

Handbook for International Students 2016



 **GIFU UNIVERSITY**

2016. 10

📍 Consultation Services for International Students 📍

The International Student Center / International Student Support Section offer consultation, guidance, and general advice to international students regarding their academic or any other daily issue. 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 our International Student Advisor or call the office.

Contact: Ms. Takako Ohta, International Student Advisor

(Professor of International Student Center)

TEL: 058-293-3194

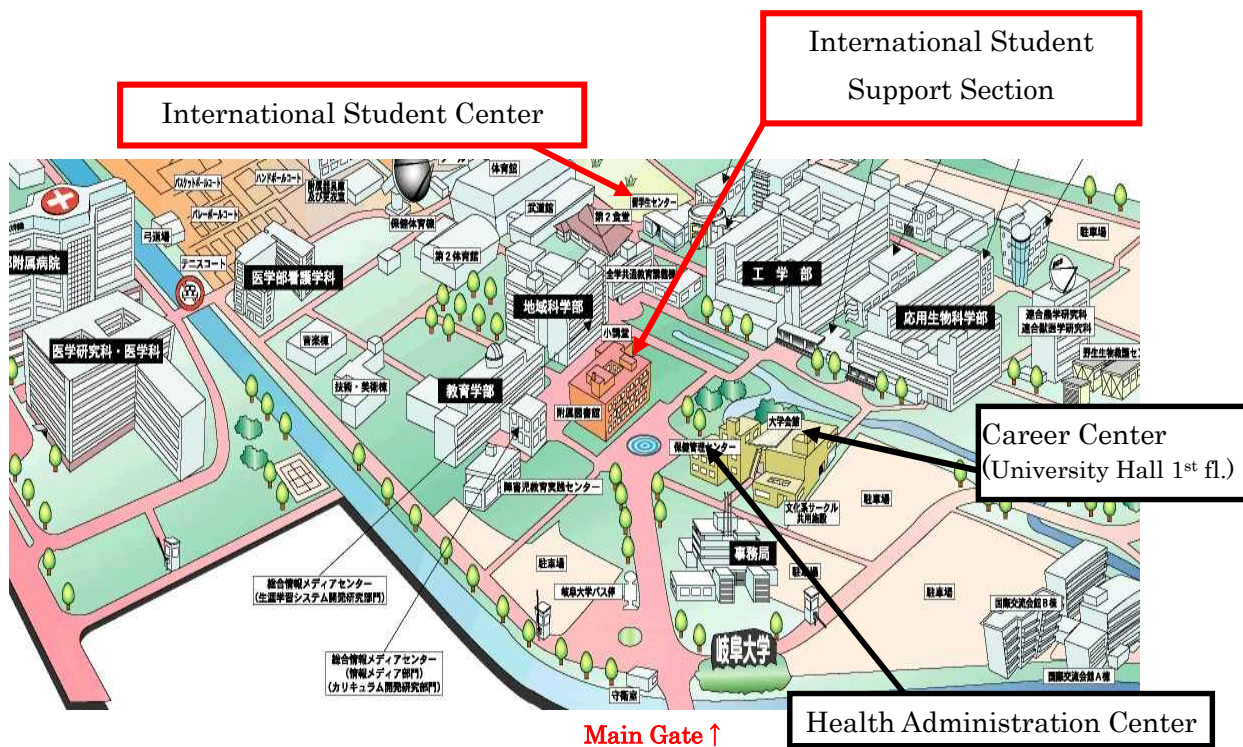
Exchange Lounge

TEL: 058-293-3392

International Student Support Section

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

E-mail: direcent@gifu-u.ac.jp



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

- Career Center Opening Hours: 8:30 a.m. – 5:15 p.m.
TEL: 058-293-3362
- Health Administration Center Opening Hours: 8:30 a.m. – 5:00 p.m.
TEL: 058-293-2174

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I. Support System for Academic and Daily Life

