

Handbook of Knowledge Co-Creation Program for All JICA Scholarship Courses

May 2024

Japan International Cooperation Agency (JICA)



- ✧ **Master‘s Degree and Internship Program of African Business Education Initiative for Youth (ABE Initiative)**
- ✧ **Project for Human Resources Development in Public Administration for Sustainable Development**
- ✧ **Road Asset Management**
- ✧ **Advanced Training Program for Fostering Global Leaders on Infectious Disease Control to Build Resilience against Public Health Emergencies**
- ✧ **Program for Improvement in Children’s Learning**
- ✧ **JICA Long-term Training Program for Disaster Risk Reduction (DRR) for Implementing the Sendai Framework**
- ✧ **Water Engineering and Utility Management Future Leaders Training Program**
- ✧ **Agriculture Studies Networks for Food Security (Agri-Net)**
- ✧ **Hydrogen Energy**
- ✧ **Human Resources Development in the Mining Sector (KIZUNA Program)**
- ✧ **Human Resources Development in Science, Technology, and Innovation**
- ✧ **Legal and Judicial Human Resources Development**
- ✧ **The Project for Future Researchers at IITH to Enhance Network Development with Scholarship of Japan**
- ✧ **The Project for Strengthening the Capacity of Research Activities of Uzbek-Japan Innovation Center of Youth**
- ✧ **Human Resource Development in Space Technology Utilization**
- ✧ **Universal Health Coverage （UHC）**
- ✧ **African Union-African Innovation-JKUAT AND PAUSTI Network Project (Phase 2)**
- ✧ **Sustainable Urban Planning and Urban Transportation Development**
- ✧ **Solving Social Challenges by Information Communication and Technologies-Training Program for Promotion of DX and X-TECH**
- ✧ **Human Resources Development for Electricity and Energy Sector**
- ✧ **Investment Promotion and Industrial Development for Asian Region**
- ✧ **Industrial Policies and Public Management**
- ✧ **KAIZEN PhD Program**
- ✧ **Sustainable Tourism Development**
- ✧ **Development of Core Human Resource in Agricultural Sector (phase 2)**
- ✧ **Local Governance with Community Participation**
- ✧ **Creating Leaders for Clean Cities**
- ✧ **Education System for Clinical Engineering**
- ✧ **Human Resources Development on Public International Law**
- ✧ **Project for Research and Education Capacity Improvement in Dry Zone Agriculture at University of Jaffna**

*This Handbook is for participants of “Project for the Promotion and Enhancement of the Afghan Capacity for Effective Development (PEACE)”, “Japanese Initiative for the future of Syrian Refugees (JISR)” (up to 5th batch, after 6th batch before entering university) and SATREPS.

*For JISR 6th batch participants and onward, after enrollment as a regular student at the university, “Handbook of Knowledge Co-Creation Program for All JICA Scholarship Courses” will be applied.

Contents

1.Introduction 1
2. Allowances 4
2-1. Types of Allowance 4
2-1-1. Fees for Examinations / Entrance / Tuition 4
2-1-2. Outfit Allowance 5
2-1-3. Living Allowance 5
Table of Living Allowance 7
2-1-4. Moving Allowance 11
2-1-5. Others ※except for bachelor's degree 12
3. Procedure for Living in Japan 13
3-1. Home Address Registration 13
3-2. Health 14
3-2-1. Chest X-Ray Examination Upon Arrival in Japan 14
3-2-2. National Health Insurance 15
3-2-3. Individual Insurance/ JICA Medical Card 17
3-2-4. Undergoing Health Examinations at the University 21
3-2-5. Pregnancy 21
3-2-6. Other Useful Information 23
3-3. Housing 26
3-3-1. Accommodation During Your Stay in Japan 26
3-3-2. JICA Center 26
3-3-3. Housing Arrangement by Yourself 26
3-3-4. Moving Out 30
3-3-5. How to Use Your Residence 32
3-3-6. Obligations and Liability Concerning Rental 35
3-4. Inviting Your Family to Japan 38
3-4-1. Application for Inviting Your Family to Japan 40
3-4-2. Invitation for Short-Term (Less than 3 Months) Stay 41
3-5. Residence Card / Extension of Stay 43
4. During Your Stay in Japan 45
4-1. Monitoring* 45
4-2. Overseas Research 47
4-3. Temporary Leave for Traveling Home and/or to a Third Country 50
4-4. Temporary Absence 51
4-5. Approval of Degree depends on your home country 51
4-6. Additional Program for JICA long-term participants 52
4-7. General Rules 54
4-8. Prohibition 55
5. Departure 58
5-1. General Schedule 58
5-2. Confirmation of Departure Schedule 60
5-3. Preparation for Returning Home 60

5-4. Preparation for Leaving Japan 61
5-5. Evaluation Meeting 62
5-6. Graduation Ceremony..... 63
5-7. Leaving Japan (departure day)..... 63
5-8. After Returning Home 63
5-9. Things to Do Before Departure (Reminder) 63
6.Attention..... 66
7.Useful Information..... 72

Forms

1_Notification and Consent Form (Pregnancy)
2_Request of Document Issue and Pledge
3_Request for Overseas Research
4_Application for Overseas / Field Research (Companion)
5_Request for Overseas Temporary Leave
6_Summary of Thesis
7_Letter of Approval
8_Medical History Consent Form
9_Notification Form of Incidental Rewards

1. Introduction

Welcome to Japan!



This Handbook is about the general rules and conditions applied to all JICA Scholarship Course participants.

【OBJECTIVE】

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to researchers, government officers, and non-government personnel from developing countries to study at higher educational institutions (hereafter called "universities") in Japan and to help them build networks with Japan. 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 them. Accordingly, in principle this program requires physical participation in Japan during the whole period of the program.

【What is JICA Knowledge Co-Creation Program (KCCP)?】

In February 2015, the Cabinet of Japan released the Development Cooperation Charter, which states, "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions, and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." JICA believes that this "Knowledge Co-Creation Program" will serve as a foundation of mutual learning process.

◆ TARGET

The program targets young researchers, government officers, and non-government personnel who can play leadership roles to address development issues of their own

countries as well as to contribute directly and indirectly to the on-going JICA projects upon returning to their countries. In the long run, they are expected to strengthen the partnership between the Japanese government and the governments of their countries.

◆ FIELD OF STUDY

Study areas of the program at universities in Japan shall basically be those in which Japan has a comparative advantage and which are priority fields for the developing countries.

【What is JICA Development Studies Program (JICA-DSP)?】

JICA-DSP is offered for long-term participants in JICA's Human Resource Development Project who are enrolled in a degree program at a Japanese university.
https://www.jica.go.jp/dsp-chair/english/dsp/overview/index.html

Organizations Concerned

【University】

Supervisor:

A supervisor gives guidance and instructions to the participant. Participants are expected to make regular contacts with their supervisors to receive advice on their studies and let them know the status of progress in their research activities.

Administration Office:

The Administration Office is in charge of administrative procedures related to the acceptance of participants.

【JICA】

JICA HQ:

The department in charge of each JICA Scholarship Course is responsible for the implementation of the course and is in charge of overall supervision.

JICA Center (Domestic Office):

JICA Center is in charge of post-arrival briefing, monitoring, and taking necessary measures with JICA HQ when emergency correspondence is necessary.

JICA and each university make a contract about receiving JICA participants at universities. Within the framework of the contract, JICA entrusts the university with the execution of expenses and related administrative procedures necessary for their education, research, and improvement of academic environment. The university manages and executes each expense in accordance with university regulations, etc.

2. Allowances

2-1. Types of Allowance

For participant arriving in Japan on or after April 1, 2024

	Types of Allowance
1	Fee for Official Entrance Examination / Entrance / Tuition
2	Outfit Allowance
3	Living Allowance
4	Moving Allowance
5	Others (Research Support Grant and Supplemental Grant for Academic Environment)

For participant arriving in Japan before April 1, 2024

	Types of Allowance	
1	Fee for Official Entrance Examination / Entrance / Tuition	
2	Outfit Allowance	(1) General Outfit Allowance
		(2) Shipping Allowance
3	Living Allowance	
4	Moving Allowance	
5	Others (Research Support Grant and Supplemental Grant for Academic Environment)	

***<u>Allowances may be revised accordingly year to year.</u>**

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

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

2-1-2. Outfit Allowance

JICA pays outfit allowance to your bank account upon your arrival. From FY2022, at some banks, you can open a non-resident ordinary account only 6 months after your arrival in Japan. Any participant who opened this type of account must switch it to a resident account when 6 months have passed since their arrival in Japan.

(1) General Outfit Allowance

JICA pays ¥100,000 as Outfit Allowance to your bank account upon your arrival.
This is to purchase necessities for living in Japan and cover transportation fees to and from your university.

【NOTE】

Outfit allowance will not be paid if you meet any of the followings:

1) You have participated in the long-term training program in the past, and this time, you are accepted as a participant again one year after the completion of the previous program (doctoral student, etc.).
2) You have participated in the Project for Human Resource Development Scholarship (JDS), and this time participate in the long-term training program within one year of completion of participating in said Project.
3) You have already stayed in Japan under other scholarship programs such as the Japanese Government Scholarship Program (MEXT Scholarship).
4) You already have a base of living in Japan for any other reason, and participate in this long-term training program.

(2) Shipping Allowance※except for participants arriving in Japan on or after April 1, 2024

JICA pays shipping allowance to your bank account upon your arrival.
This is for transporting your belongings on your return to your home country at the end of the course. This allowance is intended to assist with flight charges for personal belongings, including materials to be sent to your home country. The amount is as below.

Philippines	¥3,750
Asia (other than Philippines)	¥5,300
Europe, Middle East, & Oceania	¥6,000
Africa	¥6,000
Latin America	¥6,000

2-1-3. Living Allowance

Monthly Living Allowance 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) Transportation Expenses (to university / JICA Center, etc.)

(c) Cost of Visa Extension in case of participant's fault or personal reasons

(1) While you are in <u>a JICA Center or a Hotel (during the period you receive scholarship by university)</u>

- You need to pay accommodation fees by yourself.

(2) While you are in <u>a Dormitory or an Apartment</u>

- Your university will provide living allowance monthly on behalf of JICA, according to their regulations. Therefore, you are required to follow the procedures and instructions of your university.
- The amount of allowance is as shown in "Table of Living Allowance." Please cover the necessary expenses from this monthly allowance.

