

外国人研究者のための生活ガイド

Life in Nagoya Institute of Technology for International Researchers



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名古屋工業大学

Nagoya Institute of Technology

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I . Procedures for Entry and Residence in Japan

1. Procedures for Entry in Japan

To enter Japan, you must first obtain a visa from a Japanese Embassy or consulate that indicates the purpose and length of your stay in your passport. It may take from two or three months (or even longer).

However if you are 1) planning a short stay (within 90 days*) and 2) a national from one of 67 Countries and Regions for Visa Exemptions (see link below) and 3) not to receive a reward, the Visa Exemption Arrangements will be applied. (http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)

*15 days for Brunei, Indonesia, and Thailand, and 90 days for other countries and regions.

Types of Statuses of Residence

Status of Residence	Requirements
Short-Term Stay	within 90 days, without reward (see above)
Professor	Employment in NITech, Fellowship by JSPS (professorship is not needed)
Cultural Activities	Non-salaried academic activities

Certificate of Eligibility

Certificate of Eligibility (COE) which is issued by the Immigration Bureau in Japan can shorten the time to issue the visa. To obtain your COE, your proxy in Japan (generally your host researcher) makes an application to a local branch of the Immigration Bureau. Therefore you need to consult with your host researcher in advance.

Documents needed are as below.

a. Professor

1. Application form for “Professor”
2. Photo for identification certificates (JPEG, 4cm * 3cm)
3. Copy of passport (photo page)

b. Cultural Activities

1. Application form for “Cultural Activities”
2. Photo for identification certificates (JPEG, 4cm * 3cm)
3. List of your research record such as; copy of the authors’ list of your publishing, papers, prize-winnings
4. Certificate of your fellowship or scholarship with the indication of the amount and period.
5. Copy of passport (photo page)

Forms are on the website of Ministry of Justice (<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-1-1.html>)

Application of Visa with COE

1. Sending documents needed by email attachment to NITech International Affairs Office.
2. The Immigration Bureau in Japan issues a COE
3. NITech International Affairs Office sends the COE to an invited scholar.
4. The invited scholar applies for the visa to Japanese embassies or consulate generals in one's country with the COE.

2. Resident Registration

Foreign Nationals staying in Japan must undergo alien registration within 14 days upon arrival. Please, go to the ward office in your area (or city or town hall for those living outside Nagoya).

<Requirements for Registration>

- 1) Application Form for Moving-in Notification (Available at the Ward office)
- 2) Your Passport
- 3) Zairyu-card

<Main Ward Office>

Ward Office	Address	Telephone No.	Nearest Station
Showa Ward Office	3-19 Ayuchi-tori, Showa-ku,466-0027	052-731-1511	Gokiso station, Tsurumai Subway Line
Chikusa Ward Office	8-37 Kakuozan-dori, Chikusa-ku, 464-0841	052-762-3111	Ikeshita station, Higashiyama Subway Line

If you live in a Ward other than those above, please refer to Ward Information at the website of Nagoya City Hall. The website can be found at <http://www.city.nagoya.jp/>

3. Extension of Period of Stay

If you wish to extend your period of stay, you need to apply for an extension to your period of stay.

To apply for an extension, you may submit the following items to the Immigration Bureau from three month prior to the expiry date until the day before. Please, make certain **you are aware of when your period of stay expires** and take steps to ensure you are not late in applying for an extension. One of the necessary documents should be prepared by the International Affairs Office, please contact to the International Affairs Office for further procedures.

If the extension is granted, please inform the International Student Affairs Office urgently.

<Items Required for Applying>

1) An Application for Extension of Period of Stay

This application form is available at the International Student Affairs Office. It can also be downloaded from the website of the Immigration Bureau.

- 2) Certificate of tax payment (for “Professor”), Certificate of acceptance in NITech (for “Cultural Activities”)
- 3) Proof of sufficient funds to pay for your school expenses*
- 4) Your passport
- 5) Your residence card
- 6) A handling fee

*Proof of sufficient funds includes:

a. For students paying their own expenses

One of the following

- A scholarship certificate showing the amount and the period of scholarship
- A bank statement showing the student’s account balance

b. For students who are financed by a sponsor:

One or more of the following:

- A bank statement showing the sponsor’s account balance
- The sponsor’s tax statement showing total annual income
- The sponsor’s tax withholding slip
- A copy of the sponsor’s income declaration
- A pledge written by the sponsor

4. Temporarily Leaving the Country: Temporary Departure and Re-entry Permit

If you intend to temporarily leave and return to Japan within one year, in order to see family or attend conference, you are not required to apply for a re-entry permit. If it is over one year, you are required to obtain a re-entry permit at the Immigration Bureau. You cannot leave the airport if you fail to do so.