1. Instructor

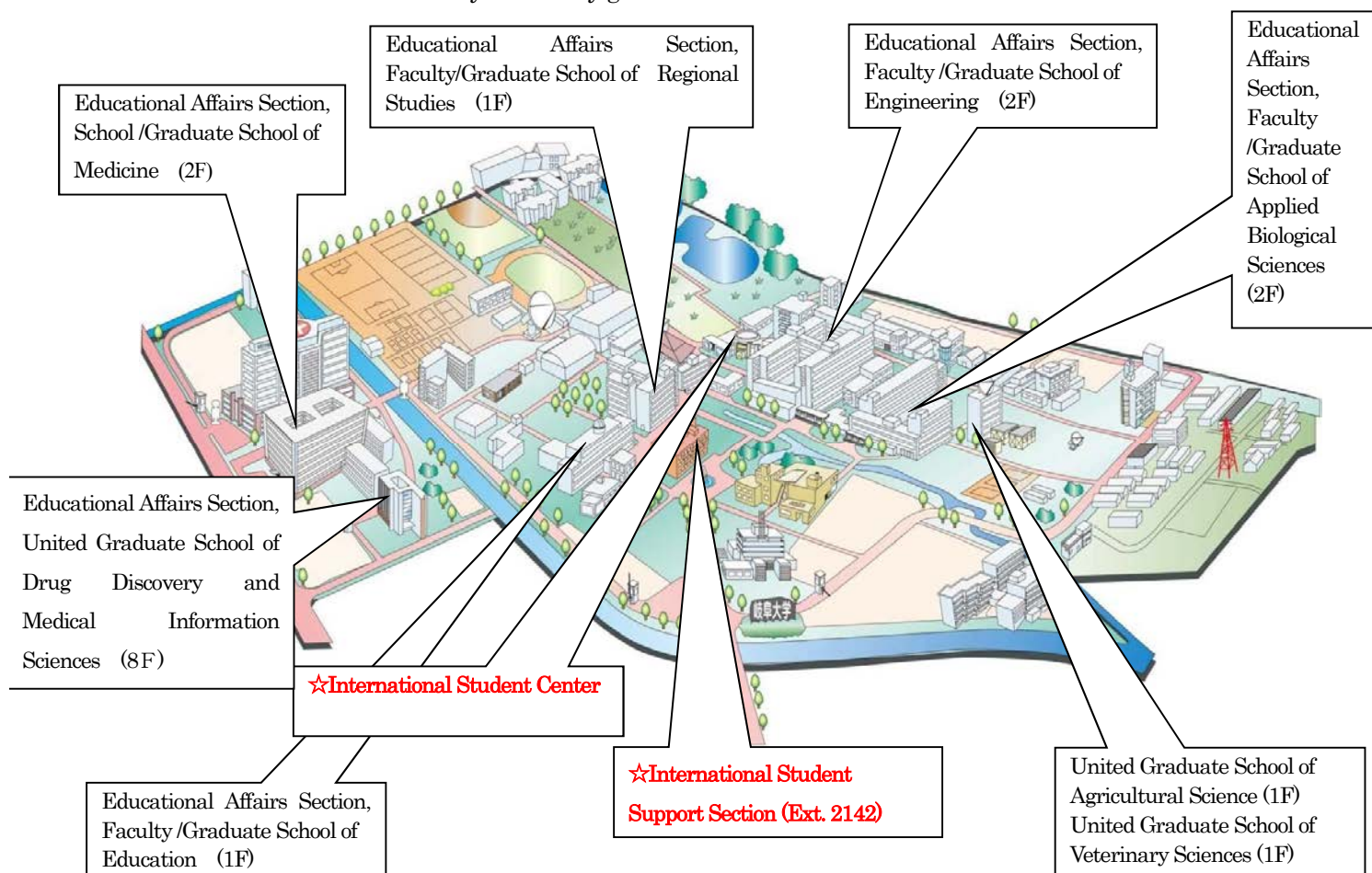
If you have any daily life issues you need help with or if you have any problems at school, please come and talk to your instructor for any help (Appointment required).