Reference

Table of Living Allowance during the period of the scholarship from the university

*The category of "Region" depends on the address of your University/Institute

Designated Region	Amount （ per month） Bachelor Student	Amount（per month） Research Student	Amount（per month） Master's Student	Amount（per month） Doctorate Student
Region 1 (￥3,000 regional supplement)	¥120,000	¥146,000	¥147,000	¥148,000
Region 2 (￥2,000 regional supplement)	¥119,000	¥145,000	¥146,000	¥147,000
Region 3 (￥3,000 cold region supplement) ※ November–March	¥117,000 ¥120,000	Summer: ¥143,000 Winter: ¥146,000	Summer: ¥144,000 Winter: ¥147,000	Summer: ¥145,000 Winter: ¥148,000
Region 4 (no regional supplement)	¥117,000	¥143,000	¥144,000	¥145,000

Living Allowance outside the scholarship period from the university

Where to stay	Allowances	Stay until March31	Stay from April 1
JICA Centers	Accommodation	In-kind payment	In-kind payment
	Living Allowance	¥2,317 /day	¥2,800 /day※3
Hotels and other facilities	Accommodation	In-kind payment	In-kind payment
	Living Allowance※4	¥4,517 /day	¥5,000 /day※3

※3：This amount is the same as that of other participants.

※4：It is deducted from Living Allowances depending on the existence of meals.

List of Designated Regions for Regional Supplements (cities, towns, villages) 【district】

Regions	Metropolis and Prefectures	Cities, Municipalities
Region 1 ￥3,000 regional supplement	Miyagi Prefecture	Tagajyo
	Ibaraki Prefecture	Tsukuba, Toride, Mito, Tsuchiura, Moriya, Ushiku, Hitachi, Ryugasaki
	Saitama Prefecture	Saitama, Wako, Shiki, Higashimatsuyama, Asaka, Sakado
	Chiba Prefecture	Chiba, Narita, Inzai, Funabashi, Urayasu, Sodegaura, Ichikawa, Matsudo, Futtsu, Sakura, Ichihara
	Metropolitan Tokyo	Special Zone, Musashino, Machida, Kokubunji, Kunitachi, Komae, Tama, Inagi, Nishitokyo, Hachioji, Tachikawa, Fuchu, Chofu, Koganei, Mitaka, Higashikurume, Fussa, Kiyose, Akishima, Kodaira, Hino, Ome, Higashimurayama, Akiruno, Higashiyamato
	Kanagawa Prefecture	Yokohama, Kawasaki, Kamakura, Yokosuka, Atsugi, Fujisawa, Chigasaki, Sagamihara、Yamato, Hiratsuka, Odawara
	Aichi Prefecture	Nagoya, Kariya, Toyota, Toyoake, Nishio, Chita, Miyoshi
	Mie Prefecture	Suzuka, Yokkaichi
	Shiga Prefecture	Otsu, Kusatsu, Ritto
	Kyoto Prefecture	Kyoto, Kyotanabe
	Osaka Prefecture	Osaka, Moriguchi, Suita, Takatsuki, Minoo, Neyagawa, Takaishi, Sakai, Toyonaka, Ikeda, Hirakata, Ibaraki, Yao, Higashiosaka, Kadoma, Habikino, Daito, Kashiwara, Katano
	Hyogo Prefecture	Ashiya, Nishinomiya, Takarazuka, Kobe, Amagasaki, Itami, Sanda
	Nara Prefecture	Nara, Yamatokoriyama, Tenri
	Hiroshima Prefecture	Hiroshima
	Fukuoka Prefecture	Fukuoka, Kasuga, Fukutsu
Region 2 ￥2,000 regional supplement	Miyagi Prefecture	Sendai
	Ibaraki Prefecture	Koga, Hitachinaka, Kamisu
	Tochigi Prefecture	Utsunomiya, Otawara, Shimotsuke
	Gunma Prefecture	Takasaki
	Saitama Prefecture	Niiza, Fujimino, Kawagoe, Kawaguchi, Tokorozawa, Koshigaya, Toda, Tsurugashima, Gyoda, Hanno, Kazo, Kasukabe, Hanyu, Konosu, Fukaya, Ageo, Soka, Iruma, Kuki, Misato, Satte, Hiki-gun Namekawa, Hiki-gun Hatoyama、Kitakatsushika-gun Sugito
	Chiba Prefecture	Yotsukaido, Kashiwa, Narashino, Yachiyo, Noda, Mobara, Togane, Nagareyama, Inba-gun Shisui, Inbagun Sakae
	Kanagawa Prefecture	Ebina, Miura-gun Hayama, Miura, Isehara, Naka-gun Ninomiya
	Yamanashi Prefecture	Kofu
	Nagano Prefecture	Shiojiri
	Gifu Prefecture	Gifu
	Shizuoka Prefecture	Shizuoka, Numazu, Gotenba, Iwata
	Aichi Prefecture	Okazaki, Seto, Kasugai, Toyokawa, Tsushima, Hekinan, Anjyo, Inuyama, Konan, Tahara, Yatomi, Nisshin, Nishikasugai-gun Toyoyama
	Mie Prefecture	Tsu, Kuwana, Kameyama
	Shiga Prefecture	Hikone, Moriyama, Koka

	Kyoto Prefecture	Uji, Kameoka, Muko, Kizukawa
	Osaka Prefecture	Kishiwada, Izumiotsu, Kaizuka, Izumisano, Tondabayashi, Izumi, Osakasayama, Kawachinagano, Fujiidera, Sennan, Hannan, Sennan-gun Kumatori, Sennan-gun Tajiri, Sennan-gun Misaki, Minamikawachi-gun Taishi
	Hyogo Prefecture	Akashi, Ako
	Nara Prefecture	Yamatotakada, Kashihara, Kashiba, Kitakatsuragi-gun Oji
	Wakayama Prefecture	Wakayama, Hashimoto
	Kagawa Prefecture	Takamatsu
	Fukuoka Prefecture	Dazaifu、Itoshima, Kasuya-gun Shingu, Kasuya-gun Kasuya
	Note: Cities, towns, and villages listed in Regions 1 and 2 above would not be affected by subsequent changes.	
Region 3 Cold Regions ￥3,000 (November–March)	Hokkaido	All regions
	Aomori Prefecture	All regions
	Iwate Prefecture	Morioka, Hanamaki. Kitakami, Kuji, Tono, Ichinoseki, Ninohe, Hachimandaira, Oshu, Takizawa, Iwate, Shiwa, Waga, Isawa, Nishiiwai, Kesen, 【Shimohei】 Iwaizumi, Tanohata, Fudai, Kunohe, Ninohe
	Miyagi Prefecture	Tome, Kurihara, Osaki,【Katta】Shichikashuku,【Shibata】Kawasaki, 【Kami】 Kami, Toda
	Akita Prefecture	Akita, Noshiro, Yokote, Odate, Yuzawa, Kazuno, Katagami, Daisen, Kitaakita, Semboku, Kazuno-gun, Kitaakita-gun, Yamamoto-gun, Minamiakita-gun, Semboku-gun, Ogachi-gun
	Yamagata Prefecture	Yamagata, Yonezawa, Shinjo, Sagae, Kaminoyama, Murayama, Nagai, Tendo, Higashine, Obanazawa, Nanyo 、 Higashimurayama, Nishimurayama, Kitamurayama, Mogami, Higashiokitama, Nishiokitama
	Fukushima Prefecture	Aizuwakamatsu, Kitakata, Tamura, Adachi, 【 Iwase 】 Tenei, Minamiaizu, Yama, Kawanuma, Onuma,【Nishishirakawa】 Nishigo, Nakajima,【Ishikawa】 Ishikawa, Asakawa, Tamura-gun,【Futaba】 Kawauchi, Katsurao,【Soma】 Iitate
	Gunma Prefecture	Numata,【Tano】Ueno,【Kanra】Nanmoku,【Agatsuma】Naganohara, Tsumagoi, Kusatsu, Takayama,【Tone】Katashina, Kawaba, Minakami
	Niigata Prefecture	Nagaoka, Ojiya, Tokamachi, Mitsuke, Itoigawa, Myoko, Uonuma, Minamiuonuma, Tainai, Higashikanbara, Minamiuonuma-gun, Nakauonuma-gun,【Iwafune】 Sekikawa
	Fukui Prefecture	Katsuyama, Imadate
	Yamanashi Prefecture	Fujiyoshida,【Minamitsuru】 Doshi, Oshino, Yamanakako, Narusawa, Fujikawaguchiko, Kitatsuru-gun
	Nagano Prefecture	Nagano, Matsumoto, Ueda, Okaya, Suwa, Suzaka, Komoro, Ina, Komagane, Nakano, Omachi, Iiyama, Chino, Shiojiri, Saku, Chikuma, Tomi, Azumino, Minamisaku 、 Kitasaku, Chiisagata, Suwa-gun 【Kamiina】 Tatsuno, Minowa, Iijima, Minamiminowa, Miyata, 【Shimoina】 Achi, Hiraya, Neba, Shimojo, Urugi, Ooshika, 【Kiso】 Agematsu, Kiso, Otaki, Okuwa, Kiso, Higashichikuma, Kitaazumi, Hanishina, Kamitakai, Shimotakai, Kamiminochi, Shimominochi
	Gifu Prefecture	Takayama, Hida, Gujo, Ono

	Okayama Prefecture	Maniwa
	Hiroshima Prefecture	【Yamagata】 Akiota
	Note: The names of the cities, towns, and villages listed in “Region 3: Cold Regions” above are designated by the names as of April 1, 2014. Any subsequent changes of the cities, towns, and villages or changes of divisions of the districts bearing those names would not be reflected.	
Region 4 No regional supplement	Regions not included in Level 1-3 regions	

*The category of “Region” depends on the address of your University/Institute

2-1-4. Moving Allowance

Moving Allowance will be provided to you ONLY ONCE during your stay in Japan if you move to an accommodation facility that requires extra payment other than monthly rent, which includes 1) security deposit (shikikin), 2) key money (reikin), or 3) agency fee (commission).

More specifically, moving allowance may be paid when all of the following conditions (a) through (d) are met.
(a) It is necessary for a participant to move to a rented residence in order to study during the training program.
(b) In the case when the participant (who) moves into a rented apartment or a university dormitory is the primary tenant under the rental contract
(c) At least one of the following must be paid prior to or at the time of moving in (in addition to monthly rent fee: security deposit (shikikin), key money (reikin), or agency fee (commission).
(d) The participant must have not received any moving allowance in the past during the training program.

Area	Amount	Frequency
Region 1	¥224,000	Once / Lump-sum payment
Region 2	¥174,000	
Region 3/4	¥164,000	

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 others.

This allowance will be paid directly by JICA to complement such expenses at the time of moving.
Payment will be done by JICA via a request from your university. It takes about 2-3 weeks after submission of necessary documents from the University to JICA. Normally, payment is received after moving.
Please consult with your university beforehand when you intend to move into an apartment.

