

奈良先端科学技術大学院大学  
外国人教職員・研究者ハンドブック

# International Staff and Researcher Handbook

NAIST®

外国人教職員・研究者ハンドブック

# International Staff and Researcher Handbook





# International Staff and Researcher Handbook

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# Welcome to NAIST!

## Introduction of International Offices

The staff at NAIST is here to support you in making the most of your life in Japan and NAIST.

〈International Affairs Division & Division for Global Education〉

1<sup>st</sup> Floor of Administration Bureau/Office hours: 8:30 - 17:30 ※ Closed 12:00 - 13:00

### ■ Center for International Students and Scholars (CISS)

CISS, located with the International Affairs Division and Division for Global Education, works together with these offices to support international students and scholars, and their families, in matters from insurance and pension procedure support to school and medical support for family members. CISS also manages the NAIST Ambassador Program and plans on-campus events.

Phone: 0743-72-6240 (Ext. 6240)

E-mail: [ciss@ad.naist.jp](mailto:ciss@ad.naist.jp) Website: <https://www.naist.jp/en/ciss/>

### ■ International Affairs Section

The International Affairs Section handles the procedures for JSPS postdoctoral researcher fellowships and for JASSO sponsored international students coming to NAIST. The English NAIST homepage is also maintained there.

Phone: 0743-72-6245 (Ext. 6245)

E-mail: [kokusai@ad.naist.jp](mailto:kokusai@ad.naist.jp) Website: <https://ad-info.naist.jp/kokusai/> (Intranet)

### ■ International Student Affairs Section

As the main service counter for international students, the International Student Affairs Section offers support for academic and daily life in Japan, and holds the Annual International Friendship Meeting for the international community to strengthen ties on and off campus.

Phone: 0743-72-5909/5087 (Ext. 5909/5087) Fax: 0743-72-6244

E-mail: [ryugaku@ad.naist.jp](mailto:ryugaku@ad.naist.jp) Website: [https://www.naist.jp/en/international\\_students/](https://www.naist.jp/en/international_students/)

### ■ Division for Global Education

The Division for Global Education, was established April 2018 in the Institute for Educational Initiatives to support the educational activities of NAIST faculty, planning and implementing efforts for globalization such as academic agreements, international exchange, double degree programs, study abroad, FD/SD programs, international overseas offices and laboratories.

Phone: 0743-72-6242/6243 (Ext. 6242/6243)

E-mail: [dge@ad.naist.jp](mailto:dge@ad.naist.jp) Website: <https://www.naist.jp/dge/en/>



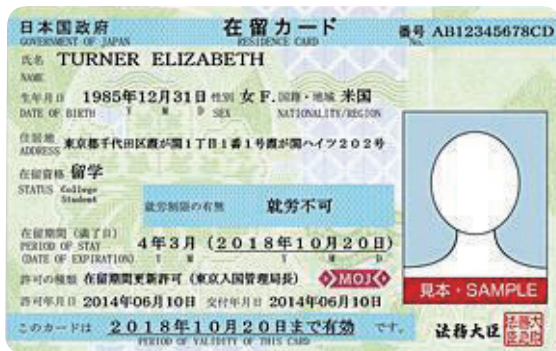
# Necessary Procedures after Your Arrival

## Residence Card

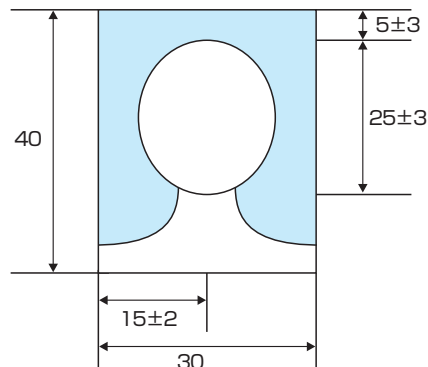
A Residence Card is issued to mid to long-term residents when granted permission pertaining to residence, such as landing permission, permission for change of resident status and permission for extension of the period of stay.

The Residence Cards received at airports do not have residential addresses indicated. Within 14 days of finding a place to stay, foreign nationals are asked to visit city hall for residential address registration (For family registration, a document verifying family relationships is required.). This card serves as an ID card, so please carry it with you at all times.

(Front)



A photo as specified below is to be submitted when making an application or notification that involves issuance of a Residence Card.



(Back)



※Report any address changes to city hall.

※When applications for an extension of the period of stay or for a change in resident status are approved, a new Residence Card will be issued.

## Individual Number (Referred to as “My Number”)

After residential address registration at the municipal office, an individual number (“My Number”) notice will be delivered to you. Please keep it safe. This number is essential to refer to social insurance, tax and other records. Please return the number notice when leaving Japan.

【Ministry of Internal Affairs and Communication Website】

[http://www.soumu.go.jp/main\\_sosiki/jichi\\_gyousei/c-gyousei/zairyu/english/index.html](http://www.soumu.go.jp/main_sosiki/jichi_gyousei/c-gyousei/zairyu/english/index.html)

## National Health Insurance

Employers pay part of the insurance premiums for health insurance, so NAIST will complete the insurance procedures for its employees. Insurance premiums are automatically deducted from salaries in advance. Please contact the Salary Section for further details.

Japan has universal health insurance. International researchers not employed by NAIST and foreign nationals not offered insurance who stay 3 months or longer must enroll in the insurance system. Once you register your residential address at city hall, you need to apply for it.

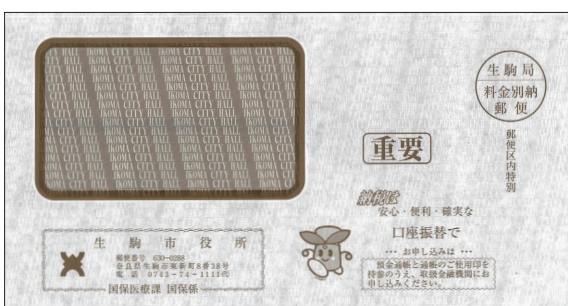
**(1) Required Documents for Enrollment Procedures:** 1. Residence Card 2. Passport

### (2) Insurance Premiums

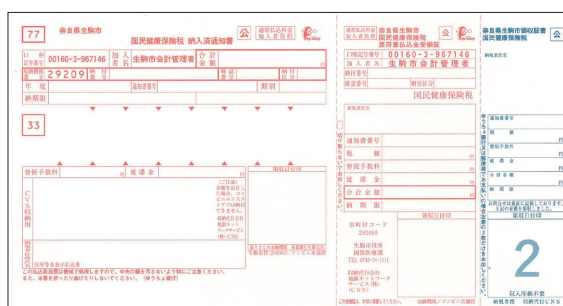
The insurance premium is paid in installments. In Ikoma, students enrolling in April pay nine installments from July to March, and those enrolling in October pay five installments from November to March. Please note that fees are charged for late payments. Premiums vary with income, but may be reduced upon declaration from students without income.

An envelope like the one below will be sent to you with payment slips. When you receive one, make sure it is for insurance and pay it within the payment period. If you are unsure, please bring it to the International Student Affairs Section for assistance.

(A sample city hall envelope)



(A sample health insurance payment slip)



### (3) Insurance Coverage

Individual-coverage for medical care (outpatient)	Show the National Health Insurance Card at a hospital or clinic and the cost will be 30% of total covered medical treatment and medicine costs.
Payment for expensive medical care (Application required)	If you pay above JPY 80,100 (35,400 for municipal non-taxed citizens) for the same medical issue treatment in the same hospital and month, costs over this amount are reimbursed. Receipts are required for reimbursement.
Subsidy for childbirth and child care	When giving birth, a subsidy of JPY 420,000 will be provided for each child. In principle, it will be directly paid to a medical institution as a part of expenses for childbirth. The insured person may directly receive it by making a request.
Funeral cost (Application required)	JPY 30,000

### (4) Withdrawal Procedures

When leaving Japan, be sure to withdraw from the insurance and return your insurance card.

## National Pension

Employers pay part of the national pension system premiums, so NAIST will complete the pension procedures for its employees. Pension premiums are automatically deducted from salaries in advance. Please contact the Salary Section for further details.

As well as with the National Health Insurance, all residents, including foreign nationals, 20 years old and over must be enrolled in the pension. Complete the necessary procedures at the national pension section of city hall and the Japan Pension Service will send a pension handbook.

Researchers not employed by NAIST may apply for 'payment exemption' and 'payment extension' if their previous year's income was below a fixed amount. Even with application for either exemption or extension, payment slips are sent while applications are processed. These need not be paid and, if paid, no refund or reimbursement will be made. Please confirm the contents of any letters from city hall and consult with your laboratory or NAIST faculty or staff when unsure.



## Taxes

### (1) Income Tax

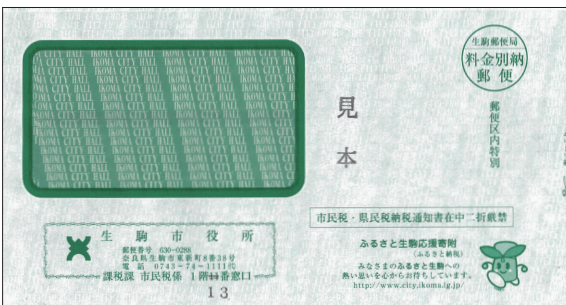
In December, the total income tax you've paid for the year will be adjusted depending on if you've paid too much or little through “*Nenmatsu chosei*” (Year-end adjustment). No income tax is imposed if income is less than JPY 88,000 per month or JPY 1,030,000 per year.

### (2) Residence Tax

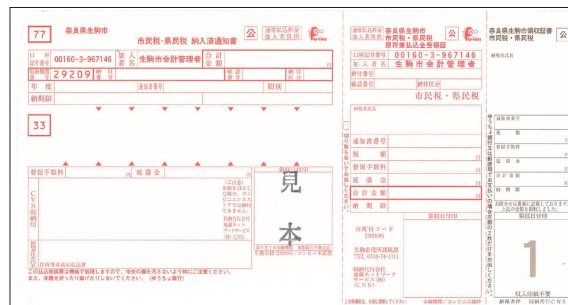
When a registered resident of Japan as of January 1, you must pay residence tax, a combination of local taxes, to the nearest municipality. It is based on your previous year's income (January-December) and the bill for it comes in June. The tax can be paid in a lump sum or in four installments (June, August, October, and December). \*In Ikoma, no residence tax is imposed if the previous year's salary is less than JPY 965,000. (Varies with municipality.)

Envelopes like the one below are sent with payment slips. When you receive one, confirm that it is for residence tax and pay it within the payment period. If you are unsure of the contents, please bring it to your laboratory or the International Affairs Division office for assistance.

(A sample city hall envelope)



(A sample residence tax payment slip)



## Documents to Submit to the Personnel Section (for NAIST Employees)

The following documents should be promptly submitted to the Personnel Section for administrative paperwork, record keeping, etc.

1. Copy of Residence Card (both sides)
2. Copy of bank passbook

# Application Procedures Related to Status of Residence

## Extension of Period of Stay

Application for an Extension of Period of Stay is required to extend a period of stay, and this may be done up to three months before the period of stay expires.

### Required Documents:

1. Application for Extension of Period of Stay (attach a photograph)
2. Passport
3. Residence Card
4. JPY 4,000 (fee) & Certificate for payment of fee
5. Certificate of employment 在職証明書 (Only for those not working full-time)

\*Other documents may be required.

