

# Handbook for International Students 2018



 **GIFU UNIVERSITY**

2018. 4

## 📍 Consultation Services for International Students 📍

The Exchange Lounge / Inbound and Outbound Student Affairs Section offer consultation, guidance, and general advice to international students regarding their academic and/or other daily issues. You may find some cultural differences between Japan and your country and sure you may have a hard time getting used to the new circumstances. If you have any problems or questions, please feel free to visit or call the Exchange Lounge or Inbound and Outbound Student Affairs Section.

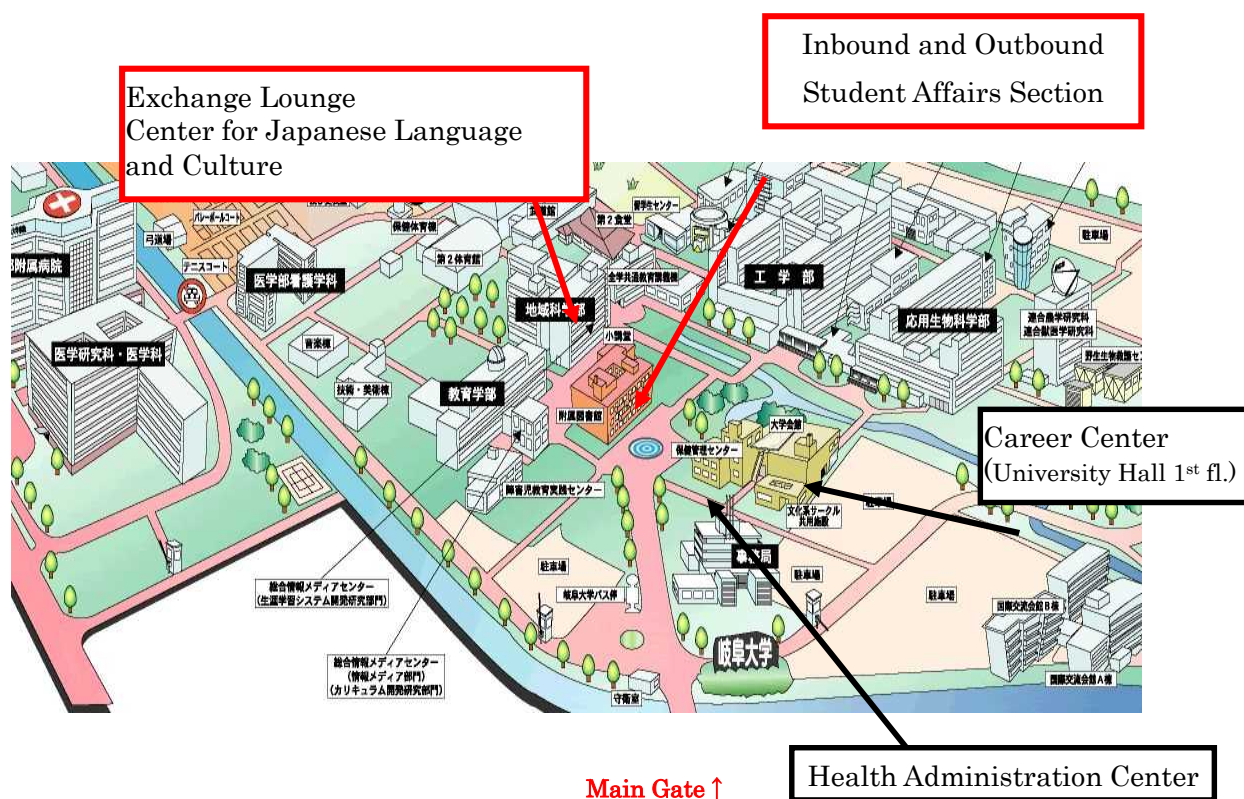
Contact: Exchange Lounge

TEL: 058-293-3392

Inbound and Outbound Student Affairs Section

TEL: 058-293-2142 (Ext. 2142)

E-mail: [direcent@gifu-u.ac.jp](mailto:direcent@gifu-u.ac.jp)



The following facilities are also available for consultation (Please see Page 2):

- Career Center Opening Hours: 8:45 a.m. – 4:45 p.m.  
TEL: 058-293-3362
- Health Administration Center Opening Hours: 8:30 a.m. – 5:00 p.m.  
TEL: 058-293-2174

[http://www.hoken.gifu-u.ac.jp/eng\\_index.shtml](http://www.hoken.gifu-u.ac.jp/eng_index.shtml)

Please see Page 10 for details.

## CONTENTS

### Consultation Services for International Students

I . Support System for Academic and Daily Life.....	1
1. Instructor	
2. Faculty/Graduate School Office	
3. Exchange Lounge / Inbound and Outbound Student Affairs Section	
4. Consultation Counters/Counselors	
(1) Career Center	
(2) Health Administration Center	
(3) Campus Life Helper	
(4) Tutor	
II . Japanese Language Education .....	2
III. Residence and Registration Procedures .....	3
1. Residence Card	
2. Moving-in notice	
3. National Health Insurance	
4. Permission to Extend Period of Stay	
5. Activities Not Included in Visa Status (Work permit)	
6. Temporary Leave and Re-entry/Special Re-entry Permit (Map of Immigration Bureau)	
7. Procedures for Changing Status of Residence about Working after Graduation and Completion	
8. My Number System	
9. The Map of Immigration Bureau	
IV. University Dormitory .....	6
1. Gifu University International House Building A & B	
2. <i>Kurono</i> Student Dormitory	
3. Public Housing	
4. Private Housing	
5. Comprehensive Renter's Insurance for Foreign Students Studying in Japan	
V . Tuition and Other Fees .....	8
1. Tuition and Other Fees	
2. Tuition Payment	
3. Exemption of Tuition Payment	
VI. Scholarships .....	8
1. Japanese Government Scholarship Student	
(1) Scholarship Payment	
(2) Extension of Scholarship Accepting Period	
2. Scholarships for Privately-financed International Students	

VII. Health Insurance .....	9
1. Public Support for Medical Care Expense	
(1) National Health Insurance	
2. National Pension System	
3. Health Care	
(1) Health Administration Center in Gifu University	
(2) Hospital/Clinic	
(3) Emergency	
VIII. Daily Life .....	10
1. Support in Daily Life	
(1) Gifu University International Student Support Association	
1 Household Leasing Service	
2 Life Support Loan (Short-Term Loan Fund for International Students)	
(2) Other Information	
1 Accident and Casualty Insurance	
2 New “Futai gakuso” Insurance Policy by JEES for International Students	
3 Comprehensive Student Mutual Insurance	
(3) Public Transportation	
1 Student Discount System	
2 <i>Ayuka</i> Bus Card	
(4) Safety in Life	
1 Traffic Rules & Regulations	
2 Bicycle	
3 Driving a Car and Riding a Motorcycle	
4 Traffic Accident	
5 Disaster Prevention	
IX. Family Affairs .....	14
1. Application of “Dependent” Visa Status	
(1) Application of Certificate of Eligibility	
(2) Permission to Extend Period of Stay	
(3) Notification of Child Birth	
2. Childhood Education	
(1) Nursery School	
(2) Kindergarten	
(3) Elementary school and Junior High School	
3. Work Permit for Dependent Visa holder (for family members)	
Reference 1. Organization of Gifu University	
Reference 2. Campus Map	
Reference 3. List of Residence and Registration Procedures	
Reference 4. Scholarships for Privately-financed International Students for 2017	

