1-1-5 Izumihoncho, Komae-shi, Tokyo

Tachikawa City Office

<http://www.city.tachikawa.lg.jp/>

042-523-2111

〒190-8666 1156-9 Izumi-cho, Tachikawa-cho, Tokyo

Tama City Office

<http://www.city.tama.lg.jp/>
042-375-8111
〒206-8666 6-12-1 Sekido, Tama-shi, Tokyo

Chofu City Office
<http://www.city.chofu.tokyo.jp/>
042-481-7111
〒182-8511 2-35-1 Kojima-cho, Chofu-shi, Tokyo

Nishitokyo City Office
<http://www.city.nishitokyo.lg.jp>
042-464-1311
〒188-8666 5-6-13 Minami-cho, Nishitokyo-shi, Tokyo

Hachioji City Office
<http://www.city.hachioji.tokyo.jp/>
042-626-3111
〒188-8666 3-24-1 Motohongo-cho, Hachioji-shi, Tokyo

Hamura City Office
<http://www.city.hamura.tokyo.jp/>
042-55-1111
〒205-8601 5-2-1 Midorigaoka, Hamura-shi, Tokyo

Higashimurayama City Office
<http://www.city.higashikurume.lg.jp/>
042-393-5111
〒198-8501 1-2-3 Honcho, Higashimurayama-shi, Tokyo

Higashiyamato City Office
<http://www.city.higashiyamato.lg.jp/>
042-563-2111
〒207-858 3-930 Chuo, Higashiyamato-shi, Tokyo

Hino City Office
<http://www.city.hino.lg.jp>
042-585-1111
〒191-0016 1-12-1 Shinmei, Hino-shi, Tokyo

Fuchu City Office
<http://www.city.fuchu.tokyo.jp>
042-64-4111
〒183-8703 2-24 Miyanishi, Fuchu-shi, Tokyo

Fussa City Office
<http://www.city.fussa.tokyo.jp/>
042-551-1511
〒197-8501 5 Honcho, Fussa-shi, Tokyo

Machida City Office

<http://www.city.machida.tokyo.jp/>

042-722-1111

〒181-8555 1-20-23 Nakamachi, Machida-shi, Tokyo

Mitaka City Office

<http://www.city.mitaka.tokyo.jp>

0422-45-1151

〒181-8555 1-1-1 Nozaki, Mitaka-shi, Tokyo

Musashino City Office

<http://www.city.musashino.lg.jp>

0422-51-5131

〒180-8777 2-2-28 Midori-cho, Musashino-shi, Tokyo

Musashimurayama City Office

<http://www.city.musashimurayama.lg.jp>

042-565-1111

〒208-8501 1-1-1 Honmachi, Musashimurayama-shi, Tokyo

[Town/Village Offices]

Mizuho City Office

<http://www.town.mizuho.tokyo.jp/>

042-557-0501

〒190-1292 2335 Oaza Hakonegasaki, Mizoho-machi, Nishitama-gun, Tokyo

Hinode City Office

<http://www.town.hinode.tokyo.jp/>

042-597-0511

〒190-0192 2780 Hirai, Hinode-machi, Nishitama-gun, Tokyo

Okutama City Office

<http://www.town.okutama.tokyo.jp/>

0428-83-2111

〒198-0212 215-6 Hikawa, Okutama-machi, Nishitama-gun, Tokyo

Hinohara City Office

<http://www.vill.hinohara.tokyo.jp/>

042-598-1011

〒190-0212 467-1 Hinohara-mura, Okutama-gun, Tokyo

7-2 Immigration Administration Bureau

Sapporo Regional Immigration Bureau

〒060-0042 Odori-nishi 12 Chome, Chuo-ku, Sapporo-shi, Hokkaido

011-261-7502

Sendai Regional Immigration Bureau
〒983-0842 1-3-20 Gorin, Miyagino-ku, Sendai-shi, Miyagi-ken
022-256-6076

Tokyo Regional Immigration Bureau
〒108-8255 5-5-30 Konan, Minato-ku, Tokyo
(Main) 03-5796-7111
(re-entry Department) 03-5796-7251
(Employment Inspection Department) 03-5796-7252
(International Student Department) 03-5796-7253
(03-5796-7254
(Permanent Resident Department) 03-5796-7255

Narita Airport District Immigration Office
〒282-0004 Narita International Terminal 2 6th Floor
1-1 Furugome, Narita-shi, Chiba-ken

0476-34-2222

Haneda Airport District Immigration Office
〒144-0041 Haneda Airport CIQ
2-6-4 Haneda Airport, Ota-ku, Tokyo
0476-34-2222

Yokohama District Immigration Office
〒236-0002 10-7 Torihama-cho, Kanazawa-ku, Yokohama-shi, Kanagawa-ken
045-769-1720

Nagoya Regional Immigration Bureau
〒455-8601 5-18 Shoho-cho, Minato-ku, Nagoya-shi, Aichi-ken
0569-38-7410