【NOTE】

- **In case of room-sharing, moving allowance is provided only to the primary tenant (one person only) on the contract document.**
- **If your total cost for renting an apartment exceeds the maximum amount of the lump-sum allowance, you need to cover the balance.**
- **Renewal Fee: When the rental agreement is renewed to continue the agreement, you are requested to pay a Renewal Fee. JICA will 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 payments by yourself if you move to another accommodation after the moving allowance has been provided once. Please consult with JICA if you face difficulty in continuing to live in the accommodation due to natural disaster, etc.**

- **Moving within six months prior to your departure is not covered by the moving allowance unless falling under any of the conditions specified below.**
  1) If the location of the laboratory is changed and it is no longer possible to commute to the laboratory from current accommodation.
  2) If it is inappropriate to continue living in the current accommodation due to security, health problems, natural disasters, or other reasons.
  3) You are a participant of the JISR after 6th batches, ABE Initiative, IITH program and need to move for employment.

＊Please notify JICA of the following as soon as possible via your university:

- ◆ 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."

2-1-5. Others ※except for bachelor's degree

Other than the above, there are expenses for "Research Support Grant" and "Supplemental Grant for Academic Environment" in order to support the participant's smooth educational and research activities at each university. Please consult with your university for the execution of these expenses.

3. Procedure for Living in Japan

3-1. Home Address Registration

All foreigners who have a Residence Card living in Japan are obliged to register their home address 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.



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 a photocopy) to anyone, in order to avoid a misuse.**

(1) Registration procedures

An 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 as to 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 any changes occur:

- 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.

3-2. Health

3-2-1. Chest X-Ray Examination Upon Arrival in Japan

(1) Background

In Japan, about 15,000 cases of tuberculosis (TB) still occur annually, and it counts death toll of approximately 2,000 people. In view of the current situation of TB cases in Japan, the Japanese government plans to introduce a pre-entry TB screening for nationals of countries with a particularly large number of TB cases in Japan who intend to stay in Japan for a medium to long period of time.

While it occurs every year that several cases of long-term training Participants are found to be infected with TB after their arrival in Japan, many of their countries of origin are not subject to the above pre-entry TB screening by the Japanese government. In light of this, and in compliance with the Japanese government's announcement, JICA will independently conduct a chest X-ray examination immediately after arrival in Japan for long-term training Participants who will come to Japan in August 2023 or later.

(2) Subject countries

Long-term training Participants from the following sixty-seven countries shall be subject to undergo the chest X-ray examination.
(a) Sixty-one countries designated by the World Health Organization (WHO) as TB countries.
(b) Six countries, excluding countries of (1), among the countries designated as high TB burden countries with the highest number of cases of multidrug-resistant TB.

(3) Examination Flow

(a) After arrival in Japan, a chest X-ray examination shall be conducted at a medical institution arranged by JICA domestic centers.
(b) If any abnormality is found as a result of the chest X-ray examination, the Participants shall be re-examined at the designated medical institution.
(c) If an abnormality is confirmed as a result of the re-examination, the Participants shall receive necessary treatment at the medical institution.

In either of the above cases, if the medical institution diagnoses no abnormality, or confirms that no treatment is required, or that the patient requires hospital visits (including other treatment) but is not shedding bacteria, then the Participants will star t the courses at the host university.

(4) Cost Coverage

(a) JICA will bear the cost of the chest X-ray examination.
(b) If a re-examination is necessary as a result of the first chest X-ray examination and the applicant is covered by the National Health Insurance, 70% of the cost of the re-examination will be covered by the National Health Insurance and the remaining 30% by overseas travel insurance (medical card). However, if the patient has a pre-existing medical condition, the Medical Card may not be used.

(5) Handling of personal information requiring special consideration

JICA shall handle the results of the chest X-ray examination and subsequent examinations, which are sensitive personal information, as follows.

(a) When the consent of the Participant has been obtained by the Consent Form for Chest X-Ray Examination Upon Arrival in Japan and the Consent Form provided by the medical institution, JICA will request the medical institution to provide the results of the chest X-ray examination to JICA. JICA will then explain the results to the participant by translating or interpreting them if necessary. The Participant may receive the result directly from the medical institution, in which case, the Participant shall report the results of chest X- ray examination to JICA upon receipt of the result.

(b) If the results of the chest X-ray show that the Participants needs to be re-examined or receive medical treatment, they shall inform the host university officials (the supervisor and the person in charge of admission procedures) by e-mail (CC: JICA domestic center) .Based on the Participant's symptoms and necessary treatment required by a medical institution, the host university and JICA will consider the admission status, admission period, or support required during the training period for the Participant.
If it is difficult for the Participants to contact the host university officials, JICA will contact the host university instead with the prior consent of the participant.

JICA will destroy or delete the personal information as soon as the examination results show that there is no problem or when the treatment is completed or when the training period for the Participant ends.

(6) Others

(a) The Participant will not be allowed to undergo the chest X-ray examination or begin the training program if the above consent form is not submitted.
(b) If the Participant is pregnant or has the possibility of pregnancy, the Participant should notify the Overseas Representative before coming to Japan.
(c) The radiation dose for a chest X-ray is lower than that for a round-trip flight between Tokyo and New York, and will not affect health.

3-2-2. 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.
- Your National Health Insurance card qualifies as a personal ID card. **Never lend or give the card (including photocopy) to anyone, in order to avoid a misuse.**

(2) Enrollment Procedures

- Your university assists you with the initial 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 has been completed)

(5) Items Required for Enrollment

(a) Your Residence Card
(b) "Hanko"/A Name Stamp (Your signature is acceptable if you do not have one.)
(c) Student Card (for the reduction of health insurance 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 also differs 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 their 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) Notification of Changes

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

(a) You move out of (or into) your ward or municipality, or leave (or enter) Japan
(b) A child is born
(c) A household member dies
(d) A change occurs in your address, head of household, or name
(e) You lose your insurance card
(f) Your family member(s) arrives (arrive) in Japan to live with you

(9) Others

Application for a Reduction of National Health Insurance Premium

(a) A discount of premiums is generally offered for students who received no income during the previous year.
(b) You need to apply for a reduction of National Health insurance Premium. You will receive an application **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 because you are a student. For households whose applications for reduction are examined 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" that 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 are the principal period to report your income condition of the previous year.

(b) The final deadline for the report is 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 of 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 them before receiving the bills, are also considered in the calculation providing you the monthly premium amount.

【Items Required in the Application】

(a) Residence Card
(b) National Health Insurance Card
(c) Student ID

3-2-3. Individual Insurance/ JICA Medical Card

・Individual Insurance

(Only for participants arriving in Japan before July 2019)

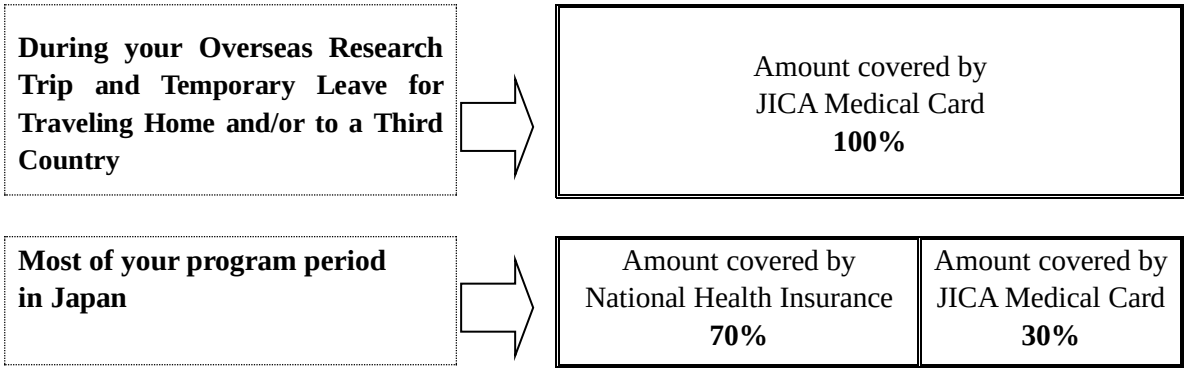
You are entitled to join an individual insurance plan, such as Personal Accident Insurance for Students Pursuing Education and Research (PAS), via your university.
The insurance premium can be disbursed by your university, and you don't have to bear the expenses.
Please consult with your university for the details and conditions of the insurance plan.

・Overseas Travel Accident Insurance/JICA Medical Card

(Only for participants arriving in Japan after July 2019)

JICA Medical Card is issued for JICA participants arriving in Japan after July 2019 to

assist with medical treatment in Japan.
JICA Medical Card covers 30% of total treatment expenses, as National Health Insurance covers 70%.
If you have medical treatment prior to enrollment in the National Health Insurance, please pay medical expenses once and apply for refund of 70% of total expenses at the time of enrollment in the National Health Insurance at the local government office.



(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 a broken leg, etc.)

*If you have to pay the taxi fare, you will be reimbursed later. It takes approximately 1 month for the insurance company's approval.
*Receipts are indispensable for requesting reimbursement.
⇒ See the following (4**)**

However, it does not cover your family's treatment, and there are exceptions for your treatments as indicated below.

(2) Medical treatments <u>NOT</u> 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 provided more than 180 days after the first treatment
(j) Medical checkup
(k) Other treatments defined by insurance conditions

* In case you do not pay the treatment cost on the 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.
* If you have medical treatment of pre-existing illness, you are requested to submit a Medical History Consent Form (Form 8).

(3) How to use insurance at hospitals

1) For treatment where JICA Medical Card can be applied

<u>Show your National Health Insurance Card and JICA Medical Card together at the reception of the hospital/clinic</u>. (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.



【<u>If JICA Medical Card Is Not Accepted</u>】

- 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 has been applied),
  (b) Keep the receipt,
  (c) Send the following documents to JICA Center
    - Receipt
    - Photocopy of your JICA Medical Card
    - Detail of symptoms (reason why you went to the hospital)
    - Your private bank account information (bank/branch name, account name/number)
  (d) The insurance company will reimburse the medical treatment cost to your resident bank account.

Amount covered by National Health Insurance **70%**	Amount covered by JICA Medical Card **30%**

2) For treatments where JICA Medical Card <u>cannot</u> be applied

<u>Show your National Health Insurance Card at the reception of the hospital/clinic</u>.

- You will have to pay 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. Be sure to obtain a receipt from the hospital/clinic.

(4) Requesting reimbursement of transportation fares

1) Pay fares to the taxi and get receipts,
2) Contact officers in JICA Domestic Centers and send the following documents:
   (a) Receipts
   (b) Photocopy of your JICA Medical Card
   (c) Detail of symptoms (reason why you went to the hospital)
   (d) Your bank account information (bank/branch name, account name/number)
3) The insurance company will reimburse the expenses to your bank account if approved.

(5) Coverage of the Medical Card

Participants arriving in Japan after July 2019 will be entitled to the following coverages:

(a) Overseas Research and Temporary Leave <u>to Home Country</u> 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 the 91st day will not be covered under this insurance plan),
(b) Whole period of stays under Overseas Research and Temporary Leave <u>to a Third Country</u> (other than home country), and
(c) Supplementary payments for medical fees during a participant's whole stay in

Japan.