## I. Support System for Academic and Daily Life

### 1. Instructor

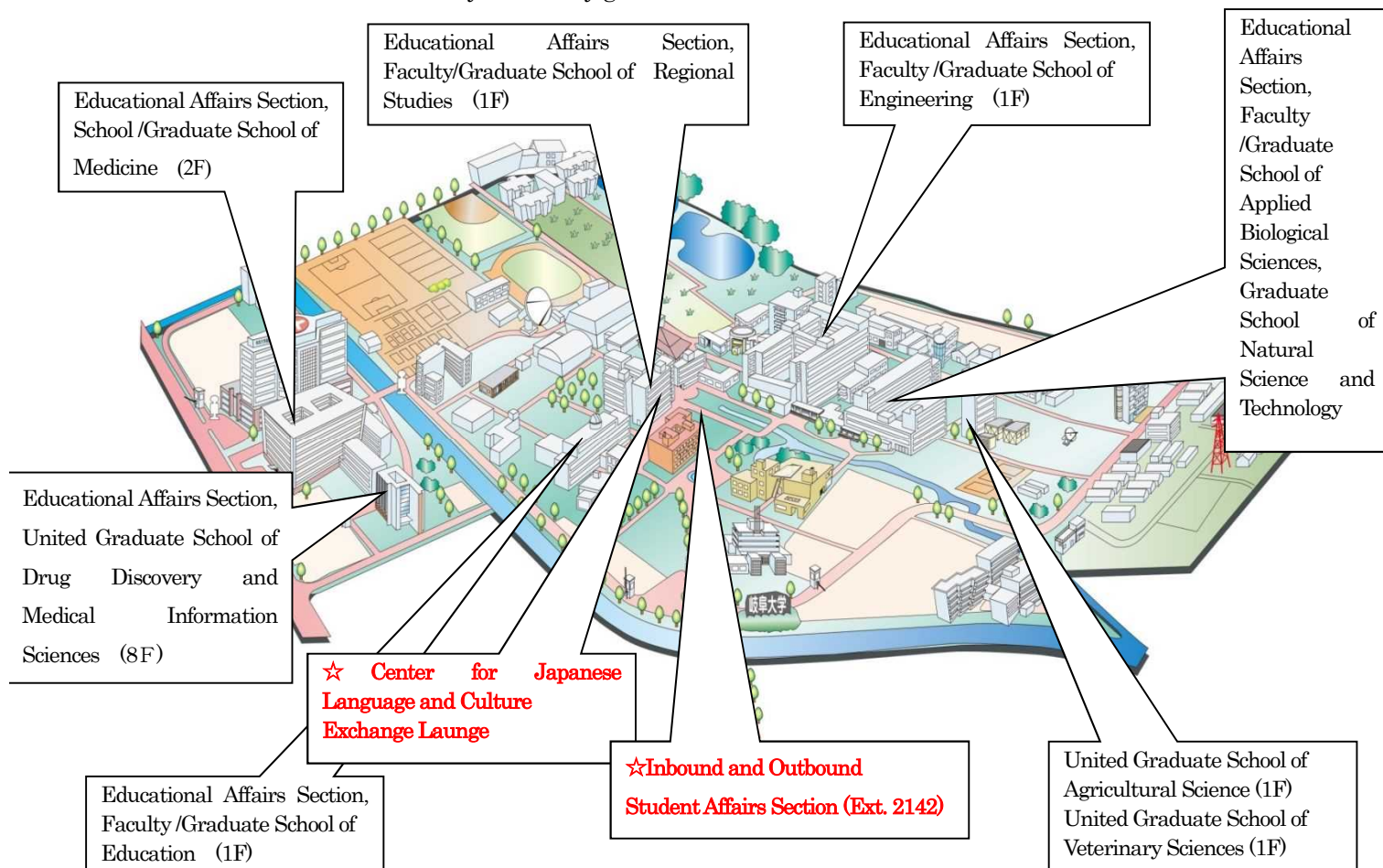
If you have any daily life issues you need help with or if you have any problems at school, please come and talk to your instructor for any help (Appointment required).

Please ask your faculty/graduate school office for more details.

### 2. Faculty/Graduate School Office

Gifu University faculty/graduate school offices offer the following services: admissions, scholarship programs, issuance of certificates, and provide academic advice and support your life in Japan.

Please feel free to visit your faculty/graduate school office whenever needed.



### 3. Exchange Lounge /Inbound and Outbound Student Affairs Section

The Exchange Lounge and the Inbound and Outbound Student Affairs Section provide consultation services, guidance and advice for international students. Please feel free to visit or call the Exchange Lounge or the Inbound and Outbound Student Affairs Section if you have any questions.

Also, the Exchange Lounge (business hours: 10:00 a.m. to 5:00 p.m.) is located on the 4F of *Zenkyo* (general education) Building and international student advising staff and student tutors (available from 2 : 45p.m. to 4 : 45p.m.) are there to provide academic advice and to support for your daily life in Japan. The lounge is equipped with 3 PCs and a printer and is accessible using your PC account.

Exchange Lounge TEL: 058-293-3392 (Ext.3392)

Inbound and Outbound Student Affairs Section TEL: 058-293-2142 (Ext. 2142)

E-mail : [direcent@gifu-u.ac.jp](mailto:direcent@gifu-u.ac.jp)

#### 4. Consultation Counters/Counselors

The following facilities also offer a consultation services to university students:

(1) Career Center (University Hall 1<sup>st</sup> fl.)

The Career Center provides consultation and advice for students regarding their job hunting and activities which would be helpful for their career-development. Please visit the “*Nandemo* Corner” in the center anytime when you have problems with job-hunting or career-development.

(2) Health Administration Center

The Health Administration Center gives students first-aid and consultation for physical and mental concerns. It offers health promotion, introductions to medical facilities, and health supports. Your personal information is completely confidential, it will be never distributed outside without your permission, except in a life-threatening emergency. Please see Page 10.

(3) Campus Life Helper

Each faculty office, Educational Affairs Department Office or University Wide Education Office can give you all sorts of tips and support on solving problems and making good decisions.

(4) Tutor

In Gifu University, tutors (either Japanese or International students) will provide various support to international students. Please ask the faculty/graduate school office you belong to for more information.

## II. Japanese Language Education

The Center for Japanese Language and Culture, Gifu University Head Office for Glocalization offers Japanese language courses (Intensive Course / Standard Course) for international students. However, undergraduate students (degree seeking student), non-student visa holders, their families and international researchers are not able to attend Japanese language courses.

If you would like to take the Japanese language course, talk to your instructor. At the request of your instructors, the faculty/graduate school office will apply for the Japanese language course on behalf of prospective international students before their arrival in Japan. The application periods are September and March. Please refer to the “What-to-do List” for details. All the applicants must take the Japanese language placement test after their arrival in Japan. If you have any questions, please contact the Center for Japanese Language and Culture.

In addition, inform your faculty/graduate school office of your intention to apply for the course for the next semester if you would like to take the Japanese language course. If you wish to continue, you also need to re-apply.

### III. Residence and Registration Procedures

International students need to go through a lot of residence and registration procedures all of which are **indispensable** for your stay in Japan. Please don't forget all the necessary steps you have to complete. Anyone who does not follow these procedures will be subject to penalties in Japan. Please see Reference 3 (P.17).

#### ★ Upon Arrival in Japan

##### 1. Residence Card

A "Residence card" will be issued to mid and long term residents when granted permission pertaining to residence, such as landing permission, permission for change of resident status and permission for extension of the period of stay.

**Residence card must be carried at all times!**

##### 2. Moving-in notice

You have to submit a moving-in notification to the municipal office within 14 days from date of entry into Japan. Even though you have moved from somewhere within Japan, you still have to submit a moving-in notification to the municipal office within 14 days from your moving date.

##### 3. National Health Insurance

Please enroll in the National Health Insurance when you go to the municipal office to submit a moving-in notification.