Chubu Airport District Immigration Office
〒479-0881 CIQ
1-1 Centrair, Tokoname-shi, Aichi-ken
0569-38-7410

Osaka Regional Immigration Bureau
〒559-0034 1-29-53 Nankou Kita, Suminoe-ku, Osaka-shi, Osaka
06-4703-2100

Kansai Airport District Immigration Office
〒549-0011 Senshu-kuko Naka 1ban, Tajiri-cho, Sennan, Osaka
072-455-1453

Kobe District Immigration Office
〒650-0024 29 Kaigan-dori, Chuo-ku, Kobe-shi, Hyogo-ken
078-391-6377

Hiroshima Regional Immigration Bureau
〒730-0012 Kami-hacchobori, Naka-ku, Hiroshima-shi, Hiroshima
082-221-4411

Takamatsu Regional Immigration Bureau
〒760-0033 1-1 Marunouchi, Takamatsu-shi, Kagawa
087-922-5852

Fukuoka Regional Immigration Bureau
〒812-0003 Fukuoka Airport Domestic Terminal 3
778-1 Shimo-usui, Hakata-ku, Fukuoka-shi, Fukuoka
092-623-2400

Naha District Immigration Office
〒900-0022 1-15-15 hikawa, Naha-shi, Okinawa
098-832-4185

7-3 List of Foreign Embassies (Asia)

Embassy of India
<http://embassyofindia.org/>
03-3262-2391
〒102-0074 2-2-11 Kudan-Minami, Chiyoda-ku, Tokyo

Embassy of the Republic of Indonesia
<http://www2.indonesianembassy.jp/>
03-3441-4201
〒141-0022 5-2-9 Higashi-Gotanda, Shinagawa-ku, Tokyo

Embassy of the Socialist Republic of Vietnam
http://www.vietnamembassy.jp/index_j.html
03-3466-3311
〒151-0062 50-11 Moto-yoyogi-cho, Shibuya-ku, Tokyo

Royal Embassy of the Kingdom of Cambodia
<http://www.cambodianembassy.jp/>
03-5412-8521
〒107-0052 8-6-9 Akasaka, Minato-ku, Tokyo

Embassy of the Republic of Singapore
<http://www.mfa.gov.sg/tokyojpn/>
03-3586-9111
〒106-0032 5-12-3 Roppongi, Minato-ku, Tokyo

Embassy of the Democratic Socialist Republic of Sri Lanka

<http://www.lankaembassy.jp/>
03-3440-6911
〒108-0074 2-1-5 Takanawa, Minato-ku, Tokyo

Royal Thai Embassy
<http://www.thaiembassy.jp/>
03-32222-4101
〒102-0074 2-2-1 Kudan-Minami, Chiyoda-ku, Tokyo

Embassy of the Republic of Korea
<http://jpn-tokyo.mofat.go.kr/>
03-3452-7611
〒160-0004 4-4-10 Yotsuya, Shinjuku-ku, Tokyo

Embassy of the People's Republic of China
<http://www.china-embassy.or.jp/jpn/>
03-3403-3388
〒106-0046 3-4-33 Moto-Azabu, Minato-ku, Tokyo

Embassy of the Federal Democratic Republic of Nepal
<http://www.nepalembassyjapan.org/japanese/>
03-3713-6241
〒153-0064 Fukukawa House B, 6-20-28 Shimomeguro, Meguro-ku, Tokyo

Embassy of the Islamic Republic of Pakistan
<http://www.pakistanembassyjapan.com/index.html>
03-5421-7741
〒106-0047 4-6-7 Minami-Azabu, Minato-ku, Tokyo

Embassy of the People's Republic of Bangladesh
<http://www.embassy-avenue.jp/bangladesh/>
03-5704-0216
〒153-0063 4-15-15 Meguro, Meguro-ku, Tokyo

Embassy of the Democratic Republic of Timor-Leste
03-3238-0210
〒102-0085 Rokuban-cho House 1F, 3-4 Rokuban-cho, Chiyoda-ku, Tokyo

Honary Consulate-General of the Kingdom of Bhutan
<http://bhutan-consulate.org>
03-3295-9288
〒101-0054 3-2 Kanda-Nishiki-cho, Chiyoda-ku, Tokyo

Embassy of the Republic of the Philippines
<http://www.philembassy.net/ja/>
03-5562-1600
〒106-8537 5-15-5 Roppongi, Minato-ku, Tokyo

Embassy of Brunei Darassalam
<http://www.bruemb.jp/>
03-3447-7997
〒141-0001 6-5-2 Kita Shinagawa, Shinagawa-ku, Tokyo

Embassy of Malaysia
03-3476-3840
〒150-0036 20-16 Nanpeidai-cho, Shibuya-ku, Tokyo

Embassy of the Republic of the Union of Myanmar
<http://www.myanmar-embassy-tokyo.net/>
03-3441-9291
〒140-0001 4-8-26 Kita-Shinagawa, Shinagawa-ku, Tokyo

Embassy of the Republic of the Maldives
03-4455-3144
〒106-0041 Iikura IT Bulding 8F, 1-9-10, Azabudai, Minato-ku, Tokyo

Embassy of Mongolia
<http://www.tokyo.mfat.gov.mn/index.php>
03-3469-2088
〒150-0047 21-4 Kamiyama-cho, Shibuya-ku, Tokyo

Embassy of the Lao People's Democratic Republic
03-5411-2291
〒106-0031 3-3-22 Nishi-Azabu, Minato-ku, Tokyo

7-4 Kyoritsu International Foundation.