## Re-entry Permit

Those with a valid passport and residence card and will reenter Japan within 1 year of your departure to continue activities in Japan, will, in principle, not be required to apply for a re-entry permit. (This is called a special re-entry permit.)

\*Be sure to present residence card at departure.

After departing from Japan on a special re-entry permit, permit extension is not permitted. Please note you will lose resident status if you fail to re-enter Japan within 1 year of departure.

### Required Documents:

1. Application for Re-entry Permit
2. Passport
3. Residence Card
4. JPY 3,000 (single entry)/JPY 6,000 (multiple entry) & Certificate for Payment of Fee (available at immigration offices)

## Certificate of Eligibility for Family Members

When bringing family members to Japan (spouse or children only), a Certificate of Eligibility (COE) for each member is required. The COE is then sent to the family with which they apply for visas at the local embassy/consulate. However, inviting family members for short terms requires a short-term visa unless the country has reciprocal visa exemption arrangement with Japan.

While applications for family COEs must be handled by the individual for legal reasons, we are able to give support such as explaining required documents, filling out forms, etc.

### Required Documents:

1. Application for Certificate of Eligibility (Dependent)
2. One photo (4cm x 3cm) of each family member
3. Official documents verifying family relationships (marriage certificate, birth certificate, etc.)
4. Copy of each family member's passport
5. Copy of your passport or Residence Card
6. Certificate of Employment or document proving your position
7. One Japanese Taxation (exemption) Certificate and Tax Payment Certificate (needs to include previous year income and tax payment information)
8. Self-addressed envelope (with JPY 404 postage, as of June 2020)

## Procedures after Family Member Arrival

Please submit a notification of moving-in (Tennyutodoke) to city hall within 14 days of your family's arrival with the following materials. (Can be done by the head of the household or another family member.)

1. Family member's passports
2. Family member's Residence Cards
3. Documents to verify family relationship (marriage license, birth certificate, etc.)



# Events on campus

Every year NAIST offers events for international students, staff and researchers, including the following. Event details are sent by e-mail. Please join us!

## International Friendship Meeting

Since 1995, this free event is held annually to bring together our international students, researchers from abroad, the president and executives, faculty, staff, tutors, external international exchange organization members, and more. Nearly 300 people participate including international students' family members as well as researchers from abroad. Featuring student performances, bingo, etc., the meeting is always very lively. We call for performers annually, so please volunteer.



## Global Campus Event “NAIST Tea Time”

This event is held to expand our on-campus community and foster mutual understanding among our diverse population and the community through lively presentations over refreshments from around the world. Please join us and if you are interested, please be a presenter.



# Studying Japanese

Japanese proficiency is key to living in and enjoying Japan. Understanding everyday Japanese conversations makes shopping very convenient and will help you make ties in Japan.

## Japanese Classes

There are some Japanese classes in Ikoma City by the city. If you are interested, please join.

<p>Japanese language classes by the Ikoma Board of Education</p>	<ul style="list-style-type: none"> <li>• Habataki Class            Location: Kita Community Center ISTA Habataki            (From Kintetsu Gakken Kita Ikoma Station, take the bus for Tomio Station and get off at Mayumibashi)            Time: Thursdays 18:30 - 20:00</li> <li>• Library Class            Location: Ikoma City Library            Time: Saturdays 18:00 - 19:30</li> </ul> <p>&lt;Contact&gt;            Ikoma Citizen Department Human Rights Policy Division            Phone: 0743-74-1111 (Human Rights Policy Engagement: Ext. 653)            E-mail: <a href="mailto:jinkenkyouiku@city.ikoma.lg.jp">jinkenkyouiku@city.ikoma.lg.jp</a>            Cost: free, actual text expense  <a href="http://www.city.ikoma.lg.jp/cmsfiles/contents/0000002/2318/381-1.pdf">http://www.city.ikoma.lg.jp/cmsfiles/contents/0000002/2318/381-1.pdf</a></p>
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# Daily Life

## Housing

### (1) Staff Housing

For permanent and approved staff, there is family housing (Buildings B and C) and single housing (Building D) on campus. Deposit and key money are not required. The rooms are unfurnished, so heating/air conditioning, furniture, appliances, etc. must be purchased when necessary and removed when vacating. Mat replacement, room restoration, etc. is required and this must be paid for when moving out.

Building	Layout	Monthly rent	Charge when vacating
Building B (Built 1994)	3 LDK/71.905m <sup>2</sup>	JPY 32,944	From roughly JPY 260,000
Building C (Built 1994)	3 K/54.385m <sup>2</sup>	JPY 16,686	From roughly JPY 230,000
Building D (Built 1997)	1 LDK/35.84m <sup>2</sup>	JPY 11,760	From roughly JPY 130,000

\*Parking space JPY 4,987 (All prices are as of June 2020.)

Inquiries/applications: Welfare Section (Ext. 5030/5033)

### (2) Takayama Science Plaza

For stays from 3 months to 2 years, you may live in the residence area of the Takayama Science Plaza. There are single and family rooms.

Facility information

<http://www.science-plaza.or.jp/topics/4fannai.pdf> (In Japanese w/pictures)

Inquiries/applications: Welfare Section (Ext. 5030/5033)

### (3) Guest House Sentan

For stays of 3 months or longer, please use Takayama Science Plaza.

Application: Welfare Section

Phone: 0743-72-5033/5030 (8:30 - 17:30) E-mail: fukuri@ad.naist.jp

Closed on Saturdays, Sundays, Holidays and New Year's Day (12/29 - 1/3)

\*To apply please contact the Welfare Section with the user's name, affiliation, contact number and the planned date of use



## 〈Guesthouse Sentan〉

## Accommodations

Number of rooms	27 single rooms, 2 twin rooms
Furniture, etc.	TV, DVD player, refrigerator, microwave, small kitchen On-campus LAN (only wired network) *Conversion cable not provided.
Common equipment	Washing machines, dryers
Room equipment	Face towel, bath towel, hair dryer, shampoo, body soap *Please prepare toothbrush, razor, etc. if required. Complimentary rental articles available.
Available for	<ul style="list-style-type: none"> <li>• Researchers, etc. visiting NAIST for educational research</li> <li>• NAIST students, faculty and staff</li> <li>• Others admitted by NAIST President</li> </ul>
Term for use	Within 3 months
Check-in/ Check-out	Check-in After 15:00 Check-out By 11:00
Cost	Single room: JPY 3,000/Night, JPY 60,000/21-30 nights Twin room: JPY 6,000/Night, JPY 120,000/21-30 nights

## Assembly Hall

Available to	<ul style="list-style-type: none"> <li>• Persons who stay at this facility</li> <li>• NAIST students, faculty and staff</li> </ul>
Hours	9:00 - 21:00 (Not available on 12/28 - 1/4)

## Fitness Center

Available to	<ul style="list-style-type: none"> <li>• Persons staying at NAIST</li> <li>• NAIST students, faculty and staff</li> </ul>
Hours	9:00 - 22:00
Application	Not required
Note	Please prepare indoor shoes

#### (4) Private Housing

There may be someone who privately introduces apartments, but people usually use real estate agents. Please note brokerage fees are required for deciding an apartment. There is no private apartment complex near NAIST, but there are many in the center of Ikoma and Nara City. Rent varies with size and location, but it is about JPY 20,000 - 60,000 per month for a small one-room apartment.

It is common in Japan to pay several months' worth of rent at the time of occupancy as *shikikin* (deposit) and *reikin* (key money). *Reikin* is not returned but *shikikin* may be returned when leaving the apartment. *Shikikin* is used for any repairs for damage done to the room. However, this system is changing so we recommend checking the conditions of contracts with the agent.

Once a unit is agreed upon, a contract will need to be signed. A guarantor is necessary at the time of contract. Be sure to understand all the terms in the contract before signing.

#### (5) UR Housing (Public Housing)

UR housing is provided by Urban Renaissance Agency. If you are employed by NAIST, based on the contract between NAIST and UR, *reikin* (key money) and a guarantor are unnecessary when signing the contract. Also, rent will be reduced. Rent varies with size and location, but it is about JPY 35,000 - 60,000 per month.

For details, please contact the Welfare Section (Ext. 5033).

\*In most housing, rooms are completely unfurnished (No air conditioning/heating, refrigerator, stove, curtains, bedding) so they must be prepared on arrival. In the NAIST area, interior goods, etc. may be purchased at Aeon Mall or Nitori. (Both not within walking distance.)

\*If you have a television in your home, regardless of use, reception fee payment is required by law.

## Utilities

When moving into a new apartment etc., a contract for electricity, water, gas and the telephone is required. While the water of the campus residences can be used without a contract, contracts are necessary for these in private apartments. Utility fees are charged monthly, and automatic withdrawal from a bank account is the most convenient payment method.

Contact phone numbers are as follow.

Ikoma City	Electricity	Kansai Electric Power, Nara Office	Phone: 0742-36-1201
	Water	Ikoma Municipal Water Bureau	Phone: 0743-74-2211
	Gas	Osaka Gas Hanna Gas Center	Phone: 0743-74-2000
Nara City	Electricity	Kansai Electric Power, Nara Office	Phone: 0742-36-1201
	Water	Nara Municipal Water Bureau	Phone: 0742-34-5200
	Gas	Osaka Gas Gakuenmae Gas Center	Phone: 0742-45-7631

## Disposal of Garbage

### (1) Garbage Separation and Collection Days

In Japan, garbage separation and collection varies with municipal rules and regulations. Please separate and dispose of garbage on the specified day in the designated place. (May be put out the night before collection day.) Garbage is not collected on some national holidays.

Designated garbage bags are required to dispose of “Burnable” and “Non-burnable” garbage. Disposal of “oversized garbage” requires disposal tickets. Both of these are sold at the convenience store on campus or at local supermarkets.

See the following URL for the exact garbage collection schedule from Ikoma City Hall  
<https://www.city.ikoma.lg.jp/category/1-8-1-0-0.html>

### Garbage Types and Collection Days

Type	Collection days	Designated garbage bag	Garbage type
Burnables	Mon. & Thu.	Required	Household refuse, paper
Plastics	Tue.		Plastic shopping bags, plastic containers
Glass & cans	1 <sup>st</sup> & 3 <sup>rd</sup> Wed.		Cans, glass bottles, spray cans
PET bottles	1 <sup>st</sup> & 3 <sup>rd</sup> Wed.		PET bottles
Ceramics & glassware	1 <sup>st</sup> & 3 <sup>rd</sup> Wed.		Ceramics (ex. cups and dishes), glassware
Toxic materials	1 <sup>st</sup> & 3 <sup>rd</sup> Wed.		Batteries, bulbs, fluorescent bulbs,
Large-sized burnables & non-burnables	Individual collection after application by phone. Waste Receiving Center (Phone: 0120-0743-53 or 0743-85-5374)	Required* (Stickers are required for items not fitting in bags.)	Furniture, bed linen, electrical appliances, umbrella, pan, kettle

### (2) Disposal of Appliances and Home Computers

Four kinds of home appliances (air conditioning units, televisions, refrigerators, washing machines/dryers) must be disposed of individually upon consulting with an appliance retailer. Likewise, disposable home computer items (peripheral devices excluding printers and scanners) cannot be collected as garbage. Contact the manufacturer about disposal.