#### ★ After One or Two Years Staying in Japan

##### 4. Permission to Extend Period of Stay

International students are permitted to stay only during the specified length of period decided by the Japanese immigration office. (The length of period may vary depending on each student: 3 months, 6 months, one year, one year and three months, two years, two years and three months, three years, three years and three months, four years or four years and three months) Those who intend to stay in Japan longer than the aforementioned periods of stay will need to apply for a "Permission to Extend the Period of Stay" at the Immigration Bureau. Please ask the faculty/graduate school office or the Inbound and Outbound Student Affairs Section for details. **Please don't forget all the necessary steps you have to follow. If you don't renew your permit, you will have overstayed your permit and will be subject to legal action such as deportation.**

##### 5. Activities Not Included in Visa Status ( Work permit )

Basically, college student visa holders are not allowed to be engaged in any form of paid work in Japan. International students who want to get a part time job need to obtain a work permission in advance. You could apply and receive a work permit at the time of entry into Japan (only for new entrants) or at the Immigration Bureau (for students who have already been living in Japan). Engagement in part-time work without this permit and violation of the terms/conditions stipulated in the permit could be subject to penalties in Japan. With this permit, international students are allowed to work for up to 28 hours a week. Application form is available at the faculty/graduate school office. In principle, Japanese Government Scholarship Students and

Exchange Students are not permitted to work in Japan.

Please don't forget to submit a workplace report to the faculty/graduate school office upon finding jobs or changing workplaces.

**【Important notice】**

Your work permit is NOT VALID while you are taking a leave of absence from school, and your permit ends when you graduated and is NO LONGER VALID!

6. Temporary Leave and Re-entry / Special Re-entry Permit

Foreign nationals in possession of a valid passport and residence card (or alien registration card) who will be re-entering Japan within 1 year of their departure to continue their activities in Japan will not be required to apply for a re-entry permit.

(This is called a special re-entry permit.)

Foreign nationals who have departed from Japan on a special re-entry permit will not be able to extend that permit while abroad. Please note that such foreign nationals will lose their resident status if they fail to re-enter Japan within 1 year of their departure.



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

Please be sure to present your residence card (or alien registration card) at departure!

Also please carefully note that if you are planning to leave Japan for more than 1 year, you need to get a re-entry permit at the Immigration Bureau. And, international students must submit a "Notification of Temporary Leave" to the faculty/graduate school office prior to their leaving Japan.

7. Procedures for Changing Status of Residence about Working after Graduation and Completion

Those who continue to live in Japan after graduation will need to change the status of residence promptly. After graduation, even if there is time left in the student visa period, it doesn't mean that you can keep living in Japan. It is the preparation period for return to your country and you cannot work even if you have a work permit.

(1) When finding a job in Japan

You have to change your visa status which will allow you to work from your present student visa to "specialist in humanities/international services," and "engineer" statuses.

(2) When continuing to look for a job

Those who couldn't find a job in Japan before graduation and completion of studies, but wish to live in Japan, and to continue to look for a job in Japan after graduation have to change the status of residence to "Designated Activities." With this visa status, the authorized period of stay becomes 6 months to a maximum of 1 year. To apply for a change of visa status, you need a letter of recommendation from your university. Please refer to your faculty/graduate school office before you complete your studies.



## 8. My Number System

“My Number” is an individual social security number. It is needed when you go through procedures at the municipal office and so on. Municipalities will send the envelope to your house by registered mail from October. This envelope contains your “Notification Card.” Please keep the card with care. Tearing up and throwing away the card are prohibited. The envelope also contains the application form for “My Number.” You can apply by mail. You can also use this “Individual Number Card” as your ID. Also, you can get a certificate of residence at any convenience stores. But it is different from region to region.

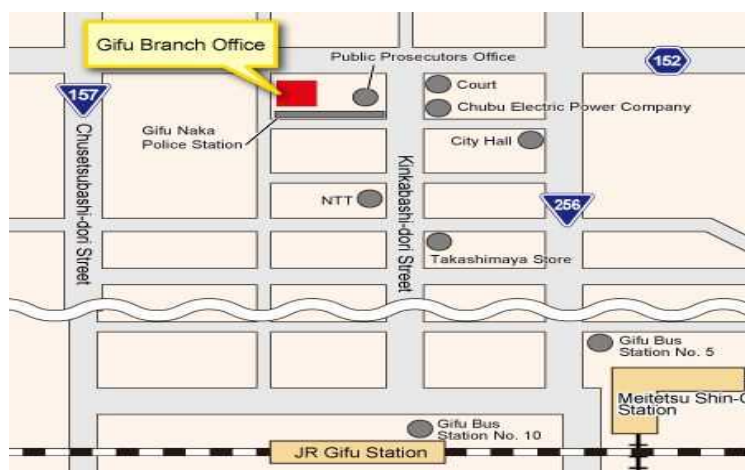
In order not to avoid illegal use of your “My Number,” please don’t show or give out your “My Number” to others when it is not necessary. If you leave Japan with no intension of coming back you are asked to return your Notification card / My Number Card to your municipal office.

### [Nagoya Regional Immigration Bureau Gifu Branch Office](#)

Address ● 3 Gifu Legal General Building 4F, 2-7-2 Mieji-cho, Gifu City 500-8812

Tel ● 058-214-6168

Opening Hours ● 9AM - 12PM / 1PM - 4PM (Monday through Friday)



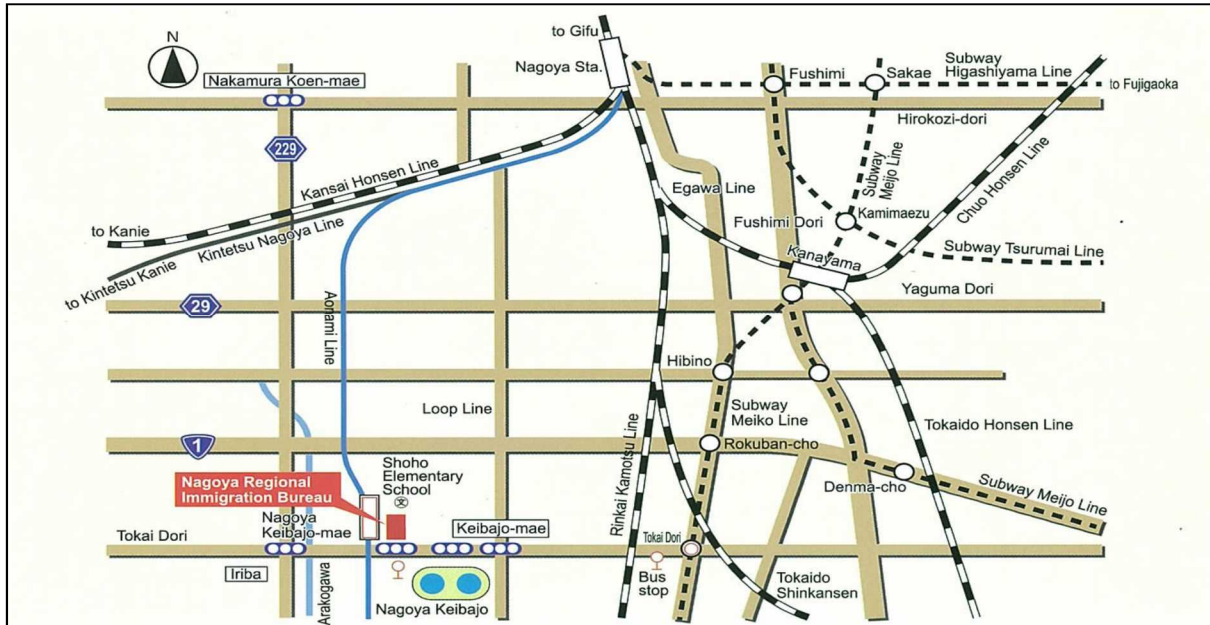
Access ● Take the Gifu Bus number E16 Ginan-cho line bound for Ginan-cho Miyake from the Gifu University, and then get off at Gifu City Hall. Walk west toward Kinkabashi-Dori/ Pref. Road 151 for about 6minutes.