3-2-4. Undergoing Health Examinations at the University

In Japan, regular health examinations are conducted once a year at universities in accordance with the School Health Act.
Please be sure to undergo those medical examinations while you stay in Japan as a JICA scholar. If you are found to be ill as a result of the examination, please report it immediately to the university and JICA center.

3-2-5. Pregnancy

In case you become pregnant, you may continue your study under following condition.
Please inform JICA and your university as soon as possible. JICA will consider with your university the possibilities to continue your study as follows.

(1) Pregnancy prior to your arrival in Japan
1) If participant wishes to give birth **before** coming to Japan
JICA will confirm with the university concerning the possibility of the following (a) or (b). If your university accepts the conditions (a) or (b), then the participant is to submit a Consent Form (Form 1), a medical certificate (including the number of weeks of pregnancy and the expected date of delivery), and a letter of approval from the participant's affiliated organization to the JICA overseas office. JICA will decide whether or not to change the start date of the course in Japan based on these documents.

(a) If it is possible for the university to change the start date of enrollment, the start date of training in Japan may be changed to the most recent enrollment date after 8 weeks postpartum. If the most recent entrance date is less than 8 weeks after delivery, the start date may be changed to the next most recent entrance date.

(b) In cases where a change in the date of admission by the university is not possible and a leave of absence from school is permitted, the start date of the training program in Japan can be changed to the end of the shortest leave of absence at the host university. If the shortest leave of absence does not meet the 8-week postpartum period, the start of training in Japan can be changed to the end of the next shortest leave of absence that meets the 8-week postpartum period.

(Notes)
In both cases (a) and (b) above, the period of your course will not be extended due to pregnancy or childbirth after your arrival in Japan.
・In principle, it is not possible to come to Japan with a child born in the home country, as visas are only issued to JICA participants when they travel to Japan, but it is possible for a long-term participant to obtain a "family stay" visa and invite family members to Japan only after the participant's arrival in Japan.

2) If participant wishes to give birth **after** coming to Japan
If the participant understands the financial and physical risks associated with continuing pregnancy and childbirth after coming to Japan, but still wishes to come to Japan as

originally planned and give birth in Japan, she must submit “Notification and Consent Form”(Form 1) and medical certificate (including the number of weeks of pregnancy and expected delivery date) to JICA, and if the period of stay in Japan is to change, a letter of approval from her home institution. JICA will decide whether or not to accept the participant after confirming with the university based on said documents.

(2) Pregnancy after arrival in Japan

1) If a participant wishes to give birth in her home country by using overseas temporary leave, she may be allowed to return home for a maximum of three months in total (six months in the case of multiple pregnancies) beyond the 60-day limit for overseas temporary leave subject to the consent of the university.

2) Pregnancy found at the stage of planning a final returning date

If the doctor determines that there are no obstacles for the participant to take a returning flight, the participant shall return home at the end of the initial period of training.
However, in the contrary case, although the training will be terminated at the end of the initial training period, if your doctor does not approve you to fly due to pregnancy, the participant may continue to stay in Japan after the end of the training period with the consent of the participant's affiliated organization along with the cancellation of her right to take a return flight. In that case, the return flight should be paid at your own expense.

You can obtain a variety of information and services related to pregnancy, childbirth, and childcare from the local government in your area of residence, so please get this information and services and make use of them.

3-2-6. Other Useful Information

(1) Counseling Service

You may face personal problems such as homesickness, stress symptoms, feeling of loneliness, depression, sexual harassment, etc. At 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 (TIC) as follows. As for the services in other areas, please refer to the JICA center, to which your JICA officer belongs. Also please contact the student office or health center at your university, which might have the counselling service or can introduce the appropriate clinics.

[Counselor's Office in TIC]
*For participants studying in Tokyo, Gunma, Saitama, Nagano, Chiba, and Niigata Prefectures

*Face to Face Counseling in TIC
- Office Hours: 2:30 p.m. –7:30 p.m. Tuesday
- Direct Phone Number: 03-3485-7593 (Office hours only)
- E-mail Address: jicatic-clinic@jica.go.jp



* Online Counseling
- Office Hours: 10:00 a.m. – 20:00 p.m. Every day
- E-mail Address: jicatic-clinic@jica.go.jp

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

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

*For participants studying in other than the above areas
- Office Hours: 9:30 a.m.–17:15 p.m. Everyday except holidays
- E-mail Address: tataa_counseling@jica.go.jp
- Services:
  1) Face to face consultation after communication by E-mail
  2) Consultation by 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”
【URL】metro.tokyo.jp
【Available Info.】Medical institutions with staff who speak foreign languages and understand the health insurance system in Japan

(b) AMDA
【URL】Multilanguage HOME
【Available Info.】 Telephone Consultation for medical matters.

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 5 pm – 8 pm
Weekends and Holidays 9 am – 8 pm
【TEL】 0570-099283
【URL】tokyo.lg.jp
【Languages】English, Chinese, Korean, Thai, Spanish, French

3) English-Speaking Hospitals/Clinics

(a) National University Hospitals

National university hospitals usually have English-speaking staff. The list is available at the following URL. https://www.umin.ac.jp/english/

(b) Hospitals and Clinics Web Site

Medical Institutes where Foreign Languages are Available.

Guide for when you are feeling ill | (jnto.go.jp)



3-3. Housing

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

Types of Accommodation

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

3-3-2. JICA Center

(1)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 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 offer sport facilities such as soccer fields, gymnasiums, and more to help maintain your health.

(2)Rule and Regulations

Guests: You can invite your friends to the common areas of the centers under your escort, but not to your rooms.

3-3-3. Housing Arrangement by Yourself

(1) Rules for Accommodation Arrangement

You must fulfill all obligations as stated in the lease agreement.

(2) Flow of Arrangements

Housing arrangement is conducted by cooperation between participants and the real-estate agency or your university. The main procedures are as follows:

Details	Procedures	Timing
1	Obtain General Information about Housing Search Procedures by University	
2	*Please consult with your university for available information and/or support.	After your arrival
3	Search for Available Accommodation	
4	Get a Preliminary View of Accommodation and Make a Decision (if necessary)	
5	Notify your moving details with your university.	As soon as you make a decision on your moving
6	Conclude a Contract with the Landlord	By your moving date
7	Payment for the Contract	
8	Prepare for Moving	By your moving date

(3) Procedures in Detail

1) Obtain General Information about Housing Search Procedures

- Participants will receive general information about the housing situation in Japan and procedures for your housing search from your university before or after your arrival in Japan. After entering the university, you may also get more information from the Overseas Student Center at 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. 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 if necessary.
- In general, persons who are not included as dwellers in the housing contract are not allowed to reside in the accommodation.

3) Get a 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 the landlord.

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

4) Notify your university of your moving details

- Please consult with your university before you conclude a contract, to avoid any disadvantageous conditions in the contract. You need to submit the documents below to the university for necessary procedures:
  - Address of Residence, Period of Contract of Your Residence
  - Copy of contract document
  - Copy of Certificate of Residence (after registration process at your ward/municipal office)

5) Conclude a Contract with the Landlord

- The period of the agreement is usually set at two (2) years.

6) Payment for the Contract

- Since you will be required to pay a large amount of money on signing the rental agreement (see the breakdown below), 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 depending on the region. 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 rent to foreign residents.)
- 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.

	Item	**Details (Approximate/General Amount)**
(a)	**Security Deposit**	**1 - 2 months' worth of 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 repair fees exceed the deposit, additional payment will be required.
(b)	**Key Money**	**1-2 months' rent** ● A lump sum payment made to the landlord when renting a house or room. This not always charged but is not refundable if charged. The required amount is 1 – 2 months' worth of rent. ● In the KANSAI region, the total of deposit and key money becomes higher; there was a case where the total amounted to 6 months' worth of rent.
(c)	**Agency Fee or Commission**	**0.5 - 1 month's worth of rent** Intermediary fee paid to real estate agency.
(d)	**Fire Insurance (for 2 years)**	**¥10,000 to ¥30,000** ●You are required to purchase an insurance plan.

		● 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 plan for students. Please consult with the real estate agency.
(e)	**First Month Housing Rent**	To Be Advised

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

＊ Useful information on the housing situation in Japan is also available here:
Housing Bureau - MLIT Ministry of Land, Infrastructure, Transport and Tourism,
http://www.jafnet.co.jp/index_en.html





7) 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 purchasing 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. It is 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. When you send your baggage, we recommend you use the "delivery-time/date-appointment system."

8) 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 your place of Residence

(i) Receive your 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 Disposal

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

(1) Notification to your University about your moving out

(2) Notification to the Real Estate Agency or Landlord

Participant contacts the real estate agency or landlord and makes cancellations of 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.

(3) Preparation for moving out

(a) At your Residence

- You should start to move or dispose of household goods and furniture and arrange shipment of baggage. Then clean your room to give a good impression to the landlord during 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.

(4) On the Day of Moving Out

- The landlord or a member of the staff of the 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 the Security Deposit, which you deposit to the owner at the time of moving in, you will be expected to pay an extra charge.

(5) 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, and an explanation of which fees are calculated in accordance with 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. If the cleaning and repair fees exceed the deposit, you are required to bear the extra charge.
- This procedure takes much time (at least one (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 on the registration of your bank account and mobile phone service**



Repairing Fee after Moving Out

- In Japan, when the lessee moves out of an 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 deposit money.
- There was a case where the total amount of cleaning and repairing fees exceeded the deposit and the participant had to pay more than ¥200,000. Note that living by taking good care of your room and keeping it clean are important.

3-3-5. How to Use Your Residence

Japanese homes are traditionally built of wood, but you will also find many western style residential buildings. The interiors of these buildings however are 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 and Western style.



Principles for Good Use of Residence

The following items (a) to (g) are pieces of advice that you should acknowledge for good usage of your residence.

(a) Keep Keys in a Safe Place

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 Conduct Prohibited Behaviors

The following acts are generally prohibited in residences:

- Installing a storage facility, 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 on 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 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 scripts 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 a cat, or may be unsanitary and detrimental to the image of the condominium.
- Going on the roof.

(c) Be 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.

(d) Follow Garbage Disposal Rules

- Everyday rubbish and kitchen waste must be left at the specified place, on the contracted day, and at the specified 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.

Category	Items
Flammable Waste	Paper, kitchen waste (leftover food, fruit peels, eggshells, etc.), cigarette butts, weeds, wood chips, vacuum cleaner bags, cloth, etc.
Non-Flammable Waste	Plastic products, rubber items, vinyl products, Styrofoam, synthetic leather, metal, empty cans, ceramics, etc.
Bulky Waste	Furniture, household appliances, bicycles, swing sets, laundry drying racks, mattresses, etc.
	***** 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 regarding 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 excessive 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 touch 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 the 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 the 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 water that first comes out 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 correct 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 the 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, and 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.

