Handbook for Knowledge Co-Creation Program (Long Term)

September, 2018

Japan International Cooperation Agency
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Form

① a) Written Pledge (Pregnancy)
   b) Letter of Consent
② Declaration for Rental House
③ Request of Document Issue and Pledge
④ Report on the Study
⑤ a) Request for Overseas Research
   b) Covenant
   c) Application for the Overseas Research/ Field Research
   d) Report on the Overseas Research
⑥ Request Form for Overseas Temporary Leave
⑦ Notice of Temporary Absence
⑧ Questionnaire for Participants of Knowledge Co-Creation Program (Long-term
⑨ Check List for Departure
⑩ Information Sheet
⑪ Letter of Approval

1 For the participants of ABE, download those forms from the ABE in the Member's Room in the portal website of ABE Initiative.  http://education-japan.org/africa/index.html
1. Introduction

Welcome to Japan!

This Handbook is the general rules and conditions for Knowledge Co-Creation Program (Long-Term) participants, and apply to every participant. To avoid uncomfortable situations, please make sure to adhere to JICA and Universities’ rules in addition to Japanese laws. If violations were found, JICA may terminate your status as Long-Term participants.

Outline of the Knowledge Co-Creation Program

【OBJECTIVE】
The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions (hereafter called “universities”) in Japan and to help them build networks. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

【TARGET】
The program targets young researchers, government officers and non-government personnel who can play leadership roles to confront development issues of their own countries as well as to contribute directly to the on-going JICA projects in returning to their countries. In the long run, they are expected to strengthen the partnership between Japanese government and their countries.

【FIELD OF STUDY】
Study areas of the program at universities in Japan shall basically be those in which Japan offers a comparative advantage, and which are essential priority fields for the development of the developing country.

2 For the participants of ABE, JISR, Pacific-LEADS, PEACE and KIZUNA, see annex additionally.
Please interpret “JICA*” (JICA with asterisk) in this Handbook as follows, if you are a participant of one of the following programs. Consultants of your program will be the first contact persons to begin necessary procedures on behalf of JICA. For the participants of JICA Scholarship Courses, your contact will be your accepting university.

Plus, ANNEXES are attached at the end of the Handbook for your reference, if there are some differences of procedures and rules according to the Programs. The general rules and conditions for the Knowledge Co-Creations Program (Long-Term) shall apply the cases that are not specified in the Handbook.

<table>
<thead>
<tr>
<th>Your Program</th>
<th>Consultants</th>
<th>ANNEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABE Initiative (Master’s Degree and Internship Program of African Business Education Initiative for Youth)</td>
<td>JICE</td>
<td>(1)</td>
</tr>
<tr>
<td>JISR (Japanese Initiative for the future of Syrian Refugees)</td>
<td>JDS/JAR</td>
<td>(2)</td>
</tr>
<tr>
<td>KIZUNA Program (Human Resource Development in the Mining Sector)</td>
<td>JICE</td>
<td>(3)</td>
</tr>
<tr>
<td>Pacific-LEADS (Pacific Leaders’ Educational Assistance for Development of State)</td>
<td>Asia-SEED</td>
<td>(4)</td>
</tr>
<tr>
<td>PEACE (Project for the Promotion and Enhancement of the Afghan Capacity for Effective Development)</td>
<td>JICE</td>
<td>(5)</td>
</tr>
<tr>
<td>JICA Scholarship Courses (which JICA has the consignment/outsourcing contract with accepting university)</td>
<td>None</td>
<td>(6)</td>
</tr>
</tbody>
</table>
The table below shows where to refer in the Handbook according to the Programs.

Please see Handbook for the "○" signs.

<table>
<thead>
<tr>
<th>1. Introduction</th>
<th>ABE Initiative</th>
<th>JISR</th>
<th>KIZUNA Program</th>
<th>Pacific-LEADS</th>
<th>PEACE</th>
<th>JICA Scholarship Courses</th>
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<tbody>
<tr>
<td>2. Allowances</td>
<td>○</td>
<td>See Annex</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>See Annex</td>
</tr>
<tr>
<td>3-1. Home Address Registration</td>
<td>○</td>
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<td>○</td>
<td>○</td>
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<td>3-2 Health</td>
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<td>○</td>
<td>○</td>
<td>See Annex</td>
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<td>3-3 Housing</td>
<td>○</td>
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<td>○</td>
<td>○</td>
<td>See Annex</td>
</tr>
<tr>
<td>3-4 Inviting your Family to Japan</td>
<td>○</td>
<td>See Annex</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>3-5 Residence Card</td>
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<td>○</td>
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<tr>
<td>4-1 Monitoring Meeting</td>
<td>See Annex</td>
<td>See Annex</td>
<td>See Annex</td>
<td>See Annex</td>
<td>See Annex</td>
<td>See Annex</td>
</tr>
<tr>
<td>4-2 Overseas Research</td>
<td>○</td>
<td>○</td>
<td>See Annex</td>
<td>○</td>
<td>See Annex</td>
<td>See Annex</td>
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<tr>
<td>4-3 Temporary Leave to Travel Home and/or Third Country</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>See Annex</td>
<td>See Annex</td>
</tr>
<tr>
<td>4-4 Temporary Absence</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>See Annex</td>
<td>Depends on university</td>
</tr>
<tr>
<td>4-5 Joint Program and Internship</td>
<td>See Annex</td>
<td>See Annex</td>
<td>See Annex</td>
<td>See Annex</td>
<td>-</td>
<td>See Annex</td>
</tr>
<tr>
<td>4-6 Prohibition</td>
<td>○</td>
<td>○</td>
<td>See Annex</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>5. Departure</td>
<td>See Annex</td>
<td>Details will be notified</td>
<td>○</td>
<td>See Annex</td>
<td>See Annex</td>
<td>Details will be notified</td>
</tr>
</tbody>
</table>

We hope your fruitful stay and outcomes in study in Japan.
2. Allowances

*For the participants of JISR and JICA Scholarship Courses, see annex.

2-1. Type of Allowance

<table>
<thead>
<tr>
<th>Type of Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fee for Official Entrance Examination / Entrance / Tuition</td>
</tr>
<tr>
<td>2 Outfit Allowance</td>
</tr>
<tr>
<td>(1) General Outfit Allowance</td>
</tr>
<tr>
<td>(2) Shipping Allowance</td>
</tr>
<tr>
<td>3 Living Allowance</td>
</tr>
<tr>
<td>4 Moving Allowance</td>
</tr>
</tbody>
</table>

*Allowances may be revised accordingly year after year.

2-1-1. Fees for Official Examinations / Entrance / Tuition

JICA pays the fees for official examinations, entrance and tuition directly to your university/institute according to its schedule.

2-1-2. Outfit Allowance

(1) General Outfit Allowance

JICA pays 100,000 yen as Outfit Allowance to you upon your arrival.
This is to purchase necessities for living in Japan.

(2) Shipping Allowance

JICA pays shipping allowance to you upon your arrival.
This is for transporting your belongings on your return to your home country at the end of the program. This allowance is intended to assist with flight charges for personal belongings, including materials to be sent to your home country. Amount is as below:

<table>
<thead>
<tr>
<th>Area</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philippines</td>
<td>3,750 yen</td>
</tr>
<tr>
<td>Asia (except Philippines)</td>
<td>5,300 yen</td>
</tr>
<tr>
<td>Europe, Middle East &amp; Oceania</td>
<td>6,000 yen</td>
</tr>
<tr>
<td>Africa</td>
<td>6,000 yen</td>
</tr>
<tr>
<td>Latin America</td>
<td>6,000 yen</td>
</tr>
</tbody>
</table>
2. Allowances

2-1-3. Living Allowance

Living Allowance for next 2 months is paid to your bank account on the 5th of every even month (Feb., Apr., Jun., Aug., Oct., Dec.).

You are responsible to manage the Living Allowance and pay all expenses including:

(a) Expenses Incurred in Daily Living
   - Rent / Utility Charges (electricity, gas, water supply and drainage)
   - Meal / Cost of Furniture and Fixtures / Communication Fees (Internet, phone calls, etc.)
   - National Health Insurance Premiums / Miscellaneous Expenses

(b) Cost of Books

(c) Expenses Incurred for Domestic and Overseas Research Trips and Registration Fees for Academic Meetings

(d) Transportation Expenses (to university / JICA Center etc.)

(e) Cost of Visa Extension

(1) While you are in a JICA Center or a Hotel *

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Amount</th>
<th>Notes</th>
<th>Meals to be provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>JICA Centers A</td>
<td>2,317 yen/day**</td>
<td>4,298 yen/day +219yen/day (+ For Materials (Books etc.) 30,000 yen/year + For Domestic Research Trips 50,000 yen/year) −2,200 yen/day (breakfast and Meal Card fee)</td>
<td>Breakfast and Meal Card *** (for dinner)</td>
</tr>
<tr>
<td>JICA Centers B</td>
<td>3,417 yen/day**</td>
<td>4,298 yen/day +219yen/day (+ For Materials (Books etc.) 30,000 yen/year + For Domestic Research Trips 50,000 yen/year) −1,100 yen/day (breakfast fee)</td>
<td>Breakfast</td>
</tr>
<tr>
<td>Hotel (In case JICA Center is full)</td>
<td>4,517 yen/day**</td>
<td>4,298 yen/day + 219yen/day (+ For Materials (Books etc.) 30,000 yen/year + For Domestic Research Trips 50,000 yen/year)</td>
<td>None</td>
</tr>
</tbody>
</table>

* The lodging charges are borne by JICA.
** Fees for Materials (30,000 yen/year) and Domestic Research Trips (50,000 yen/year) are included.
*** You can receive the Meal Card Fee in cash (1,100 yen/day), if JICA approves the appropriate reasons of the cancellation.

(2) While you are in a Dormitory or an Apartment

- You are requested to pay rent to the landlord every month according to the contract.
- JICA pays you the amount below depending on where your university is located as same as
2. Allowances

“Kokuhi Scholarship”. (Please refer to page 7 for further information.)

- Without the approval of JICA of your moving, the allowance of the below will not be paid.

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dormitory / Apartment</td>
<td>4,953 yen/day</td>
<td>4,734 yen ~ 4,833 yen/day</td>
</tr>
<tr>
<td></td>
<td>~ 5,052 yen/day*</td>
<td>= 1,728,000 yen ~ 1,764,000 yen / 365 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>+ 219 yen/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>[+ For Materials (Books etc.) 30,000 yen/year]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>+ For Domestic Research Trips 50,000 yen/year</td>
</tr>
</tbody>
</table>

(3) When you are Hospitalized

- The cost of hospitalization will be covered by JICA by using the overseas travel accidental insurance. Since hospitalization expenses usually include meal expenses, your Living Allowance will be adjusted as below.
- The costs of hospitalization for pre-existing conditions, dental treatment, and childbirth etc. are not covered by JICA. [See 3-2. Health]

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Amount</th>
<th>Date of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>JICA Center or Hotel</td>
<td>1,217 yen/day</td>
<td>On the 5th of every even month after adjustment</td>
</tr>
</tbody>
</table>

2-1-4. Moving Allowance

A room at a JICA center is initially arranged for you to stay at the time of arrival to Japan. Moving Allowance will be provided to you ONLY ONCE during your stay in Japan if you decide to move to an accommodation facility that requires extra payment other than monthly rent, which includes 1) security deposit (shikikin), 2) key money (reikin) and 3) agency fee (commission).

<table>
<thead>
<tr>
<th>Area*</th>
<th>Amount</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 1</td>
<td>224,000 yen</td>
<td>Once / Lump-sum payment</td>
</tr>
<tr>
<td>Region 2</td>
<td>174,000 yen</td>
<td></td>
</tr>
<tr>
<td>Region 3/4</td>
<td>164,000 yen</td>
<td></td>
</tr>
</tbody>
</table>

*Please refer to “2-1-5. Table of Living Allowance while you are in a Dormitory/ Apartment” for the regional classification.

Here in Japan, when you sign a rental agreement for accommodation, you will need to pay a lump sum equivalent to 2-4 months of rent (more in some cases) for the security deposit, key money (= thank-you money for your landlord), agency fee (commission) and so on. Also you may need to purchase basic necessities of life such as refrigerator, washing machine, desk & chair and bed clothing (futon).

This allowance will be paid directly to your bank account.
2. Allowances

【NOTE】

● In case of room-sharing, moving allowance is provided only to a primary tenant (one person only) on the contract document.
● If your total cost for security deposit, key money and agency fee is over the maximum amount of the Lump-sum allowance, you need to cover the balance.
● You are required to purchase a fire insurance on your own cost when the landlord of the apartment request you to do so.
● Renewal Fee: When the rental agreement is renewed to continue the agreement, you are requested to pay the Renewal Fee. JICA would NOT pay any allowance for this cost.
● JICA provides the moving allowance only once during your training period. You need to bear all the necessary payment by yourself if you move to another accommodation after once moving allowance was provided. Please consult with JICA if you face difficulty to continue living the accommodation by natural disaster etc.

*Please notify JICA* of the following as soon as possible:

◆ E-mail Address
  You need to acquire an e-mail address, either via your university or free-mail.

◆ Telephone Number
  You can have either a telephone line at home or a mobile phone for emergencies.
  You can find useful information on telecommunication arrangements in “7. Useful Information: (4) Telecommunication Devices”.

Please provide JICA*with the latest contacts in case of any changes.
When you need to extend your lease contract period, please make sure to inform JICA* before starting the procedures.
### 2-1-5. Table of Living Allowance while you are in a Dormitory/Apartment

<table>
<thead>
<tr>
<th>Designated Regions</th>
<th>Amount (per month)</th>
<th>Amount (per day)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 1 (¥3,000 regional supplement)</td>
<td>147,000 yen</td>
<td>5,052 yen</td>
</tr>
<tr>
<td>Region 2 (¥2,000 regional supplement)</td>
<td>146,000 yen</td>
<td>5,019 yen</td>
</tr>
<tr>
<td>Region 3 (¥3,000 cold region supplement)※ November–March</td>
<td>Summer 144,000 yen</td>
<td>Summer 4,953 yen</td>
</tr>
<tr>
<td>Region 4 (no regional supplement)</td>
<td>144,000 yen</td>
<td>4,953 yen</td>
</tr>
</tbody>
</table>

### List of Designated Regions for Regional Supplements (cities, towns, villages)  

<table>
<thead>
<tr>
<th>Regions</th>
<th>Metropolis and Prefectures</th>
<th>Cities, Municipalities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region 1 ¥3,000 regional supplement</td>
<td>Metropolitan Tokyo</td>
<td>Special Zone, Musashino, Machida, Kokubunji, Kunitachi, Komae, Tama, Inagi, Nishitokyo, Hachijoji, Tachikawa, Fuchu, Chofu, Koganei, Mitaka, Higashi-kurume</td>
</tr>
<tr>
<td></td>
<td>Saitama Prefecture</td>
<td>Saitama</td>
</tr>
<tr>
<td></td>
<td>Kanagawa Prefecture</td>
<td>Yokohama, Kawasaki, Kamakura, Yokosuka</td>
</tr>
<tr>
<td></td>
<td>Aichi Prefecture</td>
<td>Nagoya</td>
</tr>
<tr>
<td></td>
<td>Kyoto Prefecture</td>
<td>Kyoto</td>
</tr>
<tr>
<td></td>
<td>Osaka Prefecture</td>
<td>Osaka, Moriguchi, Suita, Takatsuki, Minoo, Neyagawa, Takaishi, Sakai, Toyonaka, Ikeda, Hirakata, Ibaraki, Yao, Higashiosaka</td>
</tr>
<tr>
<td></td>
<td>Hyogo Prefecture</td>
<td>Ashiya, Nishinomiya, Takarazuka, Kobe, Amagasaki</td>
</tr>
<tr>
<td>Region 2 ¥2,000 regional supplement</td>
<td>Miyagi Prefecture</td>
<td>Sendai</td>
</tr>
<tr>
<td></td>
<td>Ibaraki Prefecture</td>
<td>Tsukuba, Toride, Mito, Tsuchiura, Moriya</td>
</tr>
<tr>
<td></td>
<td>Saitama Prefecture</td>
<td>Wako, Shiki, Niita, Fujimino, Kawagoe, Kawaguchi, Tokorozawa, Koshigaya, Toda, Asaka, Tsurugashima</td>
</tr>
<tr>
<td></td>
<td>Chiba Prefecture</td>
<td>Chiba, Narita, Inzai, Funabashi, Urayasu, Sodegaura, Ichikawa, Matsudo, Yotsuaido, Futtsu, Kashiwa, Narashino, Yachiyo</td>
</tr>
<tr>
<td></td>
<td>Metropolitan Tokyo</td>
<td>Fussa, Kiyose, Akishima, Kodaira, Hino, Ome, Higashimurayama, Akiruno</td>
</tr>
<tr>
<td></td>
<td>Kanagawa Prefecture</td>
<td>Atsugi, Ebina, Fujisawa, Chigasaki, Sagamihara, Yamato, Miuragunayamacho, Hiratsuka, Inshara</td>
</tr>
<tr>
<td></td>
<td>Shizuoka Prefecture</td>
<td>Shizuoka</td>
</tr>
<tr>
<td></td>
<td>Aichi Prefecture</td>
<td>Kariya, Toyota, Toyoake, Nishin</td>
</tr>
<tr>
<td></td>
<td>Mie Prefecture</td>
<td>Suzuka</td>
</tr>
<tr>
<td></td>
<td>Shiga Prefecture</td>
<td>Otsu, Kusatsu</td>
</tr>
<tr>
<td></td>
<td>Kyoto Prefecture</td>
<td>Uji</td>
</tr>
<tr>
<td></td>
<td>Osaka Prefecture</td>
<td>Kadoma, Kishiwada, Izumiotsu, Kaizuka, Izumisano, Tondabayashi, Izumi, Habikino, Nokanayama, Daito</td>
</tr>
<tr>
<td></td>
<td>Nara Prefecture</td>
<td>Nara, Yamatokoriyama, Tenri</td>
</tr>
<tr>
<td></td>
<td>Hyogo Prefecture</td>
<td>Itami</td>
</tr>
<tr>
<td></td>
<td>Hiroshima Prefecture</td>
<td>Hiroshima</td>
</tr>
<tr>
<td></td>
<td>Fukuoka Prefecture</td>
<td>Fukuoka</td>
</tr>
<tr>
<td>Region 3 Cold Regions ¥3,000 (November–March)</td>
<td>Hokkaido</td>
<td>All region</td>
</tr>
<tr>
<td></td>
<td>Aomori Pref.</td>
<td>All region</td>
</tr>
<tr>
<td></td>
<td>Iwate Pref.</td>
<td>Morioka, Hanamaki, Kitakami, Kuji, Tono, Ichinoseki, Ninohe, Hachimandaira, Oshu, Takizawa, Iwate, Shio, Waga, Isawa, Nishiwai, Kesen, 【Shimohei】Iwai, Tomohata, Fudai, Kunohe, Ninohe</td>
</tr>
<tr>
<td></td>
<td>Miyagi Pref.</td>
<td>Tohoku, Kurihara, Osaki, 【Katta】Shichikashuku, 【Shibata】Kawasaki, 【Kami】Kami, Toda</td>
</tr>
<tr>
<td></td>
<td>Akita Pref.</td>
<td>Akita, Noshiro, Yokote, Odate, Yuzawa, Kazuno, Katagami, Daisen, Kitaakita, Semboku, Kazunogun, Kitaakita, Yamamoto, Minamiakita, Sembokugun, Ogachi</td>
</tr>
<tr>
<td></td>
<td>Yamagata Pref.</td>
<td>Yamagata, Yonezawa, Shinjo, Sagae, Kamiyoyama, Murayama, Nagai, Tendo,</td>
</tr>
</tbody>
</table>
2. Allowances