Researchers who receive a fellowship from organizations should notify to the organization. Please, double check the rules and regulations in advance.

II. Facilities on Campus

1. International Affairs Office (Main Building, 1st floor)

Office Hours: Weekdays 8:30-12:00, 13:00-17:15 (closed Saturday, Sunday, and holidays)

<Main Services and Functions>

- Certificate of Acceptance
- Renewal of Certificate of Eligibility
- NITech International House

2. Education Center for International Students (Building 21)

Education Center for International Students provides the following educational services for international students, researchers and their family. For more detailed schedule and other information, please refer to the Syllabus and Learning Japanese sections of Education Center for International Students website (www.ic.nitech.ac.jp).

Details for Japanese Course:

Japanese http://www.ic.nitech.ac.jp/J/foreign_stu/education/

English http://www.ic.nitech.ac.jp/foreign_stu/education/

① Subjects for Undergraduate Students

Intended for: NITech undergraduate students (course credits available)

There are basic science subjects and subjects in the social sciences program intended specifically for international students. Students interested in these courses can register for these subjects in the same manner as any other registration for undergraduate students.

② Japanese Intensive Course

For more information, please contact to the International Student Affairs Office.

③ General Japanese Course

Intended for: NITech international students and researchers

These classes are aimed at international students wishing to improve their Japanese skills. There are also classes aimed at helping students get by in the Japanese workplace. Classes are divided according to level of Japanese advancement and learning objectives.

④ Japanese Course for NITech's family members

Intended for: the family members of NITech international students and researchers

These courses are run by volunteers with specialized training in teaching Japanese.

3. The Health Support Center (Just South of the University Library)

Office Hours: Weekdays 8:30~17:00 (closed Saturday, Sunday, and holidays)

The Health Support Center handles the specialized and technical aspects of student health for the entire university. It serves to maintain and improve student health, diagnose and prevent illnesses, provide check-ups and consultations, offer wellness guidance, and ensure a healthy environment on-campus.

In addition, the Health Support Center is concerned with mental health, offering a student consultation room where students can come to discuss their anxieties.

<Physical and Mental Health Consultations>

If you have concerns about your physical condition or do not feel well, early diagnosis and treatment should be a priority, so come to the Health Support Center as soon as possible for a checkup. We also provide consultations for those with negative health factors like high blood pressure and being overweight.

The Health Support Center's student consultation room has a psychiatrist and clinical psychotherapist available to provide counseling for worries with regard to personal relationships and academic performance. Counseling and medical treatment are also available for various psychological conditions, including insomnia, lethargy (abulia), anxiety, depression, and nervousness.

We also provide consultations over the phone, so please feel free to call.

We are committed to maintaining confidentiality for those who visit, including names and anything discussed during consultations. Consultations are done by appointment, so please contact the Health Support Center in advance.

4. The University Library

The University Library serves as a repository of scientific knowledge for the purposes of education and research. The Library may be used by all students and educational staffs at the Nagoya Institute of Technology, and borrowing services are available. Please refer to the website. (<http://www.lib.nitech.ac.jp/>)

① Hours of Operation

Monday- Friday: 8:45~21:45

Saturdays, Sundays, national holidays, and school holidays: 8:45~16:45

② Times the Library is Closed

The school anniversary (Nov. 1), New Year Holiday (Dec. 29 to Jan. 3)

Entrance exam days, academic ability exam days, other special holidays

③ Library Services

Library patrons are free to peruse all books and magazines kept in the library's open stacks. To access materials stored in the closed stacks, please apply at the first-floor counter.

<Borrowing>

When borrowing materials from the library, please take your items and your school or personal ID with you to the first-floor counter. Non-Circulating books and scientific journals may only be used inside the library and cannot be borrowed. The borrowing counter is open until five minutes to closing.

Item limits and borrowing period:

Open Stacks	Closed Stacks
3 books, 14 days	2 books, 14 days

<Returns>

Please return your items to the counter on the first floor. To return items during holidays or after hours, use the after-hours drop box in the main entrance foyer on the right.