(vi) Air Conditioners

➢ **Air Filter**	・ Clean the air filter at least once every 6 months.
➢ **Installation of Air conditioner**	・ This requires the Lessor's consent. Consult the Lessor first.

(f) Prevention of 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, especially during the rainy season (in June and July), by opening the windows when it is sunny.
- Use a de-moisturizer to prevent mildew growth.

(g) References

J&F Network provides basic information on how to live in a 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

The Participant and his/her family members living in the Housing must:

(a) Make all responsible efforts to use the Housing appropriately.
(b) Observe the obligations contained in the rental agreement.
(c) 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 in the Housing.
(d) Not use the Housing for purposes other than as a residence.
(e) Not modify, redecorate, or carry out any other form of construction on the Housing.

(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.

* Examples in which participants will be responsible for repairing or paying compensation for the damage.

(a) Caused considerable damage to the property, such as making a hole in the door, wall, or floor
(b) Left the Housing with a pot, such as a deep fryer, on the kitchen stove and it caused a fire
(c) Slept with the heater on or left the heater close to clothing or a curtain which caused a fire
(d) Used fire indoors for the purpose of disinfestation and caused a fire
(e) Fell asleep smoking and caused a fire
(f) Left the water running in the bath with the overflow drain closed and caused water leakage

* Example of compensation for fire.

(a) 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.
(b) If the fire has spread to one room of the apartment (20 ㎡), approximately six million yen for the renovation, depending on the facilities and the structure of the apartment.
(c) If replacement of the kitchen unit is necessary due to an accidental fire in the kitchen, approximately one to two million yen
(d) 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 damage are only reference figures. The actual amount of damage to be compensated will be calculated based on the extent of damage, the structure of the apartment, the facilities, and other elements.

(3) Division of Expenses

The participant assumes the following expenses related to the Housing with regard to the Living Allowance:

(a) Key money, 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.
(b) 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.
(c) Rent for the Housing
(d) 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.
(e) 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.
(f) Obligatory Expenditures
Neighborhood association fees and similar expenditures that residents are obligated to pay.

(g) Contract Update Fees
Fees necessary to extend the term of the contract

(h) Repair Charges on Leaving the Housing
Among the repair charges required when the Participant leaves the Housing, the Participant will assume those charges for cleaning; tatami mat renewal by reversal or replacement; repair of ceilings, walls, and floors; painting; 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.

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

(j) Charges for Utilities

(k) Purchase of Furniture, Appliances, Daily Necessities, etc.
Expenses necessary to purchase bedding, desk and chair, lighting equipment, etc.

(l) Telephone Bills

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

(n) Moving Expenses

3-4. Inviting Your Family to Japan

JICA is responsible for making sure of every participant's achieving their goals and objectives as a participant in a JICA Scholarship Course. 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 in your own sphere of responsibility.
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 also need to be supported by the local community because of the following reasons:

(1) Only 2.2% of people in Japan are foreign residents and the literacy rate of Japanese is more than 99%, which means people use Japanese language in everyday life basically everywhere, including public and administrative organizations. Unfortunately, such an environment makes it very difficult for non-Japanese speaking people living in 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 one (1) month before your return home in principle. This is due to the necessary procedures such as your vacating your apartment. If you plan to do an internship after graduation, you should send your family back before you start the internship. * See page 51, "Schedule and Instruction for Moving Out of Apartments."

Here are some issues that have frequently occurred regarding inviting family members:

- If Japanese language ability of the participant is not good enough, it might be difficult to carry out necessary administrative procedures for his/her family settlement, because many of the public offices lack English-speaking staff.
- The spouse may get lonely and/or isolated due to language and cultural barriers, while the participant is away from home to go to the university during daytime. She/he may finally become sick and/or mentally unstable, which could negatively affect the program of the participant. Lack of English-speaking staff in clinics and hospitals makes the situation more difficult.
- Regarding the Participant's child's education, the Participant may find it difficult to gather adequate and sufficient information, mainly because of lack of the Participant's foreign resident network in the community. As the number of international schools is extremely limited and normally the tuition fee is very high, in most cases the children attend local schools run by local government.
- Especially when small children create damage on the wall, floor, and etc. in the rented apartment, the cost for repairing is often charged at the time of moving out, costing around ¥100,000 - ¥200,000, which could be a huge burden.



【IMPORTANT】

Before making a decision to invite your family, please take into consideration what is written on page 36.

In case you decide to invite your family, regardless of the duration of the invitation, you are required to declare the following items when applying.

☐ Invitation of my family would not hinder the completion of the program.

☐ I am responsible for all expenses regarding the invitation and my family's life in Japan.

☐ I understand the circumstances of accepting foreigners, such as at public and local services, and medical and educational circumstances for families in the local community.

☐ I take responsibilities for all procedures and problems regarding the invitation of my family including the following:

- Visa, accommodation, transportation, insurance, etc. for my family
- Care for daily life and stress management of my family which stems from different culture and circumstances.
- Medical care for my family including searching English-speaking doctors and accompanying my family when visiting clinics/hospitals.
- Educational responsibility for my children including searching adequate schools, carrying out entrance procedures, supporting their school life, and so on.

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 of invitation

Upon your arrival in Japan, as it will take approximately three months to complete the administrative registration of yourself, house-renting, course registration at the university, preparation for getting your family's visa, etc., **it is difficult to invite your family within the very first three months.**

In addition, to prepare a period to adjust to living in Japan and understand the circumstances for your family (such as public and local support system for foreigners, medical and educational services, etc.), **JICA strongly recommends that you should invite your family SIX(6) MONTHS after your arrival, and also after you have enrolled as a regular student in the university.**

(3) Procedures

(a) Prepare and submit a **"Request of Document Issue and Pledge"** (Form 2) 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 submits an application for visa issuance.
　＊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 one (1) month or more.

(4) Documents Required to Obtain the Certificate of Eligibility

For procedures to invite your family, each participant should check the website of the Immigration Services Agency to obtain the latest information and complete the procedure on their own.

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



(a) Application Form for the Certificate of Eligibility
　・ Forms for Part 1, Part 2R, available at Immigration Office
(b) Two (2) Photos of the Applicant
　・ 4 cm x 3 cm with no hat and no background
　・ Must have been taken within the last three (3) 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 ¥404 Stamp for Registered Mail
(d) One of the following documents which proves the relationship between you and your family
　・ Family Registration Document (Koseki Tohon)
　・ Marriage Certificate or Marriage Receipt Certificate

・ Child’s Birth Certificate, or
・ Document equivalent to the Above

(e) Certificate of 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

It is recommended that you take out Overseas Travel Accident Insurance for your family in case of any unexpected accidents that may occur 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 the home country (before they leave for Japan) if they wish to take it. National Health Insurance may cover most of the medical treatment for 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.

(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; it is aimed at supporting the 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 to obtain a tourist visa. For the issuance of a tourist visa, you usually need the following documents concerning your family:

(a) Prepare and submit a ”**Request of Document Issue and Pledge**” (Form 2) to JICA*. Submission of filled pledge with your signature to JICA is required at any case even if document issuance is not necessary. 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 outside 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, you may be required to submit an official document (such as Certified Receipt of Scholarship and Duration). Please contact the nearest immigration office first and check with them exactly what documents you will need to submit, and if you are told to arrange them, contact

JICA* for issuing the documents using the form "**Request of Document Issue and Pledge"** (Form 2).

(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 this first.

(b) In the case that you cannot obtain permission or you are staying 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, and consequently National Health Insurance may not apply to your family during their stay in Japan. It is recommended that they take out Overseas Travel Accident Insurance 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 offices 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 upon your arrival. JICA will follow the necessary procedures to correct your status of residence to "College Student." After procedures completed by JICA, the Participant will visit the Regional Immigrations Bureau/Office to request the change of the length of stay.
http://www.immi-moj.go.jp/newimmiact_1/en/point_3-4.html

(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 a 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 while checking the column indicating your intention of departure via the Special Re-entry Permit System at the airport, and show the Residence Card to the immigration officer when you leave Japan.
(d) For details, please refer to:
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:
Extension of Period of your Stay (moj.go.jp)

(b) Make sure to submit the application before expiration of the Residence Card.

1) Procedures

(a) Contact the Regional Immigration Bureau/Office and confirm the required items.
(b) If necessary, submit a **"Request of Document Issue and Pledge"** (Form 2) to JICA*.
(c) Get a set of the required 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)
(e) Passport
(f) Residence Card
(g) Photo (4 cm × 3 cm)

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

3) Charge

If approved by JICA, JICA will bear the fee for extension of period of your stay (¥4,000).
However, cost of Visa Extension in case of participant's fault or convenience is not covered.
Please make the payment by yourself first, and then within one month after the payment, submit a request to a person in charge at JICA center for reimbursement together with the receipt for the payment.

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 granted. You must bring your Residence Card and passport with you at that time.

(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 mistakenly switched from a "College Student" to a "short-term stay." You need to contact the (Regional) Immigration Bureau directly to make sure of 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, although 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.



4. During Your Stay in Japan

4-1. Monitoring*

(1) Objective

Through the monitoring process, JICA HQ and JICA Center (Domestic Office) officers in charge of the respective scholarship course confirm that the participant's academic and daily lives are free of problems. Should any problems be found, the officers will come up with measures to resolve the matter promptly.
The monitoring process is also used for opinion exchange to continue to develop the relationship and network that have been established between JICA and the participant beyond the scholarship period after the participant returns home.

(2) Procedure

1) Japan International Cooperation Center ("JICE"), the contractor of JICA Scholarship Program, distributes monitoring sheets twice during each school year to a Participant's e-mail address (using Online Questionnaire), asking the Participant to input information into the forms.

2) The JICA HQ officer in charge reviews the monitoring sheet filled in by the Participant, and holds an in-person or online monitoring meeting as necessary. The meeting schedule is coordinated by JICE. The officer in charge at JICA Center and the Supervisor and Administration Office in charge of the university join the meeting, as necessary.

3) JICE sends a monitoring sheet at the completion of the academic program to the Participant's e-mail address (using Online Questionnaire) after conferment of a degree and before leaving Japan, asking the Participant to input information into the form.

4) The JICA HQ officer in charge reviews the monitoring sheet filled in by the Participant, and holds an in-person or online evaluation meeting, as necessary. The meeting schedule is coordinated by JICE. The officer in charge at JICA Center and the Supervisor and Administration Office in charge of the university join the meeting, as necessary.

