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.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

Please see Page 10 for details.
Consultation Services for International Students

I. Support System for Academic and Daily Life

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

III. Residence and Registration Procedures

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. Leave of Absence from School
8. Procedures for Changing Status of Residence about Working after Graduation and Completion
9. My Number System
10. The Map of Immigration Bureau

IV. University Dormitory

1. Gifu University International House Building A & B
2. Kurono Student Dormitory
3. Public Housing
4. Private Housing
5. Comprehensive Renter’s Insurance for Foreign Students Studying in Japan

V. Tuition and Other Fees

1. Tuition and Other Fees
2. Tuition Payment
3. Exemption of Tuition Payment

VI. Scholarships

1. Japanese Government Scholarship Student
   (1) Scholarship Payment
   (2) Extension of Scholarship Accepting Period
2. Scholarships for Privately-financed International Students
Ⅶ. Health Insurance

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

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 Ayuka 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

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 2018
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 2:45 p.m. to 4:45 p.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.
4. Consultation Counters/Counselors

The following facilities also offer a consultation service to 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 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, Organization for Promotion of 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. Leave of Absence from School

In case an international student who is staying in Japan under a student status of residence, ceases to act as a student for no justifiable reason for more than three-months, the student will have his/her student status of residence revoked. An international student who takes a leave of absence for no justifiable reasons is required to make a prompt return to his/her home country.

Please also note that even if an international student has a “Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted,” he/she is not allowed to engage in any part-time work in Japan as long as he/she is absent from school without due reasons.

8. 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.

9. 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 intention 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 6 minutes.
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)
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:

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/](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 Inbound and Outbound Student Affairs 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.

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).

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

(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

(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: electric heater, electric fan, vacuum cleaner, and microwave

2. Life Support Loan (Short-Term Loan Fund for International
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 Child Care Division, Gifu City Hall for details including entry procedures, child-care fees, etc. (TEL: 058-241-2143)

(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: 058-214-2193)

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

学長  President
理事・副学長  Executive Directors/Vice Presidents
監事  Auditors

学部  Faculties
- 教育研究院 Faculty Organization
- 教育推進・学生支援機構 Organization for Promotion of higher Education and Student Support
- 研究推進・社会連携機構 Organization for Research and Community Development
- グローカル推進機構 Organization for Promotion of Glocalization
- 日本語・日本文化教育センター Center for Japanese Language and Culture
学長室 Office of the President
情報連携統括本部 Head Office for Information Management
新学部設置準備室 New Faculty Preparation Office
大学本部 Central Administration Office
特定課題対応組織 Offices for Specially Assigned Tasks
公正研究推進室 Research Integrity Promotion Office
監査室 Audit Office

大学院  Graduate Schools
- 教育学研究科 Graduate School of Education
- 地域科学研究科 Graduate School of Regional Studies
- 医学系研究科 Graduate School of Medicine
- 工学研究科 Graduate School of Engineering
- 自然科学研究科 Graduate School of Natural Sciences and Technology
- 連合農学研究科 United Graduate School of Agricultural Sciences
- 共同獣医学研究科 Joint Graduate School of Veterinary Sciences
- 連合創薬医療情報研究科 United Graduate School of Drug Discovery and Medical Information Sciences

図書館 Library
- 地域協学センター Center for Collaborative Study with Community
- 航空宇宙生産技術開発センター Intelligent Production Technology Research & Development Center for Aerospace
- 流域圏科学研究センター River Basin Research Center
- 保健管理センター Health Administration Center

医学教育共同利点拠点 Collaboration Center for Medical Education
医学教育開発研究センター Medical Education Development Center

Organization of Gifu University

学部  Faculties
- 教育学部 Faculty of Education
- 地域科学部 Faculty of Regional Studies
- 医学部 School of Medicine
- 工学部 Faculty of Engineering
- 応用生物科学部 Faculty of Applied Biological Sciences

大学院  Graduate Schools
- 教育学研究科 Graduate School of Education
- 地域科学研究科 Graduate School of Regional Studies
- 医学系研究科 Graduate School of Medicine
- 工学研究科 Graduate School of Engineering
- 自然科学研究科 Graduate School of Natural Sciences and Technology
- 連合農学研究科 United Graduate School of Agricultural Sciences
- 共同獣医学研究科 Joint Graduate School of Veterinary Sciences
- 連合創薬医療情報研究科 United Graduate School of Drug Discovery and Medical Information Sciences
Inbound and Outbound Student Affairs Section
Mon - Fri, 8:30AM - 5:16PM
- Application forms for the Immigration Bureau
- Emergency Loans, Comprehensive Student Mutual Insurance, Comprehensive Renter’s Insurance
- Home Stay and Exchange Program’s Application