<Extensions>

You may extend the borrowing period a maximum of one time at the Faculty Portal or the first-floor counter, provided that no one else has reserved the same item.

<Reserving>

If an item you wish to borrow is currently lent out, you may reserve it through the Faculty Portal or the first-floor counter.

<Borrowing Suspension>

If items are not returned on time, your borrowing privileges may be suspended for several days.

<Photocopies>

Materials held by the library may be partially photocopied only for the purposes of study and research. There is a fee for photocopying.

*Please see the NIT Library Guide for more details on other library services available.

*To learn how to use the Faculty Portal, please see the Guide to Network and Computing Services.

5. The University Hall

The University Hall includes a banquet room, cafeteria, coffee shop, barbershop, travel counter, and coop shop (selling books, stationery, electronics, appliances, general merchandise, etc.).

There are also common rooms and ladies' meeting rooms. To reserve rooms, or inquire about anything else relating to the University Hall, please visit the Student Affairs Division at the Student Center.

6. Kisokomakogen Seminar House

These seminar facilities were built to facilitate training and good health among the students and employees of the Nagoya Institute of Technology. From the front of the center, one can see Mount Ontake and experience the richness of nature in a way that is not possible at the Gokiso campus. These facilities can be used for extracurricular activities, research activities, training, and social events.

To use the facilities, please submit a request at least seven days in advance at the Student Affairs Division.

7. Facilities for Extracurricular Activities (Building 55)

These facilities were constructed with the goal of promoting meaningful, wholesome extracurricular activities for students. The facilities combine central general-purpose spaces for extracurricular activities such as music rooms.

In addition, there are several facilities for extracurricular activities available away from the Gokiso campus: the Chikusa Sports Grounds in Chikusa Ward, the Horseback Riding Grounds in Moriyama Ward, the boathouse in Nakagawa Ward, and the sailboat boathouse in Gamagori.

III. School Life

1. Portal Site

There is a portal site for the faculty in the NITech intranet.

<https://rpxspo1.ict.nitech.ac.jp/SitePages/toppage.aspx>

In this site, you can find out the information about how to carry out procedures in NITech. Also an electronic bulletin board provides the notification to the faculty.

<https://rpxspo1.ict.nitech.ac.jp/msgboard/Lists/List/view2.aspx>

2. IC-card

You can use the library with your IC-card and enter buildings out of hours. A replacement fee will be incurred if you should lose your IC-card. So please be careful not to lose it and return it to your supervisor when you finish your research in NITech.

3. Academic Calendar

First Semester (Apr. 1 to Sept. 30)

School Year Begins	Apr. 1
Entrance Ceremony	Apr. 6
First Semester Classes Begin	Apr. 7
Summer Break	Aug. 1 to Sept. 30

Second Semester (Oct. 1 to Mar. 31)

Second Semester Classes Begin	Oct. 1
NIT Anniversary Day	Nov. 1
Winter Break	Dec.24 to Jan. 6
Graduation Ceremony	Mar. 23
End of School Year	Mar. 31

Note: Some dates may vary depending on the day of the week they fall on. Up-to-date information is available through the electronic bulletin board.

IV. Housing

1. NITech International House (Accommodations for International Students and Foreign Researchers)

The permitted period of occupancy is basically **six months or less**. The number of students applying for these accommodations is such that not everyone can be accepted. **All accommodations in and around NITech International House are non-smoking.**

① Number of Rooms

- Single Room Dormitories (Building A): 2
- Family Dormitories (Building B): 1
- Couples • Dormitories (Building C): 2

Dormitories in Nagoya are furnished with a bed, desk, chair, dining table, clothing wardrobe, kitchen, bath with shower, refrigerator, air-conditioning, and shoebox.

② Use of the Lobby and Washitsu

- Hours of Use: 8:30 • 2:00 (including clean-up)

Use of any alcohol and heating appliance is strictly prohibited (ie; electric hot plate, etc)

Students may meet and hold parties in the Hall lobby and washitsu (Japanese-style) rooms. Permission in such cases must be obtained in advance, so please apply to NITech International House manager at least 7 days prior to the day you wish to use these rooms. You may not apply the same day you wish to use a room. If you disregard any rules, including those prohibiting alcohol and smoking or the requirement to clean up afterwards, you will no longer be permitted to use these facilities.

③ NITech International House Tutors

NITech International House has Japanese students staying among the international students as tutors. In addition to daily living concerns, international students should seek help with any difficulties they encounter or issues they do not understand by talking to a tutor first. The tutors are available in shifts on weekdays from 20:00 until 22:00 in the first-floor tutor room.