<table>
<thead>
<tr>
<th>Region 4</th>
<th>No regional supplement</th>
<th>Regions not included in Level 1-3 regions</th>
</tr>
</thead>
</table>

Note: The names of the cities, towns, and villages listed in this “Level 3: Cold Regions” designation are the names as of April 1, 2004. The names of the districts designated in this list are the names of the said districts as of the same date. Any subsequent changes in the names of the cities, towns, or villages or changes in the divisions of the districts bearing those names are not reflected in this list.

*The category of “Region” depends on the address of your University/Institute
### Reference: List of Accepting Universities as of April 1, 2015

<table>
<thead>
<tr>
<th>Regions</th>
<th>Metropolis and Prefectures</th>
<th>Universities (locations)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Region 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Metropolitan Tokyo</td>
<td>Tokyo University of Agriculture(Setagaya-ku); Hitotsubashi University(Chiyoda-ku); Juntendo University(Bunkyo-ku); National Graduate Institute for Policy Studies(Minato-ku); Tokyo Institute of Technology (Meguro-ku); Tokyo Women’s Medical University(Shinjuku-ku); Sophia University (Chiyoda-ku); Toyo University (Bunkyo-ku); Meiji University (Chiyoda-ku); Waseda University (Shinjuku-ku); Tokyo University of Marine Science and Technology(Minato-ku); The University of Tokyo{Faculty of Engineering, Agriculture}(Bunkyo-ku, Meguro-ku); Tokyo University of Foreign Studies(Fuchu City); Nippon Veterinary and Life Science University(Mitaka City); Kanagawa Pref. Tokyo Institute of Technology (Yokohama City); Yokohama National University(Yokohama City); Keio University(Yokohama City)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aichi Pref. Nagoya University (Nagoya City)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kyoto Pref. Kyoto University(Kyoto City); Ryukoku University(Kyoto City)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Osaka Pref. Osaka University (Toyonaka City)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hyogo Pref. Kobe University (Kobe City)</td>
</tr>
<tr>
<td><strong>Region 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ibaraki Pref.</td>
<td>University of Tsukuba (Tsukuba City)</td>
</tr>
<tr>
<td></td>
<td>Chiba Pref.</td>
<td>The University of Tokyo, Frontier Sciences(Kashiwa City)</td>
</tr>
<tr>
<td></td>
<td>Saitama Pref.</td>
<td>National Institute of Public Health(Wako City)</td>
</tr>
<tr>
<td></td>
<td>Kanagawa Pref.</td>
<td>Tokai University(Hiratsuka City)</td>
</tr>
<tr>
<td></td>
<td>Fukuoka Pref.</td>
<td>Kyushu University, Faculty of Engineering, Dental Science, Law(Fukuoka City)</td>
</tr>
<tr>
<td><strong>Region 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hokkaido</td>
<td>Obihiro University of Agriculture and Veterinary Medicine(Obihiro City); Munoran Institute of Technology(Muroran City); Hokkaido University(Sapporo City)</td>
</tr>
<tr>
<td><strong>Cold Region</strong></td>
<td>Niigata Pref.</td>
<td>International University of Japan (Minamiuonuma City)</td>
</tr>
<tr>
<td><strong>(November–March)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nagano Pref.</td>
<td>Shinshu University (Matsumoto City)</td>
</tr>
<tr>
<td><strong>Region 4</strong></td>
<td></td>
<td>Yamagata University(Tsuruoka City, Yamagata Pref.); Ibaraki University(Inashiki District, Ibaraki Pref.); Toyohashi University of Technology(Toyohashi City, Aichi Pref.); Hiroshima University(Higashihiroshima City, Hiroshima Pref.); Yamaguchi University(Yamaguchi City, Yamaguchi Pref.); Tottori University(Tottori City, Tottori Pref.); Ehime University(Matsuyama City, Ehime Pref.); Kochi University(Nangoku City, Kochi Pref.); Naruto University of Education(Naruto City, Tokushima Pref.); Kyushu University(Interdisciplinary Graduate School of Engineering Sciences)(Kasuga City, Fukuoka Pref.); Kumamoto University(Kumamoto City, Kumamoto Pref.); Oita University(Oita City, Oita Pref.); Nagasaki University(Nagasaki City, Nagasaki Pref.); The University of Kitakyushu(Kitakyushu City, Fukuoka Pref.); Ritsumeikan Asia Pacific University(Beppu City, Oita Pref.); Meio University(Nago City, Okinawa Pref.); University of the Ryukus(Nakagami District, Okinawa Pref.)</td>
</tr>
</tbody>
</table>

Note: Some universities locate their campuses in different regions depending on the faculty or department.
3. Procedures for Living in Japan

3-1. Home Address Registration

All foreigners who have the Residence Card living in Japan are obliged to register home address without fail within 14 days of their decision to live in Japan. Foreigners should complete home address registration with the Residence Card at the ward office or municipal (city, town or village) office. JICA* takes you to the ward office or municipal (city, town or village) office to assist with this procedure.

You are requested to take good care of the card and carry it with you at all times. Never lend or give the card (including photocopy) to anyone in order to avoid a misuse.

(1) Registration Procedures
- JICA* assists you with the initial registration procedures.
- The application form is available at the Home Address Registration Section of the Residents’ Division of your local ward or municipal office.

(2) Where to Apply
Home Address Registration Section of the Residents’ Division of your local ward or municipal office.

(3) Application Period
Within 14 days of your decision where to live in Japan

(4) Items Required for Initial Registration
1) Application form (Available at the ward office)
2) Passport
3) Residence Card

(5) In Case of Any Change Occurred
- You must notify the authorities of your current status when there is any change in your name, nationality, status of residence, period of stay, etc. within 14 days of this change of status.
- You must notify the authorities of your change of address at the new and previous city when you move to another city.
3. Procedures for Living in Japan

3-2. Health

*For the participants of JICA Scholarship Courses, see annex.
*JICA Medical Card will not be provided to the participants of JICA Scholarship Course.

3-2-1. Overseas Travel Accident Insurance

(1) Knowledge Co-Creation Program (Long-Term) participants are covered by the overseas travel accident insurance arranged by JICA with the insurance company in principle.

(2) The participants will be covered in:

(a) Overseas Research and in Temporary Leave to Home Country up to 90 days (the period of insurance is 90 days starting from the day after the immigration procedure date (arrival date, and stays after 91st day will not be subject to the insurance covered),

(b) Whole period of stays under Overseas Research and Temporary Leave to the Third Country (other than home country), and

(c) Supplementary payments for medical fees in Japan as in 3-2-2, below.

3-2-2. JICA Medical Card

JICA Medical Card is issued for every JICA participant to assist with medical treatment in Japan. It covers 100% of medical treatment expenses while you are unqualified for National Health Insurance (before you enroll in National Health Insurance).

While you are qualified for National Health Insurance, it covers 30% of total treatment expenses as National Health Insurance covers 70%. However it does not cover your family’s treatment and there are exceptions for your treatments as below.

<table>
<thead>
<tr>
<th>While you are unqualified for National Health Insurance:</th>
<th>Amount covered by JICA Medical Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Just after arrival;</td>
<td>100%</td>
</tr>
<tr>
<td>During the Overseas Research Trip;</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>While your National Health Insurance is active:</th>
<th>Amount covered by National Health Insurance</th>
<th>Amount covered by JICA Medical Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Most of your program period in Japan</td>
<td>70%</td>
<td>30%</td>
</tr>
</tbody>
</table>
(1) **Expenses covered by JICA Medical Card**

(a) Your Medical treatment expenses at hospitals except (2) below.

(b) Transportation fares (In case the insurance company judges that you need to take a taxi to/from the hospital because of your broken leg, etc)

*Once you have to pay fare to the taxi and will be reimbursed later. It takes approximately 1 month for the insurance company to approve.*

*Receipts are indispensable for asking reimbursement. ⇒ See the following (4)*

(2) **Medical treatments NOT covered by JICA Medical Card**

(a) Medical treatment for illness or injury caused by willful misconduct

(b) Medical treatment of pre-existing illness

(c) Corrective surgery that does not require an urgent operation

(d) Cosmetic surgery

(e) Immunization, or routine medical examinations and vaccinations

(f) Treatment related to and resulting from pregnancy and/or childbirth

(g) Dental treatment

(h) Purchase or repair of eyeglasses

(i) Medical treatment over 180 days of the first treatment

(j) Medical Checkup

(k) Other some treatments defined by the insurance conditions

* In case you do not pay the treatment cost on spot by applying the insurance, and encounter claim refusal later based on the reasons above, you will be billed and must pay the expenses on your own.

(3) **How to Use at Hospitals**

(See *3-2-3. National Health Insurance)*

(4) **Asking Reimbursement of Transportation fares**

(a) Pay fares to the taxi and get the receipt,

(b) Send following documents to JICA after contacting each designated consultant:

(i) Receipt

(ii) Photocopy of your JICA Medical Card

(iii) Detail of Symptom (reason why you went to the hospital)

(iv) Your private bank account information (bank/branch name, account name/number)

* SMBC account opened by JICA cannot be used for this purpose. Please use your personal bank account.

(c) Insurance company will reimburse the expenses to your bank account if approved.
3-2-3. National Health Insurance

(1) Outline of National Health Insurance
- Every resident in Japan must enroll in a public medical plan so that he/she is covered by public medical insurance at all times. The aim of this system is to provide mutual assistance in case of illness or injury, with subscribers paying regular insurance premiums calculated according to their income and medical expenses being paid from this general fund.
- Members of the National Health Insurance are obliged to pay 30% of their medical expenses at hospitals. If you live with your family in Japan and complete the necessary procedures, this insurance will apply to your family as well. JICA Participants may use the Insurance combined with JICA Medical Card. However, you should show the National Health Insurance card at first.
- National Health Insurance card is qualified as a personal ID card. Never lend or give the card (including photocopy) to anyone in order to avoid a misuse.

(2) Enrollment Procedures
- JICA* assists you with the first enrollment procedures.
- Be sure to apply for a reduction of National Health Insurance Premium when you enroll.
- After enrollment procedures, an insurance card will be sent to your accommodation address.

(3) Where to Apply
National Health Insurance Division of your local ward or municipal office

(4) Application Period
Within 14 days of eligibility (from the day your registration is completed)

(5) Items Required for Enrollment
1) Your Residence Card
2) “Hanko”/A Name Stamp (Your signature is acceptable if you do not have one.)
3) Student Card (for the reduction of Premium)

(6) Insurance Premiums
- After the formalities, you will pay monthly insurance premiums.
- The insurance premium is calculated on the basis of your Resident’s Tax for that fiscal year (which is calculated according to your income in the previous year). The amount is also different depending on the area. Consequently, the insurance premium changes each fiscal year and tax rate differs according to the municipality. International students may receive a discount on the monthly premiums if their income is less than a certain amount.
(7) How to Pay Premiums
The insurance statement will be mailed to your registered address. Insurance premiums may be paid in installments or in a lump sum at the local ward or municipal offices, banks, post offices or convenience stores.

(8) How to Use
1) For Treatment which JICA Medical Card Can Be Applied
Show your National Health Insurance Card and JICA Medical Card together at the reception of the hospital/clinic. (Show the Japanese explanation memo for hospitals/clinics attached on the JICA Medical Card as well.)
- National Health Insurance will cover 70% and the JICA Medical Card will cover 30% of total treatment expenses.

[If JICA Medical Card Is Not Accepted]
- Some hospitals/clinics do not know about JICA Medical Card. In such case, please ask the hospital staff to contact the insurance company shown on the card.
- If the hospital/clinic does not accept even after trying the above:
  (a) Pay medical expenses (30%←after National Health Insurance applied),
  (b) Keep the receipt,
  (c) Send following documents to JICA after contacting each designated consultant
     - Receipt
     - Photocopy of your JICA Medical Card
     - Detail of Symptom (reason why you went to the hospital)
     - Your private bank account information (bank/branch name, account name/number)
       * SMBC account opened by JICA cannot be used for this purpose. Please use your personal bank account.
  (d) Insurance company will reimburse the medical treatment cost to your bank account.

<table>
<thead>
<tr>
<th>Amount covered by National Health Insurance</th>
<th>Amount covered by JICA Medical Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>70%</td>
<td>30%</td>
</tr>
</tbody>
</table>

2) For Treatments Which JICA Medical Card Cannot Be Applied
Show your National Health Insurance Card at the reception of the hospital/clinic.
- You will have to pay the 30% because the JICA Medical Card does not cover medical expenses in the exceptional cases for yourself mentioned on the card, nor your family in all cases. Make sure to obtain a receipt from the hospital/clinic.

3) For Treatments of Your Family
Show your National Health Insurance Card at the reception of the hospital/clinic.
- Since National Health Insurance covers 70% of the fee, you may pay the 30%.
(9) Notification of Changes

Be sure to notify the National Health Insurance Section of your local ward or municipal office when:

1) You Move Out of (or Into) Your Ward or Municipality or Leave (or enter) Japan
2) A Child is Born
3) A Household Member Dies
4) A Change Occurs in Your Address, Head of Household or Name
5) You Lose the Insurance Card
6) Your Family Member(s) Arrive(s) in Japan to Live with You

(10) Others

Application for a Reduction of National Health Insurance Premium

(a) A discount of premiums is generally offered for students who received no income in the previous year.
(b) You need to file a report which you will receive every year from the ward office by post as a process of receiving the discount. Unless you complete this form, your premium will not be reduced even if your household is eligible for a reduction. Nor will your premium be reduced simply because you are a student. For households whose applications for reduction are investigated and approved, a notification of the National Health Insurance Premium change will be sent by mail to the head of the household.

【How To Apply】

You may declare your financial condition of the previous year at the National Health Insurance Section or Revenue Department of the municipal office.

※ The allowance from JICA is not regarded as “income” which you earn. You may classify yourself as a student receiving no income and being supported by the allowance from JICA.

【When To Apply】

(a) February and March is the principle term to report your income condition of the previous year.
(b) Final deadline for the report is actually in the end of June. If you fail to make it before the end of March, you have to pay the premiums for April to June with the amount before reduction. In this case and late approval of reduction, you will receive new bills after July in a new premium amount. Payments for April to June, if you have already made before receiving the bills, are also considered in the calculation providing you the monthly premium amount.

【Items to Be Required in the Application】

(a) Residence Card
(b) National Health Insurance Card
(c) Student ID
3-2-4. Pregnancy

1) In case of pregnancy found after arrival in Japan

If participant is found to be pregnant after arriving in Japan, an officer in charge at each JICA center will explain conditions and requirements as stated below (a) to (c).

If JICA could confirm her full understanding on (a) to (c), and economic and physical risks which might be caused by her participation in the program during her pregnancy, JICA will ask her to proceed and complete necessary procedures as stated below (d) to (f).

(a) Since pregnancy is not an illness and considered to be a disclaimer of insurance, neither of national health insurance nor JICA Medical Card covers the costs for check-up, delivery, and hospitalization costs. Therefore, participants will have to bear all the necessary expenses mentioned above.

