

# Guidebook for International Researchers



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Nagoya Institute of Technology  
International Affairs Division

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# I . Before Coming to 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 as long as you are 1) planning a short stay (within 90 days) and 2) have a nationality of a country or region which applies to a Visa Exemption and 3) not to receive a reward in Japan, the Visa Exemption Arrangements are applied.

### Types of Status of Residence

Status of Residence	Requirements
Short-Term Stay	within 90 days, without reward
Professor	Employed by NITech, Fellowship by JSPS, etc. (professorship in a home country is not required)
Highly Skilled Professional No.1 (a)	Employed by NITech, applied to the all criteria of Highly Skilled Professional No.1(a) and the final point calculation score is at least 70.
Cultural Activities	Non-salaried academic activities

### Certificate of Eligibility

Certificate of Eligibility (COE) which is issued by the Regional Immigration Services Bureaus can shorten the time of visa issuance. To obtain your COE, your proxy in Japan (generally your host university) makes an application to a Regional Immigration Services Bureau. Therefore, please first contact your host professor and ask for the arrangement. However, required documents are subject to change, so please be sure to confirm in advance.

<https://www.moj.go.jp/isa/applications/status/?hl=en>

Documents required are as follows.

#### a. Professor

1. Application form for “Professor”
2. ID Photo (JPEG, 4cm x 3cm, hatless, facing forward without background and taken within 6 months prior to the date of submission)
3. Copy of passport (photo page)
4. Certificate of Acceptance (For employment at NITech, please request Personnel Division )

#### b. Highly Skilled Professional No.1(a)

1. Application form for “Highly Skilled Professionals No.1(a)
2. ID Photo (JPEG, 4cm x 3cm, hatless, facing forward without background and taken within 6 months prior to the date of submission )
3. Copy of passport (photo page)
4. Point calculation form
5. Documentary evidence of the points

#### c. Cultural Activities

1. Application form for “Cultural Activities”
2. ID Photo (JPEG, 4cm x 3cm, hatless, facing forward without background and taken within 6 months prior to the date of submission)
3. Certificate of Acceptance issued by a host institution  
(Please ask NITech International Affairs Division for the issuance.)
4. One of the following documents clarifying the applicant’s academic or artistic achievements
  - I. Recommendation from the affiliated organization - 1 copy
  - II. Reports related to past activities – as required
  - III. Awards and selected works - as required
  - IV. Records of past papers and works – as required
  - V. Documents supporting (I) through (IV) - as required
5. Documents that prove the ability of the applicant to pay all expenses during their stay in Japan
  - I. If the applicant will cover the expenses themselves, then either of the following materials:
    - i. A certificate proving that they have been awarded a scholarship and outlining the benefits they will receive - 1 copy
    - ii. A certificate of the applicant’s bank balance – as required
    - iii. Documents supporting the items listed above - as required
  - II. If someone other than the applicant will be covering their expenses, then the following documents (from their sponsor) are required:
    - i. Tax certificate (or tax exemption certificate) for individual inhabitant taxes and a tax payment certificate (showing gross income and taxes paid for one year) - 1 copy of each
    - ii. If the applicant’s sponsor lives outside of Japan, then a certificate of their bank balance may be required.
    - iii. Documents supporting the items listed above - as required
6. Copy of passport (photo page)

Forms are on the website of Immigration Services Agency of Japan (hereinafter, ISA)  
<https://www.moj.go.jp/isa/applications/procedures/16-1.html?hl=en>

#### Application for Visa with COE

1. Sending required documents as attachments by email to NITech International Affairs Division.
2. NITech International Affairs Division submits the documents to the Regional Immigration Services Bureau by proxy.
3. The Regional Immigration Services Bureau issues a COE.
4. NITech International Affairs Division sends the COE to an international researcher.
5. The international researcher applies for a visa to the Japanese embassy or consulate general in his/her country with the COE.

## II . Procedures in Japan

### 1. Residence Card and Procedures at a Ward Office

#### <Residence Card>

A residence card is issued to those who are granted permission to stay in Japan for over three months (medium- to long-term) at the airport when they arrive in Japan. (\*1)

You will need this card when you do residential procedures, change address and etc.

Those who have received a residence card must notify a ward office within 14 days from settling down.

(\*1) Residence card will not be issued when the period of stay is “three months”.

#### <Procedures at a ward office>

Medium- to long-term residents must submit the “moving-in notification” at a ward office within 14 days from settling down.