④ NITech International House Address

a. Single-Room Dormitories (Bldg A)

Nagoya Institute of Technology International House 3-58-1 Hanadacho,
Chikusa-ku, Nagoya-shi 464-0857

b. Family and Couples's Dormitories (Bldgs B and C)

Nagoya Institute of Technology International House
35-4 Azakishi, Gokisocho, Showa-ku, Nagoya-shi 466-0064

<Important!> Buildings A and B are located in different wards. Residents of Building A have to go to the Chikusa Ward Office for different procedures, while residents of Building B have to go to the Showa Ward Office.

If additional accommodations become available through NIT International House (under the administration of the Nagoya International Center) or company dormitories make accommodations available, students will be notified through the electronic bulletin board. Please be sure to check the bulletin board regularly.

2. Apartments

If you are looking for a private apartment to rent, please contact a real estate agency directly. The NITech CO-OP may also assist in finding an apartment.

Fees to Pay When Renting an Apartment

Initial Fees	Key Money (kenrikin or reikin), Deposit (shikikin)
Monthly Fees	Rent (yachin), Maintenance (kyoekihi), Utilities (konetsuhi, konetsusuiryo)
Kenrikin(Reikin)	A non-refundable processing fee paid initially to move in, normally equalling 1 month-rent.
Shikikin	A damage deposit paid in advance, partially refunded when you move out again.
Kyoekihi	A non-refundable processing fee paid initially to move in, normally equalling 1 month-rent.
Note	When acquiring an apartment through a real estate agency, a processing fee normally amounting to 1 month-rent must be paid. Some other fees might not be required, depending on the property. Other expenses may also vary according to the apartment building. Be sure to check what fees apply before renting.

There is a possibility of eviction when rent is not paid, garbage is not properly sorted or put out at the proper place and time, rooms become especially dirty, noisy parties are held at night, and other rules and proper etiquette are not followed. Japan is a country of strict rules. We ask everyone to follow the rules and to live in a manner that does not cause trouble for those around you.

*** Please, be sure to always pay your rent on time. If you get behind on your rent or neglect the rules for putting out your garbage, the International Student Support Association will stop serving as your guarantor.**

V. Medical and Health

1. National Health Insurance

- All foreigners residing in Japan for a year and more must enroll in the national health insurance plan.
- Please visit your ward office upon arrival in Japan and sign up for health insurance at the same time you carry out alien registration procedures.
- Annual insurance fees for unemployed come to 12,000JPY, with about 1,200JPY due monthly.
- Once enrolled in national health insurance, researchers as well as their household dependents (spouse and children) only pay 30% of the total bill when seeking medical treatment at a hospital.
- If you go to a hospital with more than 200 beds for a checkup without a letter of referral, you might be charged an extra fee for your first examination (special treatment fee). This fee will be cheaper if you have a letter of referral.
- You may obtain a letter of referral at the Health Support Center.

<The National Pension Program>

- If you are recommended for the national pension program at the ward office, please apply for an exemption.

VI. Everyday Life

1. Emergency Services

- ① Police: **110** - Dial 1-1-0 in the case of a crime or traffic accident.
- ② Fire and Ambulance: **119** - Dial 1-1-9 in the case of a fire or medical emergency (sudden illness or major injury). When calling, state clearly and accurately in Japanese “When”, “Where”, and “What” has occurred. Also give your name, address, and telephone number. Get in touch with your supervisor, tutor, and the International Affairs Office as soon as possible afterwards. In the webpage of The Health Support Center, there is a guide map of medical institutions around NITech.
(<http://www.nitech.ac.jp/campus/counsel/health/files/map.pdf>)

2. Financial Institutions

In Japan, you can open a Japan Post Bank account at the Post Office. If you get a bank cash card, you can withdraw money from your account free of charge at any post office in the country.

You can also use it to withdraw money from ATMs at other banks and convenience stores, but service fees might apply, depending on the bank and time of day.

NITech has Yucho (Japan Post Bank) ATM machines from three different banks. You may find it convenient to use the automatic drafting system at your bank or Japan Post Bank to pay for expenses such as electricity, gas, your telephone, and health insurance instead of visiting a bank teller to pay each time. For more details on how to do this, please inquire at the service counter at the post office or bank.