(b) It is essential for pregnant women in Japan to have regular check-ups, and it costs around 7,000 yen per check-up.

(c) If you give birth in Japan, you are required to ensure an environment which can fully support the continuance of your research. Generally, it is difficult to find vacancy in a nursery school, and JICA does not cover the cost for the nursery school or hiring baby sitter etc.

(d) Please submit a Medical Certificate to JICA, stating your pregnant conditions (number of weeks of pregnancy, normal pregnancy or not, etc.)

(e) Any extensions of the scheduled period of program will not be accepted. Therefore, you will need to discuss your research plan with your supervisor of the university.

(f) Please submit following letters to JICA.

(i) “Written Pledge (Pregnancy)” (Form①a) : Letter of consent signed by participant and her husband or parents, indicating participant’s understanding and agreement.

(ii) “Letter of Consent” (Form①b) : Letter of consent from participant’s organization which you belong to, permitting the pregnant participant to join/continue JICA program in Japan.

*All the cost for the above procedures must be borne by participants.

(iii) Written consent by Dean or your supervisor of the university (Free format) : Letter of acknowledgement of your pregnancy and outlook of the participant’s completion of research/program within the scheduled period.

2) Medical Insurance for Pregnancy

(a) The JICA Medical Card does not cover medical treatment for pregnancy or artificial abortion.

(b) National Health Insurance does not cover medical treatment for pregnancy or artificial abortion but will cover treatment in the event of an exceptional delivery.
3-2-5. Other Useful Information

(1) Counseling Service

You may face personal problems such as homesick, stress symptoms, feeling of loneliness, depression, sexual harassment, and etc. In some Universities, counseling services are available to assist in dealing with your concerns. Please contact the student office or health center at your University. There is also a counseling service for JICA participants in JICA Tokyo International Center (TIC) as follows. As for the services in other area, please refer to the JICA center, which your JICA officer belongs to.

[Counselor’s Office in TIC]

*For the participants studying in Tokyo, Gunma, Saitama, Chiba and Niigata Prefectures

- Office Hours: 3:30 p.m. – 7:30 p.m. Wednesdays
- Direct Phone Number: 03-3485-7593 (Office hours only)
- E-mail Address: jicatic-counselor@jica.go.jp

*For the participants studying in other than above area

- Office Hours: 9:30 a.m. – 17:15 p.m. Mondays and Tuesdays
- E-mail Address: Yamamoto.Yoko3@jica.go.jp

- Services: 1) Face to face consultation after communication by E-mail
  2) Consultation by the phone
  3) Referral to other support resources

*To protect your privacy, please use the e-mail only for making an appointment.

(2) Medical Services for Foreign Residents

1) Medical Consultation and Information Services

(a) Tokyo Metropolitan Health and Medical Information Center “Himawari”


[Available Info.] Medical institutions with staff who speaks foreign languages and the health insurance system in Japan

(b) AMDA Tokyo


[Available Info.] Medical institutions with staff who speaks foreign languages and the health insurance system in Japan

(c) AMDA Kansai


[Available Info.] Medical institutions with staff who speaks foreign languages and the health insurance system in Japan
2) Emergency Translation Service
Translation service through phone for foreign patients visiting a hospital if their treatment is not going to be carried out smoothly because of language difficulty (to be contacted by the medical institution).

- 【Open】Monday-Friday 5pm - 8pm
  Weekends and Holidays 9am - 8pm
- 【TEL】03-5285-8185
- 【Language】English, Chinese, Korean, Thai, Spanish

3) English-Speaking Hospitals/Clinics
   (a) National University Hospitals
       National university hospitals usually have English-speaking staff. The list is available in the following URL.  http://www.umin.ac.jp/meibo/english.htm
   (b) Hospitals and Clinics Web Site
       Medical Institutes Where Foreign Languages are Available.
       Available languages: English, Korean, Chinese, German, French, Italian, Portuguese, Hebrew and Russian
       http://www.hospiclinic.com/foreign/
3-3. Housing

For the participants of JICA Scholarship Courses, see annex6.

3-3-1. Accommodation During Your Stay in Japan

Types of Accommodation

<table>
<thead>
<tr>
<th></th>
<th>JICA Center</th>
<th>Hotel-style accommodation administrated by JICA. They are usually for single use and have English speaking front desk services.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>University Dormitory</td>
<td>Dormitory belongs to the university. Usually for single use. *Information and application is available at student office of the university.</td>
</tr>
<tr>
<td>3</td>
<td>Students’ Hall</td>
<td>Apartment or dormitory style accommodation offered only for students.</td>
</tr>
<tr>
<td>4</td>
<td>Urban Renaissance Agency’s Apartment</td>
<td>Apartments administered by public authorities. Offered occasionally and relatively old. (e.g. 35 years old, concrete building.)</td>
</tr>
<tr>
<td>5</td>
<td>Private Apartment</td>
<td>The rent for privately managed houses and apartment buildings varies according to the location and facilities.</td>
</tr>
</tbody>
</table>

3-3-2. JICA Center

A room at a JICA center is initially arranged for you to stay at the time of arrival to Japan.

(a) Facilities

Internet: You can use it in your rooms or in the computer rooms within the JICA centers.
Foods: You can choose to eat meals at cafeterias within the JICA centers by using meal cards or eat outside. **Cooking in the rooms is strictly prohibited.**
Activities: Many social activities are organized at the JICA centers and you can utilize them to relax from study.
Sport Facilities: Many JICA centers offers sport facilities such as soccer field, athletic gym and more to keep your health good.

(b) Rule and Regulations

Guests: You can invite your friends to the common areas of the centers with your escort, but not to your rooms.
Overseas Research Trip: While you are at Overseas Research Trip for more than certain days, you are asked to vacate the room. The JICA centers can keep your belongings during the trip.

For the participants of JICA Scholarship Courses, see annex6.
3-3-3. Housing Arrangement by yourself

(1) Rules for Accommodation Arrangement
   (a) Standards for Accommodation Arrangements
       Arrangement of accommodation for you conforms to JICA standards.

   (b) Participant's Responsibility as a Resident
       You must fulfill all obligations as stated in the lease agreement. Please submit the
       "Declaration" form (Form ②) to JICA* before signing any contract of housing agreements.

(2) Flow of Arrangements
At first, Participants visit the Overseas Student Center in your university. Housing arrangement is conducted by cooperation between participants and real-estate agency or your university. The main procedures are as followings:

<table>
<thead>
<tr>
<th>Details</th>
<th>Procedures</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>①</td>
<td>Obtain General Information about Housing Search Procedures by JICA* or University</td>
<td>After your arrival</td>
</tr>
<tr>
<td>②</td>
<td>Search for Available Accommodation</td>
<td></td>
</tr>
<tr>
<td>③</td>
<td>Make Preliminary View of Accommodation and Make a Decision</td>
<td></td>
</tr>
<tr>
<td>④</td>
<td>JICA Approves Your Agreement</td>
<td>Before you conclude the rental contract</td>
</tr>
<tr>
<td>⑤</td>
<td>Conclude a Contract with the Landlord</td>
<td>By Your Moving Date</td>
</tr>
<tr>
<td>⑥</td>
<td>Payment for the Contract</td>
<td></td>
</tr>
<tr>
<td>⑦</td>
<td>Prepare for Moving</td>
<td></td>
</tr>
<tr>
<td>⑧</td>
<td>Move into the Apartment</td>
<td></td>
</tr>
</tbody>
</table>

Flow of Accommodation Arrangements

① Obtain Information from JICA* or University (Participants)

② Search for Available Accommodation (Participants)

③ Make Preliminary View of Accommodation and Make a Decision

④ JICA Approves Your Agreement, Affixes its Seal in Guarantor (JICA → Landlord and Participants)

⑤ Conclude Agreement/Contract and Make Initial Payment (Participants → Real Estate Agency)

⑥ Move into the Apartment
(3) Procedures in Details

① Obtain General Information about Housing Search Procedures
- Participants will receive general information about housing situation in Japan and procedures for your housing search at Program Orientation on your arrival. After entering university, you may also get more information from International Student Center in your university.

② Search for Available Accommodation
- Participants will look for potential housing by taking into consideration commuting time, living environment, safety, preferences of the Participant, and other factors consulting with each designated consultant. Upon finding appropriate housing, Participants will go to the actual site of the Housing and will determine whether or not to enter into a contract based on a comprehensive evaluation.
- In general, persons who are not included as dwellers in the housing contract are not allowed to reside in the accommodation.

③ Make Preliminary View of Accommodation and Reserve the Room
- When you make a final decision to take the room, you understand the content of the agreement to be made between you and landlord.
- Please submit the "Declaration" (Form ②) to JICA*.

[Main Checkpoints]
*Security *Noise *Odors *Damage *Sun light *Access to the University/Institute

④ Conclude a Contract with the Landlord
- JICA approves your rental agreement submitting documents such as the draft of rental agreement and your "Declaration" (Form ②) (through each designated consultant) to JICA. If JICA approves your agreement, JICA will act as the Guarantor, seal on the agreement. At the same time, JICA takes the procedures to pay Moving allowance to your bank account.
- The period of the agreement is usually set at 2 years.
- A guarantor on your housing contract must be a Director General of JICA Centre (Branch Office) in your region in principle. Any other persons (such as your friends, university staff, professors and others) are not accepted.

⑤ Payment for the Contract
- Since you will be required to pay a large amount of money on signing the rental agreement (see the breakdown in the following), it is recommended that you prepare a sum equivalent to approximately 5 - 6 months of your rent. This is paid either by depositing in a bank account or directly by cash, prior to the day you conclude the agreement (= the day you move into your residence/room).
- Rents and room space differ greatly from the regions. There are even differences in rent and size within cities, depending on the distance or access to the central metropolitan area. (Unfortunately not many properties are offered for foreign residents to rent.)
- When finalizing a rental contract in Japan, it is customary to pay a security deposit (shikikin), key money (reikin), agency fee (chukai-tesuryo) and fire insurance (kasai-hoken) in addition to the first month's rent, which should be paid in advance.
The types of fee, deposit and amounts vary according to the location and type of housing.

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
</table>
| **(a) Security Deposit** | 1-2 months' rent or more  
- Security Deposit to cover unpaid rent and facility repairs.  
- The landlord may apply this deposit to repair of the premises and furnishings when the tenant moves out. The remaining balance is returned to the tenant, but if repairing fees exceed the deposit, additional payment will be required. |
| **(b) Key Money** | 1-2 months' rent  
- A lump sum payment made to landlord when renting a house or room. Not always charged. This money is not refundable. Required amount is 1 – 2 months’ rent.  
- In KANSAI region, total of deposit and key money becomes higher, and there was a case of 6 months’ rent. |
| **(c) Agency Fee or Commission** | 0.5-1 month's rent  
- Intermediary fee paid to real estate agency. |
| **(d) Fire Insurance (for 2 years)** | 10,000 yen to 30,000 yen  
- You are required to purchase an insurance.  
- The insurance fee will depend on the size and structure of the apartment.  
- Your University co-op (Seikyo) may be able to offer the insurance for students. Please consult with the real estate agency. |
| **(e) First Month Housing Rent** | To Be Advised |

* If you extend the agreement after 2 years (the period of the agreement is usually set at 2 years), you are requested to pay renewal fee or commission fee for renewal (roughly one month of the renewed rent) and fire insurance fee.

* Useful information on the housing situation in Japan is also available at:  
http://www.mlit.go.jp/en/jutakukentiku/index.html,  
http://www.jafnet.co.jp/index_en.html

### Prepare for Moving

(a) **Prepare Daily Necessities**

Your rented residence/room is only available to you from the day your agreement starts. This means you will not be able to furnish it or make any other arrangements before this day. You should, however, make minimum preparations such as purchase of bedding, etc. beforehand. On the day you move in, there are many things to do – follow the necessary procedures to open the gas stopcock, turn on water and electricity supply and visit the landlord or neighbors. All these will take a lot of time. You are recommended that you check out nearby shops in advance, even if you decide to purchase your daily necessities on the day you move.
(b) **Send Large Baggage**
   If you use public transportation such as railways or buses on your moving day, a door-to-door delivery service (home delivery service) is a convenient way of sending large items of baggage.
   Please ask the JICA Center front desk or Hotel you are staying for details. When you send your baggage, we recommend you that you use the “delivery-time/date-appointment system.”

Move
By the date of your move, you are requested to be ready to live in your residence/room.

(a) **Transportation to Residence**
   You may use public transportation such as railway, buses or a taxi to move to your rental residence/room. You are requested to pay any transportation expenses yourself.

(b) **At Residence**
   (i) **Receive the Room Key**
      First you receive the key from the real estate agency.

   (ii) **Access Utilities**
      - **Gas** … Be present when the gas company employee comes to open the gas stopcock. He/she will also explain how to use gas appliances.
      - **Electricity & Water** … Notify the electricity company and waterworks bureau by mail when you start using these utilities. Postcards from the above companies will be left in your residence/room in advance.

   (iii) **How to Use Facilities**
      Please check how to use residence/room facilities properly and safely.

   (iv) **Visit Landlord and Neighbors**
      It’s better to call on the landlord and neighbors to introduce yourself. Please maintain a good relationship with them to allow you to obtain their cooperation in an emergency or when you need help.

   (v) **Confirm Commutation Route to University/Institute and Purchase a Commuter Pass**
      Be sure to check the transportation route to your university/institute and purchase a commuter pass. Details on how to buy a commuter pass will be given in advance.

   (vi) **Garbage Disposals**
      Observe the rules for garbage disposal. You should sort garbage at home according to the designated categories, and dispose of it at the designated collection site, at the appropriate time on the appropriate day. You should separate your garbage by type (flammable, non-flammable, bulky waste, and so on) and place in the designated container or bag. Detailed information can be obtained at the ward/municipal office where you live. Garbage handling procedures and recycling programs vary according to the municipality.
3-3-4. Moving Out

In principle, once you move into an apartment or a dormitory without definite term, you are not allowed to cancel it and move into another one under the JICA’s regulation. If you strongly wish to move with any reason, you have to take the procedures below and get permission from JICA first.

① Notification to JICA through each designated consultant
(a) Make an application for a moving to JICA through each designated consultant by clarifying the wish, reason(s) and expected day for moving to another apartment.
(b) JICA will examine the reason and make a decision if your request would be appropriate under JICA’s regulations.

② Procedures to Find a New Apartment
(a) In case that JICA regards your moving as inevitable one considering your study and gives you permission, JICA assists you with the necessary procedures in the same course as done in your first moving.
(b) In case that you have already found any apartments that you wish to live in, you have to inform JICA of information on the apartment.

【Note】
- Commencement of the housing contract (the date for you to move in the apartment) has to be about 2 weeks after you decide making the contract with the apartment.
- In principle, a guarantor on your housing contract must be a Director General of JICA Center (Branch Office) in your region. For details, please refer to the 3-3-3.

③ Notification to the Real Estate Agency or Landlord
Participant contacts the real estate agency or landlord and makes cancellations of your public utility contracts (water, electricity and gas) and forwards the services to the new apartment. (The notice of moving out usually has to be made by one month prior to the moving day.) When you leave Japan, you will be also responsible for canceling the contract, and will pay any charges required for cancellation.

④ Preparation for Moving out
(a) At Residence
- You should start to move or dispose of household goods and furniture, which are unnecessary for your new apartment, and arrange shipment of baggage. Then clean your room to give good impression to the landlord at the inspection and bring only hand baggage on the moving day.
- You are asked to take all responsibility for costs of disposal by the time of room inspection. The handling charge/expense for bulky waste should be borne by yourself. Contact the concerned section of your local ward/municipal office to ask how to dispose of bulky waste, handling fee, and payment method. It may take time for the collection of such waste by the local ward/municipal office, so please check beforehand.
(b) Mail Transfer
For the procedure to transfer mail to your new address, you need to get a “Change of Address Notice (post-card size)” at a post office beforehand and submit it to a nearby post office on the moving day.

5 On the Day of Moving Out
- The landlord or a member of the staff of real estate agency inspects the room and asks you about the condition in order to calculate the fee for repair of any damage to the original condition of the room. After that, please return the room keys to the real estate agency or landlord.
- The landlord will calculate the fee for cleaning and repair of any damage to the original condition of the room. If the total amount exceeds Security Deposit, which you deposit to the owner at the time of moving in, you will be expected to pay an extra charge.

6 After Moving Out
- Your landlord will present you a list of cleaning fee, repair fee of any damages to the original condition of the room, which fees are calculated in according to the landlord’s examination on the room condition at the time of your moving out. You need to check the list carefully. The fees will be deducted from the deposit money, and the balance will be returned to you. If the cleaning and repair fees exceed the deposit, you will be claimed for an extra charge.
- This procedure takes much time (at least 1 month).
- **Payment of Public Utility Charges**: Bills for your utility charges in the previous apartment for the month of moving out will be sent to your new apartment. In some cases, you can pay the utility charges by cash in your house/room on the moving day.
- **Change of Address on Residence Card and National Health Insurance**: You have to make changes of Residence address on your Residence Card and National Health Insurance Card at the local municipal office.
- **Change of Address of the registration of the bank and mobile phone**

Repairing Fee after Moving Out
In Japan, when the lessee moves out the apartment, cleaning and repair fees of any damages to the original condition of the house/room are claimed.
- The fees will be deducted from the Security Deposit.
- There was a case that the total amount of cleaning and repairing fees exceeded the deposit and the participant paid more than 200,000 yen. Note that living with a good care and keeping your room clean are important. You are responsible for the exceeded payment.
3-3-5. How to Use Residence

Japanese homes are traditionally built of wood, but you will also find many Western style residential buildings. The interior of these buildings however is often in the traditional Japanese style.