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

<table>
<thead>
<tr>
<th>Types of Application</th>
<th>Documents to be Submitted</th>
<th>Place for Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Moving –in Notice</td>
<td>1. Residence card (or Alien Registration Card)</td>
<td>Gifu City Hall (1F Citizen Affairs Division)</td>
</tr>
<tr>
<td></td>
<td>2. Passport</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* <strong>Within 14 days from date of entry into Japan or moving date.</strong></td>
<td></td>
</tr>
<tr>
<td>2. National Health Insurance System</td>
<td>Please join the National Health Insurance System when you go to the municipal government office to submit your moving - in notification.</td>
<td></td>
</tr>
<tr>
<td>3. National Pension</td>
<td>For the specific information, please ask to the National Health Insurance/Pension Plan Division at the city hall.</td>
<td>Gifu City Hall (2F National Health Insurance/Pension Plan Division)</td>
</tr>
</tbody>
</table>
| 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) |
<p>| 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>
<table>
<thead>
<tr>
<th>1. Permit: Part-time Employment</th>
<th>previously granted</th>
<th>(Please see Page 3 to 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Passport</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Residence card (or Alien Registration Card)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Papers detailing the intended activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* No fees necessary for this process.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Temporary Leave and Re-Entry Permit

(If you will be back to Japan within 1 year: Special Re-Entry Permit System)

Be sure to present your residence card (or Alien Registration Card) at departure.
Also please check the box of embarkation card for re-entrant to use this system.
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.
* No fees necessary for this process.

(If you are planning to leave from Japan for more than 1 year: Re-Entry Permit)

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.
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

7. Changes and Registered Matters

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

Immigration Bureau
(Please see Page 3 to 4)
| **8. Inviting Family Members to Live with You in Japan** | 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.)  
* 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  
5. Self-addressed and stamped envelope (As a simple registered mail with 450 yen stamp) | Immigration Bureau  
(Please see Page 3 to 4) |
<table>
<thead>
<tr>
<th>名称 Name</th>
<th>募集時期 Application Period</th>
<th>結果通知 Announcement of the Results</th>
<th>月額 Monthly Payment</th>
<th>期間 Duration</th>
<th>大学推薦枠 Max. Number of Recommendation</th>
<th>年齢制限 Age Limit</th>
<th>国籍・専攻など Requirements (Nationalities, Regions, Major, etc.)</th>
<th>非正規生申請の可否 Eligibility of Non-degree-seeking Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017年10月期および2018年4月期 佐藤陽国際奨学財団 2017 Autumn 2018 Spring Sato Yo International Scholarship Foundation</td>
<td>前年度6月 Jun. Previous year</td>
<td>10月 October</td>
<td>¥150,000 (U) ¥180,000 (G)</td>
<td>2年 2 years</td>
<td>制限無し Unlimited</td>
<td>～</td>
<td>(地域)東南アジア南アジア (Region)Southeast Asia, South Asia</td>
<td>不可 Ineligible</td>
</tr>
</tbody>
</table>