## Telephones

Phone numbers in Japan consist of an area code, a local code, and a line number. For example, NAIST's phone number is 0743-72-5111, the area code is 0743, the local code is 72 and the last four digits identify the individual.

When calling an extension inside NAIST, just dial the last four digits. When calling outside the school, push 0 before dialing the number.

0 7 4 3 - 7 2 - 5 1 1 1  
(area code) (local code) (line number)

### (1) Public Phones

The public phones accept both coins and telephone cards. International calls may be made on the public phones with the sign "International & Domestic." (There is a public phone available for international calls at the entrance of University Union.)

### (2) International Calls

There are several international telephone service companies. Registration is not required, and you need only call the following way. For more information, contact the individual company.

Telephone company's access code\* + 010 + Country Code + Area Code + Telephone Number  
(If the number begins with 0 after County Code, please do not include the 0 when dialing.)

\*KDDI: 001, SoftBank: 0061, NTT Communications: 0033

There are various international call services such as using prepaid cards and Internet telephones. When making an international phone call inside NAIST research buildings, the telephone service company is preselected and you can call without the telephone company's access code.

### (3) Mobile Phones

Applying for a mobile phone can be done at mobile phone shops or appliance stores with the necessary documents (Residence Card, staff ID, bank account, etc.). Since monthly fees and rates vary by company and plan, you should select the most suitable one for your needs. Popular mobile phone companies are NTT Docomo, au and SoftBank.



## Internet

### (1) Free Wi-Fi

Osaka prefecture and the Japan National Tourism Organization provide free Wi-Fi in specific areas using applications or by accessing the SSID.

For details about the hotspots, registration methods, etc., please refer to the following links.

Free Wi-Fi providers and their websites:

- **【Osaka Free Wi-Fi】** <http://ofw-oer.com/>
- **【TRAVEL JAPAN Wi-Fi】** <https://japanfreewifi.com/how-to-use/>
- **【Japan Connected-free Wi-Fi】** <http://www.ntt-bp.net/jcfw/use/index.html>

### (2) The Internet

**On campus:** To use the internet on campus, in the labs, etc., the office in charge (Those employed by NAIST: Personnel Division, those not employed by NAIST: labs) will apply for your Mandara account for internet use.

**Off campus:** If the apartment is not equipped, you must choose and apply to a provider. Some apartments have designated providers. Monthly fees and rates vary by company and plan.

## Shopping

In Japan to reduce plastic waste, you are charged for plastic bags when shopping. Please take a re-usable eco-friendly shopping bag with you to avoid any additional fees when shopping.

### (1) Supermarkets

Supermarkets are convenient for buying food/daily commodities at reasonable prices. Nearby supermarkets include Yaohiko, Okuwa, and Aeon Mall. Halal food is sold at KALDI in Aeon Mall or Gyomu Super. (Ikoma, Tomio, Oshikuma stores)

### (2) Convenience Stores

The on-campus Daily Yamazaki convenience store is open 8:00 - 21:00 weekdays and 9:00 - 17:00 Saturdays, Sundays and holidays, with services including copying, delivery services, paying utility bills, ticket service and cleaning service. It also sells halal products (except fresh food). You can register at the Yamato Transport homepage to have packages delivered to the convenience store for pick-up. Please see the Daily Yamazaki homepage below for details.

<http://www.daily-yamazaki.jp/service/delivery.html> (Japanese)

### (3) Home Electronics Retailers

Joshin (in Tomigaoka Aeon Mall) is convenient for buying home electronics.

### (4) Furniture and Home Furnishing Stores

Reasonable furniture can be found at home improvement stores and discount furniture stores. While not in walking distance, nearby stores are Kohnan, Akaya, Royal Home Center and Nitori. The last three are in the nearby Oshikuma area. Also, 100 yen stores such as Daiso (Tomigaoka Aeon Mall and Okuwa Supermarket) are very convenient for utensils and interior items.

### (5) Online Supermarkets and Shopping

Household goods and food can be bought online, but some Japanese businesses have only Japanese pages, may require you to accept deliveries in person, may charge for delivery, etc. Items cannot be inspected before purchase, so please be careful when shopping online. Some businesses offering online shopping services are AEON, Seikyo, LOHACO, Amazon, Rakuten, etc.

## Banking

Banks in Japan are open 9:00 - 15:00 on weekdays, and closed weekends and holidays. (Japan Post Bank is open to 16:00 or later at some branches.) However, domestic withdrawals or bank transfers may be made at ATMs after office hours with an ATM card. Banks offer currency exchange services, but not in all branches. Please check the list of banks near NAIST.

### (1) Opening a Bank Account

To open a bank account, bring your identification (such as a passport, Residence Card, etc.), and your personal seal (signature is acceptable if you do not have a personal seal). Apply for an ordinary account (*futsu yokin*), and for an ATM card as well.

\*Depending on the bank, opening a bank account may not be possible for up to 6 months. If you plan to open a bank account, please contact the bank in advance.

Before leaving Japan, be sure to close your bank account after making final utility and other payments. Accounts with no activities for an extended period are closed, and therefore it will be difficult for you to withdraw any remaining money. Please confirm the details with the bank.

### (2) Overseas Money Transfer and Currency Exchange

Fill out a transfer form with name of the bank to which you will send money, branch name and address, SWIFT code, account holder's name, account number, and recipient's name and address. Bank handling fees vary. The Japan Post Bank also performs overseas money transfers.

Foreign currency exchange is available at bank counters, however please be aware that some branches do not offer this service. (Please refer to the information in the list below.)

### (3) Banks near NAIST

The following is a list of banks near NAIST. ATMs are also placed in most supermarkets and convenience stores.

Bank • Branch	Address • Phone number	Currency Exchange
Japan Post Bank Ikoma branch	1234-1 Tanida-cho, Ikoma City, Nara Phone: 0743-75-0055	Yes
Nanto Bank Tomigaoka branch	6-3-3 Tomigaoka, Nara City, Nara Phone: 0742-44-2201	Yes
Nanto Bank Mayumi branch	2-6-7 Mayumi-minami, Ikoma City, Nara Phone: 0743-78-9700	No
Nanto Bank Shiraniwadai-ekimae branch	6-12-1 Shiraniwadai, Ikoma City, Nara Phone: 0743-71-3200	Yes
Nanto Bank Ikoma branch	11-3 Kitashin-machi, Ikoma City, Nara Phone: 0743-74-1131	Yes
Sumitomo Mitsui Banking Corporation Gakuenmae branch	1-1-1 Gakuenkita, Nara City, Nara Phone: 0742-45-8900	No

\*Japan Post Bank accounts can be opened at post offices. Please note that foreign currency exchange service is not available at post offices.

## ATMs

In Japan, ATMs are often located at banks, airports, convenience stores, train stations, shopping malls, etc. You can use a cash card or credit card to withdraw money. ATM hours, fees and accepted cards differ greatly so please check various information before use.

Most overseas cash or credit cards are accepted at Seven Bank (in 7-Eleven convenience stores) or at the Japan Post Bank. However, you may need to try different ATMs depending on the card. Around NAIST, ATMs can be found at the Lawson convenience store in front of the Gakken Kita-Ikoma station and the 7-Eleven convenience store close to Gakken Nara-Tomigaoka station. Also, various ATMs are located in the Tomigaoka Aeon Mall.

【For reference】 Seven Bank HP: <http://www.sevenbank.co.jp/english/>

## Credit Cards

Credit cards are essential for online shopping, cellphone purchases, airline reservations, etc. Depending on the bank offering the credit card, there are various types of credit cards with different costs and services. The credit card applications in Japan are printed in Japanese and can

be difficult for non-Japanese speakers to fill out correctly.

To assist international researchers in settling in to their new lives, credit card application explanation meetings are held for new students and scholars every semester where explanations are given concerning credit and debit cards, and credit card applications. International researchers interested in applying for a credit card may attend. The review of the application takes up to a month. Some people apply a few times, but most are successful the first time.

## Post Office

### (1) Services Offered by the Post Office

Generally, post offices are open weekdays 9:00 - 17:00 (some may be open Saturdays and Sundays as well), but bank and insurance services are available only on weekdays 9:00 - 16:00.

### (2) Postal Charges

A list of postal charges can be found at the URL below. Ordinary and express mail can be sent by putting letters/packages with the correct postage in postboxes. Postcards and stamps can be purchased at the on-campus convenience store. A postbox is located next to the University Union.

#### Japan Post Website Postal Charges

[http://www.post.japanpost.jp/index\\_en.html](http://www.post.japanpost.jp/index_en.html)

### (3) Post Offices near NAIST

Takayama Post Office	3410-2 Kamimachi, Ikoma City, Nara Phone: 0743-78-0050
Ikoma Kita-yamato Post Office	2-2-20 Kita-yamato, Ikoma City, Nara Phone: 0743-78-4464
Shikanodai Post Office	2-3-1 Shikanodai-minami, Ikoma City, Nara Phone: 0743-78-7777
Ikoma Post Office (Open on weekends also)	1234-1 Tanida-cho, Ikoma City, Nara Phone: 0743-75-0055
Gakken Nara Tomigaoka Post Office	6-15-9 Nakatomigaoka, Nara City, Nara Phone: 0742-51-0054

## Express Delivery Service

An express delivery service (*takuhai-bin*) is the fastest and surest way to deliver an urgent package. It will be delivered within two days to destinations within Japan. Couriers can be called to come and pick up packages or they can be sent from the on-campus convenience store.

Each country has its own regulations for importing goods, so you must be careful when sending a package out of Japan.

Major delivery service agencies	Yamato Transport, Sagawa Express, Japan Post (Yu-Pack)
Major foreign delivery services	DHL Japan, FedEx

## Parking Lots

### (1) Cars

Faculty, staff and researchers who wish to commute by car may park at the Takayama Public Parking Lot near the campus. It is open 24 hours a day and costs JPY 300 per car per day. A parking pass is recommended for long-term use. Consult with the Personnel Division to purchase the first pass, but the following passes can be purchased at Daily Yamazaki on campus.

#### Parking pass prices

	1 month	3 months	6 months
Faculty, staff and researchers	JPY 3,000	JPY 8,000	JPY 15,000

### (2) Bicycles and Motorcycles

Bicycle and motorcycle parking is free of charge, but they must be registered. Please submit the “Notification of Bicycle/Motorcycle Parking Lot Use” to the General Affairs Section (Ext. 5024). Be sure to lock them when you park. If stolen, report the theft to the police immediately.



## Social Welfare Facilities

### (1) University Union

The University Union has a cafeteria, a convenience store (See the Shopping section), and the Health Care Center. (See the Medical Treatment section)

Cafeteria hours:

Weekdays 10:00 - 21:00

Saturdays 10:00 - 15:00

Closed Sundays and holidays

Convenience store hours:

Weekdays 8:00 - 21:00

Saturdays, Sundays and holidays 9:00 - 17:00. (Closed holidays)

### (2) Guesthouse Sentan

The guesthouse is available for visiting researchers as well as students and staff. A lounge and a fitness center are on the first floor, and reasonably priced accommodations (27 single and 2 twin rooms) are on the second to fourth floors for researchers and other people visiting NAIST. Refer to the Housing section or following website for further information.