In general, when you enter your home, you must take off your shoes in the entrance hall. The bathroom is composed of two parts: a bathtub and a washing space. First wash yourself off in the washing space and then get into the bathtub. The hot water in the tub should be kept as clean as possible for others who will soak in the same bath water after you. Showers are also common. Toilets in Japan are either of the typical Japanese style, or Western style.

1) Principles for Good Use of Residence

The following (a) to (g) are advised you to acknowledge for a good use of residence.

(a) **Keep Keys in Safe**
Beware of losing or misplacing keys. If a key is lost, the entire lock must be replaced at the expense of the Lessee.

(b) **Do Not Make Prohibited Behaviors**
The following acts are generally prohibited in residences:
- Installing a warehouse, hothouse, TV antenna, or the like on a balcony, roof balcony or in the garden for your exclusive use. Do not bring in soil or sand. Balconies function as fire exits.
- Installing equipment or the outdoor unit of an air conditioner on walls in places other than your balcony.
- Bringing in, storing or manufacturing hazardous goods, unsanitary objects or items that generate odor.
- Making excessive noise that may be a nuisance to the neighbors.
- Leaving any items, objects or garbage in common spaces.
- Tampering with the emergency alarm unit when there is no emergency.
- Behaving in a manner that may disrupt the moral tone or living environment of the condominium.
- Hanging, pasting or posting sign boards, markers, etc. in common places or on common facilities. Displaying script on your windowpanes is also prohibited.
- Keeping any pets on the premises except birds and fish.
- Leaving unwashed dishes in the corridor for collection by delivery staff. This may attract a dog or cat, or may be unsanitary and to the detriment of the image of the condominium.
- Going on the roof.

(c) **Aware of Utility Bills and Payments**
- Bills will be mailed monthly to your home for you to pay at a bank, post office or convenience store.
- Make sure to complete the payments by the monthly due dates according to the bills.
  **[Note]** The bank account opened by JICA cannot be used for automatic payments.
(d) **Follow Garbage Disposal Rules**

- Everyday rubbish and kitchen waste must be left at the specified place, on the contracted day and at the right time in accordance with the local rules and regulations. Always keep the garbage area neat and clean.
- Methods for sorting and distributing garbage are subject to local rules and regulations. Familiarize yourself with the local rules and regulations by carefully reading any notices supplied.
- Domestic waste includes a variety of items, and the handling and collection of waste is carried out according to the type of waste—i.e. flammable, non-flammable or bulky waste.

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flammable Waste</td>
<td>Paper, kitchen waste (leftover food, fruit peels, eggshells, etc.), cigarette butts, weeds, wood chips, vacuum cleaner bags, cloth, etc.</td>
</tr>
<tr>
<td>Non-Flammable Waste</td>
<td>Plastic products, rubber items, vinyl products, Styrofoam, synthetic leather, metal, empty cans, ceramics, etc.</td>
</tr>
<tr>
<td>Bulky Waste</td>
<td>Furniture, household appliances, bicycles, swingsets, laundry drying racks, mattresses, etc</td>
</tr>
</tbody>
</table>

* * Reservations are requested for the collection of bulky waste. Please ask at the Bulky Waste Reception Center at your ward-office.

* Local designations may vary the above.

(e) **Take Good Care of Facilities**

(i) **Electrical Facilities**

- **Switchboard**
  - The switchboard is for distributing the incoming electricity to each room through a leak breaker and a safety breaker. These breakers will break the circuit automatically if an over-current flows through the line for some reason. If the safety breaker is activated because of overloading of the circuit, unplug some of your equipment to reduce the power usage, then push up the lever of the breaker.
  - If the leak breaker is activated, stop using electricity and contact your local electrician.

- **Outlets**
  - Do not use an extension cord to plug multiple appliances into a single outlet.
  - The maximum allowable current per outlet is 1.5A (1.5 kw). A separate exclusive outlet and circuit are required for equipment requiring large volumes of power such as air conditioners and microwave ovens.
  - Never tamper with the outlet with wet hands, as this is extremely dangerous.

- **Grounding**
  - Be sure to connect the ground wire for your washing machine, refrigerator, microwave oven, or other appliance if one is provided. This will avoid fatal damage arising from electricity leaks.

- **Changing the Contract Wattage**
  - Please consult real estate agency or landlord.
(ii) Living Room and Bedrooms

| Floors, Walls and Fusuma Screens | • Do not drive nails, tacks or rivets into the walls, etc. Keep floors and walls clean.  
| | • The carpets tend to be moldy, and ticks breed easily, especially in the hot and humid season. Vacuum the carpet frequently to keep it clean. |

| Condensation | When the moisture in the air cools, it condenses on windowpanes and walls. This will happen at night or early in the morning in winter. Condensation tends to encourage the growth of black mold. Wipe away condensation with a dry cloth and ensure good ventilation to keep air in the room dry. |

(iii) Kitchen

| Water Supply | • When you move into an apartment, try to confirm the location of the water meter and stopcock. If the first water is not clear, keep it running for a while until clear water comes from the faucets.  
| | • If the apartment house is brand new, avoid drinking unfiltered water straight from the faucets for about a week. |

| Drinking Water | Water can be drunk straight from the tap in Japan. |

| Drains | The kitchen sink drain is normally covered with a fine mesh insert to filter out foreign matter, however drain pipes are easily soiled by oily residues and garbage. Remove small particles from the filter and keep the drain trap clean. |

| Gas Appliances | Select the right appliances for town gas, LNG or LPG |

| Kitchen Fan | Keep it clean. Use a neutral detergent to clean the soiled fan and filter. Unplug the fan before cleaning. |

| Miscellaneous | Always keep your kitchen tidy and sanitary to deter mold and cockroaches. |

(iv) Bathroom

| Ventilation | After taking a bath, keep the door open and fan running to ensure good ventilation and keep the bathroom dry. |

| Water Boiler | Make sure that the ignition flame is off after you have taken a bath. |

| Drain | Keep the drain free from hair, dust or the like to prevent clogging. |

(v) Toilet

| Sewer | Use only toilet paper to flush toilet. Never flush foreign material such as tissue paper, paper diapers, sanitary napkins, cigarette butts, etc. down the toilet. |

| If Water Keeps Running After Flushing | An entangled float chain inside the water tank may be the cause. Open the tank and straighten out the chain. Consult the Lessor if water keeps flushing. |
3. Procedures for Living in Japan

3-3. Housing

3-3-6. Obligations and Liability Concerning Rental Accommodations

(vi) Air Conditioners

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>➣ Air Filter</td>
<td>Clean the air filter at least once every 6 months.</td>
</tr>
<tr>
<td>➣ Installation of Air-con</td>
<td>This requires the Lessor's consent. Consult the Lessor first.</td>
</tr>
</tbody>
</table>

(f) Prevent Mildew

- The popularity of concrete residences and aluminum sashes has made indoor living more airtight. For this reason, there is more humidity indoors and mildew grows easily.
- Keep rooms well ventilated throughout the year by opening windows when it is sunny, and especially during the rainy season (in June and July).
- Use a dehumidifier to prevent mildew growth.

(g) References

J&F Network provides basic information on how to live in Japanese apartment:
http://www.jafnet.co.jp/manual/jsumai/migigawa/sumaitablecontents.htm

3-3-6. Obligations and Liability Concerning Rental Accommodations

1) Obligations for Use of Housing

1. The Participant and his/her family members living in the Housing must:
   i) Make all responsible efforts to use the Housing appropriately.
   ii) Observe the obligations contained in the rental agreement.
   iii) Not lend the Housing or any part of the Housing to any other person, nor let people other than the Participant and his/her family members (or in the case of a single-type dwelling, a person other than the Participant himself/herself) live in the Housing.
   iv) Not use the Housing for purposes other than as a residence.
   v) Not modify, redecorate, or carry out any other form of construction to the Housing.

2. The Participants are required to submit a written pledge on the rental housing contract to JICA through each designated consultant.

2) Liability

Should the Housing be damaged or defaced by causes attributable to the Participant or his/her family members, the Participant and his/her family members must repair the property without delay or pay compensation for the damage.

* Example in which participants will be responsible for repairing or paying compensation for the damage.
   i) Caused considerable damage to the property, such as making a hole in the door, wall, or floor
   ii) Left the Housing with a pot, such as a deep fryer, on the kitchen stove and it caused a fire
   iii) Slept with the heater on or left the heater close to clothing or a curtain which caused a fire
   iv) Used fire indoors for the purpose of disinfection and caused a fire
   v) Fell asleep smoking and caused a fire
   vi) Left the water running in bath with the overflow drain closed and caused water leakage

* Example of compensation for fire.
3. Procedures for Living in Japan

3-3. Housing

3-3-6. Obligations and Liability Concerning Rental Accommodations

i) If the entire apartment building burns down, tens of millions of yen to more than one hundred million yen for reconstructing the building, depending on the facilities and the age of the building.

ii) If the fire has spread to one room of the apartment (20 m²), approximately six million yen for the renovation, depending on the facilities and the structure of the apartment.

iii) If replacement of the kitchen unit is necessary due to an accidental fire in the kitchen, approximately one to two million yen.

iv) If the floor has been burnt from a cigarette fire, approximately tens of thousands of yen to hundreds of thousands of yen.

The above amounts of damages are only referral figures. The actual amount of damages to be compensated will be calculated based on the extent of damages, the structure of the apartment, the facilities, and other elements.

3) Division of Expenses

Participant assumes the following expenses connected with the Housing by the Living Allowance:

i) Key Money, Agency Fee/Commission, etc.
   The portion of the Contract Payments that is not returned when the Participant moves out of the Housing. Key money to the lessor, realtor’s commission, etc.

ii) Security Deposit
   Cash collateral to be deposited with the lessor upon moving in for the purpose of indemnifying any default of rent or defacement of the apartment. The amount deducted for any rent defaulted and expenses for restoring the Housing to its original state that should be borne by the lessee will be reimbursed upon evacuation.

iii) Rent for the Housing

iv) Common-area Charge and Administrative Expenses
   Common-area charges and administrative expenses to be paid monthly as a fixed amount and other expenditures specified in the agreement.

v) Insurance Premiums
   The expenses for purchasing fire/home contents/residence insurance that are stipulated in the lease agreement. Even if the purchase of these types of insurance were not obligated in the lease agreement, the Participant shall be strongly recommended to purchase fire/home contents/residence insurances.

vi) Obligatory Expenditures
   Neighborhood association fees and similar expenditures that residents are obligated to pay.

vii) Contract Update Fees
   Fees necessary to extend the term of the contract

viii) Repair Charges on Leaving the Housing
   Among the repair charges required when the Participant leaves the Housing, Participant will assume those charges for cleaning; tatami mat renewal by reversal or replacement; repair of ceilings, walls and floors; painting; and other similar work that is necessary to repair defacement and other defects caused by normal use over time. And those charges necessary for the repair of any damage or defacement of the Housing or its related facilities and equipment that was caused with intent or from negligence for which the Participant is responsible.

ix) Charges for Installation of a Telephone Line
   The cost for installing a telephone line

x) Charges for Utilities

xi) Purchase of Furniture, Appliances, Daily Necessities, etc.
   Expenses necessary to purchase Bedding, desk and chair, lighting equipment, etc.

xii) Telephone Bills

xiii) Subscription Fees for NHK, Satellite Broadcasts, Cable TV and Other Broadcasts

xiv) Moving Expenditures
3-4. Inviting Your Family to Japan

*For the participants of JISR, see annex.

JICA is responsible for making sure of every participant’s achieving their goals and objectives as a Knowledge Co-Creation Program (Long Term) participant. Meanwhile you are also responsible for accomplishing your visions and goals as a representative of your own country by taking care of both your academic life and private life. Inviting your family to Japan requires deep consideration and preparations, and this should be dealt with your own responsible sphere.

To make both your academic and private life smooth and peaceful with your family in Japan, you may need to make extraordinary efforts and you will be also need to be supported from the local community because of the reasons as bellow:

1. There are only 1.9% of foreign residents in Japan and the literacy rate of Japanese is more than 99%, and which means people use Japanese language in everyday life basically everywhere including public and administrative organization. Unfortunately, such environment makes it very difficult for non-Japanese speaking people living Japan without any assistance.

2. You should be responsible for all expenses, and should take all necessary procedures and responsibilities regarding inviting your family to Japan.

3. JICA does not provide any support or additional financial assistance except issuing certain documents needed for the invitation procedure.

4. You are requested to send your family back 1 month before your return home in principle. This is due to the necessary procedures such as your vacating apartment. If you do the internship after graduation, you should send your family back before you start the internship. * See page 46, “Schedule and Instruction for Moving-Out Apartments”.

Here are some frequently occurred issues regarding the family invitation:

- The Japanese language ability of the participant is not good enough to carry out necessary administrative procedures for his/her family settlement because many of the public offices are lack of English-speaking staff.

- The spouse gets lonely and/or isolated for language and cultural barrier, while the participant is at a university in daytime. She/he finally becomes sick and/or unstable mental situation, and this could influence the program of the participant. What is worse, clinics and hospitals are lack of English-speaking staff and this makes the situation difficult.

- Regarding the child’s education, the participant may not gather adequate and enough information mainly because of lack of foreign resident network in the community. As the number of day care centers and international school is extremely limited and requires huge financial support, the children need to attend to local schools in most cases.

- Especially small children make damages on the wall, floor, etc. in the apartment, and this amounts to a large sum of repairing fee at the time of moving out (100,000-200,000 yen) which could be a huge burden.
3-4-1. Application for Inviting Your Family to Japan

1) Terms
   - “Family”………………… Your spouse and children
   - “Certificate of Eligibility”⋯⋯ Residing with family

2) Time to invite
   Upon your arrival to Japan, as it will take approximately three months to complete the administrative register of yourself, house-renting, course registration at the university, and preparation for getting your family’s visa, etc., it is difficult to invite your family within the very first three months.
   In addition, to have a getting-ready period to the Japanese life and understand the circumstance for your family (such as public and local support system for foreigners,
medical and education services etc.), JICA strongly recommend you should invite your family AFTER SIX MONTHS upon your arrival, and also after you enroll as a regular student in the university.

3) Procedures
(a) Prepare and submit “Request of Document Issue and Pledge” (Form ③) to JICA*. 
(b) Apply for a Certificate of Eligibility at a Regional/District Immigration Office in Japan.
(c) Send the Certificate to your spouse back in your home country, and
(d) Your family takes the Certificate and other necessary documents to the Japanese Embassy in your country and makes an application for visa issue.
   ※ You may apply for the Certificate of Eligibility as a representative of your family.
   (Please show your identification card/student card.)
(e) Visa for your family is issued.
   ※ The whole process usually takes 1 month or more.

4) Documents Required for an Obtainment of the Certificate of Eligibility
(a) Application Form for the Certificate of Eligibility
   ・ Form for Part 1, Part 2R, available at Immigration Office
(b) 2 Photos of the Applicant
   ・ 4cm x 3cm with no hat and no background
   ・ Must be taken within the last 6 months
   ・ Attach one to the application form and sign your name on the back of the other.
(c) A Return Envelope with Your Address and 392 Yen Stamp for Registered Mail
(d) One of the following documents which proves the relationship between you and family
   ・ Family Registration Document (Koseki Tohon)
   ・ Marriage Certificate or Marriage Receipt Certificate
   ・ Child’s Birth Certificate, or
   ・ Document in Proportion to Above
(e) Certificate on Registered Matters on Your Residence Card (applicable at a local city hall) or Copy of Your Passport
(f) Enrollment Certificate
   ・ Applicable at the student support center at your university
(g) Certified Receipt of Scholarship and Duration
   ・ Issued by JICA on request
(h) Certified document to prove the participant's financial ability
   ・ Issued by JICA on request

5) Overseas Travel Accident Insurance
Overseas Travel Accident Insurance is recommended to take out for your family in case of any unexpected accidents occurred on their way to their home country and to Japan, and during their stay in Japan. Your family needs to make an application for the insurance in home country (before their leave for Japan) if they wish to take one. National Health Insurance may cover most of medical treatment on your family and 30% of the medical expense will be charged if you register your family members as your dependents after their arrival in Japan.

* You may apply for the Certificate of Eligibility as a representative of your family.
(Please show your identification card/student card.)
6) Child Support Allowance
   If your child who resides with you in Japan is less than 15 years old, you will be able to benefit
   from a Child Support Allowance. The Child Support Allowance is administered by the
   Japanese government and municipal authority and it aims to support health and wellness of
   children. You need to visit your municipal office and file an application.

3-4-2. Invitation for Short-Term (Less than 3 Months Stay)

1) Required Documents for Application
   When your family will make a short-term stay, they will only need a tourist visa to obtain. For
   an issuance of tourist visa, you usually need the following documents concerning to your family:

   (a) A ticket for boarding an airplane or a vessel to leave for Japan, or a written guarantee
       issued by a transport company.
   (b) A valid passport, which enables the foreign national concerned to enter foreign countries
       out of Japan.
   (c) Documents certifying that the person concerned can defray all expenses incurred during
       the stay in Japan. You may use a bank statement for this purpose. However, in some
       countries, an official document (such as Certified Receipt of Scholarship and Duration)
       would be required to submit. Please contact the nearest immigration office at first and
       check with them exactly what documents you will need to submit, and if you are told to
       arrange ones, contact JICA* for issuing the documents using with a form “Request of
       Document Issue and Pledge” (Form ③).