(3) Subjects Covered in the Monitoring Meetings

The following subjects are examples which are to be confirmed and discussed in the meetings:

After 6 months since arriving in Japan	● Courses taken and their progress ● Supervisor's guidance policy, research plan ● Daily and academic life, health conditions
1 year	● Courses taken and their progress ● Theme of the Master or Doctor thesis and its progress ● Progress of data collection (including plans for overseas research) ● Supervisor's guidance policy for Master's or Doctorate thesis and evaluation on long-term Participants

	● Daily and academic life, health condition
1 year and 6 months	● Submission of the summary of Master's or Doctorate thesis, evaluation on data collection status ● Progress on acquisition of credits required for graduation, other requirements for graduation ● Daily and academic life, health condition
2 years (master's degree) 3 years (doctorate degree)	● Final evaluation of the Master's or Doctorate thesis by supervisor ● Achievements and challenges through studying in Japan ● Plans after returning home (will the Participant return to one's previous work)



4-2. Overseas Research

※Except for bachelor's degree course where Research Support Grant is not applied.

(1) Conditions to be Fulfilled

Overseas research is permitted if the following conditions are fulfilled:

1) 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 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 day following 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 (but limited to 60 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.

(2) Allowances and Insurance during Overseas Research

【Living Allowance】

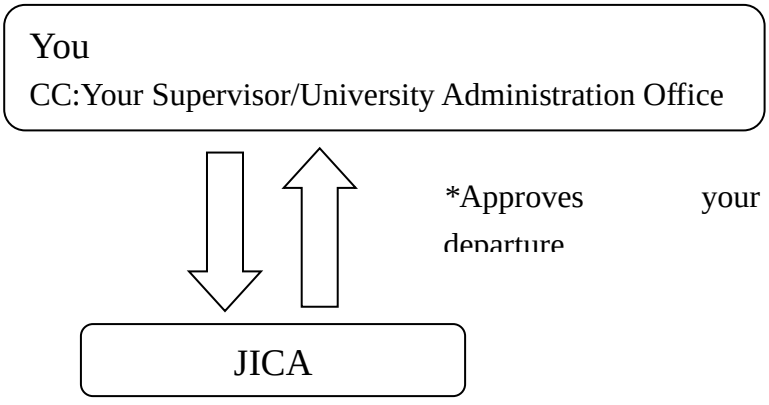
Living allowance will not be suspended during the period the participant is away from Japan for overseas research.
All travel expenses have to be borne by you in principle.
Some expenses such as air ticket, conference fee, and overseas travel insurance fee may be paid from a Research Support Grant, so please ask your university.

【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.
For the other travel insurance, please confirm with your university

(3) Application and Approval of Overseas Research

[Flow of Procedures for Overseas Research]



*Complete and submit the "**Request for Overseas Research** (Form 3)**" to your supervisor.**
*Submit the Request Form(Form 3) with your supervisor's signature to JICA(CC : Your Supervisor/ University Administration Office) by **1 month before** Overseas Research.

【Procedures】

1) Complete and submit the **"Request for Overseas Research"** (Form 3) 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 for Overseas Research (Form 3)." Then you must submit it to JICA Center by email, copying your supervisor and university administration office, **no less than ONE MONTH prior to your departure.* Some universities require you to submit the application to your university administration office. Please check with your university administration office as the application may be submitted to JICA via this office.**

3) When JICA approves the application after examining it (safety, etc.), the JICA Director in charge will notify the JICA overseas office in the destination country and you, copying your supervisor and university administration office, of the approval of your overseas research.



4) 【Traveling Companion*】If you have a traveling companion from your university with the aim of advising your overseas research, regardless of whether or not the expense of traveling companion is in JICA's budget, please ask him/her to fill in the "Application for the Overseas Research/ Field Research" (Form 4) and submit it together to JICA for approval.

*Traveling Companion means your supervisor/professor, etc. who is responsible for advising or teaching on your overseas research.

【Information to be included in the "Request For Overseas Research (Form 3)"】

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, and the date of arrival in Japan should be clear.)
3) Emergency Contact Number, Address of your stay during Overseas Research
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 the conference announcement or a printout from the conference website.
7) Terms of the Pledge
   - to agree that the university suspends the provision of living allowances when the period of overseas research exceeds 60 days.
   - to bear full responsibility and all the traveling expenses during this overseas

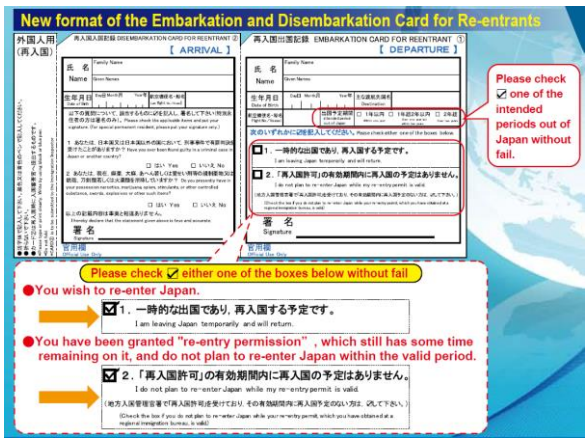
research trip unless there is any financial support from the university/institute.
- to fully understand the risks that I may not be able to enter or depart from the country/countries where I plan to visit, or to return to Japan, if any unexpected incidents occur during my trip. In consideration of these risks, I hereby indemnify and hold JICA harmless against all claims, suits, or actions of any kind whatsoever for liability, or compensation for any damages that might result from my trip.
- to bear responsibility and the expenses regarding all the procedures necessary for the departure from and re-entry to Japan, such as acquisition of visa.
- to will conduct this overseas research trip on schedule and will not make any changes. In case of any change with unavoidable reasons, I will inform JICA immediately.
- to understand that JICA's insurance for Long-term Participants will not be applicable for the period which exceeds 90 days from one day after the completion of entry procedures in my home country.
-to acknowledge that any unexpected incidents caused by war or conflict will not be covered by JICA traveler's insurance.

(4) 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 a 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 while checking 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.

*For details, please refer to
http://www.immi-moj.go.jp/newimmiact_1/en/point_3-4.html



Disembarkation card (moj.go.jp)



4-3. Temporary Leave for Traveling Home and/or to a Third Country

If the Participant wishes to return home or leave Japan temporarily for reasons other than conducting research, he/she may do so only if all of the following conditions are met and the Participant pledges to each of the following items:

(1) Conditions for approval

1) The Participant understands that he/she will not violate the provisions of the relevant laws and regulations of Japan by this temporary leave.
2) His/Her supervisor and university judge that there are no obstacles to implementing the training program in Japan by this temporary leave.
3) The period from the next day of your entry to the destination country to one day before the departure day from the destination country to Japan shall not exceed 60 days.

However, in the following unavoidable circumstances, special approval may be granted for travel exceeding 60 days. In such cases, the duration of travel will be considered on a case-by-case basis. If the duration of travel has to be long, discussions will be held with JICA HQ, JICA Center, and the university regarding changes to the period of training, including termination of the training or extending the duration of travel.

- In the case where the Participant gives birth in her home country/third country (up to 90 days, six months in the case of multiple pregnancies).
- In the case where the Participant needs to take care of a family member in the home/third country, and Participant is the only one who can take care of the family member.
- In the case where Participant needs to have medical treatment or recuperation in the home/third country due to illness of the Participant himself/herself.

(2) Terms of the Pledge

1) I fully understand the risks that I may not be able to enter or depart from the country/countries where I plan to visit or to return to Japan, if any unexpected incidents occur during my trip. In consideration of these risks, I hereby indemnify and hold JICA harmless against all claims, suits, or actions of any kind whatsoever for liability, or compensation for any damages that might result from my trip.
2) I will bear full responsibility and all the traveling expenses during the entire length of this period of temporary leave unless there is any financial support from the university/institute.
3) I will take all the necessary procedures and bear all the expenses for the preparation of this temporary leave, including acquirement of a re-entry visa to Japan.
4) I agree that the university may suspend the provision of living allowances.
5) I understand that JICA's insurance for Long-term Participants will not be applicable for the period that exceeds 90 days from one day after the completion of entry procedures in my home country.
6) I will conduct this overseas trip based on the initial schedule and will not make any changes. In case of any unavoidable change, I will inform JICA immediately.

(3) Allowance and Insurance Conditions During Temporary Leave

【Living Allowance】

The payment of Living Allowance may be suspended (not to be paid) based on the regulations of your university.

- ＊ All travel expenses have to be borne by you.
- ＊ You are asked to make all necessary arrangements on this matter at your own responsibility.
- ＊ 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.
For the other travel insurance, please confirm with your university

(4) Application and Permission

1) Complete and submit the form **"Request for Overseas Temporary Leave"** (Form 5) to the responsible supervisor/professor. 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 for Overseas Temporary Leave (Form 5)] to JICA Center, copying your supervisor and university administration office, ONE MONTH prior to your departure.**
3) After examining your application (safety, etc.), JICA may approve it.
※Overseas Temporary leave may not be approved if you submit the form after the application deadline.

(5) Re-entry Permit

See 4-2. (4)

4-4. Temporary Absence

If you are to be absent from your accommodation for a certain period, it is advised that you notify your university beforehand.

4-5. Approval of Degree depends on your home country

In some countries, there are special rules for approval of degree obtained overseas; e.g. units to be acquired, translation of degree, etc. Participants are required to check education laws, etc. of their own country, follow the regulations, and complete the requirements/necessary procedures in Japan at their own responsibility.

4-6. Additional Program for JICA long-term participants

JICA provides scholarship Participants with additional programs below on top of research opportunities in their specialized field at universities.

(1) The JICA Scholars Networking Seminar

The objective of this networking seminar is to provide JICA scholarship Participants with an opportunity to deepen their knowledge on the JICA Development Studies Program (JICA-DSP) to participate in lectures on "Leadership" and "International and Inter-regional Cooperation" and to network with other JICA Participants and JICA officers involved in the JICA scholarship courses.

1) Contents
- ・Explanation of Outline of JICA-DSP
- ・Cross-cultural understanding workshops
- ・Lectures and workshops on topics of leadership
- ・Networking with JICA officers involved in the JICA scholarship courses

2) When
- ・First session: Approximately 3 months after arriving in Japan (December)
- ・Second session: About 18 months after arriving in Japan (March)

3) How to Register

JICE, the Secretariat of JICA Scholarship Programs, will provide details to eligible participants when program dates approach.

(2) Online Japanese Language Courses

Lectures at universities are basically delivered in English. However, Japanese language skills not only facilitate smooth communication in everyday life in Japan but also promote understanding of Japan through learning Japanese culture and society and the way Japanese people think.
As such, JICA provides online Japanese language courses to those willing participants who are not accommodated with the means in the university.

1) Class Levels

Elementary, intermediate, and advanced

2) Eligible Participants

In principle, Participants who have arrived in Japan not more than 1 year ago.

3) How to Register

JICE, the Secretariat of JICA Scholarship Program, will provide details to eligible Participants before the courses open.

(3) Networking Events, Internship Program

For particular course participants, JICA provides Participants with business networking events and an internship program at private companies in Japan. The objective is to offer Participants an opportunity to network with Japanese businesses which contribute to the development of industry in Africa, Middle East, and Asia.