[https://www.naist.jp/en/campuslife/recreational\\_facilities/sentan.html](https://www.naist.jp/en/campuslife/recreational_facilities/sentan.html)

For reservations, contact the Welfare Section of the Personnel Division (Ext. 5030/5033, E-mail: [fukuri@ad.naist.jp](mailto:fukuri@ad.naist.jp)).

### (3) Sports Facilities

The volleyball, basketball, and tennis courts as well as the grounds are open for use by students, faculty and staff. Reservations can be made at the Student Support Section counter, Educational Affairs Division. Note that reservations must be made in person.

Sports Facilities	Hours
Tennis courts	7:00 - 21:00
Ground	9:00 - sunset
Volleyball and basketball court	9:00 - 22:00

We also lend sports equipment. Visit the Student Support Section to make your request.

Available items: Baseball gear (gloves, bats, balls, and bases), soccer balls, colored number vests, volleyballs, basketballs, tennis rackets and balls, an air pump and barbecue equipment

## Transportation

Various modes of transportation available to and from NAIST include trains, buses, bicycles, motorcycles and cars. If you use buses/trains often, an IC card, which enables you to pay fares by swiping, makes travelling easier. The JR railways' ICOCA card can be purchased at JR ticket counters or at ICOCA card vending machines, and can only be used for the amount charged. (A returnable deposit is required.) The private railways' PiTaPa card can be used as a prepaid card or you may register it to use credit functions. These cards may also be used at convenience stores, supermarkets, etc.

### (1) Buses

Buses are probably the most convenient transportation around NAIST. The Nara Kotsu Bus runs from Gakuenmae Station, Gakken Kita-Ikoma Station and Takanohara Station to NAIST. Make sure to check the timetable, as the number of buses is limited.

(Timetable: [https://www.naist.jp/en/about\\_naist/accessmap/img/busschedule\\_en.pdf](https://www.naist.jp/en/about_naist/accessmap/img/busschedule_en.pdf)).

Besides paying bus fare in cash, if you use the bus often, CI-CA (IC card) is convenient and offers a discount. ICOCA and PiTaPa can also be used. When paying in cash, the fare should be paid when you get off. When using the IC card, pass it over a card reader when you get on and off the bus. Note that for the bus to Gakken Kita-Ikoma Station and Gakuenmae Station, you have to inform the driver of your destination and pay the fare when you get on the bus.

**\*See Appendix for Bus Routes**

Price for buses as of June 2020

Types	Gakuenmae Station to/from NAIST	Takanohara Station to/from NAIST	Gakken Kita-Ikoma Station to/from NAIST
Single trip (one way)	JPY 390	JPY 430	JPY 190

### (2) Railways

In Nara, there are the Kintetsu (Kinki Nippon Railway) and JR trains. Kintetsu trains are convenient for Osaka and Kyoto. You can take JR Shinkansen (bullet train) for long trips.

**\*See Appendix for railway map of the Nara area**

### (3) Purchasing Commuter Passes

If you commute using public transportation, you can purchase a commuter pass. It is discounted when purchased in 1, 3 or 6 month terms. It can be purchased at station pass sales counters or at pass vending machines. IC cards are convenient for buses.

### (4) Taxis

The Nara Kintetsu Taxi (Phone: 0120-123-558 or 0743-73-4321) is near NAIST. It is not a very economical transportation method as it costs about JPY 3,500 from NAIST to Takano-hara Station. The fare is shown on a display by the driver's seat and tips are not necessary.

### (5) Access to the Airport

The nearest international airport is the Kansai International Airport. You can get there by JR or Nankai trains from Osaka. Also, airport limousine buses run from Keihanna Plaza via Gakken Nara-Tomigaoka Station and Gakuemmae Station for JPY 2,100 (as of June 2020) one-way. Advance reservations are required for buses bound for the airport. (Not possible for return buses.)

<http://www.narakotsu.co.jp/language/en/limousine/kix-gakuenmae.html>

For domestic air travel, the Osaka International Airport and the Kobe Airport are available.

**(6) Automobiles (All information is subject to change, so confirm your individual situation.)****① Driver's License from Foreign Countries**

Driver's licenses from the following 7 countries which Japanese Road Traffic Law recognizes as having the same driver's license standard as in Japan may be used in Japan.

Taiwan, Germany, France, Switzerland, Belgium, Slovenia and Monaco
--

A Japanese translation is required (from embassy, consulate of each country or JAF).

**② International Driving Permit**

International Driving Permits from Geneva Convention member countries are valid in Japan  
[https://www.keishicho.metro.tokyo.jp/multilingual/english/traffic\\_safety/drivers\\_licenses/geneva.html](https://www.keishicho.metro.tokyo.jp/multilingual/english/traffic_safety/drivers_licenses/geneva.html)

Member Countries	USA, South Korea, Thailand, Philippines, Malaysia, France, and others
Non-member Countries	China, Vietnam, Indonesia, Saudi Arabia, Brazil, and others

**\*The period you are allowed to drive in Japan**

- 1) Japanese driver's license: While the license is valid
- 2) Driver's license from foreign countries or International Driving Permit: The shorter of the following, either one year after landing in Japan or the valid period of your driver's permit. (However, for those who have registered at their municipality or received a re-entry permit upon leaving Japan, permit validity is not calculated from the respective re-entry date. International Driver's Permits must be accompanied by a valid driver's license.)

**③ Changing to Japanese Driver's License**

If you live in Japan for more than 1 year or if your country of citizenship does not fall in the above categories ① or ② although your stay is less than a year, you need to change the foreign driver's license to a Japanese one. Please bring a Japanese speaker if you don't speak Japanese well. See the URL below for more information.

<https://english.jaf.or.jp/use-jaf-more/drive-in-japan/foreign-nationals-license> (JAF)

〈Procedures for changing your license〉

Step 1: Prepare required documents

Valid foreign country's driver's license and its translation (from embassy/consulate of the country or JAF), Certificate of Residence, passport and photograph (3cm x 2.4cm)



Step 2: Make a written test reservation by calling the Driver's License Center



Step 3: Take the test on the reserved date. (Application document screening, aptitude test (eyesight and color discrimination test) written test (available in English))



Step 4: After you pass the above tests, make a reservation for the driving test. (The driving test cannot be taken on the same day as the written test.)



Step 5: After you pass the driving test, Japanese driver's license is then issued.

\*If your driver's license is from one of the following countries, taking written test and driving test will be exempted. (Only application document screening and the aptitude tests are required.)

Iceland, Ireland, UK, Italy, Austria, Australia, Netherlands, Canada, South Korea, Greece, Switzerland, Sweden, Spain, Czech Republic, Denmark, Germany, New Zealand, Norway, Finland, France, Belgium, Portugal, Luxemburg, Slovenia, Monaco, and Taiwan

\*Those who are from Asian countries other than South Korea and Taiwan must take all tests.

#### ④ Obtaining Japanese Driver's License

If you do not have a driver's license or your license is already expired, you must obtain your Japanese driver's license the same as Japanese nationals.

#### ⑤ Driving School

To obtain a driver's license in Japan, people attend driving school. 34 hours of driving practice and 26 hours of lectures (for manual transmission) are required. It usually costs about JPY 300,000 to complete the course. After graduating from driving school, the written examination must be passed at the licensing center.

#### 【Driving Schools near NAIST】

Nara Motor School	2-2-1 Tatsuo-cho, Saidaiji, Nara City	Phone: 0742-45-4666
Kasuga Driving School	164 Kainozuka-cho, Nara City	Phone: 0742-23-1531



## ⑥ Purchasing a Car

Cars are sold at car dealerships. There are several car dealers near the institute. Prices vary depending on the year and model. A car is an expensive purchase, so we recommend that you consult with a Japanese friend before deciding. Parking space certification is required to register a car. Make sure to drive on the left side of the road, especially if you come from a country where people drive on the right side of the road.

In Japan, cars and motorbikes (over 250cc) require a safety inspections (*shaken*) every 2 years. Also vehicle taxes are required (vary according to the type of vehicle but about JPY 30,000 for a compact car). You can never be too careful when making such an expensive purchase.

## ⑦ Automobile Insurance

Automotive insurance (*jibaiseki*) for damage or loss is mandatory. However, this only covers those accidents involving people and has a low coverage amount. Optional automobile insurance policies from an automotive insurance companies are recommended.

Additional insurance policies are available, for example “bodily injury insurance” covering the shortages of the automotive insurance, “property damage insurance” covering damaged objects, “collision insurance” covering your vehicle repairs and “passenger insurance” for passengers in your vehicle. Select the insurance options that you need.

## ⑧ Traffic Accidents

If you are involved in a traffic accident, it is very important to remain calm. If anyone is hurt, dial 119 for an ambulance and 110 for police and do not move any injured individuals. Even for minor accidents, please call the police. When the police arrive, present your driver's license and proof of automotive insurance (*jibaiseki*) and follow their instructions. Be sure to write down the other driver's license and registration numbers and their contact information. Then call the insurance company to report the accident.

## (7) Bicycles

If you buy a bicycle, register it (*bôhan tōroku*) at the bicycle shop. Bring identification (Residence Card or National Health Insurance Card). Registration costs JPY 500. Bicycle insurance is mandatory when riding a bicycle.

# Medical Treatment and Insurance

## Medical Treatment

### (1) Health Care Center

The Health Care Center, located on the 2<sup>nd</sup> floor of the University Union, is responsible for supporting and providing medical assistance to students. It provides health examinations and gives daily health guidance.

#### ● Open Hours

Medical exam/consultation	Weekdays: 9:00 - 17:00 (Closed 13:30 - 14:30)
Resting room	Weekdays: 9:00 - 17:00

#### ● Medical Examination

Please come to the Center any time you feel physically ill. We have medical equipment and are able to prescribe medicine if necessary.

#### ● Mental Health Counseling

For any mental or emotional concerns, you may consult with our physician or nurse. We also have two professional counselors visit four times a week.

#### ● Medical Checkups

Medical checkups are held at the end of May every year.

#### ● Contact Information

Director of Health Care Center: Dr. Hidetaka HOGAKU (Ext. 5105)  
Health Care Nurse: Kinuyo NISHIYAMA (Ext. 5108)

#### ● Medical Interview Sheet in English

English Medical Interview Sheets are available at the Health Care Center.

## (2) Consultation at a Hospital

When you go to a hospital, you need money and your National Health Insurance Card. Consultation hours vary, but most larger hospitals are open weekday mornings and closed weekends and holidays. Please check consultation hours in advance. Some medical practices are open for consultation on weekday afternoons, at night or on Saturdays. In general, medical reservations cannot be made, except for dentists, so you have to wait for consultations. Most general hospitals are well equipped with the latest medical equipment and accept a wide range of patients. However, the wait is often long. Most receptionists do not speak any foreign languages. If you do not speak Japanese, please ask Japanese speaker to accompany you, or bring a note in Japanese about your condition.

## (3) Search for Medical Institutions and Interview Sheets in Multiple Languages

You may search for medical institutions and interview sheets available in multiple languages on the internet by accessing the following URLs.