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

2. Faculty/Graduate School Office

Gifu University faculty/graduate school offices are offering the followings: 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. International Student Center/International Student Support Section

The International Student Center and the International Student Support Section provide consultation services, guidance and advice for international students. Please feel free to contact Professor Takako Ohta, the office located in the International Student Center or please stop by the International Student Support Section if you have any questions.

Also, the ISC lounge is located in the International Student Center building and an international student advising staff and a student tutors (available hours: 2 : 45PM-4 : 45PM) are there to provide academic advice and to support your all sort of life issues you may need help with. The lounge is equipped with 5 PCs and a printer and is accessible using your PC account.

Professor Takako Ohta at the International Student Center

TEL: 058-293-3194 (Ext. 3194)

Exchange Lounge

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

International Student Support Section

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

E-mail : direcent@gifu-u.ac.jp

4. Consultation Counters/Counselors

The following facilities are also offering a consultation services to the university students:

(1) Career Center (University Hall 1st 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 your job-hunting or career-development.

(2) Health Administration Center

The Health Administration Center gives students first-aid medical treatments for illnesses, injuries and consultation for physical and mental problems. Please see P.9.

(3) Campus Life Helper

Each of faculty office, International Student Center, 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 supports to the international students. Please ask faculty/graduate school office you belong to for more information.

II. Japanese Language Education

International Center offers Japanese language courses (Intensive Course · Standard Course) for the international students. However, undergraduate students (degree seeking student), non-student visa holder, their family and international researchers are not able to attend Japanese language courses.

If you would like to take the Japanese language course, ask your instructor. At the request of instructors, the faculty/graduate school office applies for the Japanese language course on behalf of prospective international students before their arrival in Japan. 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 International Student Center.

Please also 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 continue to attend, you also need to apply.

III. Residence and Registration Procedures

International students need to go through a lot of residence and registration procedures all of which

are **indispensable** to them to stay in Japan. Please don't forget all the necessary steps you have to do. 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 – to a long term residents when granted permission pertaining to residence, such as a landing permission, a permission for change of resident status and a 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 have to submit a moving-in notification to the municipal office within 14 days from moving date.

3. National Health Insurance

Please enroll in the National Health Insurance when you go to the municipal office for 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 your length of period which decided by a Japanese immigration office. (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 International Student Support Section for details. **Please don't forget all the necessary steps you have to do. If you don't renew your permit, you will be considered as overstayed and 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 get engaged in any forms of paid work in Japan. International students who want to get a part time job need to obtain 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 student who has already been staying 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. Japanese Government Scholarship Students and Exchange Students are not permitted work in Japan in principle.

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 stay in Japan after graduation, please 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 staying 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 you can work from present student visa to the "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, who wish to stay in Japan, and who 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 period of stay becomes 6 months and it is authorized to stay for a maximum of 1 year. To apply for a change of visa status, you need a letter of recommendation from university. Please refer to the faculty/graduate school office before you complete your study.

8. My Number System

The Japanese government adopts “My Number System” from October 1st 2015. “My Number” is the one to one person. It is needed when you go through procedure at municipal office and so on. So it is very important. Municipalities will send the envelope to your house by registered mail from October. This envelope contains “Notification Card” .Please keep this “Notification Card” with caution. Tearing up and throwing away are prohibited. This envelope contains the application form of “My Number”. You can apply by mail. You can use this “Individual Number Card” as your ID. And you can get a certificate of residence at convenience store. But it is different from region to region.