## Nagoya Regional Immigration Bureau

Address ● 5-18 Shoho-cho, Minato-ku, Nagoya City, Aichi Prefecture 455-8601

Tel ● 052-559-2117 (Student and Trainee Inspection Department)

Opening Hours ● 9AM- 4PM (Monday through Friday)



Access ● Take Japan Railway (JR) Tokai Line and get off at Nagoya Station.

Take the Aonami Line and get off at Nagoya Keibajo-mae. It is one-minute walk from Nagoya Keibajo-mae to the Nagoya Regional Immigration Bureau.

#### IV. University Dormitory

##### 1. Gifu University International House Building A & B

International House Building A and B are university dormitories for international students and international research students. April and October are the only available months to move in.

Application should be sent to the your respective faculty/graduate school and application deadline will be January for April move-in and July for October move-in. Please refer to the bulletin board in your respective faculty/graduate school for dormitory information including vacancy, additional acceptance, etc.

Building details: Single Room (69), Family Room (7), Room for Married Couple (14)

Multi-Purpose Room, Japanese Room, Kitchen/Dining Room, Laundry Room.

Each room has bed, desk, chair, dresser, bookshelf, refrigerator, Internet connection (with charge), unit bathroom (Building A only / Building B has shared shower room on each floor), toilet, and air-conditioner, etc. Free internet connection is available at the Lobby.

Address: Gifu University International House 1-1 Yanagido, Gifu City, Gifu 501-1193

TEL: 058-293-3391 Building A

TEL: 058-293-2144 Building B

## 2. *Kurono* Student Dormitory

*Kurono* Student Dormitory is mainly for undergraduate students, and is separated into male and female buildings. If approved, international students can move into the dormitory with other Japanese students.

For more information, please see the following website:

[http://www.gifu-u.ac.jp/campus\\_life/insurance/dorm.html](http://www.gifu-u.ac.jp/campus_life/insurance/dorm.html)

## 3. Public Housing

There are two types of public housing available in Japan. One is “Gifu City Housing” and the other is “Gifu Prefectural Housing.” Please contact the Gifu Prefecture Housing Corporation for information.

Gifu Prefecture Housing Corporation: TEL: 0584-81-8503

Gifu Prefecture Housing Corporation Gifu branch: TEL: 058-265-4141 (Ext. 2851-2855)

## 4. Private Housing

Please contact Gifu University Co-op (<http://www.gucoop.jp/>) real estate agencies and seek information about private housing including boarding and apartment houses.



## 5. Comprehensive Renter’s Insurance for Foreign Students Studying in Japan

In Japan, a guarantor is usually required before you can move into a private apartment. Gifu University can become your guarantor if you have “Comprehensive Renters’ Insurance for Foreign Students Studying in Japan (sponsored by the Japan Education Exchange and Service and insurance premium will cost 4,000 yen for one year / 8,000 yen for two years)”. Students who wish to renew the insurance can extend the insurance for another 6 months (2,000 yen)

This insurance consists of overseas travel insurance (including foreign students liability insurance and insurance for physical impediment resulting from an injury) and guarantors’ protection fund.

Application procedures and renewal procedures are all available at the Inbound and Outbound Student Affairs Section. Please check the expiration date to ensure that you have time to renew your insurance before expiration

You might get some refund when you terminate your insurance premium due to return to your home country.

Please contact the Inbound and Outbound Student Affairs Section immediately for the following situations: bodily injuries, property damages on others or any other serious situations. When you change your address or any personal information please notify us.

## V. Tuition and Other Fees

### 1. Tuition and Other Fees

Entrance examination fees, admission fees and university tuition may vary depending on each student.

### 2. Tuition Payment

Please follow the proper payment instruction “Notification of Tuition Payment” sent by Gifu University. If you have any questions, please contact the faculty/graduate school office or the International Student Support Section.

### 3. Exemption of Tuition Payment

Privately financed degree seeking international students who have financial issues but have an excellent academic record may be exempted from paying tuition fees (application required). However, not all applicants are granted an exemption, so everyone must maintain stable financial resources to pay the tuition in full. Information about exemption will be posted on the bulletin boards in each faculty/graduate school when available.

Please contact the Student Assistance Division, Educational Affairs Department for further information.

Student Assistance Division, Educational Affairs Department: TEL 058-293-2149

## VI. Scholarships

### 1. Japanese Government Scholarship Student

#### (1) Scholarship Payment

Japanese government scholarship students need to open the *Japan Post Bank (Yucho Bank)* savings account at the post office soon after arrival in Japan in order to accept the monthly grant.

When you open a bank account, you will need to present your national health insurance card.

Be sure to complete your national health insurance procedures at the municipal office before opening your bank account.

On the first day of each month, Japanese government scholarship students must sign (or *inkan*) the student identification report at the faculty/graduate school office in order to ensure that he/she remains enrolled at Gifu University.

After your attendance has been confirmed, monthly grant will be transferred to individual *Yucho Bank* accounts.

Note) Japanese government scholarship students who make a temporary return to their home countries from the beginning through the end of the month will not be paid the grant for that month. Also grant money won't be paid to students who have taken a registered absence from school.

## (2) Extension of Scholarship Accepting Period

Japanese government scholarship students (undergraduate and research students) can apply for an extension of the period of scholarship.

Gifu University will send notifications to students whose scholarship period expires around October.

Please take the necessary extension procedure at the faculty/graduate school office.

Also, please note that the decision of extension will be made by MEXT\*, and not all applications are always approved.

\*MEXT: Ministry of Education, Culture, Sports, Science and Technology

## 2. Scholarships for Privately-financed International Students

Various kinds of scholarship programs for privately-financed international students are available. For more information, please see the reference 4 (P.17) at the end of this brochure.

From fiscal year 2015, Privately-Financed International Student Scholarship Candidates will be required to apply for some scholarships around July each year. For more information, please confirm the details at the faculty/graduate school office, the Inbound and Outbound Student Affairs Section, or AIMS.

Non required Privately-Financed International Student Scholarship Candidates scholarship will be notified accordingly. Please confirm the details at the faculty/graduate school office or the Inbound and Outbound Student Affairs Section. In addition, you could confirm the latest information on the website ([http://www.gifu-u.ac.jp/en/international/current/scholarship\\_b.html](http://www.gifu-u.ac.jp/en/international/current/scholarship_b.html)).

## VII. Health Insurance

### 1. Public Support for Medical Care Expense

#### (1) National Health Insurance

Every international student under the college student status must join the National Health Insurance program issued by the Japanese government. This insurance premium will help you save 70 % of total expenditure in hospitals and you have to pay only 30% of medical cost your total medical bills. Application is available at the municipal office of your residence.

The insurance premiums may vary depending on individual household situations. Your insurance premium is decided by your income, the number of family members, etc. However, if you are a newcomer to Japan or a student, you can ask for a reduction in your premium. If you do not specially request it, you can't get this reduction. (If approved, the annual premium per person will be a minimum of 21,000 yen).

For inquiries:

National Health Insurance/Pension Plan Division, Gifu City Hall TEL: 058-265-4141 (Main)

### 2. National Pension System

All people aged between 20 and 60 living in Japan must join the national pension system.

If you can't pay the pension premium for financial reasons, you can apply for exemption of payment.

After you apply for the exemption system, all or part of the pension premium will be excused according to the amount of income earned the previous year. In case of students, they can apply for the extension of payment. If it's approved, you don't have to pay them during the approved period.

For further details:

National Health Insurance/Pension Plan Division, Gifu City Hall: TEL: 058-265-4141 (Main)

### 3. Health Care

#### (1) Health Administration Center in Gifu University

The Health Administration Center gives first-aid medical treatments, conducts annual health check-ups, and provides physical/mental counseling services for Gifu University students. All students including international students and non-degree seeking students (research students and auditors) have to go through a health check-up every year based on the School Health and Safety Act. The detailed schedule will be shared through e-mail and AIMS-Gifu. [http://www.hoken.gifu-u.ac.jp/eng\\_index.shtml](http://www.hoken.gifu-u.ac.jp/eng_index.shtml)

#### (2) Hospital/Clinic

Having a National Health Insurance is absolutely necessary while you are living in Japan, since insurance covers 70% of the total medical expenses. Please inform your faculty/graduate school office as soon as possible if you have any medical issues.