Nara Medical Information Net

<http://www.qq.pref.nara.jp/qq/men/qqtpmenult.aspx>

Medical Information Center Aichi (MICA)

<http://npomica.jimdo.com/english/>

Medical Interview Sheet Translation System

[http://sites.google.com/site/tabunkam 3 /home/en](http://sites.google.com/site/tabunkam3/home/en)

Medical Interview Sheet in Multiple Languages

<http://www.kifjp.org/medical/>

Japan National Tourism Organization (JNTO)

[http://www.jnto.go.jp/emergency/eng/mi\\_guide.html](http://www.jnto.go.jp/emergency/eng/mi_guide.html)

**\*Please see Appendix for the List of Cooperating Hospitals**

## Insurance

Visiting a doctor or receiving medical treatment in Japan for injury or illness without insurance is expensive. If you will stay in Japan for 3 months or more, you should enroll in the National Health Insurance to reduce possible medical costs. If you think you won't be eligible for this insurance, you should prepare an overseas travel accident insurance policy before coming to Japan instead. Please verify the insurance terms and conditions, as some diseases or injuries (previous diseases, chronic disorders, dental care, etc.) may not be covered.

# Pregnancy and Childcare

## Pregnancy

### (1) Pregnancy and Birth

Local governments offer many free services like health guidance for pregnancy, health examinations, etc. International students/researchers can receive these services if they obtain a residence card and report their residential address to city hall (municipal office).

If you or your partner is pregnant, you can submit a report to city hall to receive a maternity passbook (*Boshi Kenkô Techô*). This passbook contains useful information such as: maternal health management (everyday health care advice, health checkups, nutrition, dental health, etc.); parental care (childcare advice, disease prevention, nutrition, etc.); and preventive vaccinations (types, timing, etc.). It is also a record of the mother's and baby's health, so remember to bring it when you have checkups, give birth and bring your child to the hospital or public health center.

While costs for giving birth are not covered by the National Health Insurance, insurance members can receive a subsidy (maximum JPY 420,000) for birth and childcare.

### (2) Birth of a Child (Various Procedures)

#### ● At the City Hall

##### 〈Registration of Birth〉

Registration must be done within 14 days of birth (including day of birth). You must submit a birth registration form, along with the birth certificate (hospital- issued), maternity passbook and your seal (if you have one) to city hall.

##### 〈Health Insurance〉

If not employed by NAIIST, health insurance registration must be completed at city hall within 60 days of birth.

If employed by NAIIST, registration is done at the Personnel Division. Please ask about the necessary documents (Residence Certificate with My Number, etc.) before going to city hall.

##### 〈Child Medical Welfare System〉

Children (until the March 31<sup>st</sup> after their 15<sup>th</sup> birthday) will have their actual medical treatment costs reduced when seeking treatment with the national insurance in Nara Prefecture. (You must apply for reimbursement if they receive treatment in other prefectures.)

##### 〈Child Allowance〉

Children under the age of 16 may receive a monthly child allowance (*jidô teate*, JPY 15,000 (ages 0-3)/JPY 10,000 (age 3 or older)) distributed 3 times a year. You apply for it when you register a birth and must submit an update (*genkyo todoke*) sent from city hall every June.

#### ● At the Immigration Office

When your newborn child will stay in Japan more than 60 days, apply for residential status within 30 days of birth at the Immigration Bureau with a certificate of acceptance of the birth register (issued by city hall), parents' Residence Cards and passports, the child's passport, the families' residence certificates and student enrollment certificates.

#### ● At the Embassy

You must notify the nearest embassy or consulate in Japan of your child's birth and apply for a passport. Consult with the embassy or consulate about the necessary documents.

## Childcare

### (1) Preventive Vaccinations for Children

Local governments give free vaccinations to protect children from infectious diseases. You can receive these services free if you have completed resident registration at the local municipality. When travelling internationally with children, a record of injections and special vaccinations is important. Consult a doctor about your children's medical history before receiving vaccinations.

Types of vaccinations: polio, diphtheria, pertussis, tetanus (DPT), measles, rubella, Japanese encephalitis, tuberculosis, pneumococcal infection, Hib, chickenpox and cervical cancer

Please check the maternity passbook, public magazines and announcements, or consult with city hall directly for the vaccination schedules.

### (2) Education for Children

#### ① Japanese School System

Many children go to kindergarten at the age of 3 for preschool education. Compulsory education is from 6-15 years of age, including elementary and junior high school, schools for the blind and the aurally, mentally or physically challenged.

Elementary school is 6-12 years of age and junior high school is 12-15 years of age. Over 90% of students advance to senior high school (non-compulsory). The school year is April-March. Special support programs for mentally/physically challenged children are available to maximize each child's potential, and are offered at schools for the blind, aurally disabled and mentally/physically challenged or in special support programs on elementary/junior high school grounds.

#### ② Kindergarten / Nursery School / Kodomoen

Many children go to *yochien* (kindergarten), *hoikuen* (nursery school) or the *Kodomoen* (a comprehensive facility for early childhood care and education) prior to compulsory education. Operating hours, admission conditions, etc. vary but they are all preschool institutions which nurture children healthily through group activities.



### 〈Yochien (Kindergarten)〉

Children from the ages of 3-6 may attend kindergarten prior to elementary school. It is open weekdays for about 4-6 hours a day and closed during spring, summer and winter vacations. Childcare fees, etc. are decided based on family income (maximum of JPY 15,000 per month). For registration procedures, please contact the kindergartens directly.

#### 【Kindergartens near NAIST】

Private	Ikoma Yochien (Nara Saho College)	2-12 Shikanodai-minami, Ikoma City	Phone: 0743-78-4555
	Shiraniwadai Yochien	2-1-1 Shiraniwadai, Ikoma City	Phone: 0743-85-5533
	Angel Yochien	789-5 Minamitawara-cho, Ikoma City	Phone: 0743-78-0386

### 〈Hoikuen (Nursery School)〉

Nursery schools are available when parents/legal guardians work or are ill, and cannot care for their children during the day. Children up to the age of 6 may attend nursery school. It is open for about 8 hours all year except Sundays, and public and year-end/new-year holidays. Applicants must submit proof they cannot care for their children during the day. School fees are based on the parents/guardians income and the child's age (up to JPY 60,000 per month). Registration procedures are handled at city hall.

Most schools have waiting lists and limited acceptance. Enrollment is set for the first day of every month, and the application deadline is one month prior to desired enrollment date. The necessary documents must be submitted to city hall by then. Please note the April enrollment deadline is the previous November or December. If you will bring children with you, please plan in advance.

#### 【Nursery schools near NAIST】

Kitayamato Hoikuen	1-23-1 Kitayamato, Ikoma City	Ikoma City Hall Phone: 0743-74-1111
Hana Hoikuen	2576-2 Kamimachi, Ikoma City	
Umi Hoikuen	4-10-5 Shiraniwadai, Ikoma City	
Niji Hoikuen	6-12-1 Shiraniwadai, Ikoma City	
Shikanodai Saho Hoikuen	2-2-6 Shikanodai-kita, Ikoma City	

\*Please see Appendix for Map of Kindergartens and Nursery Schools near NAIST

### 〈Kodomoen (Comprehensive day care center)〉

Kodomoen is a comprehensive facility functioning as both a kindergarten and nursery school.

#### [Kodomoen near NAIST]

Takayama Kodomoen	12555 Takayama-cho, Ikoma City	Ikoma City Hall
Ikoma Pure Kodomoen	3013 Shikahata-cho, Ikoma City	Phone: 0743-74-1111

### ③ Elementary /Junior High School

Each residential area has designated elementary and junior high schools. Please contact the local board of education regarding registration to enter a public school. To enter a national or private school, contact the school directly. You need Residence Cards and passports for both the parent(s) and children to apply to any school. Tuition and textbook fees are free for national and public schools. However, you have to pay for meals and education materials.

### 〈Financial Assistance Program〉

Based on the School Education Act, the local municipality financial assistance program supports, in part, educational expenses for the parents/guardians of students in compulsory education found to be in financial need. Specifically, this may be full or partial financial support for items required for elementary and junior high school, text and lunch expenses, school trip expenses and other expenses. Those eligible for this program are households receiving public assistance, residence tax exempted households, those receiving child care allowance, and those whose income is less than the municipality-established income criteria.

**To apply:** Applications may be submitted to the child's teacher, school office or local Board of Education student affairs office; or sent to the Board of Education student affairs office.

### ④ Senior High School

Japanese high schools are either prefecturally, municipally, privately, or nationally-operated, and admit only those students who submit applications and pass the entrance examination.

Children not proficient in Japanese or who are not accustomed to Japanese education may choose international schools using mainly English, or Chinese or Korean schools. Some Japanese high schools have quotas for foreign students but classes are mainly in Japanese. For admission, please inquire at the following School and Education Division for details about foreign student application procedures.

### 〈School and Education Division, Nara Prefectural Board of Education〉

Phone: 0742-22-1101 <http://www.pref.nara.jp/11935.htm> (In Japanese)

### 〈International School in Ikoma City〉

Kansai Christian School

282-2 Oaza Misato Heguri-cho Ikoma-gun Nara 636-0904

Phone/Fax: 0745-45-6422 <http://www.kansaichristianschool.com/>

# In Case of Emergency

## Emergency Numbers

Crimes, traffic accidents, etc. …………… Call the police **Dial: 110**

When calling the police to report a crime or traffic accident, give your name, address, and the crime/accident location and details. If a police box (*koban*) is nearby, inform the officer on duty.

Fire or an ambulance …………… Call the fire department **Dial: 119**

When you call 119, report the fire or ask for an ambulance, giving your name, address, and the location of the emergency. In case of fire, sound the fire alarm when possible.

Calling 110 or 119 is toll free. If you call from a public telephone, press the emergency button (the red button) cover firmly. It is on most public telephones and then you can make a call. If from a dormitory telephone, please call the Disaster Prevention Center (Ext. 5048).

For other emergencies, etc. (earthquakes, health issues, etc.), students may contact the Japan Helpline, a non-profit, 24-hour emergency support service hotline. You must pay phone charges.

Japan Hotline **Phone: 0570-000-911**

<http://www.jhelp.com/en/jhlp.html>

### On Campus

In case of an accident or disaster on campus, contact the police and/or fire department same as above, and notify the laboratory you belong to.

### Safety Tips (An app for international visitors in Japan to provide disaster information)

This app is available in English, Simplified and Traditional Chinese, Korean and Japanese. It provides 'push notifications' of earthquake early warnings, tsunami warnings, weather warnings and eruption notices. Also, there is an evacuation flowchart showing evacuation actions for given conditions, a communication card to communicate with Japanese people, and useful links for disaster information. Please refer to the following link for more details.

[http://www.mlit.go.jp/kankocho/en/page08\\_000096.html](http://www.mlit.go.jp/kankocho/en/page08_000096.html)

## Earthquakes

Earthquakes are common in Japan. Learn the designated public shelters in your area. It is recommended to secure furniture and appliances to walls, ceilings, etc. and to store emergency food and water. If you feel a tremor, turn off all gas appliances immediately and get under a sturdy table or desk for protection. When tremors subside, obtain up-to-date information from the radio, etc., and plan your actions with this. Please only call 110 or 119 in emergencies.

# Culture

## Museums

### 〈Campus Members〉

NAIST is a member of the Campus Members System. This allows faculty and staff to enter permanent exhibitions of the following national art and history museums for free with their staff ID cards. Also, they may enter special exhibitions at these museums at reduced rates.