City of Nagoya : <https://www.city.nagoya.jp/en/sportsshimin/page/0000035958.html>

#### <Required documents>

- 1) Moving-in notification (available at a ward office)
- 2) Passport
- 3) Residence Card

#### <Main Ward Office>

Ward Office	Address	Tel	Nearest Station
Showa Ward Office	3-19, Ayuchi-tori, Showa-ku, 466-0027	052-731-1511	Gokiso station, Tsurumai Subway Line
Chikusa Ward Office	103, HoshigaokaYamate, Chikusa-ku, 464-8644 (Temporary government building due to renovation)	052-762-3111	Higashiyama Koen station, Higashiyama Subway Line

If you live in a ward other than those above, please refer to “Ward Office Page” at the website of Nagoya City Hall. Please see: <https://www.city.nagoya.jp/en/>

## 2. National Health Insurance

Those who residing legally in Japan for a medium- to long-term period (over three months) with a residence card must enroll in National Health Insurance (public health insurance), except for the case of enrolling in any other public health insurance. Please follow the enrollment procedures, when you go to a ward office to submit your “moving-in notification”.

#### <Required documents>

- 1) Residence Card
- 2) Passport

With National Health Insurance, your copayment for medical bills will be 30% of the total amount. (\*The copayment for children from age 0 to 18 (by March 31 after they become 18 years old) who are living in Nagoya City will be free with the Child Medical Fee Subsidy.)

The premium for National Health Insurance is calculated according to your income in the previous year in Japan. Since usually your income in the previous year in Japan is zero, your premium for the first year will be 1,200~1,600 yen per month for a single person. (Those who are between 40~64 years of age must pay more than the younger due to the additional premium for nursing care insurance. Also the premium will be increased according to the number of your dependent.)

However, from the second year onward, generally your premium per month will be increased compared to that in the first year.

For more details, please contact your ward office.

For further information, please see the link below.  
Nagoya City Website “Health Insurance”  
<https://www.city.nagoya.jp/en/kurashi/category/12-4-0-0-0-0-0-0-0-0.html>

### 3. Extension of Period of Stay

If you wish to extend your period of stay, you need to apply to ISA.

To apply for an extension, you may submit the following documents to a regional Immigration Services Bureau from three month prior to the expiration date. **Please be sure to remember when your period of stay expires** and not to be late in applying for an extension. Some of the necessary documents should be prepared by your host university. So please first contact the International Affairs Division for the procedures.

If the extension is granted, please be sure to inform the International Affairs Division.

#### <Required documents for Application>

1) Application form for Extension of Period of Stay

This form can be downloaded from the website of ISA in Japan.

<https://www.moj.go.jp/isa/applications/procedures/16-3.html?hl=en>

2) ID Photo (JPEG, 4cm x 3cm, hatless, facing forward without background and taken within 6 months prior to the date of submission)

3) Passport

4) Residence Card

5) Service fee (4,000 yen with revenue stamps)

In addition, necessary documents according to status of residence

a. Professor

- Tax certificate (or tax exemption certificate) for individual inhabitant taxes and a tax payment certificate (showing gross income and taxes paid for one year) - 1 copy of each
- Certificate of Acceptance (For employment at NITech, please request Personnel Division, otherwise, please request International Affairs Division.)

b. Highly Skilled Professional No.1(a)

- Point calculation form
- Documentary evidence of the points

c. Cultural Activities

- Certificate of Acceptance issued by a host institution

(Please ask NITech International Affairs Division for the issuance.)

- Documents that prove the ability of the applicant to pay all expenses during their stay in Japan

I. If the applicant will cover the expenses themselves, then either of the following materials:

- i. A certificate proving that they have been awarded a scholarship and outlining the benefits they will receive - 1 copy
- ii. A certificate of the applicant's bank balance – as required
- iii. Documents supporting the items listed above - as required

II. If someone other than the applicant will be covering their expenses, then the following documents (from their sponsor) are required:

- i. Tax certificate (or tax exemption certificate) for individual inhabitant taxes and a tax payment certificate (showing gross income and taxes paid for one year) - 1 copy of each

- ii. If the applicant's sponsor lives outside of Japan, then a certificate of their bank balance may be required.
- iii. Documents supporting the items listed above - as required

## 4. Re-entry Procedure

### <Special Re-entry Permit>

Those who depart Japan with a valid passport and residence card and subsequently wish to re-enter within one year (In case the period of stay is less than a year, it will be till the expiration date.) from their departure and to continue their activities in Japan again can use the "Special Re-entry Permit" System. In this system, you will not, in principle, be required to apply for a re-entry permit at ISA in advance.

However, when you depart Japan with a special re-entry permit, you are not able to extend your permit at diplomatic establishments abroad, and you will lose your resident status in case you fail to re-enter Japan within one year from your departure.