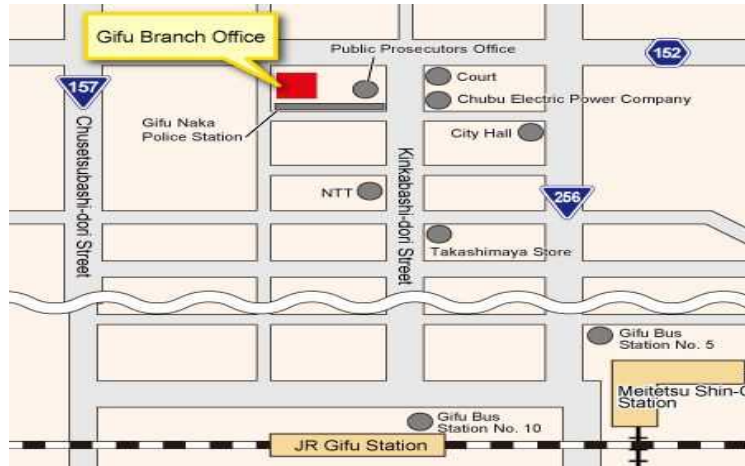
In order not to be used your “My Number” illegally, please don't teach and show your “My Number” to others without necessary case. If you leave Japan with no intension of coming back you need to return your Notification card/My Number Card to your municipal office so please keep it safe.

[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 bus f Ginan-cho line bound for Ginan-cho Miyake from the Gifu University, and then alight at Gifu City Hall. Walk heading to west toward Kinkabashi-Dori/ Pref. Road 151 for about 6min.

[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 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 only available month to move in.

Application should be sent to the International Student Support Section and application deadline will be January for April and July for October. Please see the bulletin board of each 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 will be 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 divided 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

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 be 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 (2,000yen)

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 International Student Support Section of International Planning Division (hereinafter called "International Student Support 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 International Student Support Section immediately for the following situations: bodily injury, 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 might 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 at the bulletin boards in each faculty/graduate school when it's 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. So you must be done your national health insurance procedures at the municipal office before you opening your bank account.

The first day of the 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 confirmed your attendance, 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, monthly grant won't be paid for that month. Also grant money won't be paid to the student who is taking a registered absence from school either.

(2) Extension of Scholarship Accepting Period

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

Gifu University will be sent notifications to the student whose scholarship period expires around October.

Please take a 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 applicants are always permitted. *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 the fiscal year 2015, you will be required to apply for Privately-Financed International Student Scholarship Candidates around July each year about some scholarships. For more information, please confirm the details at the faculty/graduate school office, the International Student Support Section, or AIMS.

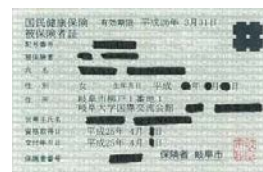
Non required Privately-Financed International Student Scholarship Candidates scholarship will be notified accordingly. Please confirm the details at the faculty/graduate school office or the International Student Support Section. In addition, you could confirm the latest information on the website (http://www.gifu-u.ac.jp/en/international/current/scholarship_b.h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

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 Japanese government. This insurance premium will save 70 % of total expenditure in the hospitals and you have to pay only 30% of medical cost from the total of your bill. Application is available at the municipal office of your residential area.



The insurance premiums may vary depending on individual household situations.
Your insurance premium is decided by your income, your 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, annual premium per person will be min. 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. The newly-enrolled students need to undergo medical check in April or October. All students including international students and non-degree seeking students (research students and auditors) have to go through a health check-up every year without fail. The detailed schedule will be shared through e-mail and AIMS-Gifu.

(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 got any medical issues.

Hospitals and clinics location map is available at:

http://www.hoken.gifu-u.ac.jp/img/eng_clinic_map.pdf



(3) Emergency

Please call 119 for ambulance if you become seriously ill or get injured and inform them of your exact locations. Ambulance fee is free in Japan. However, please call only in case of emergencies.

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 is providing necessary support to help international students to do various activities and have 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 maximum of 3 more years. If you would like to apply for leasing service, please visit the International Student Support 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 (no interest will be charged). The maximum allowable loan amount will be 100,000 yen, and loan application is available at only once per academic year. Repayment must be made within five months from the application date. For application, please visit the International Student Support Section.