Hospitals and clinics location map is available at:

[http://www.hoken.gifu-u.ac.jp/img/eng\\_clinic\\_map.pdf](http://www.hoken.gifu-u.ac.jp/img/eng_clinic_map.pdf)



#### (3) Emergency

Please call 119 for ambulance if you or your family/acquaintance become seriously ill or get injured, and inform them of your exact locations and an accurate report without panicking. Ambulance fee is free in Japan.

## VIII. Daily Life

### 1. Support in Daily Life

#### (1) Gifu University International Student Support Association

Gifu University International Student Support Association is an organization which provides necessary support for international students in their day-to-day activities in order to ensure proper and healthy student life. This support and assistance include:

##### 1. Household Leasing Service

The following household leasing is available for international students while they are studying at Gifu University. The lending period is for 1 year but can be extended for a maximum of 3 more years. If you would like to apply for leasing service, please visit the Inbound and Outbound Student Affairs Section.

● For Resident of International House : Bicycle

● For International students live off-campus :

Light stand, refrigerator, electric heater, electric fan, vacuum cleaner, and kerosene fan heater.



## 2. Life Support Loan (Short-Term Loan Fund for International Students)

In case that international students urgently need money for living expenses, housing rent, medical cost, and emergency travel fee (loan money cannot be used towards tuition payment), they could apply for short-term loan fund (interest free). The maximum allowable loan amount will be 100,000 yen, and loan application is available only once per academic year. Repayment must be made within five months from the application date. For application, please visit the Inbound and Outbound Student Affairs Section.

## (2) Other Information

### 1. Accident and Casualty Insurance

Accident and casualty insurance for students during their educational research activities covers any unexpected incidents that could happen to you during your academic studies (including lectures, lab work, practicum, university events, extracurricular activities, and commuting).

Gifu University International Student Support Association bears the cost of insurance premiums for privately-financed international students. However, Japanese government scholarship students and foreign government scholarship students must join and pay this insurance by themselves. Application is available at the Student Assistance Division, Educational Affairs Department.

### 2. New “*Futai gakuso*” Insurance Policy by JEES for International Students

The Japan Educational Exchanges and Services (JEES) has created a new insurance policy called “*Futai gakuso*” for international students to help them live safely in Japan. This policy covers compensation for injuries and accidents happened within campus, expenses incurred by family members and compensation liability. International students are advised to purchase this insurance policy. Anyone that is interested in this insurance, please consult the Student Assistance Division, Educational Affairs Department.

### 3. Comprehensive Student Mutual Insurance

Gifu University Co-op offers fire insurance and travel insurance as well as life insurance which cover injuries, illnesses, hospitalization and hospitals/clinic visits. Please ask Gifu University Co-op for further information.

## (3)Public Transportation

### 1. Student Discount System

Student discounts are only available for degree-seeking students (only in cases that your one way commute by JR train exceeds 100km). Please find the automatic student discount certificate issuance machines located in the Educational Affairs Department and the University Hall to obtain a certificate.

### 2. *Ayuka* Bus Card

Gifu Bus Co., Ltd. issues “*Ayuka* Bus Card” for commuting.

Bus card application is available at Gifu University Co-op.



## (4) Safety in Life

### 1. Traffic Rules and Regulations

The number of traffic accidents has been rising sharply these days. Please observe traffic rules and regulations and to avoid any traffic accidents.

## 2. Bicycle

Possessing a bicycle is a convenient and inexpensive mode of transportation, especially if you live close to campus. However you must use extra caution when you ride a bicycle. In Japan, bicycle owners are required to register their bicycles under the crime prevention bicycle registration system in order to prevent bicycle theft. Please lock your bicycle at all times, and park at designated parking lots.

## 3. Driving a Car and Riding a Motorcycle

We do not recommend that international students own or drive cars in Japan. In particular, newly-arrived international students who are not used to driving in Japan are more likely to get into traffic accidents. Should you get into an accident, you may need a substantial amount of compensation money and other expenses. Please consult with your instructor before you drive a car in Japan.

### \*1 Drivers License in Japan:

There are three ways you can obtain a driver's license in Japan. First, complete a driving lesson and take a written test at designated examination sites. Second, take a written test and a driving test also at designated examination sites. Third, switch your international driver's license to a Japanese driver's license.

Only holders of international driver's license issued by The Geneva Convention on Road Traffic are permitted to drive in Japan. An international driver's license plus a driver's license from your home country will allow you to drive in Japan for up to one year from the date of issue of the international license. Under Japanese law, for anyone, who is registered as a resident or as a foreign national in Japan, and who leaves and re-enters within three months, the above mentioned one year duration will not start anew.

It means that even if you leave and re-enter Japan with your newly issued genuine international driving permit, driving with that permit will be considered to be driving without license, upon returning to Japan within three months after that departure.

Please carefully note that under the above situation, YOU ARE NOT ALLOWED TO DRIVE IN JAPAN!

### \*2 When you get your own car:

Auto insurance consists of two main components: the "compulsory insurance



(automobile damages compensation insurance)" and an "optional insurance". All automobile owners are required to obtain the compulsory insurance by law. The optional insurance covers the compensation payment exceeding the limit of payment covered by the compulsory insurance and also covers items of insurance not covered by the compulsory insurance. The optional insurance is valid for the following items which are not covered by the compulsory insurance: property damage, damage to third party vehicle, damage to your own vehicle, injuries to the driver or passenger while driving, etc. Please make sure you also purchase an optional insurance.

### \*3 Parking permit:



Both “Parking Permit” and “Pass Card” are necessary for anyone to driving a car to Gifu University. Please apply to the faculty/graduate school office.

4. Traffic Accidents

If you are involved in a traffic accident, remain calm and follow the following procedures:

- (1) If anyone is injured, call 119 immediately for an ambulance.
- (2) Report the accident to the police (Call 110) and obtain a “Traffic Accident Certificate” from the police.
- (3) Remove anything from the accident site which may disrupt traffic flow.
- (4) Must note the following information in case of a car collision, crash, etc.: driver’s name, address, and telephone number, date of birth, work place, and license plate number.
- (5) Report the accident to the faculty /graduate school office.

5. Disaster Prevention

Japan is an earthquake-prone country and extra precautions are necessary. Creating an earthquake preparedness plan can help you to know what to do in case an earthquake strikes. Please also attend a natural disaster prevention drill organized by the International Student Support Section which is intended for residents of the Gifu University International House.



## IX. Family Affairs

Inviting your family to Japan will serve as a mental and emotional support. However, sometimes even small family issues can become a burden on your studies. Therefore, we do not recommend that you invite your family to Japan until you get used to living in Japan.



### 1. Application of “Dependent” Visa Status

#### (1) Application of Certificate of Eligibility

International students who are capable of providing stable financial support for their family could apply for certificate of eligibility for his /her family (limited to a spouse and children) to stay in Japan. Please contact the Inbound and Outbound Student Affairs Section for details.

#### (2) Permission to Extend Period of Stay

Period of stay varies from 15 days to unlimited depending on status of residence. Since the period of stay for dependent visa is limited, he/she can apply for extension depending on the situation. You will need to take the necessary steps at the appropriate immigration bureau before your initial period of stay expires.

#### (3) Notification of Child Birth

After a baby is born, either mother or father must submit a birth notification to the municipal office within 14 days from the child’s birth and apply for certificate of eligibility at the Immigration Bureau within 30 days from birth.

### 2. Childhood Education

#### (1) Nursery School

Nursery school provides child care to support parents who are working or studying during the day. Please ask the Nursery School Division, Gifu City Hall for details including entry procedures, child-care fees, etc. (TEL: 058-265-4141, Ext. 2211)

#### (2) Kindergarten

Children aged three to six (before entering elementary school) can enter kindergartens. Application procedures and child-care fees may vary depending on whether it is a public or a private kindergarten. Please consult each kindergarten facilities for more information.