2) Accommodation
   (a) If you live in a single-room apartment and have not obtained permission from your
       landlord whether your family can stay in your apartment or not, you must ask it first.
   (b) In the case that you cannot obtain permission or you stay in a JICA center/a single
       dormitory, you have to arrange an accommodation for your family.

3) Overseas Travel Accident Insurance
   You may not register your family as dependents if they come to Japan on “short-term stay” visa,
   consequently National Health Insurance may not apply for your family while in Japan.
   Overseas Travel Accident Insurance is recommended to take up in their home country before
   departing to Japan in order to avoid receiving a huge amount of medical treatment charge in
   case of your family’s sickness or injury.

[NOTE]
   ● All foreign language documents should be translated into Japanese.
   ● JICA* is unable to help with translation.
   ● The officer charged with close screening of applications may require other documents.
   ● Applications may be submitted in person or by a designated proxy.
   ● Any proxy used must show his/her/their identification.
   ● Copies of documents must be A4-size.
3-5. Residence Card / Extension of Stay

(1) Status of Residence
(a) In principle, your status of residence in Japan is “College Student”. The status of residence stamped on your passport when you entered Japan is based on the entry visa issued at Japanese Embassies/Consular office of the Japanese Embassy.
(b) If you are qualified for “Trainee” status when you entered Japan as a result of your qualification as “Trainee” on the entry visa, please notify JICA Briefing Coordinator on your arrival. JICA will follow the necessary procedures to correct your status of residence to “College Student”. After procedures by JICA, participant will visit Regional Immigrations Bureau/Office to request the change of the length of stay.

(2) Re-Entry Permit
After issuance of the Residence Card, you can leave Japan in principle with the Special Re-entry Permit System on the following three conditions.
(a) You have the valid passport and Residence Card.
(b) You reenter Japan for the same purpose within one year after you leave Japan.
(c) You definitely fill out the Embarkation/Disembarkation card with ticking the column indicating your intention of departure by the Special Re-entry Permit System at the airport, and show the Residence Card to the immigration officer when you leave Japan.
(d) For detail, please refer http://www.immi-moj.go.jp/newimmiact_1/en/point_3-4.html
(QR code is the same as above)

(3) Extension of Period of your Stay
If necessary, you should apply for an extension at an Immigration Bureau in your area not less than one month prior to the expiry date of your authorized length of stay (offices accept applications up to three months before expiry).
(a) Regional Immigration Bureau/Office accepts applications to extend the period of stay on college student status from 2-3 months prior to expiry of the stay.
(The details of major immigration bureaus and branch offices: http://www.immi-moj.go.jp/english/soshiki/index.html)
(b) Make sure to make the application before expiration of the Residence Card.

1) Procedures
(a) Contact the Regional Immigration Bureau/Office and confirm necessary items.
(b) If necessary, submit “Request of Document Issue and Pledge” (Form ③) to JICA*.
(c) Get a set of necessary items and apply at a Regional Immigration Bureau/Office.

2) Items generally required for Application
(a) Application for the Extension of Period of Stay (available at the Regional Immigration Bureau/Office)
(b) Certificate of Enrollment (issued by the university/institute upon request)
(c) School Transcript (issued by the university/institute upon request)
(d) Scholarship Certificate (issued by JICA upon request, if necessary)
3. During Your Stay in Japan
3-5. Residence Card / Extension of Stay
3-6. Check List

(e) Passport
(f) Residence card
(g) Photo (4cm × 3 cm)

* As the necessary documents may differ according to the applicant’s nationality, please contact the relevant Immigration Bureau directly for further information.

3) Charge
The charge for this procedure is 4,000 yen and is to be borne by yourself.

4) Report to the Municipal Office
You are requested to inform your local municipal office of the changed (extended) period of stay within 14 days from the day when the extension was made. Your Residence Card and passport are necessary to be brought with you on the notification.

(a) In case of applying for an extension only for 1 month or so until the expected departure date at the end of the program, the status might be switched from a “College Student” to a “short-term stay” by mistake. You need to contact the (Regional) Immigration Bureau directly to make sure your case.

(b) With a status of short-term stay, National Health Insurance and student discount will be invalid. (JICA Medical Card is valid for you, though, it’s not applicable for your family.)

(c) Despite this inconvenience, please note that a “College Student” status is hardly issued for a short-term extension, and JICA obeying the Immigration Bureau’s judgment will not provide any extra assistance regarding applying for the extension of a “College Student” status.

4) Passport Renewal
If your passport is not valid for the entire duration of your stay in Japan, it is your responsibility to renew it. Procedures for renewal differ from country to country, so please ask for details at your Embassy/Consulate in Japan. The charge for this procedure is to be borne by yourself.

3-6. Check List

<table>
<thead>
<tr>
<th>CHECK LIST</th>
<th>DUE DATE</th>
<th>TICK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arrival Date From your country</strong></td>
<td>/</td>
<td>□</td>
</tr>
<tr>
<td><strong>[Housing]</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification of your accommodation decision to JICA* with “Declaration”</td>
<td>/</td>
<td>□</td>
</tr>
<tr>
<td>(From②)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conclude a Contract with the Landlord</td>
<td>/</td>
<td>□</td>
</tr>
</tbody>
</table>

4 For the participants of JICA Scholarship Courses, it is not necessary to submit “Notification of your accommodation decision to JICA* with “Declaration” (From②)”, nor notify our moving out.
### 3.During Your Stay in Japan

<table>
<thead>
<tr>
<th>Residency Card / Extension of Stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment for the Contract</td>
</tr>
<tr>
<td>Home Address Registration</td>
</tr>
<tr>
<td>Receive the Room Keys</td>
</tr>
<tr>
<td>Access Utilities</td>
</tr>
<tr>
<td>Visit Landlord and Neighbors</td>
</tr>
<tr>
<td>Confirm Commutation Route to University/Institute</td>
</tr>
<tr>
<td>Purchase a Commuter Pass</td>
</tr>
<tr>
<td>Observe the rules for garbage disposal</td>
</tr>
</tbody>
</table>

**Check List**

<table>
<thead>
<tr>
<th><strong>National Health Insurance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply to National Health Insurance Division of my local ward/municipal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Moving Out</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification to JICA and get permission</td>
</tr>
<tr>
<td>Find a New Apartment</td>
</tr>
<tr>
<td>Notification to the Real Estate Agency or Landlord</td>
</tr>
<tr>
<td>Cleaning of your apartment</td>
</tr>
<tr>
<td>Mail transfer</td>
</tr>
<tr>
<td>Return the Room Keys</td>
</tr>
<tr>
<td>Payment of Public Utility Charge (Electricity)</td>
</tr>
<tr>
<td>Payment of Public Utility Charge (Gas)</td>
</tr>
<tr>
<td>Payment of Public Utility Charge (Water and Drainage)</td>
</tr>
<tr>
<td>Payment of Public Utility Charge (Telephone)</td>
</tr>
<tr>
<td>Payment of Public Utility Charge (Internet)</td>
</tr>
<tr>
<td>Change of Address on Residence Card</td>
</tr>
<tr>
<td>Change of Address on National Health Insurance</td>
</tr>
<tr>
<td>Change of Address of the registration of the bank</td>
</tr>
<tr>
<td>Change of Address of the registration of mobile phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Inviting your family (Long-Term)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit “Request for Document Issue and Pledge” (From ③) to JICA*</td>
</tr>
<tr>
<td>Apply for a Certificate of Eligibility at a Regional/District Immigration Office in Japan</td>
</tr>
<tr>
<td>Send the Certificate to your spouse back in your country</td>
</tr>
<tr>
<td>Visa for your family was issued</td>
</tr>
</tbody>
</table>

⚠️ It takes 1 month or more
4. During Your Stay in Japan

4-1. Monitoring Meeting

*For the participants of ABE, JISR, PEACE, KIZUNA and JICA Scholarship Courses, see annex.

(1) **Purpose of the Meeting**

The purpose of the Monitoring Meeting is to share details of the current status of your study and daily life with JICA and your supervisor. If you have any concerns with your study or daily living, please let JICA know of them at the meeting.

(2) **Subjects Discussed**

1) Study Program (your current study condition: subjects, schedule and research contents)
2) Your Impressions of the Study Program
3) Study Plan for the Next Term/ Plans for Overseas Research
4) Your Health and Circumstances of Daily Living
5) Any Other Comments

(3) **When to Be Held**

Monitoring Meetings will be held basically **twice a year** with JICA until your graduation. JICA may ask your supervisor to attend the Monitoring Meeting. You will be notified of the date of each Monitoring Meeting in advance. The frequency of the Monitoring Meetings may depend on your situations.

(4) **Submission of a Study Report**

You are requested to submit the “REPORT ON THE STUDY” (Form ④) including plans for Overseas Research to JICA in every 3 months.

(5) **Submission of Grade Report**

You are requested to submit a photocopy of your grade report after receiving it from the university.

(6) **Submission of a Thesis Plan**

You are required to submit a precise “Thesis Plan” with a research schedule to JICA within 6 months after entering the university. If you start as a research student, you are required to submit within 6 months after you enter MA course.
4-2. Overseas Research

*For the participants of PEACE, KIZUNA and JICA Scholarship Courses, see annex.

(1) Conditions to be Fulfilled
Overseas research is permitted if the following conditions are fulfilled:

1) The overseas research is indispensable to your research and thesis at the university/institute. (Research plan in detail, research content and schedule are necessary.)
2) The destination of the overseas research is a country or a region relevant to your research, or a country or a region where an international organization relevant to your research is located.
3) “The Overseas research period” which is “from the next day of your entry to the destination country to the day before your departure from the destination country” does not exceed 30 days. However, it may exceed 30 days when this is considered to be absolutely vital.
4) The research schedule and activities for each day during the overseas research trip are stated in the request form.
5) You are required to submit a precise “Thesis Plan” with a research schedule to JICA within 6 months after entering the university. Your future Overseas Research must be initially included in the Thesis Plan. In case “the Overseas Research period” exceeds 30 days and it is inevitably necessary for your completion of dissertation or the fulfillment of your degrees, JICA would consider whether you should continuously be provided with the living allowance for more than 30 days (but limited to 60 days) on the basis of the Thesis Plan as well as the Request Form for Overseas Research (Form ⑤a).

(2) Allowances and Insurance by JICA during Overseas Research

【Living Allowance】
1) JICA continues providing you with Living Allowance when “The Overseas research period” is 30 days or less.
2) Living Allowance will be in principle suspended from the 31st day of “The Overseas research period”.

All travel expenses have to be borne by you. JICA does NOT provide any additional fees except Living Allowance within 30 days.

【Overseas Travel Accident Insurance】
When the destination of your overseas research is your home country, Overseas Travel Accident Insurance provided by JICA covers only 90 days of your research from the day following your entry into your home country, becoming invalid on the 91st day of your research period.
## Definition of “30 Days”

1) In Case of “The Overseas research period” is **within 30 Days**
   Living Allowance is continued to be provided to you.

<table>
<thead>
<tr>
<th>(e.g.)</th>
<th>1-Jan</th>
<th>2-Jan</th>
<th>3-Jan</th>
<th>The Overseas research period</th>
<th>1-Feb</th>
<th>2-Feb</th>
<th>3-Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure from Japan</td>
<td>Arrival in the Country</td>
<td>1st Day</td>
<td>~</td>
<td>1-Feb</td>
<td>2-Feb</td>
<td>3-Feb</td>
<td></td>
</tr>
<tr>
<td>Living Allowance</td>
<td>Provided</td>
<td>Provided</td>
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<table>
<thead>
<tr>
<th>(e.g.)</th>
<th>1-Jan</th>
<th>2-Jan</th>
<th>3-Jan</th>
<th>The Overseas research period</th>
<th>1-Feb</th>
<th>2-Feb</th>
<th>3-Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure from Japan</td>
<td>Arrival in the Country</td>
<td>1st Day</td>
<td>~</td>
<td>1-Feb</td>
<td>2-Feb</td>
<td>3-Feb</td>
<td></td>
</tr>
<tr>
<td>Living Allowance</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
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</tbody>
</table>

2) In Case of “The Overseas research period “is **Over 30 Days**

<table>
<thead>
<tr>
<th>(e.g.)</th>
<th>1-Jan</th>
<th>2-Jan</th>
<th>3-Jan</th>
<th>The Overseas research period</th>
<th>1-Feb</th>
<th>2, 3-Feb</th>
<th>4-Feb</th>
<th>5-Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure from Japan</td>
<td>Arrival in the Country</td>
<td>1st Day</td>
<td>~</td>
<td>30th Day</td>
<td>~</td>
<td>30th Day</td>
<td>~</td>
<td></td>
</tr>
<tr>
<td>Arrival in Japan</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td>Provided</td>
<td><strong>NOT Provided</strong></td>
<td>Provided</td>
<td>Provided</td>
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</tr>
</tbody>
</table>

Living Allowance is continued to be provided to you until the 30th day of “The Overseas research period” and then suspended until your Departure from the Country.
(3) Application and Approval of Overseas Research

[Flow of Procedures for Overseas Research]

*Complete and submit the "Request Form for Overseas Research (Form ⑤a).” to your supervisor.

*Submit the Request Form with your supervisor’s signature and “Covenant (Form ⑤b)” to JICA by 1 month before your departure.

You / Your Supervisor

JICA*

【Procedures】

1) Complete and submit the “Request Form for Overseas Research” and “Covenant” (Form ⑤a & b) to the relevant supervisor/professor. You must provide a detailed itinerary.

2) If the supervisor/professor acknowledges that the overseas research is crucial for you, he/she will sign the “Request Form for Overseas Research (Form ⑤a)”. Then you must submit it and “Covenant (Form ⑤b)” to JICA* no less than ONE MONTH prior to your departure.

3) When JICA approves the application after examining it (safety, etc.), the JICA Director General in charge will notify, the JICA overseas office in the destination country, and your supervisor/professor (if necessary) of the approval of your overseas research.

4) 【Travelling Companion】 If you have a travelling companion from your university during your research, please ask him/her to fill in the “Application for the Overseas Research/Field Research (Form ⑤c)” and submit it together to JICA* for approval.

【Information to be included in the “Request Form For Overseas Research (Form ⑤a)”】

1) Overseas research plan in detail
2) Flight schedule
   (The date of departure from Japan / the date of arrival in the destination country / the date of departure from the destination country / the date of arrival in Japan should be clear.)
3) Emergency Contact Number
4) Research Schedule for each day
5) Expected result/gains from the overseas research
6) If you are conducting the overseas research trip to attend an international conference, you are asked to attach the information of the conference; usually it can be a copy of conference announcement or a printout from the conference website.

【Terms of the Pledge in the “Covenant (Form ⑤b)”】

1) To bear full responsibility and all expenses from the departure from Japan and the re-entry to Japan.
2) To bear responsibility and the expenses for all procedures, such as acquisition of a re-entry permit.
3) To agree that JICA will not bear any living allowances for the period of overseas research which exceeds the period approved by JICA.
4) In the event that your overseas research takes place in your home country, to understand
that the Overseas Travel Accident Insurance that JICA has contracted will not be applicable to you beyond the 90-day period that begins the day after completion of entry procedures in your home country following your departure from Japan.
5) To conduct the overseas research on schedule and not to make any change once it is approved by JICA. In case that you have to make a schedule change with unavoidable reasons, you have to inform JICA immediately.

(4) Reporting JICA about Outcomes of the Overseas Research
You are required to report the outcomes of the overseas research to JICA by submitting "Report on the Overseas Research" (Form ⑤d) within 45 days of your return from the Overseas Research. If you fail to comply with the report requirement, living allowance during the overseas research thereafter shall not be paid.

(5) Re-Entry Permit
After issuance of the Residence Card, you can leave Japan in principle with the special re-entry permit system on the following three conditions.
・ You have the valid passport and Residence Card.
・ You reenter Japan for the same purpose within one year after you leave Japan.
・ You definitely fill out the Embarkation/Disembarkation card with ticking the column indicating your intention of departure by the Special Re-entry Permit System at the airport, and show the Residence Card to the immigration officer when you leave Japan.


(6) Personal Belongings during Overseas Research
Before departure from Japan, if you are staying at a hotel or a rental room on a weekly-contract basis of which the contract/reservation period is less than 30 days, you have to check out of the room. If you are staying at one of the JICA Centers and the Overseas Research exceeds more than certain days, you also have to check out from the Centers. In either case, your JICA Center can keep your personal belongings left in Japan, upon your request.
4-3. Temporary Leave to Travel Home and/or to a Third Country

*For the participants of PEACE and JICA Scholarship Courses, see annex*

You are allowed to leave Japan temporarily to travel to your home and/or a third country on official duties related to work for your government, for humanitarian reasons, or any other reason approved by JICA.

(1) **Conditions to be Fulfilled**

1) Participants are responsible for expenses from departure to re-entry into Japan; such expenses should be borne by you.

2) Participants are responsible for completing the necessary procedures to get re-entry permit.