Also, in case your period of stay is set to expire in less than one year after your departure and you fail to re-enter Japan before the expiration, you will lose your resident status. So, if you plan to make a business trip or go back to your country temporarily, please check your period of stay and apply for an extension before you leave Japan, if necessary.

### <Required documents for Special Re-entry Permit>

- 1) ED card for re-entry (check the column indicating your intention of departure by the Special Re-entry Permit System)
- 2) Residence Card
- 3) Passport

### Visit Japan Web

This is a web service that can be used for immigration procedures (immigration inspection, customs declaration).

It can be used by people entering from overseas as well as those returning to Japan.

You can make your immigration process smoother by registering the information required for immigration procedures in advance and presenting the two-dimensional code at the immigration process.

You can register the information required for immigration procedures from a PC but you will need to present the 2D code at immigration procedures using your smartphone or tablet.

You need your airline ticket, passport and email address to register.

<https://services.digital.go.jp/en/visit-japan-web/>

### QR



### <Re-entry Permit>

There are two types of re-entry permit: single re-entry and multiple re-entries. The re-entry permit can be issued on the day of application regardless of the types, if you submit the required documents to ISA. However, the service fees are different from each type.

### <Required documents for Re-entry Permit>

- 1) Application form for re-entry permit
- 2) Residence Card
- 3) Passport
- 4) Service fee (Revenue Stamps): 3,000 yen (single re-entry), 6,000 yen (multiple re-entry)

## The difference between Multiple Visa, Re-entry Permit and a Special Re-entry Permit

### **Multiple Visa**

Before leaving Japan with a multiple visa, you must submit a notification of moving abroad to a ward office. When you depart, you must return your residence card at the airport; at this time your period of stay and status of residence will be terminated. When you re-enter Japan, you can enter with your multiple visa. However, your re-entry will be treated as a new entry, and you will have to receive a new residence card and submit the notification of moving-in to a ward office again.

### **Re-entry Permit**

Before leaving Japan, you must apply for a re-entry permit at ISA. With the re-entry permit, you do not have to return your residence card at the departing airport. When you re-enter Japan, your status of residence and period of stay will be regarded as being continued from the time you left Japan.

### **Special Re-entry Permit**

You can leave and re-enter Japan with a special re-entry permit in a similar manner to the re-entry permit. However, as long as you re-enter Japan within one year from your departure and have a valid residence card, you do not have to apply for a re-entry permit at ISA before you leave Japan.

\*When you totally move out from your residence in Japan, you will have to submit the notification of moving abroad to a ward office regardless of Re-entry Permit or Special Re-entry Permit. In this case, you will have to submit the notification of moving-in again at a ward office, when you return to Japan.



### III. Facilities on Campus

#### 1. International Affairs Division (Building 19, 2nd floor)

Office Hours: Weekdays 8:40-12:00, 13:00-17:10 (closed Saturday, Sunday, and holidays)

<Main Services>

- Issuance of Certificate of Acceptance
- Support for Renewal of Visa
- Application for NITech International House

#### 2. The Health Support Center (Just East of the 15<sup>th</sup> Building)

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

The Health Support Center technically manages everyone's health in the university. With an aim to maintain and improve their health, diagnose and prevent illnesses, they provide check-ups and consultations, offer wellness guidance, and ensure a healthy environment on-campus. Therefore, please feel free to utilize the center for the consultation about your health condition or first aid.

<Physical and Mental Health Consultations>

If you have concerns about your physical condition or do not feel well, early diagnosis and treatment are essential. So, in that case, please visit the Health Support Center as soon as possible for a checkup. They also provide some advice to negative health factors such as high blood pressure and being overweight.

#### 3. The University Library

The University Library provides academic information for both education and research. The Library is available for all students and staff at the Nagoya Institute of Technology. You can use the lending and other services. Please refer to the website. (<https://www.lib.nitech.ac.jp/#>)

##### 1) Office Hours

Weekdays 8:45~21:45

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

##### 2) Closed

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

Some of University Entrance Examination, other special holidays

##### 3) Services

You can peruse all books and magazines kept in the library's open stacks. However, to access materials stored in the closed stacks, please apply at the first-floor counter.

<Lending>

When you use the lending service, please take your items and IC-card with you to the first-floor counter. Non-Circulating books and scientific journals may only be used inside the library. The lending counter

is open until five minutes prior to the closing.

Number of items and lending period:

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

#### <Returning>

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

#### <Extensions>

You may extend the lending period only once from the Faculty Portal Site or the first-floor counter, provided that no one else has reserved the same item.