3. Things to Be Careful About

① Bicycle Registration

When purchasing a bicycle, ask the store about anti-theft registration. If you receive a second-hand bicycle from a friend, ensure that the bicycle is registered under his name. If it is registered to him, have him write up a proof of transfer of ownership for you, and take it to the police station to have your bicycle registration changed.

② Carry your Zairyu-card at all times.

Carry your Zairyu-card at all times. If you fail to carry it with you and are asked to produce it, you may incur a fine.

① Driving

Japan's traffic laws are likely to be quite different from those of your own country, so we encourage you to refrain from driving in Japan if possible, in order to avoid accidents.

In some cases, you might not be allowed to apply for residence in an off-campus dormitory if you own a car. For those renting off-campus parking spaces, parking fees around the university are particularly expensive, and large fines can be incurred for parking in no-parking zones. Even if you park in spots where parking is not forbidden, other people may be inconvenienced and report you. Parking on the road is strictly forbidden.

If you do choose to drive, you will have to pay taxes and insurance. If you get into an accident while driving without insurance, you will have to pay a large amount of money out of pocket, and continuing your studies might prove difficult due to finances or health issues.

When you enter to the campus by car, you need to make application beforehand. In that case, please consult International Affairs Office.

4. Things Prohibited in Japan

① Smoking Outside of Designated Areas

In Japan, those under the age of 20 are not allowed to smoke. Smoking is also prohibited at NIT outside of designated smoking areas. You may not smoke while walking. Please take care to make sure you only smoke in designated areas and follow proper etiquette so as not to inconvenience those around you.

Japan, as a country, is particularly strict when it comes to smoking areas and smoking etiquette. Smoking on subway platforms and in the vehicle as well as while walking in certain areas is prohibited, and if you may face fines if you smoke in a prohibited area. Even in places where smoking is allowed, you should refrain from smoking if there are people nearby who will be bothered by it.

② Alcohol Coercion

Trying to force others to drink alcohol against their will is known as “alcohol harassment” and is forbidden. You should also refrain from binge drinking. There are cases where forced alcohol consumption has resulted in acute alcohol poisoning and death. In such cases, suits have even been lodged against those who pushed the victim to drink. You should drink at your own pace and enjoy it, taking care not to drink too much. If you drink so much you lose consciousness and cannot be woken up, an ambulance will be called. In some cases, death may result if someone is left in such a state.

If you get drunk and break an establishment’s glass or soil their tatami mats or zabuton cushions, the establishment may seek compensation for damages. You are not excused from your actions because you are drunk or a customer. Please behave in a manner that does not cause problems for drinking establishments and the people around you.

③ Drinking and Driving

In Japan, **drinking and then driving a vehicle, motorcycle, bicycle, etc. is forbidden by law.** If you drink and drive, you may face severe penalties including imprisonment. Those who serve alcohol to someone who has come to a drinking establishment by car, and those who knowingly ride with someone who has consumed alcohol, can face the same penalties. Even if you are not punished by the police, you may still face punishment from the university.

④ Using Abandoned Bicycles Without Permission

Bicycles still fit for use are often left unattended for long periods by train stations and alongside the road, but that does not mean you can use them. In Japan, all bicycles are registered at the time of purchase in order to prevent bicycle theft. If you use an abandoned bicycle without permission, you might be arrested for suspicion of theft.

⑤ Riding Double and Riding Without Lights

Riding with two people on a bicycle and riding at night without the headlamp on are prohibited. Also, take care not to ride too fast. You will face penalties if you ride recklessly and injure someone. You may impose a fine of up to 50,000 JPY.

② ⑥Borrowing and Lending Personal ID

It is a crime to lend someone your health insurance card or personal ID, or to borrow someone else's. In Japan, your health insurance card counts as a major piece of ID for various procedures, like applying for credit cards. Allowing someone else to use your health insurance card could lead to serious problems, like being billed for items and services you did not purchase or use.

⑦Illegal Filesharing Software

You may not use filesharing software like Winny, Share, and Bit-Torrent on campus. The installation and use of illegally copied software on campus is also prohibited. These activities, if discovered, may be severely punished.

【Conclusion】

It's important to consult with somebody around you when you get into trouble.

Even though you do not have any particular difficulties, stay as informed as possible in your daily life. It is also important to cultivate good relationships with the Japanese people you come into contact with regularly. We encourage you to build friendly, easygoing relationships with people like a staff in your dorm, members in your lab.