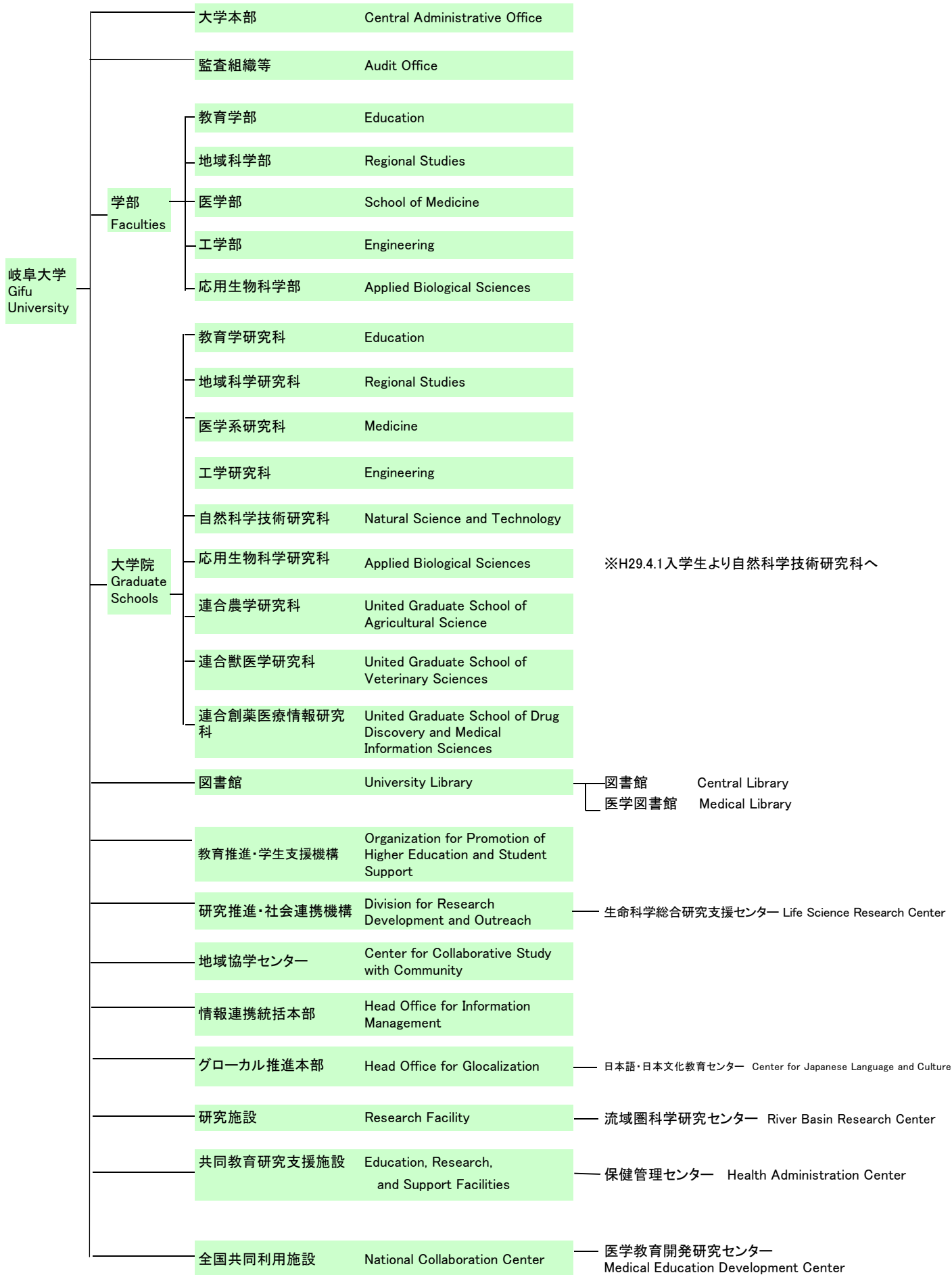
#### (3) Elementary School and Junior High School

Elementary and junior high school education is compulsory in Japan, but not for foreign nationals. However, they can also enter Japanese schools and study with Japanese children if their parents or guardians wish to and if it’s approved by the schools. Please consult the School Guidance Division, Gifu City Board of Education for details. (TEL: 058-265-4141, Ext. 6364)

### 3. Work Permit for Dependent Visa holder ( for family members)

In principle, dependent visa holders are not permitted to work in Japan. However, they could apply for a work permit at the Immigration Bureau. If it’s approved, they can work in Japan for up to 28 hours per week.

岐阜大学の組織図 Organization of Gifu University



# i Campus Map

## Reference 2

**Center for Japanese Language and Culture**  
 ISC Lounge  
 Mon.-Fri. 10:00AM-5:00PM  
 TEL.058-293-3392

**International Student Support Section**  
 Mon - Fri, 8:30AM - 5:15PM  
 • Application forms for the Immigration Bureau  
 • Emergency Loans, Comprehensive Student Mutual Insurance, Comprehensive Renter's Insurance  
 • Home Stay and Exchange Program's Application

**Fitness Room**  
 Mon.-Sat.  
 9:00AM-9:00PM

**Kurono Student Dormitory**

**School of Medicine, Nursing Course**

**Center for General Education**

**Faculty of Regional Studies**

**University Hospital Post Office (1F)**

**School of Medicine**

**United Graduate School of Drug Discovery and Medical Information Sciences**

**Health Administration Center**  
 Opening hours: M-F 8:30AM-5:00PM  
 First aid, physical and mental consultation

**Faculty of Engineering**

**United Graduate Schools of Agricultural and Veterinary Sciences**

**Faculty of Applied Biological Science**

**International House**

**University Hall, Career Center, CO-OP, Cafeteria, ATM**

**MINISTOP**  
 Convenience Store  
 7:00AM-10PM

**Information Management Core**  
 • Using computers

**University Library, Learning Commons**  
 Opening hours: M-F 9:00AM-9:30PM  
 Sat. 10:00AM-4:00PM  
 • Borrowing books  
 • Using computers

**Procedure at faculty/graduate school's office**  
**• See the bulletin board every day and check the most up to date information!**  
 • Application for Permission for Part-time Job  
 • Notice of Temporary Leave  
 • Scholarships  
 • Tuitions  
 • Japanese Language Courses  
 • Registration of classes  
 • Application of Scholarship Certificate  
 • Issue of Transcript  
 • Notice of Changing Address  
 • Notice of Accidents, etc.  
 • Parking Permission (Residents of Int'l House should apply to the International Student Support Section.)  
 • Entrance Examinations  
 • Temporal and Eternal Withdrawals  
 • Non-degree Student's Certificate of Student Status  
 • International House Application

**Student Affairs Department**  
 • Tuition Fee Exemption (Only for degree-seeking students)  
 • Sports Facilities Application for Use (Fitness Room, Swimming Pool, Gym, and Tennis Court)  
 • Re-issue of Student IC Card, Student Discount, Certificate of Student Status, Certificate of Expectation to Graduate (Only for degree-seeking students)  
 • The Lost and Found