(2) Other Information

① Accident and Casualty Insurance

Accident and casualty insurance for students during their educational research activities, this insurance will cover you for unexpected things that could happen to you during the academic field of study (including lectures, experiments, practices, 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. 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 the case that your one way distance exceed 100km by using JR). 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 not to get involved in any traffic accidents.

② Bicycle

Having a bicycle is a convenient and inexpensive mode of transportation, especially if you live close to campus. However you must use extra cautions 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 whenever you leave it behind, 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 have/cause traffic accidents. Should you have/cause an accident, you may need 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, finish a driving school 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 a 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 the Japanese law, if anyone, who registers as a resident or as a foreign national in Japan, leaves and re-enters this country within three months, the above mentioned one year duration will never start newly.

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



UPPlease carefully note again under the above situation, YOU ARE NOT ACCEPTABLE TO DRIVE AMONG 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 have 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

compulsory insurance. The optional insurance is valid for the following items which are not covered by the compulsory insurance: property damage, damage to the third party's 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 drive a car into Gifu University. Please apply to the faculty/graduate school office.

④ Traffic Accident

If you are involved in a traffic accident, remain calm and do the followings:

- (1) If anyone is injured, call 119 immediately for an ambulance.
- (2) Report the accident to the police (Call 11) and accept "Traffic Accident Certificate" from the police.
- (3) Remove anything from an accident site which may disturb traffic.
- (4) Must have to note the following information in case of a car collision, crash, etc.: name, address, and telephone number, date of birth, work place and license plate number of the driver.
- (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 the residents of the Gifu University International House.



IX. Family Affairs

Inviting your family to Japan will help you to be mentally and emotionally relieve. However, sometimes even small pieces of family issue can be a burden on your field of study. 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 International Student Support Section for details.

(2) Permission to Extend Period of Stay

Period of stay varies from 15 day 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 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 baby is born, either mother or father must submit birth notification to municipal office within 14 days from his/her birth and apply for certificate of eligibility at the Immigration Bureau within 30 days from his/her 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 go to kindergartens. Application procedures and child-care fees may vary depending on whether it is a public or a private kindergarten. Please ask 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 the schools and learn with Japanese children if their parents or guardians want them to and if it's approved by schools. Please ask 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)