### 【Participating Museums】

Nara National Museum	Large collection of Buddhist art & artifacts, Shosoin exhibition in fall.
	Address: 50 Noborioji-cho, Nara City Hours: 9:30 - 17:00 (To 20:00 on Fridays and Saturdays) Closed: Mondays (when a national holiday, the day after), other holidays Tel: 050-5542-8600 <a href="http://www.narahaku.go.jp/index.html">http://www.narahaku.go.jp/index.html</a>
Kyoto National Museum	Displays artifacts, etc. focused on Kyoto culture
	527 Chayamachi, Higashiyama-ku, Kyoto City Hours: 9:30 - 17:00 (To 20:00 on Fridays and Saturdays) Closed: Mondays (when a national holiday, the day after), other holidays Tel: 075-525-2473 <a href="http://www.kyohaku.go.jp/">http://www.kyohaku.go.jp/</a>
The National Museum of Modern Art, Kyoto	Displays art for the Kansai area and western Japan, especially Kyoto
	26-1 Okazaki Enshoji-cho, Sakyo-ku, Kyoto City Hours: 9:30 - 17:00 (To 20:00 on Fridays and Saturdays) Closed: Mondays (when a national holiday, the day after), other holidays Tel: 075-761-4111 <a href="https://www.momak.go.jp">https://www.momak.go.jp</a>
The National Museum of Art, Osaka	Mainly displays pieces of modern art from Japan and abroad
	4-2-55 Nakanoshima, Kita-ku, Osaka City Hours: 10:00 -17:00 (To 20:00 on Fridays and Saturdays) Closed: Mondays (when a national holiday, the day after), other holidays Tel: 06-6447-4680 <a href="http://www.nmao.go.jp">http://www.nmao.go.jp</a>

## Libraries

Kansai-kan of the National Diet Library	<p>Hours: 9:30 - 18:00            Closed: Sundays, National holidays, New Year's holidays, third Wednesday of every month (for refileing)            Phone: 0774-98-1200            Access: From Gakken Nara-Tomigaoka Station, take Nara Kotsu Bus 41 or 47 for Hosono Station and get off at "Hikaridai Ichome" bus stop.            Address: 8-1-3 Seikadai, Seika-cho, Soraku-gun, Kyoto            Materials not loaned out to individuals. Most collections are stored in stacks. Emphasis placed on science and technology-related materials.  <a href="http://www.ndl.go.jp/en/service/kansai/">http://www.ndl.go.jp/en/service/kansai/</a></p>
Nara Prefectural Library	<p>Hours: 9:00 - 20:00            Closed: Mondays (If a national holiday, the weekday after), the last day of every month (If Saturday, Sunday or Monday, the weekday before), New Year's holidays            Phone: 0742-34-2111            Access: From Shin-Omiya Station, take the bus for "Shijoji-minami-cho" and get off at "Kenritsu-tosho-jyohokan" bus stop. Books may be returned to other branches in Nara Prefecture (See below)            Address: 1-1000 Daianji-nishi, Nara City  <a href="http://www.library.pref.nara.jp/">http://www.library.pref.nara.jp/</a></p>
Ikoma City Library	<p>Hours: 9:30 - 17:00            Closed: Mondays, first Friday of every month, New Year's holidays, and days for refileing (Up to 14 days/year)            Phone: 0743-75-5000            Access: A 8-minute walk from Higashiikoma Station            Address: 238 Tsuji-machi, Ikoma City            Branches: Kita Bunkan, Minami Bunkan and Shikanodai Kominkan Reading Room. Books can be returned to any branch            *Ikoma-ekimae Reading Room            &lt;Hours&gt; 9:30 - 20:00 (Tue-Fri) 9:30 - 17:00 (Sat, Sun and holidays)  <a href="http://lib.city.ikoma.lg.jp/toshow/index.asp">http://lib.city.ikoma.lg.jp/toshow/index.asp</a> (In Japanese)</p>
West Nara City Library	<p>Hours: 9:30 - 19:00            Closed: Mondays and New Year's holidays            Phone: 0742-45-5669            Access: From Gakuemmae Station, take a bus to and get off at "Tsurumai-cho 6-chome" bus stop.            Address: 1-1 Tsurumainishi-machi, Nara City            Nara city also has two other branch libraries: Central Library (near Nara Station) and North Library (near Takanohara Station).  <a href="http://library.city.nara.nara.jp/">http://library.city.nara.nara.jp/</a> (In Japanese)</p>



## Holiday & Event Calendar

### National Holidays

New Year's Day	January 1	A day to celebrate the New Year
Coming of Age Day	2 <sup>nd</sup> Monday of January	People who turned 20 are recognized as adults in civic ceremonies
National Foundation Day	February 11	A day to celebrate the mythical birth of Japan
Emperor's Birthday	February 23	A day to celebrate the Emperor's Birthday
Vernal Equinox	March (date varies)	A day to admire nature and appreciate animals
Showa Day	April 29	A day to look to the future of Japan while remembering the Showa Era of tumultuous growth and development
Constitution Day	May 3	A day to celebrate the founding of the post-war constitution
Greenery Day	May 4	An extra holiday to bridge the 2 holidays before and after
Children's Day	May 5	A day to celebrate and pray for the safety and health of children
Marine Day	3 <sup>rd</sup> Monday of July	A day to give thanks for the benefits of the sea
Mountain Day	August 11	A day to give thanks for the benefits of the mountains
Respect for the Aged Day	3 <sup>rd</sup> Monday of September	A day to respect the aged for their contribution to society and to pray for their longevity
Autumnal Equinox Day	September (date varies)	A day to pay respects to ones' ancestors and remember those who have passed away
Health and Sports Day	2 <sup>nd</sup> Monday of October	A day to enjoy sports and foster a healthy body and spirit
National Culture Day	November 3	A day to appreciate freedom and peace, and to promote cultural activities
Labor Thanksgiving Day	November 23	A day to give thanks for labor, production and workers

\*The shaded part is referred to as the "Golden Week" break

### Festivals and Events in Nara

Wakakusa Yamayaki	4 <sup>th</sup> Saturday of January	Wakakusa Mountain A 20-minute walk from Kintetsu Nara Station
Omizutori	March 1 - 14	Todai-ji Nigatsudo Hall A 20-minute walk from Kintetsu Nara Station
Ochamori	2 <sup>nd</sup> Saturday & Sunday of April	Saidai-ji Temple A 5-minute walk from Yamato Saidaiji Station
Saikusanomatsuri (Lily Festival)	June 17	Izagawa Shrine A 20-minute walk south from Kintetsu Nara Station
Nara Toukae	August 5 - 14 (Depends on the year)	Nara Park area: A 5 minute walk from Kintetsu Nara Station
Mantoro (Lantern Lighting)	August 14 -15	Kasuga Grand Shrine From Kintetsu Nara Station, take a bus to "Kasuga Taisha Honden"
Daimonji Okuribi	August 15	Takamado-yama From Kintetsu Nara Station, take a bus to "Kasuga Taisha Sando"
Shika no Tsunokiri (Deer-horn Cutting)	The 3-day holiday weekend in October	Rokuen From Kintetsu Nara Station, take a bus to "Kasuga Taisha Omotesando," a 10-minute walk
Onmatsuri	December 15 -18	Kasuga Grand Shrine From Kintetsu Nara Station, take a bus to "Kasuga Taisha Honden"

# Others

## Culture Shock

Understand that culture shock happens to everyone. In a new country, culture or environment very different from those you are accustomed to, you may feel anxious, confused or disorientated. When you experience these, do not isolate yourself. Ask someone for a help.

### 〈Tips〉

- Realize that what you are going through is normal.
- Keep in touch with your family and friends in your country.
- Eat well, exercises on regular basis, and get enough sleep.
- Talk to someone about your feelings.
- Set goals and targets to acquire new skills and fuel interests in Japan.
- Improve your Japanese skills.
- Observe what others do in the same situation.
- Retain a sense of humor.

### 〈Some General Information about Japanese Culture Related to Living in Japan〉

#### Individual characteristics

- Japanese people are often group oriented.
- Uniformity is often preferred.
- Japanese do not like to stand out- they often say “the nail that sticks out gets hit.”
- Japanese tend to match their opinions of those of others.
- Japanese may not express their emotions openly or strongly.
- Japanese are often embarrassed to use English.

#### Personal relationships, etc.

- People may seem shy, and it may take time to make friends.
- Japanese prefer to keep distance in conversation (but not on trains, etc.)
- Indirectness is often seen as being polite. (Avoiding conflicts is preferred.)
- Greetings are mostly bowing, but will return a handshake.
- Physical contact during conversation is not common between colleagues.
- Social invitations may be made out of politeness. (May not be meant.)
- Japanese may have a specific image about foreigners. (You may encounter stereotypes.)
- Japanese often give gifts, but there is no need to reciprocate.

#### Daily life

- People do not mind waiting in line. (Cutting in line is rude.)
- People set much value on manners and rules.
- Slurping food and/or tea is not considered impolite.
- Punctuality is considered politeness.

# Returning to Your Home Country

## Required Procedures at NAIST

### ● Procedures for Moving Out from the Staff Housing

When you move out of staff housing, be sure to clean up and repair your room, and have it inspected. Details will be given by the Welfare Section. Please pay the rent and utility charges for the last month. See the Staff Housing section for more details.

## Procedures outside NAIST

### ● Leaving Housing

Notify the residence owner/agent at least 1 month before you will leave the residence. Try to return the property to its original condition when leaving, or you may not receive a full refund of the shikikin. Please follow oversized garbage disposal rules.

### ● Payment of Utilities

Contact the nearby offices in charge of electricity, gas, water, and telephone services before leaving to confirm payment methods in advance.

### ● Cancellation of Mobile Phone and Internet Service

Cancel your mobile phone service at the shop you bought it. Notify the Internet provider you will cancel the service.

### ● Closing Your Bank Account

Before leaving Japan, be sure to close your bank account after making final utility payments, etc. If you pay your credit cards, cell phone, etc. through automatic transfer, be sure to pay these before closing. Accounts that have had no activity for an extended period are closed, which will make it difficult for you to withdraw the remaining money.

### ● Submitting a Moving Notice

You must submit a moving notice at city hall. If you don't, you will be regarded as still living in Japan. This requires your identification items (passport, driver's license, etc.).

### ● Withdrawal from the National Health Insurance, and Returning your Insurance Card

Before leaving Japan, be sure to return your Insurance Card and pay all unpaid premiums at City Hall. If you have overpaid your insurance, you can obtain a refund at this time.