For Participants from the Government sector, in principle JICA arranges internship programs at government ministries and agencies, local governments, and research institutions, where Participants can learn about policy making and management, and network with co-workers.

1) Eligible Courses

- Master's Degree and Internship Program on African Business Education Initiative for Youth (ABE Initiative）
- Innovative Asia
- SDGs Global Leader Program
- Japanese Initiative for the future of Syrian Refugees（JISR）
- Other scholarship programs (applies only to Participants from the African region）

2) How to Apply

JICE, the Secretariat of JICA Scholarship Programs, will provide details to eligible participants when the event dates approach.

(4) Understanding the Japanese Development Experience / Japanese Local History and Development Program

JICA and cooperating universities provide participants with the opportunity to learn about Japan’s modernization and its development history, through the a) Classroom Program and b) Online Lecture Series. Also, JICA provides c) Local Program, which enables participants to deeply understand Japanese development experiences through learning its local history and development.
Through this program, participants will gain a deep understanding of Japan, so that they may use this knowledge to contribute to the development of their home countries.

An overview of each program is shown below.
Overview | JICA Development Studies Program - JICA Development Studies Program / JICA Chair

4-7. General Rules

Participants are required:
(1) to understand that participants must physically come to Japan to participate in this program on the date designated by JICA,
(2) to acknowledge that a leave of absence from school is not permitted in principle
(3) to be in good health to participate in the program,
(4) not to change course subjects or extend the course period,
(5) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the Participants on their own,
(6) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is **not** successful in the regular course examination. **(Please note that participants prepare by yourself all the documents necessary for the regular course examination.)**
(7) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
(8) to understand that inviting Participant's family members is not recommended before their stay in Japan has passed more than 6 months,
(9) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government with respect to the course,
(10) to observe the rules and regulations of the program implementing partners to provide the program or establishments ("plagiarism" is especially taken seriously by the enrolling university, regardless of whether it is direct plagiarism or self-plagiarism, and participants may be subjected to disciplinary action such as suspension),
(11) to observe the rules and regulations at the place of the Participants' accommodation,
(12) not to engage in political activities, or any form of employment for profit,
(13) not to drive a car or motorbike, regardless of any international driving license possessed,
(14) to discontinue the program, should the Participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured and be considered unable to continue the course. The Participants shall be responsible for paying any cost for treatment of said health conditions except for the medical care expenses described in the table under "11. Expenses To be borne by JICA,"
(15) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the Participants violate laws and ordinances,
(16) not to be receiving nor plan to receive another scholarship during the program,
(17) to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days for each, in principle, and
(18) to enroll and complete JICA-DSP online courses, when receiving JICA's instructions to do so.
(19) to understand that the maximum duration of research student is 6 months for both master's and doctor's courses, and duration of acceptance as a regular student is based on the course years determined by the university.

If violations are found, JICA may terminate your status as a Long-Term participant.



4-8. Prohibition

Violation of the following prohibitions may result in termination of participant status.
To avoid uncomfortable situations, please make sure to adhere to JICA's and Universities' rules in addition to Japanese laws.

(1) Violation of the general rules on the Application Form submitted before coming to Japan

(2) Violation of the Japanese Laws and Regulations

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

(3) Part-time Job

1) You are not allowed to work, because you receive living allowance 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) at 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 at 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.

References:
Regulation for Enforcement of the Immigration Control
(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 as provided for in the following items:

(a) Rewards, prize money, and other payments for the following activities not given on a regular basis:
 (i) Lectures, classes, discussions, and other similar activities;
 (ii) Advice, appraisal, and other similar activities;
 (iii) Production of novels, papers, pictures, photographs, programs, and other works;
 (iv) Participation in events, appearance in movies or broadcasting programs, and other similar activities;
(b) 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
(c) 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 courses) and is residing with the status of residence of "Student," based on a contract entered into with such university or technical school.

4) To enhance the study and research in Japan or to build network with Japanese companies and organizations, in addition to 2) and 3) above, working as “Tutor ” and “Paid Internship ” are permitted for Participants from April 19, 2024.

The following conditions and procedure must be met for your work.

【Conditions】

a) Working will be permitted only for bachelor/master/doctor students.
b) The prior consent of your professor/academic supervisor is required.
c) “Permission to engage in activities other than permitted under the status of residence” must be obtained at the Participants’ nearest immigration office prior to the start of work.
d) In cases where your university and organization in your country prohibits work, their rules shall be prioritized.
e) You must complete employment while enrolled in your university and organization.
f) You must submit the "Notification Form of Incidental Rewards” to JICA Domestic Office prior to the start of work.
g) If you work without submitting "Notification Form of Incidental Rewards” to JICA Domestic Office, JICA Long-Term Training will be terminated.
h) If your professor/academic supervisor determines that the work is interfering with the Participants’ studies, you must immediately terminate the work.

*a), b) and c) are not applicable for TA, RA, Cooperation in university events, requests to give lectures from international associations, etc.

【Procedure】

a) You submit the "Notification Form of Incidental Rewards” to JICA Domestic Office with the consent of your professor/academic supervisor, copy of the Participants’ resident card with the stamp of “Permission to engage in activities other than permitted under the status of residence” , and a draft employment contract or agreement (outline of activities, working period, and working time, working place, etc.) prior to the start of work. The consent of your professor/academic supervisor and copy of your resident card are not required for above 2)TA, RA and 3) cooperation in university events, requests to give lectures from international associations, etc.
b) JICA Domestic office will confirm whether there is any interference to the study, and if there are concerns about interference, JICA Domestic office will discuss whether or not the Participants can continue working with you and your professor/academic supervisor.
c) If you will change the place of employment, the "Notification Form of Incidental Rewards" form must be submitted to JICA Domestic Office each time.

***For internships arranged by JICA and JICE as part of training programs (such as ABE Initiative, SDGs Global Leadership Program, PEACE, JISR, etc.), only unpaid internships are available.**

(4) Owning and Driving Vehicles

Driving a car or motorbike in Japan is prohibited, regardless of any international driving license you may possess.

(5) Using Bicycles without Anti-Crime Registration

In Japan, all bicycles are basically registered for anti-crime purposes. If you easily use someone else's bicycle or an abandoned bicycle, you may be suspected of bicycle theft when questioned by police or others for anti-crime registration check.

To avoid unnecessary suspicion from others and unwanted trouble, please note the following:

1) Purchase a new bicycle at a bicycle shop as far as possible, and register it for anti-crime purpose in your own name.

2) If you take over a bicycle from your acquaintance or friend, check its ownership and content of anti-crime registration, and then newly register or change the ownership of the registration.

3) Avoid using any bicycles that are not owned by you, including those that have been abandoned.

(6) Changing Accommodation without Permission

If you need to change accommodation, by all means, you have to get permission.

See 3-3-4. Moving Out

(7) Being Absent from Your Accommodation for a While without Informing

See 4-4. Temporary absence

(8) 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 from JICA beforehand.

(9) 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 <u>will not be considered</u>. This enables more people to benefit from the opportunities to study in Japan within the limited budget of Japan's Official Development Assistance.

(10) Emergency Response

In the event of an incident or accident, or if an emergency response is required, you must inform your university/JICA immediately.

After returning to home countries, JICA cannot provide any support for Participants' degrees obtained in Japan.

5. Departure
5-1. General Schedule

Ref. No	Time Schedule (Prior to Your Departure)		Responsible Person	Details
(1)	3 Months before	Confirmation of Departure Schedule	**Participant**	➢ Check the date of thesis assessment and graduation ceremony with university staff → Inform JICA of the above dates
			JICA*	➢ Confirm the date of graduation informed by a Participant → Make a schedule for the departure
(2)	2-3 Months before	Preparation for Returning Home	**JICA**	➢ Inform the Participant of a departure schedule plan and determine the departing date procedures ➢ Confirm the date of Evaluation Meeting, if scheduled ➢ Make a flight arrangement with the Participant
			Participant	➢ Start making a plan for your family's return if you have family staying with you ➢ Start making a plan of preparation for moving out of an apartment ➢ Check your passport and residence card to reconfirm their validity/period of stay ➢ Submit a Questionnaire (to be informed later) for the program evaluation to JICA*
(3)	1-3 Months before	Preparation for Moving Out	**Participant**	➢ Inform the real estate agency or landlord of the schedule for moving out ➢ Contact public utility companies (electricity, gas, water) for cancellation of contracts ➢ Start packing and disposing of furniture ➢ Apply for the notification of moving out at the ward/municipal office ➢ Cancel home telephone services and Internet provider contract if you have any ➢ Stop or apply for transfer of postal mails ➢ Make a reservation for accommodation from the day of moving out to the day of departure, if necessary
			JICA	➢ Make a room reservation at JICA Center or a hotel for a Participant for the period after moving out of an apartment (if requested by the Participant)

(4)	1 Month before	Completion of Thesis Assessment (= Graduation Approved)	**Participant**	➢ Answer an Online Questionnaire for Evaluation Meeting with JICA ➢ Inform JICA of the result of assessment
(5)	1-2 Weeks before	Preparation for Leaving Japan	**Participant**	➢ Complete required payments for public utilities that could not be made on the moving out day and for telephone charges ➢ Apply for the Notification of Moving Out at the word/municipal office ➢ Cancel a mobile phone if you have one ➢ Close your private bank account
(6)	1-2 Weeks before	Evaluation Meeting (if scheduled *not mandatory)	**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 only if you have not yet returned it.
			JICA	➢ Exchange opinions with the Participant on the program ➢ Confirm a schedule after the Participant's return home (to visit the JICA Office in the Participant's country) ➢ Deliver a JICA certificate to the Participant
(7)	1 Weeks before	Graduation Ceremony	**Participant**	➢ Attend the ceremony and obtain a certificate of Master's or Doctorate degree ➢ Submit a copy of certificate to JICA ➢ Submit a "Letter of Approval" (See Form7) to JICA
(8)	Departure Day	Leaving Japan	**Participant**	➢ Return your Residence Card to customs at the airport ※If you are no longer engaged in the permitted activity (studying abroad) after graduation from university, your eligibility to reside in Japan will become invalid regardless of whether or not your period of stay has expired, and if you continue to stay in Japan after one month has passed since you graduated, you will be considered an illegal overstayer. ※Those who fail to return the resident card upon returning to Japan may be fined up to ￥200,000, so please be sure to return the card. ➢ Take a flight home
(9)	Within 1-2 Months after Returning Home	After Returning Home	**Participant**	➢ Visit the Embassy of Japan and JICA Office in your home country → Report the outcomes from your research program and report future career plans

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 a Travel Agency to arrange your departure flight according to your academic schedule.
(3) The departure day is to be within 7 working days after the graduation day based on coordination with JICA and universities.