<p>|  |  |  |  |  |  |  |  | 不要 Not Required |</p>
<table>
<thead>
<tr>
<th>情報源</th>
<th>年度</th>
<th>月份</th>
<th>月日</th>
<th>金額（U）</th>
<th>金額（G）</th>
<th>年限</th>
<th>留学地</th>
<th>専攻科目</th>
<th>必要/不要</th>
</tr>
</thead>
<tbody>
<tr>
<td>ロータリー米山記念奨学基金</td>
<td>前年度8月</td>
<td>2月</td>
<td>February</td>
<td>¥100,000</td>
<td>¥140,000</td>
<td>45年</td>
<td>台湾</td>
<td>なし</td>
<td>必要</td>
</tr>
<tr>
<td>平和中島財団</td>
<td>前年度8月</td>
<td>3月</td>
<td>March</td>
<td>¥100,000</td>
<td>¥140,000</td>
<td>1年</td>
<td>台湾・東アジア・東南アジア</td>
<td>なし</td>
<td>必要</td>
</tr>
<tr>
<td>交流協会(国内採用)</td>
<td>前年度8月</td>
<td>2月</td>
<td>February</td>
<td>¥144,000</td>
<td>¥145,000</td>
<td>Unlimited</td>
<td>東アジア,南東アジア</td>
<td>なし</td>
<td>不要</td>
</tr>
<tr>
<td>似鳥国際財団</td>
<td>前年度8月</td>
<td>2月</td>
<td>February</td>
<td>¥110,000</td>
<td>¥110,000</td>
<td>Unlimited</td>
<td>東アジア・東南アジア</td>
<td>なし</td>
<td>不要</td>
</tr>
<tr>
<td>公益財団法人日本中国友好協会（前年度9月-Sep. Previous year）</td>
<td>3月-March</td>
<td>¥70,000</td>
<td>1年-1 year</td>
<td>制限無し-Unlimited</td>
<td>35</td>
<td>(地域)中国 (Region)China (専攻)社会科学系, (Major) Social Science</td>
<td>不可-Ineligible</td>
<td>不要-Not Required</td>
<td></td>
</tr>
<tr>
<td>帝人久村奨学生（博士課程）Teijin Scholarship Foundation Kumura (Doctoral Course)</td>
<td>前年度9月-Sep. Previous year</td>
<td>12月-December</td>
<td>¥60,000</td>
<td>1年-1 year</td>
<td>制限無し-Unlimited</td>
<td>-</td>
<td>（専攻）医学・薬学・バイオ学系・理工学系・情報学系 (Major) Medicine, Pharmacy, Biology, Science and Engineering, Engineering, Information</td>
<td>不可-Ineligible</td>
<td>不要-Not Required</td>
</tr>
<tr>
<td>岩谷直治記念財団研究助成Iwatani Foundation</td>
<td>前年度11月-Nov. Previous year</td>
<td>1月-January</td>
<td>¥150,000</td>
<td>1年-1 year</td>
<td>制限無し-Unlimited</td>
<td>30 (M)</td>
<td>(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</td>
<td>可-Eligible</td>
<td>不要-Not Required</td>
</tr>
<tr>
<td>三菱商事留学生Mitsubishi Corporation International Scholarship</td>
<td>前年度12月-Dec. Previous year</td>
<td>3月-March</td>
<td>¥100,000 (U) ¥150,000 (G)</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>必要-Required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>前年度11 月 Dec. Previous year</td>
<td>2 月 February</td>
<td>¥150,000 (U) ¥180,000 (G)</td>
<td>2 年 2 years</td>
<td>制限無し Unlimited</td>
<td>（地域）東南アジア，南アジア (Region) Southeast Asia, South Asia</td>
<td>不可 Ineligible</td>
<td>不要 Not Required</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------</td>
<td>---------------</td>
<td>----------------------------</td>
<td>--------------</td>
<td>-------------------</td>
<td>---------------------------------------------------------------</td>
<td>----------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>帝人久村奨学生 (修士課程) Teijin Scholarship Foundation Kumura (Master Course)</td>
<td>前年度 2月 Feb. Previous year</td>
<td>6 月 June</td>
<td>¥50,000</td>
<td>1 年 1 year</td>
<td>制限無し Unlimited</td>
<td>D1</td>
<td>不可 Ineligible</td>
<td>不要 Not Required</td>
<td></td>
</tr>
<tr>
<td>佐川留学生奨学財団 Sagawa Scholarship Foundation</td>
<td>前年度 2月 Feb. Previous year</td>
<td>5 月 May</td>
<td>¥100,000</td>
<td>2 年 2 years</td>
<td>1 (U) 1 (G)</td>
<td>27 (U) 35 (G) (Region) Southeast Asia</td>
<td>不可 Ineligible</td>
<td>不要 Not Required</td>
<td></td>
</tr>
<tr>
<td>朝鮮奨学会奨学金 Korean Scholarship Foundation</td>
<td>前年度 2月 Feb. Previous year</td>
<td>7 月 July</td>
<td>¥25,000 (U) ¥40,000 (M) ¥70,000 (D)</td>
<td>1 年 1year</td>
<td>1 (U) 1 (G)</td>
<td>30 (U) 40 (G) (Region) Korean</td>
<td>不可 Ineligible</td>
<td>必要 Required</td>
<td></td>
</tr>
<tr>
<td>ドコモ留学生奨学金 Docomo</td>
<td>前年度 2月 Feb. Previous year</td>
<td>7 月 July</td>
<td>¥120,000 (M)</td>
<td>2 年 2 years</td>
<td>2 (M1)</td>
<td>（地域)アジア (Region) Asia (専攻) 通信技術，情報処理 (Major)Information Technology Information Processing</td>