3) When the destination of your temporary leave is your home country, Overseas Travel Accident Insurance provided by JICA covers only 90 days of your temporary leave, from the day following your arrival in your home country. This insurance becomes invalid on the 91st day of your temporary leave period.

(2) **Allowance and Insurance Conditions During Temporary Leave**

- **[Living Allowance]**

  The payment of Living Allowance is suspended (not be paid) from the next day of your departure from Japan and is provided again from the day you arrive in Japan.

<table>
<thead>
<tr>
<th>(e.g.)</th>
<th>1-Jan</th>
<th>2-Jan</th>
<th>---</th>
<th>1-Feb</th>
<th>2-Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Departure from Japan</td>
<td>Arrival in Home or a Third Country</td>
<td>---</td>
<td>Departure from Home or a Third Country</td>
<td>Arrival in Japan</td>
</tr>
<tr>
<td>Living Allowance</td>
<td>Provided</td>
<td>NOT Provided</td>
<td>NOT Provided</td>
<td>NOT Provided</td>
<td>Provided</td>
</tr>
</tbody>
</table>

* All travel expenses have to be borne by you.
* You are asked to make all necessary arrangements on this matter by your own responsibility.
* JICA may check your passport at the end of the program, and if unauthorized leave from Japan is found, you are to return the allowance while you are away.
* During the whole period of your temporary leave, you pay the house rent directly to the landlord.

- **[Overseas Travel Accident Insurance]**

  When the destination is your home country, Overseas Travel Accident Insurance provided by JICA covers only 90 days from the day following your entry into your home country, becoming invalid on the 91st day of your temporary leave.

(3) **Application and Permission**

1) Complete and submit the form “Request Form for Overseas Temporary Leave” (Form ⑥) to the responsible supervisor/professor after the draft is checked by JICA*. Clarify details of your travel plan (date, period, place to visit and stay, reason for the trip etc.) on the
request form.

2) **You must submit it [Request Form for Overseas Temporary Leave] to JICA ONE MONTH prior to your departure.**

3) After examining your application (safety, etc.), JICA may permit it.

(4) **Re-entry Permit**
   See 4-2.(5)

**4-4. Temporary Absence**

*For the participants of JICA Scholarship Courses, it is not necessary to submit the form. Please let your university know if necessary.

If you are to be absent from your accommodation for over 10 days because of your travel in Japan, etc., you must submit a “**Notice of Temporary Absence**” (Form ⑦) to JICA*. This enables JICA* to contact you in an emergency. If it is short notice, you can send the form to JICA* by email as well. Those who are staying at JICA centers are asked to fill up “the designated form” at front desks.

**4-5. Joint Program and Internship**

If your program has the internship program, please see annex.
4-6. Prohibition

*For participants of KIZUNA, see annex.

(1) Violation of the Japanese Laws and Regulations

Please observe the Japanese Laws and Regulations during your stay. Especially the norms of the “sexual harassment” can be different from your countries. Please avoid the inappropriate and undesirable situations, which can lead to the termination your program.

(2) Part-time Job

1) You are not allowed to work (not allowed to apply for Shikakugai-katsudokyoka: a permission to work from the immigration office), because you receive the allowance for living from JICA and the purpose of your stay in Japan is to engage in study/research.

2) However, teacher’s assistance (Teaching Assistant/Research Assistant) in your university with remuneration, which is based on a contract with your university, may be permitted if that does not interfere with your study/research at the university.

3) You are able to receive rewards for lectures in your university’s event or cultural exchange events, not given on a regular basis, and incidental rewards in daily life in accordance with the Regulation for Enforcement of the Immigration Control and Refugee Recognition Act. Please refer below for details.

   *Please be aware that it may be judged as violation of the law if you receive rewards frequently and repeatedly.

4) If you are engaged in those activities listed above 2) and 3), you must report JICA and/or each designated consultant. You are requested to submit the copy of document with the details of your activities (outline of activities, working period, and working time working place, etc.) .

Reference :
Regulation for Enforcement of the Immigration Control and Refugee Recognition Act (Incidental Rewards)

Article 19-3 Rewards for lectures not given on a regular basis, incidental rewards in daily life and other payments prescribed in Article 19, paragraph (1), item (i) of the Act be as provided for in the following items:

(i) rewards, prize money and other payments for the following activities not given on a regular basis;
(a) lectures, classes, discussions and other similar activities;
(b) advice, appraisal and other similar activities;
(c) production of novels, papers, pictures, photographs, programs and other works;
(d) participation in events, appearance in movies or broadcasting programs and other similar activities;
(ii) rewards and other payments for engagement in the daily housework of a relative, friend, or acquaintance of the foreign national upon the request of those persons (except for engagement on a regular basis); and
(iii) payments for activities to support education or research carried out by a foreign national who is receiving education at a university or technical school (limited to the fourth year, fifth year and specialized course) and is residing with the status of residence of "Student", based on a contract entered into with such university or technical school

(3) Driving Vehicles
Driving a car or motorbike in Japan is prohibited, regardless of an international driving license you may possess.

(4) Changing Accommodation without the Permission
If you need to change accommodation by all means, you have to get the permission.
See 3-3-4. Moving Out

(5) Being Absent from your Accommodation for a while without Informing
See 4-4. Temporary absence

(6) Leaving Japan without the Approval of JICA*
Whenever you leave Japan for overseas research or any other reasons, you have to submit necessary documents to JICA and get approval of JICA beforehand.

(7) Extension of the Period of Program
Any extensions of the period of stay in Japan for any reasons such as a failure of successful completion of degree within the scheduled term will not be considered. This enables more people to be benefited from the opportunities to study in Japan within the limited budget of Japan’s Official Development Assistance.
## 5. Departure

### 5-1. General Schedule

*For participants of ABE, PEACE, see annex.

*For participants of JISR, Pacific-LEADS and JICA Scholarship Courses, details will be notified before your departure.

<table>
<thead>
<tr>
<th>Ref. No</th>
<th>Time Schedule (Prior to Your Departure)</th>
<th>Responsible Person</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>3 Months before</td>
<td>Participant</td>
<td>Check the date of thesis assessment and graduation ceremony with university staff → Inform JICA* of the above dates</td>
</tr>
<tr>
<td></td>
<td>Confirmation of Departure Schedule</td>
<td>JICA*</td>
<td>Confirm the date of graduation informed by a participant → Make a schedule of the departure</td>
</tr>
<tr>
<td>(2)</td>
<td>2-3 Months before</td>
<td>JICA</td>
<td>Inform the participant of a departure schedule plan and determine the departing date procedures</td>
</tr>
<tr>
<td></td>
<td>Preparation for Returning Home</td>
<td></td>
<td>Confirm the date of Evaluation Meeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Make a flight arrangement with the participant</td>
</tr>
<tr>
<td></td>
<td>Participant</td>
<td></td>
<td>Start making a plan for your family’s return if you have family staying with you</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start making a plan of preparation for moving out an apartment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Check your passport, residence card to reconfirm the validities/period of stay</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Submit a Questionnaire (See Form 8) for the program evaluation to JICA*</td>
</tr>
<tr>
<td>(3)</td>
<td>1-3 Months before</td>
<td>Participant</td>
<td>Inform the real estate agency or landlord of moving out schedule</td>
</tr>
<tr>
<td></td>
<td>Preparation for Moving out</td>
<td></td>
<td>Contact public utility companies (electricity, gas, water) for cancellations of contract</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Start packing and disposing furniture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Apply for the notification of Moving out at the ward/municipal office</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cancel home telephone services and internet provider contract if you have one</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Stop or apply for transfer of postal mails</td>
</tr>
<tr>
<td>Period</td>
<td>Action Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Around 1 Month before** | **JICA**  
- Make a room reservation at JICA Center or a hotel for a participant for the period after moving out an apartment  
- Assist a participant if necessary when a participant contacts the real estate agency, landlord or public utility companies  
**Participant**  
- Move out the apartment and move to a JICA Center or a hotel arranged by JICA  
- Return keys to the real estate agency or landlord  
- Make payment for public utility charges if available  
- Apply for the Notification of Moving in at the ward/municipal office  
- Submit the first “Check List for Departure” (See Form ⑨) to JICA  
- Submit the “Information Sheet” (See Form ⑩) to JICA  
- Reconfirm with the participant the schedule of departure  
- Confirm the date of Evaluation Meeting and Attend an Evaluation Meeting  |
| **1 Month before** | **Participant**  
- Inform JICA of the result of assessment  |
| **1-2 Weeks before** | **Participant**  
- Complete required payments for public utilities which could not make on the moving out day and for telephone charges  
- Apply for the Notification of Moving out at the ward/municipal office  
- Cancel a mobile phone if you have one  
- Close your private bank account  
- Check whether participant completes the necessary payments by the above list submitted by participant  |
| **Evaluation Meeting** | **Participant**  
- Make a brief presentation on your research/thesis, outcomes from the study program and future career plans  
- Return JICA’s Bank Card and “Delivery and Receipt LEDGER” sheet to JICA  
- Submit the second “Check List for Departure” (See Form ⑨) to JICA  |
### 5-2. Confirmation of Departure Schedule (3 months before departure)

1. You are requested to inform JICA* of the date of your graduation thesis examination and graduation ceremony.
2. JICA will ask the Travel Agency to arrange your departure flights according to your academic schedule.
3. The departure day is to be within 3 days after the graduation day.

### 5-3. Preparation for Returning Home (2-3 months before departure)

1. **Notice of Departure Schedule**
   
   You need to reconfirm whether your passport and residence card are valid until your departure day. In case of invalidities before departure, you are required to take necessary procedures mentioned below.

   - **Extension of Period of Stay**
     
     Apply for an extension at an Immigration Bureau in your area not less than one month prior to the expiry date of your authorized length of stay (offices accept applications up to two months before expiry).

   - **Items You Must Present to Apply for an Extension**
     
     - Application for the Extension of Period of Stay (available at the Regional Immigration Bureau/Office)
     - Certificate of Enrollment (issued by the university/institute upon request)
     - School Transcript (issued by the university/institute upon request)
     - Scholarship Participant Certificate (issued by JICA upon request, if necessary)
(e) Passport
(f) Residence Card

* As the necessary documents will differ according to the applicant’s nationality, please contact the relevant Immigration Bureau directly for further information.

➢ Charge
The charge for this procedure is 4,000 yen and is to be borne by you.

② Passport Renewal
Procedures for renewal differ from country to country, so please ask for details at your Embassy/Consulate in Japan. The charge for this procedure is to be borne by you.

(2) Arrangement of Flight Ticket
● In principle, you are required to leave Japan within 3 days from your graduation ceremony.
● JICA informs the Travel Agency entrusted by JICA contact you of your departure. The Travel Agency will contact you via e-mail or phone to arrange your flight ticket to return home.
● If you have family with you, you are requested to arrange flight tickets for your family by yourself. The Agency arranges the flight ticket only for you.

(3) Transportation to the Airport
● Principally, you are requested to arrange transportation by yourself. The transportation allowance to the airport will be given to you from JICA.
● Under the two following situations, you can request to arrange transportation by Travel Agency entrusted by JICA.
  (a) You stay at JICA Center.
  (b) You are not with your family.


(4) Schedule and Instruction for Moving-out Apartments (if you rent your room or house other than JICA Center/Hotel)
1) Moving from Residence to JICA Center/Hotel
● You are requested to move out your residence more than 1 month before your departure and stay at the JICA Center/Hotel until your departure.
● This is because it usually takes one month for the landlord to complete necessary checking and payment procedures for your apartment after moving out. Please consult with JICA to determine your moving day if necessary.

➢ If the JICA Center is Fully Occupied or far from Your University :
  →JICA arranges a room at a hotel (only single room) for you.

➢ If You Have Family with You :
  →Please send your family back to your country before you move out the residence.

In case your family cannot leave Japan before you move out the residence...
  (a) You can stay at the JICA Center alone, but for your family, you need to arrange the accommodation outside the center on your own expense.
  (b) You can also choose to stay at a hotel arranged by JICA and stay with your family, but JICA only covers the amount of the difference between a single and a twin(double) room.
  (c) You may be able to stay at JICA Center with your family, only in the case your family is one person and there is a vacant twin room.
5-4. Preparation for Moving out  
(1-3 months before departure)

(1) Notice of Moving out
At first, you are recommended to check the contract which you received when you moved in. You inform the real estate agency or landlord of moving out by **1 month prior to the moving out day**. Usually, written approval is required for the Cancellation Notice. In case that you are required to pay one month rent as penalty for breaking a lease or expenses to restore the room to the original state which exceeds the amount of deposit, it will be borne by you.

【Dormitory】
Please submit a notice of moving out to the office by the certain deadline.

(2) Cancellation of Public Utility Services
You contact public utility companies (gas, electricity, water and drainage) for the cancellations **by 1 or 2 months prior to the moving out day**.

【Dormitory】
Please check with the dormitory staff for the cancellation procedures.

(3) Notification of Moving out to the Ward/Municipal Office
As you have been registered in Japanese Resident Registration, you must apply for notification of moving out to the word/municipal office. Generally, it is requested to be performed within 14 days before or after the date of moving out. To apply for the notification, please take your residence card.

At the same time of the notification, your national insurance card must be returned to the ward/municipal office.

Please ask for detailed procedure at the ward/municipal office.

⚠️
- Make sure to ask the municipal office for the cancellation procedures of insurance due to your departure. You will keep being charged for the premiums even after leaving Japan if you failed the cancellation.
- If you are advised to receive any refund of premiums or new bills, ask to complete them on the day or before the departure day.

(4) Packing and Disposal of Furniture
Upon deciding the date of moving out, you may start moving or disposing household goods and furniture. You may also arrange shipments of baggage to your country.

(a) You are asked to take all responsibility for costs of disposal by the time of house/room inspection. The handling charge/expense for bulky waste should be borne by yourself.
(b) Contact the concerned section of your local ward/municipal office to ask how to dispose
of bulky waste, handling fee and payment method. It may take time for the collection of such waste by the local ward/municipal office, so please check beforehand.
* In some case, information in English can be obtained on the web page of each office.

- **Disposal of Electric Appliances Regulated by Home Appliance Recycle Law**
  Home appliances like air conditioners, television sets, refrigerators and washing machines should be disposed in compliance with Home Appliance Recycle Law. When you vacate your apartment room, you should hand over the above-mentioned electric appliances to an appliances retailer (the shop where you purchased them). Moreover, the disposal of such appliance will cost money. Under the law, the retailer is responsible for collection and transportation, the maker for recycling, and the consumer (the disposer) shall bear the costs.

(5) **Cancellation of Home Telephone**
If you have a home telephone and internet provider contract, make sure to cancel the service by **1 month prior to the moving out day** and complete necessary payments before departure.

(a) The final bill for home telephone charges is usually issued 1 or 2 months after the cancellation of service. Therefore earlier inquiries to the telephone companies are strongly recommended in order to fully complete the payments before your departure.
(b) **Bills of domestic and international calls are usually issued separately.** If you have used international call services, you are also required to inquire to the companies (e.g. NTT Communication, KDDI, etc.) and make sure you to obtain the final bills before departure.
(c) Inform the companies of your departure date and ask them to send the bills to your residential address until departure (JICA center/hotel/dormitory) on time you may complete the payments before your leave.

(6) **Cancellation of Mobile Phone**
If you have a mobile phone, make sure to cancel the service and complete necessary payments before departure. Please visit the nearest mobile phone shop and consult the payment earlier. Some mobile company takes a couple of days for the adjustment.

(7) **Mail Transfer**
- As you may not be able to receive any postal mail sent to your address in Japan after moving out, please inform of it to anyone who may send you mail in future, and request the other ways of communication including e-mail correspondence if necessary.
- But in case that you can only receive the bills by postal mail for the payment after leaving your house/room, please follow the procedure to transfer your mail to the JICA center in charge after informing to JICA program officer.
- For the procedure to transfer mail to your new address, you need to get a “Change of Address Notice (post-card size)” at a post office **beforehand and post it on the moving day**.
  
  <Note>
  *There is no mail transfer service for overseas.
  *In principle, if the postal mail addressed to you is delivered to JICA center after your departure, it will be returned to the sender except the case the mail is related to your program/study.
5-5. Moving out Apartments
(around 1 month before departure)

[On Moving-out Day]
(1) Check-out the Room
   ● Return your room key to the real estate agency or landlord.

[Recovering Fee]
The landlord or staff of the real estate agency will calculate the cleaning and repair fees for any damages to the original condition of the house/room. If the total amount exceeds SHIKIKIN, which you deposit to the owner at the time of moving in, you will be expected to pay an extra charge. You are highly advisable to clean the apartment as much as possible.

(2) Payment of Public Utility Charges
   Electricity, gas, water/drainage companies’ personnel may come and collect the final charges on your moving out day on your request. The payments have to be made in cash.
   * You may also make the final payments according to the bills to be sent to you after moving out day.

[AFTER Moving out]
(3) Report on Moving out to JICA
   You submit “Check List for Departure” (See Form⑨) to JICA in 3 days after moving out. Please tick and write down the date which you did.

(4) Estimation of Cleaning and Repair Fees
   ● Your landlord will present you a list of cleaning and repair fees for any damages to the original condition of the house/room, which fees are calculated in according to the landlord’s examination on the room condition at the time of your moving out. You need to check the list.
   ● The fees will be deducted from the deposit money, and the balance will be returned to you. If the cleaning and repair fees exceed the deposit, you will be claimed for an extra charge.
   ● Since this procedure takes much time (at least 1 month), you are recommended to move out as early as you can toward your departure, and ask the owner to deal with it as soon as possible.