#### <Reserving>

You may reserve items which are checked out through the Faculty Portal Site or the first-floor counter.

#### <Lending Suspension>

If items are not returned on time, your lending service may be suspended for the number of days in your arrears.

#### <Photocopies>

Materials in the library may be partially photocopied only for the purposes of study and research. It is for a charge.

\*Please see the Online NITech Library Guide for more details on other library services available.

Library Guide : [https://www.lib.nitech.ac.jp/guide/files/shiori\\_engchi.pdf](https://www.lib.nitech.ac.jp/guide/files/shiori_engchi.pdf)

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

## 4. 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.).

## IV. University Life

### 1. Portal Site

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

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

### 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 lost your IC-card. Please return your card to your host professor when you finish your research in NITech.

Regarding the procedure for issuance, please fill in the application form and submit it to the

International Affairs Division. (The International Affairs Division submits the form to the Information Technology Promotion Office ) In addition, regarding the procedure for entering building out of hours, please submit the application form to the Property Management Office, Financial Division.

### 3. Academic Calendar

First Semester (Apr. 1 to Sept. 30)		Second Semester (Oct. 1 to Mar. 31)	
School Year Begins	Apr. 1	Second Semester Classes Begin	Oct. 1
Entrance Ceremony	Apr. 6	NITech Anniversary Day	Nov. 1
First Semester Classes Begin	Apr. 7	Winter Break	Dec.24 to Jan. 6
Summer Break	Aug. 1 to Sept. 30	Graduation Ceremony	Mar. 26
		End of School Year	Mar. 31

Note: Aforementioned date may vary depending on the day of the week which falls on.

## V. Housing

### 1. NITech International House

(Accommodations for International Students and International Researchers)

The approved residence is basically **six months or less**. Not everyone can be accepted, depending on the number of applicants. **NITech International House including around the building is totally non-smoking.**

NITech International House Tutors

Some Japanese students are also living in NITech International House as tutors. In case you encounter a problem in the daily life, please first consult with the tutors. They are available in shifts from 20:00 until 22:00 in the first-floor Tutor Room.

Please check the link below for more information.

- International House

[https://www.nitech.ac.jp/eng/admission/accommodation\\_for\\_international\\_students.html](https://www.nitech.ac.jp/eng/admission/accommodation_for_international_students.html)

### 2. Apartments

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

Necessary payment for rent

<b>Initial Cost</b>	Key Money (kenrikin or reikin), Deposit (shikikin)
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Monthly Fee	Rent (yachin), Maintenance (kyoekihi), Utilities (konetsusuihi)
Kenrikin (Reikin)	Not refundable. The amount is usually equivalent to 1 to 3 months' rent.
Shikikin	Deposit. Partially refundable when you move out.
Kyoekihi	Not refundable. Common area charge for maintenance.
Note	Sometimes making a contract with a landlord via a real estate agency requires a commission which is equivalent to 1 month rent. However, depending on an apartment, the kinds and the amount of the commission are varied. So please check in advance.

For instance, non-payment of rent, not to obey regulations about garbage, getting a room extremely dirty, being noisy with friends etc. could be a reason for eviction. Please keep in mind that Japan has strict regulations and follow them in order to get along well with your neighborhood.

## VI. Everyday Life

### 1. Emergency Services

- 1) Police: **110** - Dial 1-1-0 in case of a crime or traffic accident.
- 2) Fire and Ambulance: **119** - Dial 1-1-9 in case of a fire or medical emergency (acute disease or serious injury).
- 3) Emergency Relief Center #7 1 1 9 (or Call: 052-951-7119)  
If you are not sure to call ambulance when you suddenly become ill or injured, call #7119 to ask doctor, nurse or advisor, what to do.

When you call, please clearly convey the information “When”, “Where”, and “What” is happening and your contact information. Also please contact your host professor and the International Affairs Division (kokusai@adm.nitech.ac.jp) to share the information.

On the website of the Health Support Center, there is a guide map of medical institutions around NITech. (<https://www.nitech.ac.jp/eng/about/other.html>)

- Aichi Medical Information Network (Medical Information Net NABII)

You can search information on emergency medical services, hospitals and clinics, holidays and nighttime hours, and foreign language assistance.

### 2. Financial Institutions

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

You can also use the card to withdraw some money from ATMs at other banks and convenience stores, however sometimes it might cause some service charges, which is depending on the time to withdraw and types of banks.

Also, if you have a bank account, you can pay your utility charges by automatic withdrawal system

instead of paying by cash at a bank or convenience store.