※Flight changes not allowed in principle. If the participant travels on a flight other than the one arranged by JICA, he/she will be responsible for all the arrangements, such as airfare, with extreme caution.

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 your passport or Residence Card is to become invalid before departure, you are required to take necessary procedures mentioned below.

1) 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 the expiration date).

- **Items You Must Present to Apply for an Extension**
  (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 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 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 <u>within 7 working days after your graduation ceremony</u>** based on coordination with JICA and universities.
- JICA informs the Travel Agency entrusted by JICA to contact you about your departure. The Travel Agency will contact you via e-mail or phone to arrange your flight ticket to return home.
- If you have your 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.
- Only when both conditions are met, you can request to arrange transportation by a Travel Agency entrusted by JICA.

  (a) You are staying at a JICA Center if required by JICA for meetings or other purpose.
  (b) You are not with your family.

  - Narita Airport Access Navigation
    <u>http://access.narita-airport.jp/en/index.html</u>
  - Access to Kansai Airport
    <u>http://www.kansai-airport.or.jp/en/access/index.html</u>





JICA terminates your status as a JICA participant when it is determined that you will not be able to complete your degree within your course period. Even if you continue your research at your own expense, you will be required to return to your home country at the end of your course period.

5-4. Preparation for Leaving Japan (1-2 weeks before departure)

(1) Shipment and Delivery of Luggage

- Shipment and delivery of your luggage shall be arranged at 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 to the Ward/Municipal Office concerning Your Moving Out

You visit the ward/municipal office to submit a notification of your moving out.
Your Residence Card is necessary for the procedure.
Your National Health Insurance Card should be returned to the ward/municipal office, following the above notification.



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

(3) Closing Your Private Bank Account

Please make sure to cancel and close your Bank Account before your leave.

(4) 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 Apartment Repair Work

Failure to make any of the payments above before your departure from Japan will be claimed to you and your organization.

5-5. Evaluation Meeting (1-2 weeks before departure)

An evaluation meeting may be held based on the decision of the department in charge of your program at JICA HQs. Attend the evaluation meeting arranged by JICA if requested. (*not mandatory)

* The information below is not confirmed yet. You will be informed of the details of the Evaluation Meeting later.

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) Answer an Online Questionnaire（to be informed later） for Future Programs to the JICA program officer.
(c) Your certificate will be awarded by JICA.
(d) Return the JICA bank card and “Delivery and Receipt LEDGER” sheet to JICA program officer.



5-6. Graduation Ceremony

Attend the graduation ceremony (awarding ceremony) and receive the certificate for your doctorate/master's/Bachelor's degree if requested; it depends on the program. Submit a copy of the certificate to JICA.

5-7. 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
You will go to the airport by yourself.

(3) At Customs

- At any airport, your passport must be officially stamped in the immigration section.
- You are also required to return your "Residence Card" to the immigration officer.

5-8. After Returning Home

- 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.

5-9. Things to Do Before Departure (Reminder)

(1) Housing:

1) Notice of Moving Out	Notify the apartment's owner about your moving out.
2) Arrangement of Shipment	Shipment to your home country will be arranged by yourself. Shipping Allowance (¥3,750 - ¥6,000) was paid to you for your assistance with freight charges when you arrived in Japan.
3) Arrangement for Large-sized Waste	Contact the local ward/municipal office to check disposal rules, if necessary.

4) Cleaning of the Apartment	It is highly advisable that you clean your apartment as much as possible in accordance with Japanese custom.
5) Retuning Your Room Key	You need to return your room key to the lessor/house owner or the management company.
6) Confirming the Cleaning and Repair Fees for Restoration to the Original Condition	A 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 deficient amount.
7) Complete Payments and/or Get Refunds	Complete payments as soon as you receive the bills. * *In case you have to pay the deficient amount for repair fees on your apartment and/or you could not make final payment for public utilities.

(2) Utility Charge:

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.
Other Public Utility Charges (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.

(3) Notification of Moving Out, Returning the National Health Insurance Card

Within 14 days before or after your moving from the apartment, submit a notification of your 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 the future, and try to have other ways of communication such as e-mail correspondence.

(5) Closing of Your Bank Account

1) A Bank Account	You are requested to cancel the account prior to your departure, by yourself.

(6) <u>How to Clear the Final Phone Charge</u>

The final bill of the phone charge sometimes takes one month or more to be issued from the date of cancellation of service. Therefore, please take necessary procedures in order to make sure you complete the payment for your smart phone charges and cancellation fee before your departure.

(7) Documents to Submit to JICA

- ✓ Monitoring Sheet for Evaluation
- ✓ Summary of Thesis (See Form 6)
- ✓ Letter of Approval（See Form 7）)
- ✓ A Copy of Diploma and Grade Report

6.Attention

【Emergency Contacts in general】

Crime Theft Traffic Accident	DIAL "110" CALL FREE	Police	Inform (i)What happened, (ii)When it happened, together with your name, address or some landmarks, and your phone number
Fire Ambulance	DIAL "119" CALL FREE	Fire Station	Inform (i) It is an emergency,(ii)What happened, together with your name, address or some landmarks, and your phone number

*Ask neighbors or bystanders for help, **<u>remember to call JICA* as well.</u>**

- 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 andguide 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 Shomei-sho* (Proof of a Traffic Accident), required to receive insurance payments due toa 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 for a very short time.

(ii) When you open the door to an 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 may 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 a copy of your ID card, passport, Residence Card, student's identification card, 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 numbers, and do not show individual information such as address, e-mail address, and credit card number over the Internet.

(iv) A contract has not been concluded when a user didn't have the intention or when it's registered without the user's permission. You can claim 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.

(i) When you decide your PIN, do not adopt numbers that 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 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 staff members.)

(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 protect yourself from CO (carbon monoxide) poisoning and keep away from flammable items such as hanging laundry. Donot forget to turn it off when you go out. This 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 theelevator. 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 tryit 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 youwere 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 employeeor to the reception of the store.

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



1) Earthquake
   Earth Emergency Procedures (PDF)
   5131c91851d33ec985d1e4f17a192738.pdf (bousaihaku.com)

2) Typhoon
   (a) Close windows and shutters tightly to prevent them from being broken by the strongwind.
   (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 goback 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.

https://www.pref.kumamoto.jp/uploaded/attachment/50234.pdf



(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 police officers. On 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 of the following:

1) To carry Residence Card, student ID, and JICA Medical Card at **ALL TIMES** 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 of their responsibility.

(7) Attention for Shopping

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

(8) Important Information on Bicycles

Bicycles are popular for daily transportation in Japan. You may enjoy riding according to the general rules and manners of riding.

1) Registration

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

【For New Bicycles】

Ask at the shop for a registration when you purchase a bicycle. The registration fee is 500 yen.



Registration Sticker

【For Secondhand Bicycles】

(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 for registration transfer.

(d) If the police station is located 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 15 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 mightlook like waste but belong to someone. Do not take those unattended bicycles, for this would be charged as a criminal offense.

【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 toprevent 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 determine 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 others when using a mobile phone in public may cause trouble.The following are recommended.
-Do 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 〒

Service	Mail and Parcel delivery, Banking, Insurance Application Selling stamps, postcards, and any other postal items
Business Hours	Open: 9:00 – 17:00 Mon – Fri ※ Banking & Insurance: 9:00 – 16:00 Closed: Sat, Sun & Public Holidays ※ Some open on weekends.
Website	http://www.post.japanpost.jp/english/index.html ＊Available to search postal code, delivery fare time, and service details

(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 documents.

・Individuals usually have their personal one and use it 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 contracts.

2) Banking Hours* (* Banking hours depend on bank and branch.)

	Monday - Friday	Saturday	Sunday & Holidays
Teller	9:00 am – 3:00 pm	Closed	Closed
ATM	7:00 am – 0:00 am	7:00 am – 0:00 am	7:00 am – 9:00 pm

(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 that 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:

NTT / NTT Group | Nippon Telegraph and Telephone Corporation

(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 (One accepts a 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 recommend,

・Install anti-virus software 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/

・Save your important academic data frequently to removable storage hardware. Many long-term participants in the past have experienced computer crashes 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 to use the Internetwhen 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:

https://group.ntt/en/

Please note that ADSL service will be finished in January 2023.

(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 following are providers with English Websites:

docomo Hikari | NTT DOCOMO
http://asahi-net.jp/en/

(d) Browser Software

A browser is needed to view Web pages 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:

	TEL	URL
KDDI	001	http://www.kddi.com/english/phone/international/
NTT	0033	https://506506.ntt.com/english/service/public/

【To Make a Direct Dial Call】

KDDI 001
NTT 0033
} (+010) + Country Code + Area Code + Telephone Number

(6) Radio and Television

You can listen to the radio and watch TV programs throughout the country. There are alsosatellite 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 public in order to make programs on their demand. They are not allowed to show any advertisements and do not to receive any advertisement fees by the private sector. This enables NHK 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 emergency events (typhoon, earthquake, and any other disasters).

【Receiving Fees】

It is a compulsory for all (whether 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 (76.1 MHz): Providing news broadcasts and useful information for daily living in eight foreign languages 18 hours a day from 6:00 am, in the metropolitan area of Tokyo, Kanagawa, Chiba, and Saitama.
  b) *FM Cocolo* (76.5 MHz): Multilingual programs are available in the Kinki region.

(7) Newspapers

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 Times, 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) Airlines

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

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

乗換案内 - ジョルダン (jorudan.co.jp)

4) Taxis

Taxi fares differ by city and size of car. The minimum fare in Tokyo is 500 yen up to 2 km,increasing at a fixed rate with mileage and time. An additional 20% is charged between 11:00 pm and 5:00 am. No tip is expected.

(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 smallcharges. 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) https://minato-jf.jp (provided by Japan Foundation)
(d) TOP | irodori (jpf.go.jp) (provided by Japan Foundation)
(e) https://marugoto.jpf.go.jp/en/(provided by Japan Foundation)

5) Useful Japanese

Greetings

English	Japanese
Good Morning	Ohayo gozaimasu
Good Afternoon	Konnichiwa
Good Evening	Konbanwa
How are you?	Ogenki desuka?
→I am fine	→Genki desu
See you later	Soredewa mata (casual)
Good-bye	Sayonara

Introduction

English	Japanese
How do you do?	Hajimemashite
My Name is____.	Watashi no namae wa___desu.
I am a student of____University.	Watashi wa___daigaku no gakusei desu.

Daily Questions and Phrases

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

(10) Foreign Residents'Advisory Centers

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

(e.g.) Tokyo Metropolitan Government Foreign Residents'Advisory Center
【Office Hour】Monday – Friday 9:30–12:00, 13:00-17:00
【TEL】 English: 03-5320-7744

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

Please join JICA Program Participants Page FACEBOOK by visiting the URL below!

JICA Development Studies Program・JICA Chair

And don't forget to "LIKE!" this page!