(5) Payment of Public Utility Charges
   (if not completed on Moving-Out Day)
   ● In case that you cannot make the final payment for your utility charges on your moving out day, bills will be sent to you at the JICA center/hotel after the moving day.
   ● You need to pay in the same methods as for the usual monthly payments before leaving Japan.

(6) Notification of Moving in to the Ward/Municipal Office
   ● You visit the ward/municipal office which is responsible for the area where the JICA Center/Hotel you will stay until your departure, and apply for the notification of moving in your new address (JICA Center/Hotel) within 14 days from your moving in the JICA Centre/Hotel.
Following items are necessary for the application
(a) Certificate of moving out which you have received when you applied for notification of moving out at another ward/municipal office
(b) Your residence card
Accordingly, you apply for national health insurance.

<Note>
The notification of moving out is generally accepted from 14 days before the date of moving out.
As for the procedure after your moving to JICA Center/Hotel before your departure, there is a case that you can apply for notification of moving in and moving out (as mentioned in below 5-7.(2) at the same time.
Please ask for detailed procedure at the ward/municipal office.

5-6. Completion of Thesis Assessment (=Graduation Confirmed)
Inform JICA of the result.

5-7. Preparation for Leaving Japan
(1-2 weeks before departure)
(1) Shipment and Delivery of Luggage
• Shipment and delivery of your luggage shall be arranged on your responsibility.
• You may arrange a delivery service to send luggage to the departing airport if you have any large-sized luggage to take with you on a plane such as a suitcase, so that you will not need to carry the luggage on the way to the airport.

(2) Notification of Moving out to the Ward/Municipal Office
You visit the ward/municipal office to apply for the notification of moving out.
Your residence card is necessary for the application.
Your national health insurance card should be returned to ward/municipal office with following the above notification.

• Make sure to ask the municipal office for the cancellation procedures of insurance due to your departure. You will keep being charged for the premiums even after leaving Japan if you failed the cancellation.
• If you are advised to receive any refund of premiums or new bills, ask to complete them on the day or before the departure day.

(3) Closing Private Bank Account
If you open a private bank account (other than the one JICA provided), make sure to cancel and close it before your leave.
(4) **Return JICA’s Bank Card**

Sumitomo-Mitsui Bank (SMBC) Card provided by JICA to you should be returned to JICA before your leave (usually on the day of the evaluation meeting).

(5) **Payment**

Please make sure that you have certainly cancelled the contracts and completed all payments such as:

- National Health Insurance
- Telephone Charges (Domestic, International, Mobile)
- Internet Provider Contract
- Electricity, Gas, Water/Drainage
- Cable TV
- Bank Account
- Additional Charge for Repairing Apartment

Prepare “Check List for Departure” (See Form ⑨) for submission to JICA on the evaluation meeting.

*Failure of any payments above before your leave from Japan will be claimed to you and your organization through JICA overseas office.*

### 5-8. Evaluation Meeting

**(1-2 weeks before departure)**

Attend the evaluation meeting sponsored by JICA. The contents are as follows:

(a) Briefly explain your research and your future career plan, and exchange views/opinions regarding the JICA Long Term Program.

(b) Submit the Questionnaire (Form⑧) for Future Programs to JICA program officer.

(c) Return the JICA bank card and “**Delivery and Receipt LEDGER**” sheet to JICA program officer.

(d) Submit the second “Check List for Departure” (Form⑨) to JICA.

Please tick and write down the date which you did. You must have completed all categories this time.

(e) Certificate will be awarded by JICA.

### 5-9. Graduation Ceremony

**(2-3 days before departure)**

Attend the graduation ceremony (awarding ceremony) and receive the certificate for your doctor’s/master’s degree.

Submit a copy of the certificate to JICA.

### 5-10. Leaving Japan (departure day)

(1) **Confirmation of Flight Schedule**

Check your itinerary issued by the travel agency entrusted by JICA.

(2) **Transfer to the Airport**

The travel Agency entrusted by JICA will pick you up at JICA Center/Hotel or you will go to the airport by yourself. Please see 5-3. (3).
(3) At Customs

- At any airports, your passport must be officially stamped at the immigration section.
- You are also required to return your “Residence Card” to the immigration officer.

5-11. After Returning Home

Courtesy Visits

- Visit the JICA office in your country and report your homecoming according to JICA's notification/instruction.
- Pay a Courtesy Call on the Japanese Embassy in your country following JICA's notification/instruction.

5-12. Things to Do Before Departure (Reminder)

<table>
<thead>
<tr>
<th>1) Housing:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>① Notice of Moving Out</td>
<td>Notice of moving out will be done to apartment’s owner.</td>
</tr>
<tr>
<td>② Arrangement of Shipment</td>
<td>Shipment to your home country will be arranged by yourself. Shipping Allowance (3,750-6,000 yen) was paid to you for your assistance with freight charges when you arrived in Japan.</td>
</tr>
<tr>
<td>③ Arrangement of Large-sized waste</td>
<td>Contact local ward/municipal office to check disposal rules.</td>
</tr>
<tr>
<td>④ Cleaning of the Apartment</td>
<td>It will be highly advisable to clean the apartment as much as possible in accordance with Japanese custom.</td>
</tr>
<tr>
<td>⑤ Retuning Your Room Key</td>
<td>Your room key will be returned to the lessor/house owner or the management company.</td>
</tr>
<tr>
<td>⑥ Moving from the Apartment to a JICA Center/Hotel.</td>
<td>Pack up your belongings and arrange your luggage to be sent to the JICA center/hotel.</td>
</tr>
<tr>
<td>⑦ Confirming the Cleaning and Repair Fees to the Original Condition</td>
<td>Calculation sheet will be sent to you by the real estate agency/landlord. The room cleaning and repair fees are deducted from the deposit. If the cost exceeds the deposit, you will be required to pay the deficiency.</td>
</tr>
<tr>
<td>⑧ Complete Payment and/or Get Refund</td>
<td>Complete payment as soon as you receive the bills.* When you shall get the refund (deducted deposit), please check if the amount announced by the agency/owner is surely transferred to JICA.</td>
</tr>
</tbody>
</table>

*In case you have to pay the deficiency for repair fees on your apartment and/or you could not make final payment for public utilities on your moving out day.
## 5. Departure

### 5-12. Things to Do Before Departure

#### 2) Utility Charge:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1 | Telephone and Internet (Domestic, International and Mobile)                | **Cancel BY YOURSELF.** Domestic, International call and internet access from the apartment:  
Call the customer center of each company prior to your moving out day.  
Mobile phone: Cancel the contract and clear all outstanding payment. |
| 2 | Other Public Utility Charge (Electricity, Gas, Water and Drainage)         | **Cancel BY YOURSELF.** Call and ask the company to collect the final charge on your moving out day.  
You are required to make the final payment.  
In case they cannot arrange on the spot payment on the moving out day, inform them of your new address (JICA Center/hotel) to send the bill. |

#### 3) Notification of Moving out, Return National Health Insurance Card

Within 14 days before or after your moving from the apartment, apply for the notification of moving out at the ward/municipal office and return your national health insurance card.

#### 4) Postal Mail

Inform of your leaving to anyone who may send you mail in future, and try to have other ways of communication including e-mail correspondence.  
If you need to receive some mails at JICA Center after moving from the apartment/room, please get a post card named “Change of Address Notice (Tenkyo Todoke)” at a post office and submit it prior to moving out date after informing to JICA program officer in charge.

#### 5) Closing of Your Bank Account

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1 | Sumitomo Mitsui Bank (SMBC)                                                | **You should return your bankcard to the JICA program officer** before your departure.  
Paste transaction slip of your JICA bank account to show the final balance and submit to the JICA. |
| 2 | A Bank Account Other Than Sumitomo Mitsui Bank                             | If you had opened a bank account by yourself other than Sumitomo Mitsui, you are requested to cancel the account prior to your departure by yourself. |

#### 6) Documents to Submit to JICA

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JICA’s (SMBC) Bank Card</td>
</tr>
<tr>
<td>2</td>
<td>Delivery and Receipt LEDGER sheet</td>
</tr>
<tr>
<td>3</td>
<td>Check List for Departure (See Form⑨)</td>
</tr>
<tr>
<td>4</td>
<td>Information Sheet (See Form⑩)</td>
</tr>
<tr>
<td>5</td>
<td>Questionnaire (See Form⑧)</td>
</tr>
<tr>
<td>6</td>
<td>Letter of Approval (See Form⑪)</td>
</tr>
<tr>
<td>7</td>
<td>A Copy of Diploma and Grade Report</td>
</tr>
</tbody>
</table>
### How to Clear the Final Telephone Charge

Final bill of the telephone charge sometimes takes one month or more to be issued from the cancellation of service. Therefore, please take following procedures in order to make sure completing the payment for domestic telephone charge before your departure.

1) **Cancel the contract ~prior to a moving out day~**

<table>
<thead>
<tr>
<th>Call NTT English inquiry 0120-364-463 or Customer Service 116 (Japanese)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Tell your current telephone number * and date of cancellation (moving out day).</td>
</tr>
<tr>
<td>2) Ask/inform NTT how to receive the bills after your leaving.</td>
</tr>
<tr>
<td>3) Confirm when the bill for the final charge including moving out day is to be issued.</td>
</tr>
</tbody>
</table>

* If you have any un-paid bills with you, you will be requested to clear them before canceling the contract.

2) **Make a payment with the bills sent by NTT ~while staying at JICA center/hotel~**

| 1) When you get bills at new address (JICA center/hotel), make a payment as usual. |

3) **Confirm if all the bills have been surely issued and paid. ~2 weeks before departure~**

<table>
<thead>
<tr>
<th>If not yet... Call NTT English inquiry 0120-364-463 or NTT Ryokin Center (Japanese)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Tell the operator your previous telephone number of your apartment and ask the estimated amount of the bill for the latest charge* which is not issued yet.</td>
</tr>
<tr>
<td>2) Check the place of the nearest NTT office, office hour, and the name of the person in charge.</td>
</tr>
</tbody>
</table>

* It sometimes takes a few days for the accurate amount to be figured out.

4) **Make a payment at NTT office; for final charge of the bill which is not yet issued**

| 1) Visit the NTT Office and pay by cash. |
6. Attention

**Emergency Contacts in general**

<table>
<thead>
<tr>
<th>Crime Thief Traffic Accident</th>
<th>DIAL “110” CALL FREE</th>
<th>Police</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Inform (i) What happened, (ii) When it happened, together with your name, address or some landmarks, and your phone number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Ambulance</th>
<th>DIAL “119” CALL FREE</th>
<th>Fire Station</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Inform (i) It is an emergency, (ii) What happened, together with your name, address or some landmarks, and your phone number</td>
</tr>
</tbody>
</table>

* Ask neighbors or bystanders for help, **remember to call JICA* as well.
* When calling from a public telephone, press the red button for emergency before 110 / 119 (10-yen coins or telephone cards are not necessary).
* Do not switch off the phone and remain at the scene because the police / the fire station may call you back to check details of the location or circumstances.
* When you hear the siren of the patrol car / the fire-engine, come out to meet the car and guide it to the site of the accident or crime.
* You can also ask Koban (Police Box) for help in case of crime, or getting lost.

(1) Accident and Crime (Burglary / Theft / Fraud)

1) Traffic Accident
   (i) Leave the site/situation as it is. If the accident is not reported to the police, the *Kotsu Jiko Shomet-sho* (Proof of a Traffic Accident), required to receive insurance payments due to a traffic accident, may not be obtainable.
   (ii) Confirm the address and name of the driver and the owner of the vehicle (when the driver is not the owner), and also the vehicle registration number, date of insurance entry and name of insurance company.
   (iii) Even if you think your injury is minor, have a medical check-up.

2) Burglary (Preventive Measures)
   (i) Lock doors and windows securely when you go out even in a very short time.
   (ii) When you open the door to the unexpected visitor, use the security chain.
   (iii) If you notice a stranger in the building or nearby, call or report it to the building management staff or police.
   (iv) Don’t pile mails and handbills in your mailbox for a long period otherwise thieves notice your long-term absence. When you go out for a long time for overseas research or other occasions, you can ask the post office to keep your mails and deliver them later. (Max. 30 days)
   * To stop mails, submit an absent notification and show your ID card at the post office nearby.
3) Fraud (Preventive Measures)
   (i) Do not give others even the copy of ID card, the passport, the Residence Card, the 
       student's identification card, and national health insurance, etc.
   (ii) In any case, do not pay it, if it’s against your will.
   (iii) Do not reply to suspicious e-mail, do not call back to dubious number, or do not show 
       individual information such as address, e-mail address and credit card number over the 
       Internet.
   (iv) The contract has not been concluded when a user didn't have the intention or when it’s 
       registered without user’s permission. You can claim the invalidity of the contract if there 
       was no button for confirmation and correction on the site screen.
   (v) Neither a name nor individual information will leak through Internet Protocol address, 
       even if registered.

4) Theft (Preventive Measures)
   To minimize the damage/loss, you need to take good care of them.
   (i) When you decide your PIN, do not adopt the numbers, which may be easily guessed by 
       others. (e.g.: your birthday, telephone number, 1111 etc.)
   (ii) Do not write down the PIN on your bankbook; always keep the PIN away from ATM 
       card; and also keep your bankbook away from your hanko (seal stamp), if you have one. 
       If they are stolen together, your cash will be easily withdrawn.
   (iii) Make notes of your account number and the telephone number of the bank so that you 
       can freeze your account (suspend bank activity) immediately in case of theft.

(2) Sudden Illness and Injury
   Call up 119 as above and get ready with your National Health Insurance 
   Card and JICA Medical Card before the ambulance arrives.
   There are emergency patient services in each district to treat emergency 
   patients during holidays and at night. A dial-up inquiry service is available 
   in Japanese. (There are some hospitals with English-speaking staffs.)

(3) Fire
   1) Preventive measures
      (i) Pay attention to heaters, cigarettes, gas, etc. Keep flammable items away from cooking 
          stoves.
      (ii) When you use heating apparatus, ventilate often to prevent yourself from CO (carbon 
          monoxide) poisoning and keep away from flammable items such as hanging laundry. Do 
          not forget to turn it off, when you are out. It is also important for energy and bill saving.
   2) When fire happens
      (i) If a fire breaks out, shout out to let the neighbors know. “Kajida!” (Fire!) / “Tasukete!” 
          (Help!)
      (ii) When you evacuate, close the door to prevent the fire from spreading and do not use the 
          elevator. Cover your mouth and nose with a wet towel and bend down low.
      (iii) *Initial attempts to extinguish a fire sometimes work well, however it is dangerous to try 
          it alone.
(4) Lost Property

1) If you have lost property
   Go to the nearest police station or Koban (Police Box) to check if it has been found.
   If you lose something while riding public transport, try the following:
   Train: Ask the railway station staff. (If you know the destination of the train and the time you
   were riding, it may be easier to find your lost property.)
   Bus / Taxi: Ask at the bus / taxi company's office.

2) If you find lost property
   Take any lost properties to the nearest police station or Koban (Police Box) as soon as
   possible. If you find it on a train or in a department store, take it to a railway station employee
   or to the reception of the store.

(5) Natural Disasters (Earthquake / Typhoon / Flood)

1) Earthquake
   Earth Emergency Procedures (PDF)
   http://www.bousaihaku.com/images/museum/knowledge/pamphlet/jishin/jishin.lzh

2) Typhoon
   (a) Close windows and shutters tightly to prevent them from being broken by the strong
       wind.
   (b) Boxes, flowerpots and other objects on the balcony should be fastened or taken into the
       house to prevent them from being blown around by strong winds.
   (c) Do not go out in strong winds. If you must go out, wear a helmet or thick hat.
   (d) Do not go approach to fallen utility poles or sagging cables.
   (e) If a warning to evacuate is given, evacuate as quickly as possible.

3) Flood
   (a) Keep away from underground.
   (b) Keep away from rivers. Sandbanks are so dangerous that you may be left and cannot go
       back to the riverbank. Heavy rainfall in upstream may cause a flood in downstream.
   (c) If a warning to evacuate is given, evacuate as quickly as possible.

4) Pre-disaster Measures
   (a) Keep things you need to take with you in an emergency in a convenient place.
   (b) Confirm where the nearest evacuation area is and how to get there.
   (c) Pay attention to the weather forecast or news on TV or radio.
   Useful information in foreign languages in times of disaster
   The website below provides how to prepare and take action in disaster situations.

(6) Police Checkup

The police authority is recently accelerating security check-up for counter terrorist measure.
Some of JICA participants have experienced frequent ID checkups and inquiries by the police
officers. In some occasion, they attempted to go through their personal belongings.
In order to avoid any unexpected confusion and uncomfortable experience with the police
officers, we strongly advise you the followings:
6. Attention

1) To carry Residence Card, student ID, and JICA Medical Card at **ALL THE TIME** and present them immediately to the police officers when you are asked:

2) To be ready to identify yourself to police officers with at least simple Japanese phrases such as:

- My name is .... / *Watashi no namae wa .... desu.*
- I am a student of ... Univ. / *Watashi wa ... daigaku no gakusei desu.*
- I am a JICA participant. / *Watashi wa JICA ryugakusei desu.*

We hope you never have to deal with these, however, if you do, we ask your patient cooperation with them as well as understanding with their responsibility.