<td>不可 Ineligible</td>
<td>必要 Required</td>
<td></td>
</tr>
<tr>
<td>JEES 留学生奨学金 (日能)</td>
<td>前年度 2月</td>
<td>7月</td>
<td>¥50,000</td>
<td>2年 2年</td>
<td>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 in 2017 (N1 level)</td>
<td>不要 Not Required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------</td>
<td>-----</td>
<td>---------</td>
<td>-------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JEES 留学生奨学金 (修学)</td>
<td>前年度 2月</td>
<td>7月</td>
<td>¥30,000</td>
<td>2年 2年</td>
<td>留学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を受験する予定の者。This scholarship requires joining the Gifu University Career development program and planning to take an examination of JLPT (Japanese Language Proficiency Test.)</td>
<td>不可 Ineligible</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JEES 留学生奨学金 (就職促進)</td>
<td>2月</td>
<td>7月</td>
<td>¥30,000</td>
<td>1年 1 year</td>
<td>-</td>
<td>不要 Not Required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>奨学金名目</td>
<td>領域</td>
<td>年月日</td>
<td>額</td>
<td>年数</td>
<td>国籍</td>
<td>専攻</td>
<td>不可</td>
<td>必要</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
<td>-------</td>
<td>----</td>
<td>------</td>
<td>-----</td>
<td>------</td>
<td>-----</td>
<td>-----</td>
<td></td>
</tr>
<tr>
<td>味の素奨学会奨学金(Ajinomoto Scholarship for Students From Overseas)</td>
<td>みず郷, アフリカ, 南米地域(Region) Asia, Africa, South America</td>
<td>4月 Apr. 6月 June</td>
<td>¥150,000 (G)</td>
<td>2年 2years</td>
<td>30</td>
<td>不可</td>
<td>必要</td>
<td></td>
<td></td>
</tr>
<tr>
<td>学習奨励費(JASSO Honors Scholarship)</td>
<td>みず郷, アフリカ, 南米地域(Region) Asia, Africa, South America</td>
<td>4月 Apr. 6月 June</td>
<td>¥48,000</td>
<td>1年 1year</td>
<td>U:1, G:1</td>
<td>可</td>
<td>不要</td>
<td></td>
<td></td>
</tr>
<tr>
<td>大塚敏美英奨学財団(Otsuka Toshimi Scholarship Foundation)</td>
<td>みず郷, アフリカ, 南米地域(Region) Asia, Africa, South America</td>
<td>4月 Apr. 7月 July</td>
<td>¥1,000,000(年額) per annum</td>
<td>1年 1year</td>
<td>Unlimited</td>
<td>不可</td>
<td>不要</td>
<td></td>
<td></td>
</tr>
<tr>
<td>女子大学学資援助金(Gifu University)</td>
<td>みず郷, アフリカ, 南米地域(Region) Asia, Africa, South America</td>
<td>6月 Jun. 7月 July</td>
<td>¥30,000</td>
<td>1年 1year</td>
<td>5</td>
<td>不可</td>
<td>必要</td>
<td></td>
<td></td>
</tr>
<tr>
<td>奨学金名称</td>
<td>接続期日</td>
<td>金額</td>
<td>学期</td>
<td>制限年数</td>
<td>地域</td>
<td>不可</td>
<td>資格</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------</td>
<td>------</td>
<td>-------</td>
<td>---------</td>
<td>------</td>
<td>-----</td>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>佐藤陽国際奨学財団</td>
<td>6月 Jun.</td>
<td>¥150,000（U）</td>
<td>2年2学期</td>
<td>Unlimited</td>
<td>(地域)東南アジア, 南アジア (Region) Southeast Asia, South Asia</td>
<td>不可</td>
<td>Ineligible</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10月 October</td>
<td>¥180,000（G）</td>
<td></td>
<td></td>
<td>可 (交換留学</td>
<td>Eligible</td>
<td>Exchange Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>岐阜南ライオンズクラブ</td>
<td>9月 Sep.</td>
<td>¥120,000（年額）</td>
<td>1年1学期</td>
<td>3</td>
<td>(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</td>
<td>不要</td>
<td>Not Required</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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。
The application period of 「Privately Financed International Student Scholarship Candidates Application」 is in June the previous year.
※平成31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 2019.
※平成31年度からドコモ留学生奨学金、味の素奨学金、朝鮮奨学金は民間奨学生候補者制度の申し込みは必要なくなりました。
The applicants don’t need to apply for 「The Privately Financed International Student Scholarship Candidates Application System」 from 2019.

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