In order to support the international students from Asian countries the following business will be carried out.

<Public Agency>

■ Scholarship Support

• Kyoritsu International Foundation Scholarship Each Year: 15 (total 30)

Payment Term: 2 Years Payment Amount: 100,000 Yen (monthly)

• (strain) Kyoritsu Maintenance Scholarship Fund Each Year: 25

Payment Term: 1 Year Payment Amount: 60,000 Yen (monthly)

• China Welfare Fund for Medical Personnel Training Scholarships

Payment Period: 1 Year Payment Amount: 1000,000 Yen (monthly)

• Payable Local Scholarships (Vietnam, Myanmar, and Laos) Each Year:
around 9

Payment Period: 1 Year Payment Amount: 15,000 Yen (yearly)

• Scholarship for Candidates organized locally (Korea and Vietnam) Currently in the selection process

■ Life/ School Information Support

• Consortium brochure, "Asian Flow" Magazine (twice a year), "Kyoritsu/Sakura" Job hunting for International Students, Living in Japan Guide "Student Handbook" (this book) currently in publishing.

- The Seoul Office also provides support, free of charge, for Japanese Job Hunting and living in Japan information.
- International Exchange Support Activities
 - Japanese Experience Competition in the Republic of Korea (1 per year)
 - Japanese Experience Competition in Shanghai, Japanese Experience Contest in Ho Chi Minh City, Japanese Experience Contest in Yangon (1 per year each)
 - Japanese Student “Experience in Asia” Contest (1 per year)
 - Scholarship Students, Student-oriented training trip (homestay) (Hokkaido, Okinawa 7-10 times a year)

<Revenues Agency>

- International Student Dormitories
 - International House 2 (Tsutsujigaoka Male Student Housing, Sagamiono Student House) are in operation
 - Awarded a Good Learning Environment
- Education Agency
 - Japanese Operators Consortium Kyoritsu College

<Main Branch>

〒101-0021 2-18-8 Soto Kanda, Chiyoda-ku, Tokyo
 03-5295-0205 FAX: 03-5295-0206
<http://www.kif-org.com/>

<Seoul Branch>

100-191
 Nam Jun Building # 804, Euljiro 16, Seoul Central District, Republic of Korea
 (82) 02-757-2343 FAX: (82) 02-775-9997
<http://www.kyoritsu.or.kr/>

<Shanghai Branch>

200065
 Xuan Chuan Road 400, Tuo District, Shanghai, Peoples Republic of China
 (86) 021-5661-6911
<http://www.ganquanschool.com/>

<Nihongo Gakuin>

113-0034 Building 2F, 3-14-9 ...Tokyo
 03-5846-7580 FAX: 03-5818-0458
<http://www.kif-org.com/naj/>

Mansion Type Residence: Meals Included

[Student House]

- 2 meals a day are provided daily.
- Rooms are fully furnished with a desk, chair, cabinets, bookshelf, bed, unit bath, mini kitchen, desk light, curtains, IP Telephone, air-conditioner, and Internet.
- Shared facilities include the cafeteria, and laundry room.
- There may be some differences in the details of each facility so please confirm in advance.

[Outside Image]

[Inside Image]

[Meal Images]

Breakfast

Dinner

[Images of Shared Facilities]

Laundry Room

Cafeteria

[Room Image]

- Example 1
- Example 2
- Unit Bath
- Mini Kitchen

Fee/ Dorm Type

C-Type(Mansion Type)

Room and Board (Monthly)

96,000 Yen

Building Maintenance Fee(Yearly)

3,000 Yen

Contract

Insurance

50,000 Yen

Entrance Fee

50,000 Yen

Other Charges

Electricity

Basic Price (1764 Yen)+ Usage/ Individual charges (5250 Yen)/Electric Company Direct Contract

IT fees

3,785 Yen+ IP Phone Charges

(Universal fee 5 Yen Included)

※The price of utilities (gas, water, and electricity) may require a contract depending on the facility.

※Apply through telephone, fax, or email.

※If you have any problems please contact Kyoritsu Maintenance.

Kyoritsu Maintenance

TEL: +81 3-5295-7889

Email: int@gakuseikaikan.com

HP: <http://www.gakuseikaikan.com/index.html>

The first Japanese type issued on July 2012

The Second Japanese type issued on February 2013

The first English type issued on June 2013

The author Kyoritsu International Foudation

An editor: ASA Publishing Co.,Ltd

A translator: Allyson Rocks

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