(7) Attention for Shopping

There was a case that JICA participants were unfortunately stopped and questioned by a policeman or guards while shopping. Be careful not to cause unnecessary misunderstandings by taking the following precautions:

1) Use a basket provided in the store, put any small items in it and pay at the cashier.

2) There are many stores where monitoring cameras are installed, so avoid any suspicious acts.

(8) Important Information on Bicycles

Bicycle is popular for daily transportation in Japan. You may enjoy riding according to the general rules and manners of ride.

1) Registration

   All bicycles have to be registered under the police according to the following procedures:

   **For New Bicycle**

   Ask at the shop for a registration when you purchase a bicycle.

   The registration fee is 500 yen.

   **For Secondhand Bicycle**

   (a) Make sure that the bicycle is registered if you purchase or take over a secondhand one from your friend.

   (b) If it is registered, ask your friend to write the proof of transferring of ownership.

   *If not registered, take the procedures “For New Bicycle”

   (c) Take the document and your Residence Card to the police station where the bicycle is registered and ask the registration transfer.

   (d) If the police station locates far from your residential area, please check if registration can be made at a nearby police station.

2) Riding Rules

   A number of bicycle accidents caused by JICA participants have been reported recently. Some participants have had accidents in the past that have led to long-term hospitalization. Additionally, with the rise in bicycle traffic violations and accidents, a revised traffic law came into effect on June 1, 2015 and the enforcement of the rules has become far stricter than before.

   Under the new law, any cyclist ticketed more than twice for offending any of the 14 rules noted below within a period of three years will be required to take a safety course costing 5,700 yen.

   In order to avoid a serious bicycle accident and be ticketed, you are requested to observe the following:
<15 Traffic Violations Subject to Ticketing>

① Ignoring traffic signals
② Cycling in prohibited areas
③ Cycling on sidewalks with inappropriate speed without care for pedestrians
④ Cycling on non-designated parts of the road
⑤ Impeding pedestrians on the road's "pedestrian and bicycle lane"
⑥ Passing under the barriers at level crossings/ railroad crossing
⑦ Violating regulations at intersections
⑧ Impeding other vehicles at intersections
⑨ Violating regulations at roundabouts
⑩ Not stopping at stop signs or when a vehicle is approaching
⑪ Not cycling on the appropriate side of pavements/ sidewalks for pedestrians
⑫ Cycling on faulty bicycles such as one without properly working brakes or without brakes altogether
⑬ Cycling while under the influence of alcohol or drugs
⑭ Violating obligations to safe cycling
⑮ Cycling in the dark without reflectors or turning on a light

*Wearing a helmet is recommended to protect your head in case of an accident.

3) Parking Rules
You may see a number of bicycles parked on public roads and around stations. They might look waste but belong to someone. Do not take those unattended bicycles, for this would be charged as a criminal offence.

【Where To Park】
Bicycles have to be parked at designated areas such as bicycle parks near railway stations. A bicycle parked at an inappropriate area will be treated as an “abandoned bicycle” and subjected to clear away by the local authority. In this case you will be fined and advised to receive your bicycle back at a specific place of handover.

(9) Smoking and Throwing Away Trash in Public
Some local governments prohibit smoking around main stations or whole public roads in order to prevent passive smoking (indirect smoking by others’ smoke against one’s will) of non-smokers and to keep public spaces clean without cigarette butts. Violators may be fined (1,000-20,000 yen or more). Please take notice of signboards at stations and in towns when you smoke, and find if you are allowed to smoke in the place. (There are some that prohibit smoking on the street.)

(10) Using a Mobile Phone in Public
A lack of concern for the others when using a mobile phone in public may cause a trouble. The followings are recommended.
-Not speaking loudly.
-Setting a mobile phone to manner mode and refraining from talking on the train or on the bus. (Switch off near the seats for elderly and handicapped people.)
7. Useful Information

You can receive useful information about daily life and travel information from the websites below. (http://www.clair.or.jp/e/multiculture/, http://www.jnto.go.jp/eng/)

(1) Post

<table>
<thead>
<tr>
<th>Service</th>
<th>Mail and Parcel delivery, Banking, Insurance Application Selling stamps, postcards and any other postal items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Hour</td>
<td>Open: 9:00 – 17:00 Mon – Fri  * Banking &amp; Insurance: 9:00 – 16:00</td>
</tr>
<tr>
<td></td>
<td>Close: Sat, Sun &amp; Public Holidays * Some opens on weekends.</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.post.japanpost.jp/english/index.html">http://www.post.japanpost.jp/english/index.html</a></td>
</tr>
<tr>
<td></td>
<td>* Available to search postal code, delivery fare time and service details</td>
</tr>
</tbody>
</table>

(2) Bank

You may need to open a bank account for monthly payments of your mobile phone, public utilities, etc. since your bank account opened by JICA does not offer debit service.

1) Open a Bank Account

   **[Procedures]**
   Application is acceptable at the teller. Ask each bank for details.

   **[What to Bring]**
   (a) Residence Card
   (b) “Hanko” (Personal stamp)
     * May order your personal “hanko” (for 2,000 – 3,000 yen) at a hanko shop.

   **[What is “Hanko”?]**
   - Personal/family/business stamp to be used to sign on document.
   - Individuals usually have his/her personal one and use instead of making signature on paper.

   **[Where to Use]**
   At bank, city/ward office, work scenes and occasions you need to be responsible for the contents of documents or contract.

2) Banking Hour* (* Banking hour depends on bank and branch.)

<table>
<thead>
<tr>
<th></th>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday &amp; Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teller</td>
<td>9:00 am – 3:00 pm</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>ATM</td>
<td>7:00 am – 0:00 am</td>
<td>7:00 am – 0:00 am</td>
<td>7:00 am – 9:00 pm</td>
</tr>
</tbody>
</table>
(3) Public Utilities

1) Water / Gas
   - Tap water in Japan is safe for drinking.
   - The water bill is usually sent every 2 months to your notified address. Prior to the due date, an invoice is mailed to this address.
   - The gas bill is sent to you every month.

   **Gas Safety Rules**
   1. Make sure to let in plenty of fresh air when using gas appliances and to turn off the gas supply when not in use.
   2. If you notice a change in air quality or a smell around you, stop using the appliance, turn off the gas supply and open the door and windows to ventilate the room.
   3. Use gas appliances comply with proper safety standards.

2) Electricity
   - Electric current for home use is 100 volts A.C. throughout Japan, however there are 2 different cycles in use: 50 in eastern Japan, which includes Tokyo, and 60 in western Japan, which includes Nagoya, Kyoto and Osaka. Japanese power outlets are identical to ungrounded (2-pin) North American outlets.
   - If you overload a circuit with too many appliances, the safety breaker switch will automatically cut off electricity to one room or every part of the house. After you reduce the load on the circuit, please turn the breaker switch back on. Power can then be used as normal.

(4) Telecommunication Devices

1) Telephone
   Installation of Home Telephone and Payment
   If you wish to have a telephone installed in your accommodation, call “116” to apply, then go to the nearest NTT (Nippon Telephone & Telegraph) office with your Residence Card, Passport, or other ID. More information is available at:
   http://www.ntt.co.jp/index_e.html

   (a) Mobile Phone
   Make an application to own a mobile phone at mobile phone shop or agency. The following items are necessary with the application:
   - Residence Card
   - Your Private Bank Account Information (The one accepts debt system, that is, other than SMBC’s account provided by JICA.)
   - “Hanko” registered on the above bank account

   More information is available at:
   http://www.au.kddi.com/english/index.html * Student Discount Available
   http://mb.softbank.jp/mb/en/ * Student Discount Available
   http://www.nttdocomo.co.jp/english/

   Please examine the contract and monthly payment closely beforehand.
2) Personal Computer

We highly recommended,

- Install an anti-virus soft into your PC and keep it update at all times to protect your hardware and information in the PC. You can either purchase the software or use freeware mentioned below although you use them at your risk.

  http://www.avast.com/index.html
  http://www.bitdefender.com/
  http://www.free-av.com/

- Save your important academic data frequently to a removal hardware. Many long-term participants in the past experienced computer crush and had to deal with accidental data loss.

3) Internet Access

(a) Telephone Line

You can use a domestic analog telephone line for Internet access. This does however have the downside of being unable to make phone calls while online, or use the Internet when you are making a phone call. To solve this problem, you can use a digital line known as an ADSL line. ADSL allows simultaneous use of telephone and Internet. NTT offers an ADSL package called “Flet’s”. Further information on telephone lines is available at:

  http://www.ntt.co.jp/index_e.html

(b) Connecting Devices

Connecting devices such as modem and terminal adapter are required for Internet access. When using an analog line, you will require a modem. However, please check whether your computer already has a built-in modem. To use a digital line (ADSL), you need a terminal adapter.

(c) Internet Provider

To have Internet access at home, you need to subscribe to the connection service of an ISP (Internet service provider). There are almost 900 providers, offering a range of very competitive services. The followings are providers with English Websites:

  http://www.ocn.ne.jp/english/
  http://odn.ne.jp/english/

(d) Browser Software

A browser is needed to view Web page online. The main browsers are Microsoft Internet Explorer and Netscape Communications from Sun Microsystems.

(e) Cost of Internet Access

The cost will be the telephone charge while online plus the provider subscription fee.

(5) International Telephone Calls

Countries, areas and fees vary by company. Call the following for details:
(6) Radio and Television

You can listen to the radio and watch TV programs throughout the country. There are also satellite and cable services, which require additional fees.

1) NHK (Nihon Hoso Kyokai/Japan Broadcasting Corporation)

   【What is NHK】
   NHK is a public TV broadcasting which is dependent on the Receiving Fees from the people in public in order to make programs on their demand. They are not allowed to show any advertisements and not to receive any advertisement fees by the private sector. This enables to show programs receiving no interruptions by sponsors’ intentions and thus to distribute to the public prompt and reliable information which would be most useful in case of emergent events (typhoon, earthquake and any other disasters).

   【Receiving Fees】
   It is compulsory for all (even you are Japanese or non-Japanese) who has a TV in your house to pay for the Receiving Fees, which has been authorized by law in Japan. Please pay for the fees when NHK asks you if you do have a TV in your house. If you also receive NHK satellite programs, you will be asked to pay for both regular and satellite broadcasting. In case of no TV with you, you do not need to pay for it and you can tell the NHK staff of it. Further information is available at; NHK English HP: http://www.nhk.or.jp/corporateinfo/

2) Foreign Language Broadcasts

   * If a large-scale disaster such as a major earthquake has been forecast, NHK provides emergency disaster information in English through simultaneous translation on TV, as well as Radio 2 (AM 693).

   * There are some bilingual TV programs, which you can watch in Japanese or English with a bilingual TV set. When watching a movie on TV with subtitles, you will hear the soundtrack in the original language.

   * There are foreign language FM broadcasts in both the Kanto and Kansai areas:
      a) InterFM (76.1MHz): Providing news broadcasts and useful information for daily

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<table>
<thead>
<tr>
<th></th>
<th>TEL</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>KDDI</td>
<td>001</td>
<td><a href="http://www.kddi.com/english/phone/international/">http://www.kddi.com/english/phone/international/</a></td>
</tr>
<tr>
<td>NTT</td>
<td>0033</td>
<td><a href="https://506506.ntt.com/english/service/public/">https://506506.ntt.com/english/service/public/</a></td>
</tr>
</tbody>
</table>
living in eight foreign languages for 18 hours a day from 6:00 am in the metropolitan area of Tokyo, Kanagawa, Chiba and Saitama.

b) *FM Cocolo (76.5MHz)*: Multilingual programs are available in the Kinki region.

**7. Newspaper**

You can take out a monthly newspaper subscription through your local newspaper agency, or buy single copies at railway station kiosks and convenience stores. Copies of some newspapers are also available for reading at universities. The Japan Time, The Mainich Daily News and The Daily Yomiuri (all morning papers), and The Asahi Evening News (evening paper) are the leading English newspapers.

**8. Transportation**

1) **Air Lines**

Major cities are connected by frequent flights. Reservations can be made with airline companies and travel agencies up to two months before your departure. You can search the Internet for your flight ticket.

2) **Japan Railway (JR)**

- The Japanese railway system covers the whole country. Limited express (“Shinkansen”) tickets on specific trains, reserved seat tickets and sleeper tickets are sold at railway stations travel agencies from one month prior to departure. Tickets can be searched on the Internet.
- With a student discount card issued by your education institution, you are eligible for discounts on train fares. Other discount tickets including excursion tickets are also available.

**【Note】PASMO / SUICA / ICOCA, etc. Card**

A rechargeable contactless smart card used as a fare card on train lines. There are train station machines that issue them for a small fee, (+ 500 deposit). Once you have this card, you can add value to it preventing you from having to go through buying the tickets. The card makes use of an IC chip (integrated circuit) or microchip that allows you to simply touch your card to a sensor panel on the ticket gate and go through.

3) **Local Trains, Subways and Buses**

- As the transportation system is highly developed in and around big cities, many people commute this way. It is a good idea to use a teikiken (commuter pass), which provides reasonable fares for a fixed period (1, 3 or 6 months) and is worthwhile for its discounted fare. If you are a degree student, you can buy a student commuter pass after receiving a student card of filling out an application form at your university’s administration office.
7. Useful Information

- Non-degree students (research students and auditors) however may only buy an ordinary commuter pass with a lower discount than that of the student pass.

* Japan Traffic Guide (providing access, fare and time to destinations)

http://www.jorudan.co.jp/english/norikae/e-norikeyin.html

4) Taxis
Taxi fares differ by city and size of car. The minimum fare in Tokyo is 660 yen up to 2 km, increasing at a fixed rate with mileage and time. An additional 30% is charged between 11:00 pm and 5:00 am. No tip is required.

(9) Japanese Class and Useful Japanese

You may learn Japanese at:

1) University
2) Private Language School.
3) Local Volunteer Class
   Each city and town usually has volunteer groups to provide Japanese classes for free or small amount of charges. Check with the ward/city/town government office or international communication/exchange center for the available classes.

* Volunteer Nihongo Class Guide (Tokyo Area) http://www.tnvn.jp/guide/

4) On-Line Lesson
   (a) http://www.japanese-online.com/ (Japanese speaking and writing lessons)
   (b) http://www.nhk.or.jp/lesson/ (Provided by NHK)
   (c) http://www.kanjistep.com/ (Contains online studying material)
   (d) https://minato-jf.jp (provided by Japan Foundation)

5) Useful Japanese

Greetings

<table>
<thead>
<tr>
<th>English</th>
<th>Japanese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Morning</td>
<td>Ohayo gozaimasu</td>
</tr>
<tr>
<td>Good Afternoon</td>
<td>Konnichiwa</td>
</tr>
<tr>
<td>Good Evening</td>
<td>Konbanwa</td>
</tr>
<tr>
<td>How are you?</td>
<td>Ogenki desuka?</td>
</tr>
<tr>
<td>→I am fine</td>
<td>→Genki desu</td>
</tr>
<tr>
<td>See you later</td>
<td>Soredewa mata (casual)</td>
</tr>
<tr>
<td>Good-bye</td>
<td>Sayonara</td>
</tr>
</tbody>
</table>

Introduction

<table>
<thead>
<tr>
<th>English</th>
<th>Japanese</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do you do?</td>
<td>Hajimemashite</td>
</tr>
<tr>
<td>My Name is _____</td>
<td>Watashi no nameae wa ____ desu.</td>
</tr>
<tr>
<td>I am a student of _____ University.</td>
<td>Watashi wa ____ daigaku no gakusei desu.</td>
</tr>
</tbody>
</table>
Daily Questions and Phrases

<table>
<thead>
<tr>
<th>English</th>
<th>Japanese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where is a toilet/bathroom?</td>
<td>Toire wa dokodesuka?</td>
</tr>
<tr>
<td>How much is it?</td>
<td>Ikura desuka?</td>
</tr>
<tr>
<td>Please (to ask something)</td>
<td>Onegaishimasu</td>
</tr>
<tr>
<td>(to offer or allow something)</td>
<td>Dozo</td>
</tr>
<tr>
<td>I do not understand.</td>
<td>Wakarimasu</td>
</tr>
<tr>
<td>Thank you</td>
<td>Arigato gozaimasu</td>
</tr>
<tr>
<td>Sorry</td>
<td>Gomennasai / Sumimasen</td>
</tr>
<tr>
<td>Excuse me</td>
<td>Sumimasen</td>
</tr>
</tbody>
</table>

(10) Foreign Residents’ Advisory Centers

Many of municipal/ward or prefectural offices offer consultation services for foreign residents on an extensive variety of matters, including daily life and information on the general administration. Ask the local office for details.

(e.g.) Tokyo Metropolitan Government Foreign Residents’ Advisory Center

- **Office Hour**: Monday – Friday 9:30–12:00, 13:00-16:00
- **TEL**
  - English: 03-5320-7744
  - Spanish: 03-5320-7730 (*Thursday Only)
  - French: 03-5320-7755 (*Thursday Only)
  - Chinese: 03-5320-7766 (*Tuesday & Friday Only)

(11) JICA Knowledge Co-Creation Program (Long Term) Participants’ FACEBOOK

Please join JICA Program Participants Page FACEBOOK by visiting URL bellow!

[https://www.facebook.com/jicatraining](https://www.facebook.com/jicatraining)

And don’t forget to “LIKE!” this page.