### 3. Individual Number and Individual Number Card

#### Individual Number (My Number)

- This is a 12-digit personal number used in Japan for social security, taxes, and disaster prevention. Foreigners who need to obtain an Individual Number (My Number) are those who have a resident registration in Japan and If you are staying in Japan for more than three months.

#### Individual Number Card (My Number Card)

- This card contains your 12-digit Individual Number (My Number) and can be used as an official form of identification.
- It can be used as a document to prove your Individual Number (My Number) in situations where you are required to present your Individual Number (My Number).

#### How foreigners are given their Individual Number (My Number)

Enter Japan ⇒ Receive a residence card ⇒ (Medium to long-term residents) Submit a change of address notification to the ward office within 14 days of deciding on a place of residence ⇒ Resident registration is completed and an Individual Number (My Number) is assigned ⇒ A "Notification of Individual Number" is sent to the registered address ⇒ Apply for an Individual Number Card (there are four ways to apply, see the link below for details)

About the Individual Number Card (My Number Card)

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

### 4. Things to Be Careful About

#### 1) Bicycle Registration

When you purchased a bicycle, please ask the store the registration for security. If you were given a second-hand bicycle from a friend, please make sure that the bicycle is registered under your friend's name. If so, please receive a proof of transfer from your friend and submit it to the police station to change the registration name. In Nagoya City, since October 2017, it is obligatory for bicycle users and parents of bicycle users who are minors to have liability insurance for bicycle. In case you use a bicycle, please be sure to have liability insurance for bicycle. In addition, for your safety, please wear a riding helmet.

#### 2) Carrying your Residence Card all the times

Please carry your Residence Card all the times. When you are asked to show the card by a police officer, but you do not carry the card, you might get a fine, up to 200,000 yen.

#### 3) Driving

Firstly, please be sure that traffic rules in Japan and that in your country are quite different. To prevent accidents, if possible, you had better refrain from driving a car in Japan.

In case you are looking for a private apartment for rent, some of them do not have a parking space. Also, private parking around the campus is quite expensive and if you park your car in a prohibited space, you will get a fine.

In case of a nuisance parking, regardless of the space being permitted or not, you may be reported to

the police. Parking on the street is strictly prohibited.

When you own a car, you have to pay taxes and insurance. If you drive a car without insurance and cause an accident, you will have to pay a large amount of money by yourself, and it may be difficult to continue your research from a financial and physical standpoint.

In addition, prior application is required to park at NITech, so please contact the International Affairs Division.

4) Install an app called “Safety tips”to prepare for natural disasters

For Android



For iOS



Multilingual News&防災 BOSAI Info



## 5. Things Prohibited in Japan

1) Smoking other than the places permitted

In NITech, Smoking is permitted only in limited places. Smoking while walking on campus is also prohibited. So, when you smoke, please first make sure if it is a permitted area or not and mind your manners so as not to offend others.

Not only smoking on every platform but also inside the trains are banned in Japan. Smoking while walking is also prohibited in some areas. Smoking in those areas, you might get a fine.

2) Drinking and Driving

In Japan, **drinking and driving any kinds of vehicle is TOTALLY prohibited by law.** Drinking and driving might lead to a sentence to prison. Encouraging people who came to a restaurant by car to drink or being given a ride by an intoxicated driver are also to blame. In that case, it would be accused by the

university as well as by police.

## VII. Before Leaving Japan

### 1. Moving out from NITech International House

When you fixed the schedule, please come to the International Affairs Division (Building 19, 2nd floor) for the necessary procedures no later than a month prior to the day to move out.

### 2. Procedures at a ward office

You must submit a moving abroad notification to the ward office where you live. You can submit it two weeks prior to your departure. If you don't notify the ward office of your leaving Japan, it will cause you some troubles such as being obliged to pay your National Health Insurance, National Pension and resident tax. (\*5)

Also, additional procedures will be required for National Health Insurance or National Pension differently.

Regarding on National Health Insurance, return your National Health Insurance Card and settle your accounts a few days before leaving Japan. If you fail, bills will be sent to you even after your departure. Bring your residence card and a copy of your e-ticket to show your departure date.

Procedures at a Ward Office	Required Documents
Notification of Moving out Abroad	Passport Residence Card
National Health Insurance	Health Insurance Card Unpaid Insurance Fee Documents proving your return date (air ticket, e-ticket, email confirming your flight reservation, etc.)
National Pension	Pension Handbook

\*5 Even if you leave Japan with a special re-entry system or re-entry permit, you have to submit a moving abroad notification in case of totally moving out your residence in Japan.

### 3. Returning IC-Card

Please be sure to return your IC-Card to your host professor, if you have one.