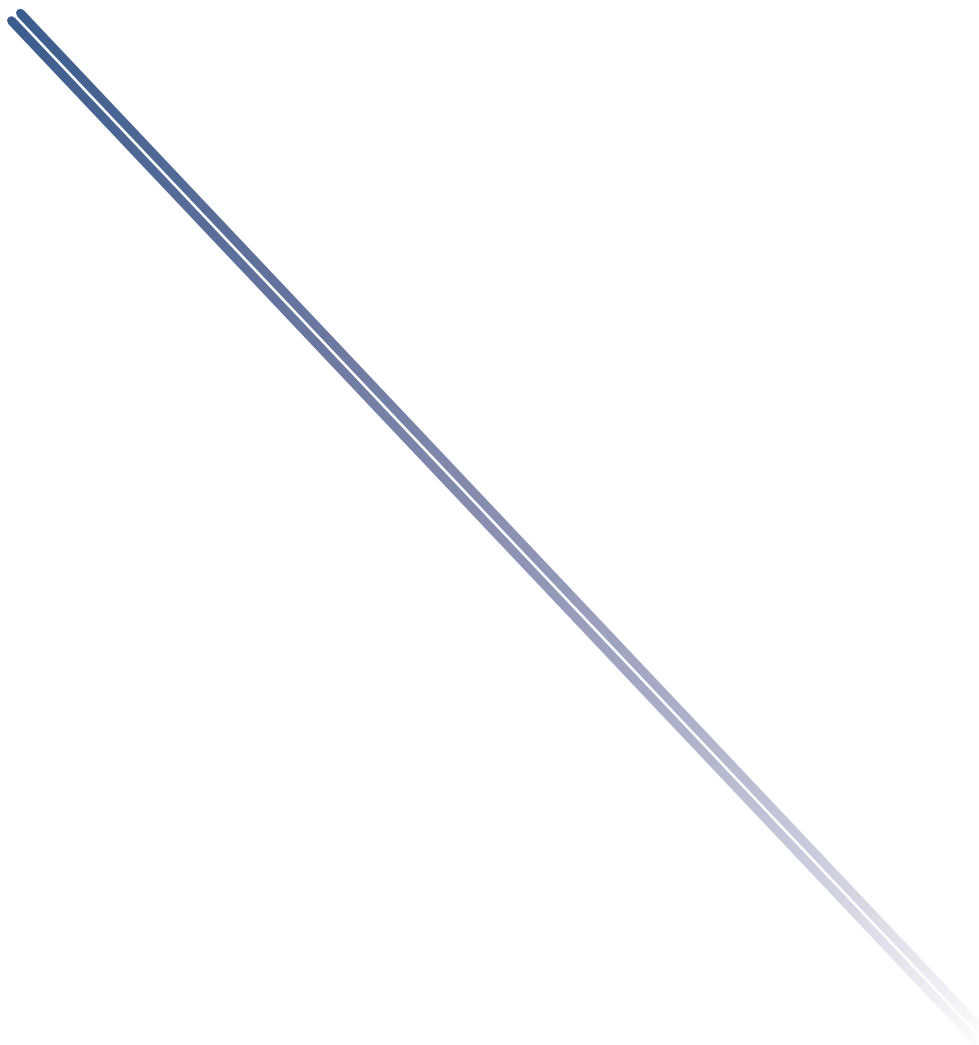
### ● School-related Formalities for your Children

Once you have decided on the date of your return, notify your child's school ahead of time and complete any required formalities.

### ● Returning the Resident Card

When you finish all work at NAIST and are leaving Japan, do not apply for re-entry at the airport. Return your Resident Card as the Immigration Inspector orders.

# 資料 Appendix



## Administrative Offices / 事務局の紹介

### ■ Planning and General Affairs Division

Section	Duties in brief	Contact
General Affairs Section	Administrative affairs, events, executive meetings, mail, official car, Millenium Hall, NAIIST Foundation, NAIIST Fund	Ext. 5024, 5004 somu@ad.naist.jp
Secretarial Section	Executive secretary duties, Professor Emeritus communication	Ext. 5006, 5005 sec@ad.naist.jp
Public Relations Section	PR materials & planning, Japanese HP, news releases & interviews, local area collaboration, open lectures	Ext. 5026, 5112 s-kikaku@ad.naist.jp
Planning and Regulation Section	Mid-term/yearly goals and planning, organizational restructuring, Center for Strategy and Planning, regulation supervision	Ext. 5933, 5017 houki@ad.naist.jp
Evaluation and Institutional Research Section	Institute/external evaluations & certification, Review Committee operations, institute data, files, personal information & statistics, mid-term/yearly goals & planning reports, IR Office	Ext. 5007, 5915 evaluation@ad.naist.jp

### ■ Educational Affairs Division

Section	Duties in brief	Contact
Educational Planning Section	Educational planning, external funding applications, student mobility, academic ceremonies, extracurricular activities	Ext. 5136, 6247 gakukyo@ad.naist.jp
Academic Affairs Section	Curriculum, enrollment, academic evaluation, student IDs, student certificates, educational development	Ext. 5085, 5086 g-gakumu@ad.naist.jp
Admissions Section	Student admissions & recruitment	Ext. 5084, 5083 exam@ad.naist.jp
Student Support Section	Tuition, etc. exemption & deferment, scholarships, dormitory/housing, student discounts, student counseling, academic recognition, exercise/welfare facilities & equipment, alumni association	Ext. 5920, 5900 shien@ad.naist.jp
Career Services Section	Student/post doc career support & events, internships, etc.	Ext. 5922 career-staff@ad.naist.jp

### ■ Information and Digital Library Services Division

Section	Duties in brief	Contact
General Information Affairs Section	Academic information coordination, ITC operations, library purchasing, data & reporting	Ext. 5093, 5094 g-kanri@ad.naist.jp
Information Service and Digital Library Section	Library material use & management, surveys, copies, material digitization, library system management, library networks	Ext. 5095 g-serv@ad.naist.jp Ext. 5623 lib-is@ad.naist.jp
Information Planning Section	Information security management and reporting, naistar repository, administrative computerization & management, computer systems, etc.	Ext. 5097, 5724 g-shori@ad.naist.jp

### ■ Cooperative Research Division

Section	Duties in brief	Contact
Research Planning Section	Cooperative research coordination, research policies, forums, researcher acceptance, external funding acceptance, Research and Education Center for Genetic Information, research grants, UR Housing	Ext. 5077, 5008 kenkyo@ad.naist.jp
Research Assessment and Regulation Section	Research ethics, Code of Conduct for Research Activities, conflicts of interest, security export control	Ext. 5157, 5158 k-chosei@ad.naist.jp
Research Promotion Section	Institute for Research Initiatives, Program for promoting the Enhancement of Research Universities, Collaborative Research toward Future Innovation Project, Next Generation Interdisciplinary Research Project, Interdisciplinary Frontier Research Complex, inventions and patents, research material exchange, IGA collaboration, Kenshu Hall	Ext. 5191, 5930 ken-sui@ad.naist.jp
Grants-in-Aid Section	Grants-in-Aid planning, application, acceptance and management, donations	Ext. 5075, 5937 hojokin@ad.naist.jp
Research Support Section	Private organization research collaboration, consignment research, trainees, outsourcing	Ext. 5190, 5078 k-kikaku@ad.naist.jp

### ■ International Affairs Division

Section	Duties in brief	Contact
International Affairs Section	International exchange, international researcher support, Division for Global Education, international symposia, English HP	Ext. 6245, 6246 kokusai@ad.naist.jp
International Student Affairs Section	International student affairs and support, globalization of education	Ext. 5909, 5087 ryugaku@ad.naist.jp

### ■ Personnel Division

Section	Duties in brief	Contact
Personnel Planning Section	General personnel management, employment regulations, employee recognition, SD training	Ext. 5029 j-kikaku@ad.naist.jp
Personnel Section	Employment/retirement, part-time employment, employee history & IDs, multiple employment, employment hours, RA/TA paperwork	Ext. 5100, 5092 shokuin@ad.naist.jp
Salary Section	Salary payment, allowances (including bonuses), taxes, business trip payments	Ext. 5916, 5028 kyuyo@ad.naist.jp
Welfare Section	Mutual Aid Assoc., health & other insurance, staff housing, Guesthouse Sentan, University Union, UR Housing for faculty, Takayama Science Plaza	Ext. 5030, 5033 fukuri@ad.naist.jp

### ■ Finance Division

Section	Duties in brief	Contact
Financial Planning Section	Finance coordination & regulations, expenditures, budget requests, NAIST Fund budget & planning	Ext. 5034, 5079 zaimu@ad.naist.jp
Account Settlement Section	Settling of accounts, consumption tax, asset management, asset-impairment accounting	Ext. 5035, 6225 kessan@ad.naist.jp
Accounting Section	Management of cash & savings, securities, funding, income & expenses, bonds & debts	Ext. 5037, 5038 shikin@ad.naist.jp
Procurement Section (academic & research)	Procurement of supplies & equipment for graduate school, ITC, academic research centers, related paperwork	Ext. 5041, 5042 keiyaku@ad.naist.jp
Procurement Section (administrative)	Procurement of supplies & equipment for the NAIST Library, HCC, & administrative offices; related paperwork	Ext. 5046, 6294 tyotatu@ad.naist.jp

### ■ Facility Planning Division

Section	Duties in brief	Contact
Facility Planning Section	Facility mid-term planning & budget, related surveys & reports, construction & repairs	Ext. sisetukikaku@ad.naist.jp
Facility Management Section	Facility management, shared-spaces, energy efficiency, cleaning & security management, disposal	Ext. 5060 fm-now@ad.naist.jp
Construction Planning Section	Building/structure maintenance planning & construction management, facility inspections, campus maintenance	Ext. 5055 kouei@ad.naist.jp
Equipment Section	Electrical equipment and machinery management, inspection, & maintenance	Ext. 5058, 5057 setubi@ad.naist.jp

### ■ Auditing Office

Section	Duties in brief	Contact
Auditing Office	Internal duty and accounting audits	Ext. 5027, 6222 kansa@ad.naist.jp

### ■ General Safety and Health Management Office

Section	Duties in brief	Contact
General Safety and Health Management Office	Safety & health management planning, committee organization, facility & equipment safety & health management, fire prevention, safety & health education, chemical substance management, radiation hazard prevention, GMO management, HCC, experimental waste disposal	Ext. 6221, 5917 anzen@ad.naist.jp



## 旅行（一時帰国）届 Notice of Absence from Japan

研究科名 Name of Graduate School	学籍番号 ID#	氏名 Name		
旅行先 Destination	国・地域 Land	市・地区 City		
旅行期間 Term	From 年 月 日 ( ) ~ 年 月 日 ( ) (y) (m) (d) (y) (m) (d)			
用件 Purpose				
行程 Place to visit and date				
出国先情報 Contact Information Outside of Japan	住所 Address  TEL E-mail			

\* 一時的に日本を出国する際は事前に留学生交流係へ提出してください。

Please submit this notice to International Student Affairs Section before you leave Japan.

[ryugaku@ad.naist.jp](mailto:ryugaku@ad.naist.jp) ext. 5087

## List of Cooperating Hospitals / 協力医療機関リスト

1. If possible, bring a letter of referral from a doctor at the NAIST Health Care Center.
2. If you cannot contact the doctor or nurse at the Health Care Center, go directly to the hospital without a referral letter.
3. If you need to see a doctor at night or on a holiday, call one of the following hospitals, and tell them the institute name (NAIST) to consult doctors.
4. You can receive a referral letter from a doctor at the Health Care Center concerning orthopedics, dermatology, ophthalmology, otorhinolaryngology, gynecology, dentistry and others. Refer to brochures at the Health Care Center.