### List of Residence and Registration Procedures

Types of Application	Documents to be Submitted	Place for Application
<b>1. Moving –in Notice</b>	1. Residence card (or Alien Registration Card) 2. Passport <b>* Within 14 days from date of entry into Japan or moving date.</b>	Gifu City Hall (1F Citizen Affairs Division)
<b>2. National Health Insurance System</b>	Please join the National Health Insurance System when you go to the municipal government office to submit your moving - in notification.	
<b>3. National Pension</b>	For the specific information, please ask to the National Health Insurance/Pension Plan Division at the city hall.	Gifu City Hall (2F National Health Insurance/Pension Plan Division)
<b>4. Application for Permission to Extend Period of Stay</b>	1. Application form for extension of period of stay 2. Certificate of Enrollment 3. Academic Transcript  * Research students are required to submit a certificate outlining the details of their research issued by university faculty.  4. Financial Support Information Form 5. Passport 6. Residence card (or Alien Registration Card) 7. Application fee: 4,000 yen  * You may be required to submit additional information including proof of your expense payment abilities, resume and certificate of your final schooling if the Immigration officer deems them necessary after reviewing your submitted information (for example, due to poor academic performance).	Immigration Bureau (Please see Page 3to 4)
<b>5. Activities not included in Visa Status (Work</b>	1. Application form for a permit to engage in an activity other than that permitted under the status of residence	Immigration Bureau

<p>permit : Part-time Employment)</p>	<p>previously granted</p> <ol style="list-style-type: none"> <li>2. Passport</li> <li>3. Residence card (or Alien Registration Card)</li> <li>4. Papers detailing the intended activities</li> </ol> <p>* No fees necessary for this process.</p>	<p>(Please see Page 3 to 4)</p>
<p><b>6. Temporary Leave and Re-Entry Permit</b></p> <p>(If you will be back to Japan within 1 year : Special Re-Entry Permit System)</p>	<p>Be sure to present your residence card (or Alien Registration Card) at departure.</p> <p>Also please check the box of embarkation card for re-entrant to use this system.</p> <p>If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.</p> <p>* No fees necessary for this process.</p>	<p>Immigration Bureau</p> <p>(Please see Page 3 to 4)</p>
<p>(If you are planning to leave from Japan for more than 1 year : Re-Entry Permit )</p>	<p>If you are planning to leave from Japan for more than 1 year, you need to get re-entry permit. You need to bring followings to the immigration bureau.</p> <ol style="list-style-type: none"> <li>1. Application form for a re-entry permit</li> <li>2. Student ID card or Certificate of Enrollment</li> <li>3. Passport</li> <li>4. Residence card (or Alien Registration Card)</li> <li>5. Application fee: 3,000yen</li> </ol>	
<p><b>7.Changes and Registered Matters</b></p>	<ol style="list-style-type: none"> <li>1. Application for Change in Status of Residence</li> <li>2. Proof for change of status of residence (information to clarify your reason for application)</li> <li>3. Passport</li> <li>4. Residence card (or Alien Registration Card)</li> <li>5. Application fee: 4,000yen</li> </ol>	<p>Immigration Bureau</p> <p>(Please see Page 3 to 4)</p>



<p><b>8. Inviting Family Members to Live with You in Japan</b></p>	<ol style="list-style-type: none"> <li>1. Application for Certificate of Eligibility</li> <li>2. Documents certifying the relationship between the student (supporter) and the family. This can either be a domiciliary register, marriage certificate or birth certificate showing the relationship to the supporter.</li> <li>3. The student's (supporter's) Residence card (or Alien Registration Card) or a copy of his/her passport</li> <li>4. Documents certifying the income of the student (supporter) (Information to prove that the student is capable of supporting his/her family.)</li> </ol> <ul style="list-style-type: none"> <li>* The international student's Certificate of Enrollment</li> <li>* An account balance certificate of a bank account held by the student or a certificate of money transfers</li> <li>* Certificates showing scholarship information including amount and period</li> </ul> <ol style="list-style-type: none"> <li>5. Self-addressed and stamped envelope (As a simple registered mail with 450 yen stamp)</li> </ol>	<p>Immigration Bureau (Please see Page3 to 4)</p>
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しひがいくこくじんりゅうがくせいむ  
私費外国人留学生向け奨学金 (2017年度)

Scholarships for Privately-Financed International Students 2017

名称 Name	募集時期 Application Period	結果通知 Announcement of the Results	月額 Monthly Payment	期間 Duration	大学推薦枠 Max. Number of Recommendation	年齢 制限 Age Limit	国籍・専攻など Requirements (Nationalities, Regions, Major, etc)	非正規生申請の可否 Eligibility of Non-degree-seeking Student	「岐阜大学私費外国人 留学生民間奨学生候補 者」 制度申込の必要※ Privately-Financed International Student Scholarship Candidates Application Requirement
2016年10月期および 2017年4月期 佐藤陽国際奨学財団 2016 Autumn 2017 Spring Sato Yo International Scholarship Foundation	前年度6月 Jun. Previous year	10月 October	¥150,000 (U) ¥180,000 (G)	2年 2 years	制限無し Unlimited	—	(地域)東南アジア 南アジア (Region)/Southeast Asia, South Asia	不可 Ineligible	不要 Not Required
ロータリー米山記念奨学会 Rotary Yoneyama	前年度8月 Aug. Previous year	2月 February	¥100,000 (U) ¥140,000 (G)	2017年4月から 在籍する課程の 正規の最短修業 年限まで The Min. number of years Remaining in the official course period	7	45	—	—	必要 Required



平和中島財団 Heiwa Nakajima Foundation	前年度8月 Aug. Previous year	3月 March	¥100,000	1年 1 year	1(U) 1(G)	—	—	—	必要 Required
交流協会(国内採用) Koryu Kyokai	前年度8月 Aug. Previous year	2月 February	¥144,000 (M) ¥145,000 (D)	2017年4月から 在籍する課程の 正規の最短修業 年限まで The Min. number of years Remaining in the official course period	制限無し Unlimited	35	(地域)台湾 (Region)/Taiwan	可 Eligible	不要 Not Required
似鳥国際財団 Nitori Shougaku Zaidan	前年度8月 Aug. Previous year	3月 March	¥110,000	2年 2 years	制限無し Unlimited	—	—	可 Eligible	不要 Not Required
公益財団法人日本中国友好協会 Japan-China friendship Association	前年度9月 Sep. Previous year	3月 March	¥70,000	1年 1 year	制限無し Unlimited	35	(地域)中国 (Region)/China (専攻)社会科学系, (Major) Social Science	不可 Ineligible	不要 Not Required
帯人久村奨学生(博士課程) Teijin Scholarship Foundation Kumura (Doctoral Course)	前年度9月 Sep. Previous year	12月 December	¥60,000	1年 1 year	制限無し Unlimited	—	—	不可 Ineligible	不要 Not Required

岩谷直治記念財団研究助成 Iwatani Foundation	前年度11月 Nov. Previous year	1月 January	¥150,000	1年 1 year	制限無し Unlimited	30 (M) 35 (D)	(地域)東アジア, 東南 アジア(Region) East Asia, Southeast Asia (専攻)自然科学 (Major)Natural Science	可 Eligible	不要 Not Required
三菱商事留学生 Mitsubishi Corporation International Scholarship	前年度12月 Dec. Previous year	3月 March	¥100,000 (U) ¥150,000 (G)	2017年4月から 在籍する課程の 正規の最短修業 年限まで The Min. number of years Remaining in the official course period	2	—	—	—	必要 Required
2017年4月期 春佐藤陽国際奨学財団 2017 Spring Sato Yo International Scholarship Foundation	前年度11月 Dec. Previous year	2月 February	¥150,000 (U) ¥180,000 (G)	2年 2 years	制限無し Unlimited	—	(地域) 東南アジア, 南アジア (Region) Southeast Asia, South Asia	不可 Ineligible	不要 Not Required
帝人久村奨学生 (修士課程) Teijin Scholarship Foundation Kumura (Master Course)	前年度2月 Feb. Previous year	6月 June	¥50,000	1年 1 year	制限無し Unlimited	—	—	不可 Ineligible	不要 Not Required
佐川留学生奨学財団 Sagawa Scholarship Foundation	前年度2月 Feb. Previous year	5月 May	¥100,000	2年 2 years	1 (U) 1 (G)	27 (U) 35 (G)	(地域) 東南アジア (Region) Southeast Asia	—	必要 Required