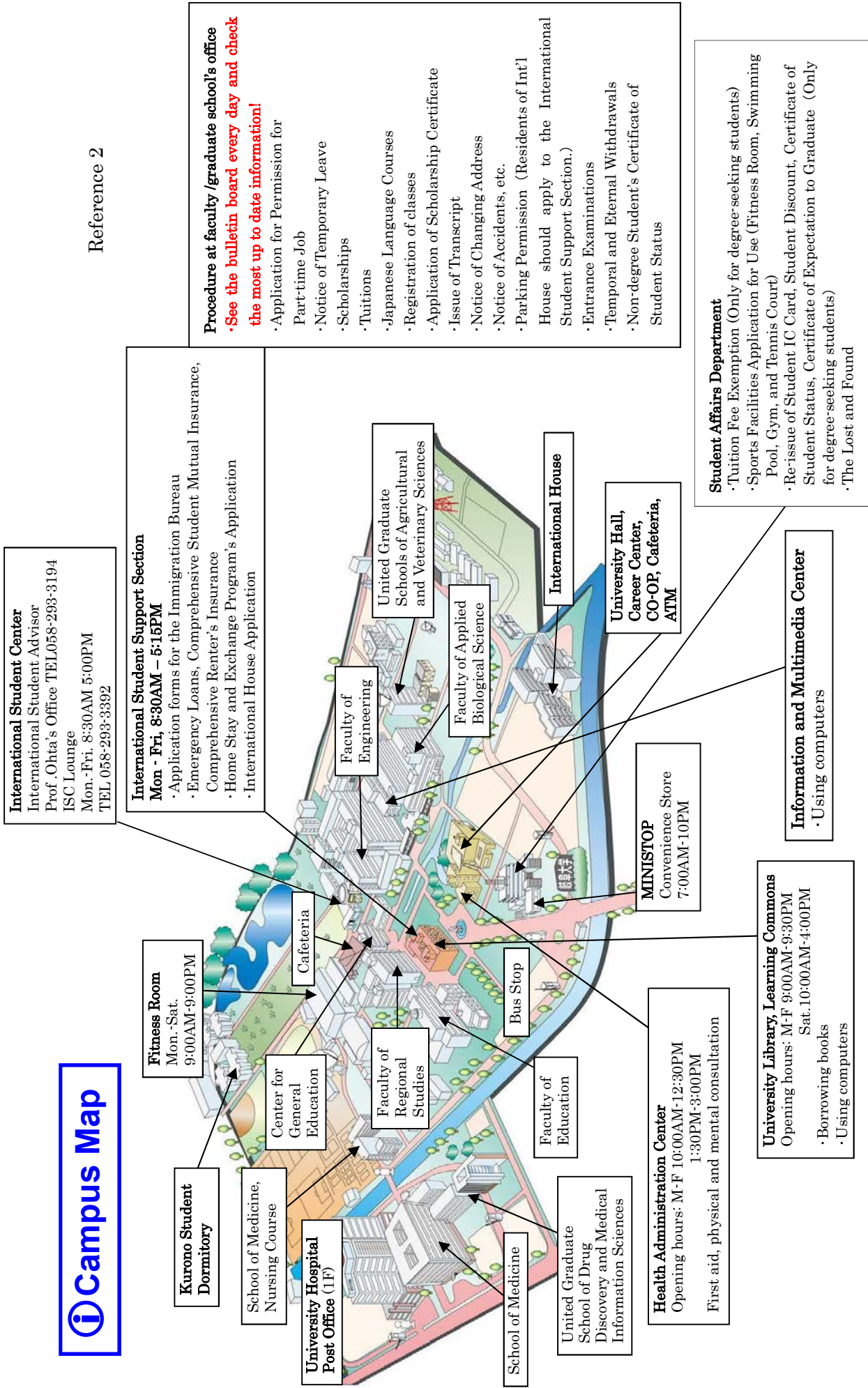
Dependent visa holders are not permitted to work in Japan in principle. However, they could apply for a work permit at the Immigration Bureau. If it's approved, they can work in Japan up to 28 hours per week.

岐阜大学の組織図 Organization of Gifu University



i Campus Map

Reference 2



List of Residence and Registration Procedures

Types of Application	Documents to be Submitted	Place for Application
1. Moving –in Notice	1. Residence card (or Alien Registration Card) 2. Passport * Within 14 days from date of entry into Japan or moving date.	Gifu City Hall (1F Citizen Affairs Division)
2. National Health Insurance System	Please join the National Health Insurance System when you go to the municipal government office to submit your moving - in notification.	
3. National Pension	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)
4. Application for Permission to Extend Period of Stay	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)
5. Activities not included in Visa Status (Work	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"> 2. Passport 3. Residence card (or Alien Registration Card) 4. Papers detailing the intended activities <p>* No fees necessary for this process.</p>	<p>(Please see Page 3 to 4)</p>
<p>6. Temporary Leave and Re-Entry Permit</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"> 1. Application form for a re-entry permit 2. Student ID card or Certificate of Enrollment 3. Passport 4. Residence card (or Alien Registration Card) 5. Application fee: 3,000yen 	
<p>7.Changes and Registered Matters</p>	<ol style="list-style-type: none"> 1. Application for Change in Status of Residence 2. Proof for change of status of residence (information to clarify your reason for application) 3. Passport 4. Residence card (or Alien Registration Card) 5. Application fee: 4,000yen 	<p>Immigration Bureau</p> <p>(Please see Page 3 to 4)</p>



<p>8. Inviting Family Members to Live with You in Japan</p>	<ol style="list-style-type: none"> 1. Application for Certificate of Eligibility 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. 3. The student's (supporter's) Residence card (or Alien Registration Card) or a copy of his/her passport 4. Documents certifying the income of the student (supporter) (Information to prove that the student is capable of supporting his/her family.) <ul style="list-style-type: none"> * The international student's Certificate of Enrollment * An account balance certificate of a bank account held by the student or a certificate of money transfers * Certificates showing scholarship information including amount and period <ol style="list-style-type: none"> 5. Self-addressed and stamped envelope (As a simple registered mail with 450 yen stamp) 	<p>Immigration Bureau (Please see Page3 to 4)</p>
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私費外国人留学生向け奨学金 (2015年度)

Reference 4

Scholarships for Privately-Financed International Students 2015

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
2014年10月期および 2015年4月期 佐藤陽国際奨学財団 2014 Autumn 2015 Spring Sato Yo International Scholarship Foundation	前年度6月 Jun. Previous year	10月 October	¥120,000 (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)	2015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	4	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)	2015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	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
帝人久村奨学生（博士課程） Teijin Scholarship Foundation Kumura (Doctoral Course)	前年度9月 Sep. Previous year	12月 December	¥100,000	1年 1 year	制限無し Unlimited	—	—	不可 Ineligible	不要 Not Required
似鳥国際財団 Nitori Shougaku Zaidan	前年度9月 Sep. Previous year	3月 March	¥110,000	2年 2 years	制限無し Unlimited	26 (U) 28 (G)	—	可 Eligible	不要 Not Required

日本政府(文部科学省) Japanese Government (MEXT) Scholarship	前年度11月 Nov. Previous year	2月 February	¥144,000 (M) ¥145,000 (D)	2015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 (G)	35 (G)		可 Eligible	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)	2015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
2015年4月期 春期佐藤陽国際奨学財団 2015 Spring Sato Yo International Scholarship Foundation	前年度12月 Dec. Previous year	2月 February	¥120,000 (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 1 year	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 (M)	—	(地域)アジア (Region) Asia (専攻) 通信技術, 情報処理 (Major)Information Technology Information Processing	不可 Ineligible	必要 Required
鷹野学術振興財団 Takano Zaidan	3月 Mar.	6月 June	¥600,000 (年額) Per annum	1年 1 year	制限無し Unlimited	—	(専攻) 科学技術関係 (Major) Science&Technology	—	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	制限無し Unlimited	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	不要 Not Required
学習奨励費 JASSO Honors Scholarship	4月 Apr.	6月 June	¥48,000	1年 1 year	U:1, G:4	—	—	可 (大学院生) Eligible (Graduate Student)	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
大塚敏美育英奨学財団 Otsuka Toshimi Scholarship Foundation	3月 Mar.	8月 Aug.	¥1,000,000 (年額) per annum or ¥1,500,000 (年額) per annum or ¥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, 栄養学, 体育学, 経営学 (Major) Medicine, Pharmacy, Dietetics, Physical education Business Administration	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	—	—	—	必要 Required

2015年10月期および 2016年4月期 佐藤陽国際奨学財団 2015 Autumn 2016 Spring Sato Yo International Scholarship Foundation	6月 Jun.	10月 October	¥120,000 (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
岐阜南ライオンズクラブ Gifu Minami Lions Club	9月 Sep.	12月 December	¥120,000 (年額)per annum	1年 1 year	6~8	—	(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 (Exchange Student)	不要 Not Required

(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、実際は平成27年度募集から開始し、毎年7月頃募集をしています。

「Privately Financed International Student Scholarship Candidates Application」had started since Heisei27FY(2015-2016).

The application period is in July every year.

○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

Period	Procedures	Reference Page	Contact	Remarks
January – March, July–September	Application for International House Building	6	International Student Support Section	
	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	–	International Student Center	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	International Student Support 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)