朝鮮奨学会奨学金 Korean Scholarship Foundation	前年度 2月 Feb. Previous year	7月 July	¥25,000 (U) ¥40,000 (M) ¥70,000 (D)	1年 1year	1 (U) 1 (G)	30 (U) 40 (G)	(地域) 韓国籍・朝鮮籍 (Region) Korean	—	必要 Required
ドコモ留学生奨学金 Docomo	前年度 2月 Feb. Previous year	7月 July	¥120,000 (M)	2年 2 years	2 (M1)	—	(地域)アジア (Region) Asia (専攻) 通信技術, 情報処理 (Major)Information Technology Information Processing	—	必要 Required
JEES 留学生奨学金 (日能) JEES Scholarship for the promotion of Japanese language learning	前年度 2月 Feb. Previous year	7月 July	¥50,000	2年 2 years	制限無 し Unlimit ed	—	2017年度日本語能力 試験一級合格者に限 る。 This scholarship requires Japanese ability : Successful candidates of JLPT conducted in Japan in2017(N1 level)	—	不要 Not Required
JEES 留学生奨学金 (修学) JEES Scholarship for study	前年度 2月 Feb. Previous year	7月 July	¥30,000	2年 2 years	1	—	—	—	不要 Not Required

味の素奨学会奨学金 Ajinomoto Scholarship for Students From Overseas	4月 Apr.	6月 June	¥150,000 (G)	2年 2 years	2	30	(地域)アジア, アフリカ, 南米地域 (Region) Asia, Africa, South America (専攻)食, 栄養, 保健 (Major) Food, Nutrition, Health	不可 Ineligible	必要 Required
学習奨励費 JASSO Honors Scholarship	4月 Apr.	6月 June	¥48,000	1年 1 year	U:1, G:2	—	—	可 Eligible	不要 Not Required
岐阜県国際交流センター Gifu International Center	4月 Apr.	7月 July	¥30,000	1年 1 year	1	—	—	—	必要 Required
大塚敏英育英奨学財団 Otsuka Toshimi Scholarship Foundation	4月 Apr.	7月 July	¥1,000,000(年額) per annum ¥1,500,000(年額) per annum ¥2,000,000(年額) per annum	1年 1 year	制限無し Unlimited	38	(国籍)アジア, アラブ, アフリカ, ブラジル, ロシア, チェコ (Nationality) Asia, Arab, Africa, Brazil, Russia, Czech(専攻)医学, 薬学, 生物学, 栄養学, 体育学, 工学, 経営学 (Major) Medicine, Pharmacy, Biology,	不可 Ineligible	不要 Not Required

岐阜大学学資援助金 Gifu University	6月 Jun.	7月 July	¥30,000	1年 1 year	5	—	—	Dietetics, Physical education, Engineering, Business Administration	—	—	必要 Required		
2017年10月期および 2018年4月期 佐藤陽国際奨学財団 2017Autumn 2018 Spring Sato Yo International Scholarship Foundation	6月 Jun.	10月 October	¥150,000 (U) ¥180,000 (G)	2年 2 years	制限無し Unlimited	—	(地域)東南アジア, 南 アジア (Region)Southeast Asia, South Asia		不可 Ineligible	不可 Not Required			
JIES 留学生奨学金 (就職促進) JIES Scholarship for Career development	7月	11月 November	¥30,000	1年 1 year	1	—	留學生就職促進プロ グラムに参加する者 かつ日本語能力試験 一級合格者に限る。 This scholarship requires joining the Career development program at Gifu university and Japanese ability : Successful candidates of JLPT(N1 level)		不可 Ineligible	不可 Not Required			

岐阜南ライオンズクラブ Gifu Minami Lions Club	9 月 Sep.	11 月 November	¥120,000 (年額) per annum	1 年 1 year	3	—	(地域)東南アジア, 南 アジア, アフリカ, 中 近東 (Region)Southeast Asia, South Asia, Africa, Middle and Near East	可 (交換留学 生) Eligible (Exchang e Student)	不要 Not Required
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(U)は学部生, (G) は大学院生, (M) は修士課程, (D)は 博士課程を表します。

U: Undergraduate Student, G: Graduate Student, M: Master course, D: Doctoral course

※「岐阜大学私費外国人留学生民間奨学生候補者制度」は, 前年 6 月頃に募集をしています。

The application period of 「Privately Financed International Student Scholarship Candidates Application」 is in June the previous year.

※平成 30 年度は日本政府(文部科学省)奨学金 (国内採用) の公募はありません。

Japanese Government (MEXT) will not accept MEXT Scholarship (Domestic Selection) applications for 2018.

※平成 30 年度より岐阜県国際交流センター奨学金の募集はありません。

Gifu International Center will not accept Scholarship applications from 2018

○奨学金の最新情報は以下の URL で確認できます。○

[http://www.gifu-u.ac.jp/international/current/scholarship\\_b.html](http://www.gifu-u.ac.jp/international/current/scholarship_b.html)

Period	Procedures	Reference Page	Contact	Remarks
January – March, July–September	Application for International House Building	6	Faculty/Graduate School Office, etc.	
	Application for Japanese Language Course of International Student Center	2	Faculty/Graduate School Office, etc.	Twice a year (Feb & Sep)
April	Obtain Residence Card	2	Airport for Immigration	Residence Card is not issued to the students who granted admission to stay for 3 months or less
	Confirmation of Resident Status	–		Make sure it's Student Visa
	Registration of Residence	3	Municipal Offices	Get your address written to the Residence Card
	Join National Health Insurance/National Pension System Notification Card for 'My Number' will be notified	8	Municipal Offices	
	Orientation of Faculty/Graduate School	–	Faculty/Graduate School Office	
	Research Guidance	–	Instructor	
	Issue Student(User) ID and Password for Campus Information Services	–	Faculty/Graduate School Office	
	New Student Orientation	–	Inbound and Outbound Student Affairs Section	All new international students need to attend (Apr & Oct)
	Health Check-Ups	9	Health Administration Center	
	Accident and Casualty Insurance	9	Educational Affairs Department	Gifu University joins this insurance for privately-financed students
	Open a bank account	–	Post Office/Bank	
As needed	Submit the change of address notification/Moving-out notification/Moving-in notification	3	Municipal Offices	
	Notification of address change	3	Faculty/Graduate School Office	
	Extend period of stay	3	Immigration Bureau	
	Notification of Extension of the Valid Period of the Residence Card	–	Faculty/Graduate School Office	
	Notification of Temporary Exit	4	Faculty/Graduate School Office	Need a permit from the faculty instructor before departure
	Re-entry Permit	4	Immigration Bureau	There is a system for Re-entry Permit
	Application for Scholarships	7	Faculty/Graduate School Office	
	Absent from/Return/Leave from University	–	Faculty/Graduate School Office	
	Application for Tuition Fee Exemption	7	Educational Affairs Department, Student Affairs Division	Please make sure the application period and method
	Application for extension/refusal for Japanese Government Scholarship	8	Faculty/Graduate School Office	Only international students for Japanese Government Scholarship
Application and renewal for Comprehensive Renter's Insurance	6	Inbound and Outbound Student Affairs Section		
Before you leave	Application for receipt and refusal of Return Travel Expense for Japanese Government Scholarship Students	–	Faculty/Graduate School Office	Only international students for Japanese Government Scholarship
	Entry of Submitted Documents for Immigration Bureau	–	Faculty/Graduate School Office	
	Submit Moving-out notification Return of Notification Card/My Number Card	–	Municipal Offices	
	Cancel and return of National Health Insurance/National Pension System	–	Municipal Offices	
	Return of Residence Card	–	Airport for Departure	
Keeping staying in Japan	Change your visa status	4	Immigration Bureau	When finding a job in Japan (Student Visa → Work Visa)
			Faculty/Graduate School office	When being a researcher (Student Visa → Cultural Activities Visa) When continuing to look for a job (Student Visa → Designated Activities Visa)