### ■ General hospital list

Ikoma City
<p><b><u>Shiraniwa Hospital / 白庭病院</u></b>            Address: 6-10-1 Shiraniwadai, Ikoma City            Access: In front of Shiraniwadai Station            Phone: 0743-70-0022            Consultation hours: 9:00-12:00            *Afternoon hours depend on day/department. Closed Saturday afternoons, Sundays, holidays.            *Please call in advance.</p>
<p><b><u>Ikoma City Hospital / 生駒市立病院</u></b>            Address: 1-6-2 Higashi-Ikoma, Ikoma City            Access: 3 minute walk from Higashi-Ikoma Station            Phone: 0743-72-1111            Consultation hours: 9:00-12:00            *Afternoon hours depend on day/department. Closed Saturday afternoons, Sundays, holidays.            *Please call in advance.</p>
Nara City
<p><b><u>Nara Prefecture General Medical Center / 奈良県総合医療センター</u></b>            Address: 2-897-5 Shichijo nishimachi, Nara City            Access: Buses available from Gakuenmae Station            Phone: 0742-46-6001            Consultation hours: Start from 9:00            *Closed Saturdays, Sundays, holidays.            *Please call in advance.</p>
<p><b><u>Takanohara Central Hospital / 高の原中央病院</u></b>            Address: 1-3-3 Ukyou, Nara City            Access: 5 minute walk from Takanohara Station            Phone: 0742-71-1030            Consultation hours: 8:30-13:00            *Closed Saturday afternoons, Sundays, holidays.            *Please call in advance.</p>
<p><b><u>Nishi Nara Central Hospital / 西奈良中央病院</u></b>            Address: 1-15 Tsurumai Nishimachi, Nara City            Access: Buses available from Gakuenmae Station            Phone: 0742-43-3333            Consultation hours: 9:00-12:00            *Closed Sundays, holidays.            *Please call in advance.</p>

# Western and Japanese Calendar Reference Chart

## 西曆／和曆比較表

Western year	Japanese era	Japanese year	Western year	Japanese era	Japanese year	
2022	Reiwa (令和)	4	1993	Heisei (平成)	5	
2021		3	1992		4	
2020		2	1991		3	
2019		1	1990		2	
	Heisei (平成)	31	1989	Shōwa (昭和)	1	
2018		30			64	
2017		29	1988		63	
2016		28	1987		62	
2015		27	1986		61	
2014		26	1985		60	
2013		25	1984		59	
2012		24	1983		58	
2011		23	1982		57	
2010		22	1981		56	
2009		21	1980		55	
2008		20	1979		54	
2007		19	1978		53	
2006		18	1977		52	
2005		17	1976		51	
2004		16	1975		50	
2003		15	1974		49	
2002		14	1973		48	
2001		13	1972		47	
2000		12	1971		46	
1999		11	1970		45	
1998		10			1	
1997		9	1926		Taishō (大正)	15
1996		8				1
1995		7	1912		Meiji (明治)	45
1994		6	1868			1

## Immigration Offices / 出入国在留管理局

### Osaka Regional Immigration Bureau / 大阪出入国在留管理局

Address: 1-29-53 Nankou Kita, Suminoe-ku, Osaka City, Osaka

Phone: 06-4703-2100

Hours: 9:00 - 16:00 (except Saturdays, Sundays, holidays)

Access: A short walk from exit 3 of Cosmosquare Station. (One train from Gakken-Kita-Ikoma Station.)



### Osaka Regional Immigration Bureau Nara Branch Office / 大阪出入国在留管理局奈良出張所

Address: 3-4-1 Higashikideracho, Dai-ni Houmu Sogo Chosha, Nara City

Phone: 0742-23-6501

Hours: 9:00 - 12:00, 13:00 - 16:00 (except Saturdays, Sundays, holidays)

Access: From Kintetsu Nara Station, 1) Take a Nara City Loop Line bus and get off at Takabatake-cho bus stop. A 5-minute walk from the bus stop. (The loop line bus also departs from JR Nara Station.) or 2) Take a Nara Kotsu bus and get off at Takabatake Jutaku bus stop. A 3-minute walk from the bus stop.



## City Hall and Branch / 市役所・出張所

### Ikoma City Hall / 生駒市役所

Address: 8-38 Higashishinmachi, Ikoma City

Phone: 0743-74-1111

Hours: Monday - Friday (except holidays and 12/29 - 1/3) 8:30 - 17:15

Access: A 6-minute walk from Ikoma Station.



### \* Ikoma Citizen's Service Desks

Copies of certificates of residence, certificates of resident registration, and seal registration certificates can be issued at the Ikoma Citizen's Service Desks of the following two facilities.

#### Shikanodai Fureai Hall / 鹿ノ台ふれあいホール

Address: 2-3-3 Shikanodai Minami, Ikoma City

Phone: 0743-78-7966

Hours: Tuesday - Friday, Saturday, Sunday (except holidays and 12/27 - 1/5)

9:00 - 17:00

Access: From Gakken-Nara-Tomigaoka Station, take a bus and get off at Shikanodai-Higashi-2 Chome bus stop

#### Kita Community Center ISTA Habataki / 北コミュニティセンター ISTA はばたき

Address: 1543 Kamimachi, Ikoma City

Phone: 0743-71-3331

Hours: Tuesday - Friday, Saturday, Sunday (except holidays and 12/27 - 1/5)

9:00 - 17:00

Access: From Gakken-Kita-Ikoma Station, take a bus and get off at Mayumibashi bus stop

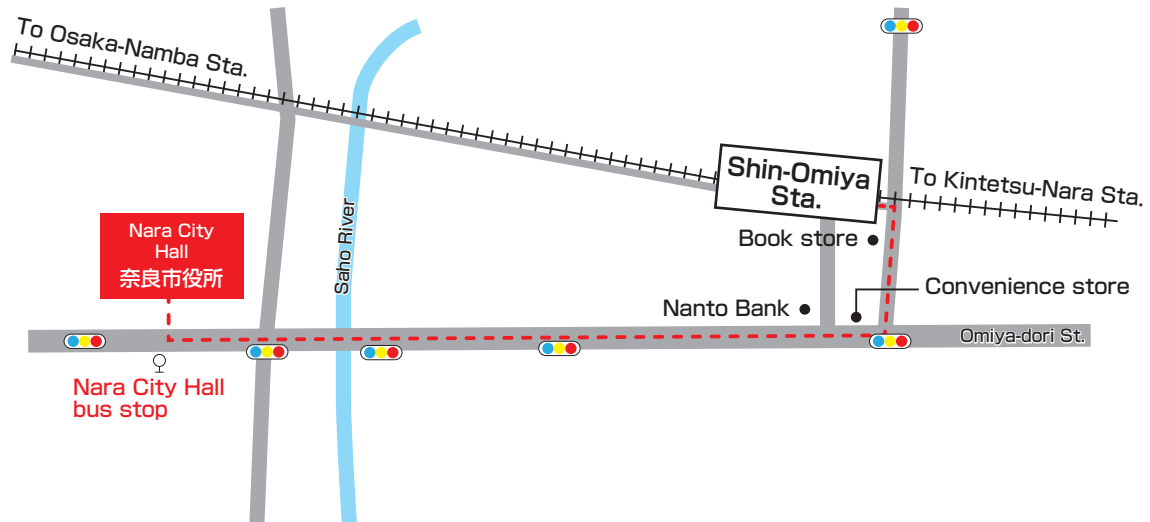
## Nara City Hall / 奈良市役所

Address: 1-1-1 Nijo Oji Minami, Nara City

Phone: 0742-36-4894

Hours: Monday - Friday (except holidays and 12/29 - 1/3) 8:30 - 17:15

Access: A 10-minute walk from Shin-Omiya Station, or take a bus from the station and get off at Nara City Hall (Nara-shicho-mae) bus stop.



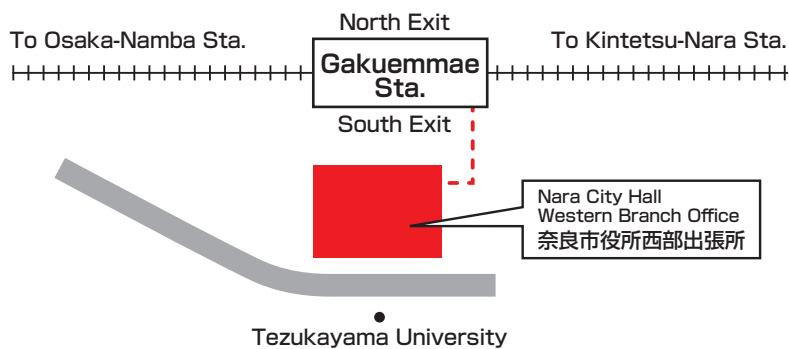
## Nara City Hall Western Branch Office / 奈良市役所西部出張所

Address: 3-1-5 Gakuenminami, Nara City (2nd floor of the west hall)

Phone: General Affairs Division: 0742-44-1005 / Citizens' Affairs Division: 0742-44-1001

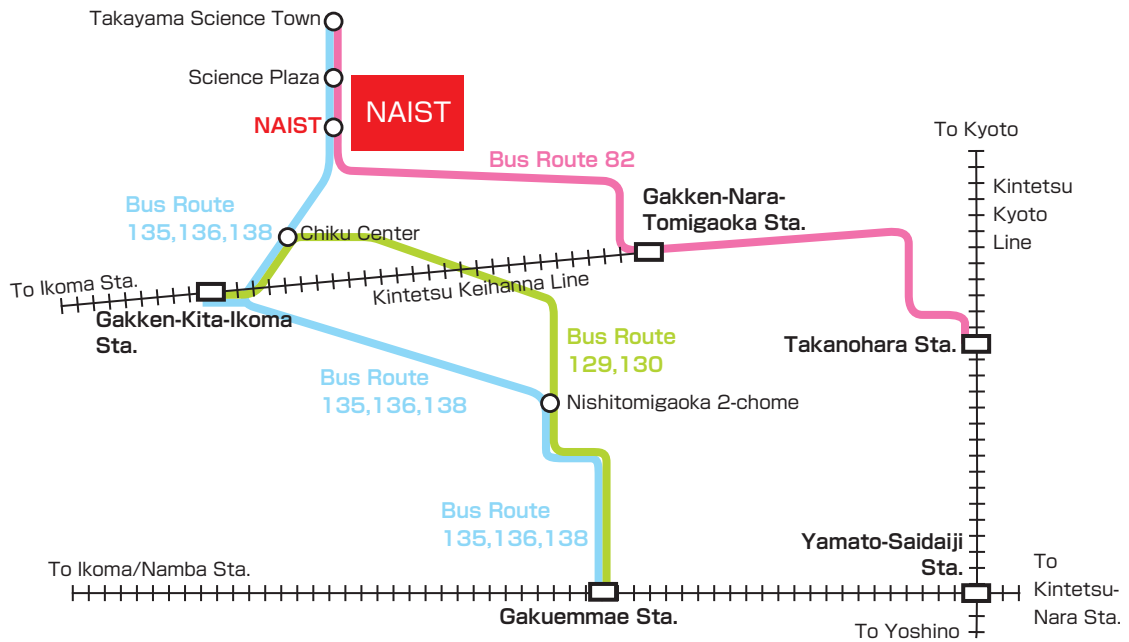
Hours: Monday - Friday (except holidays and 12/29 - 1/3) 8:30 - 17:15

Access: In front of Gakuenmae Station (South exit side).





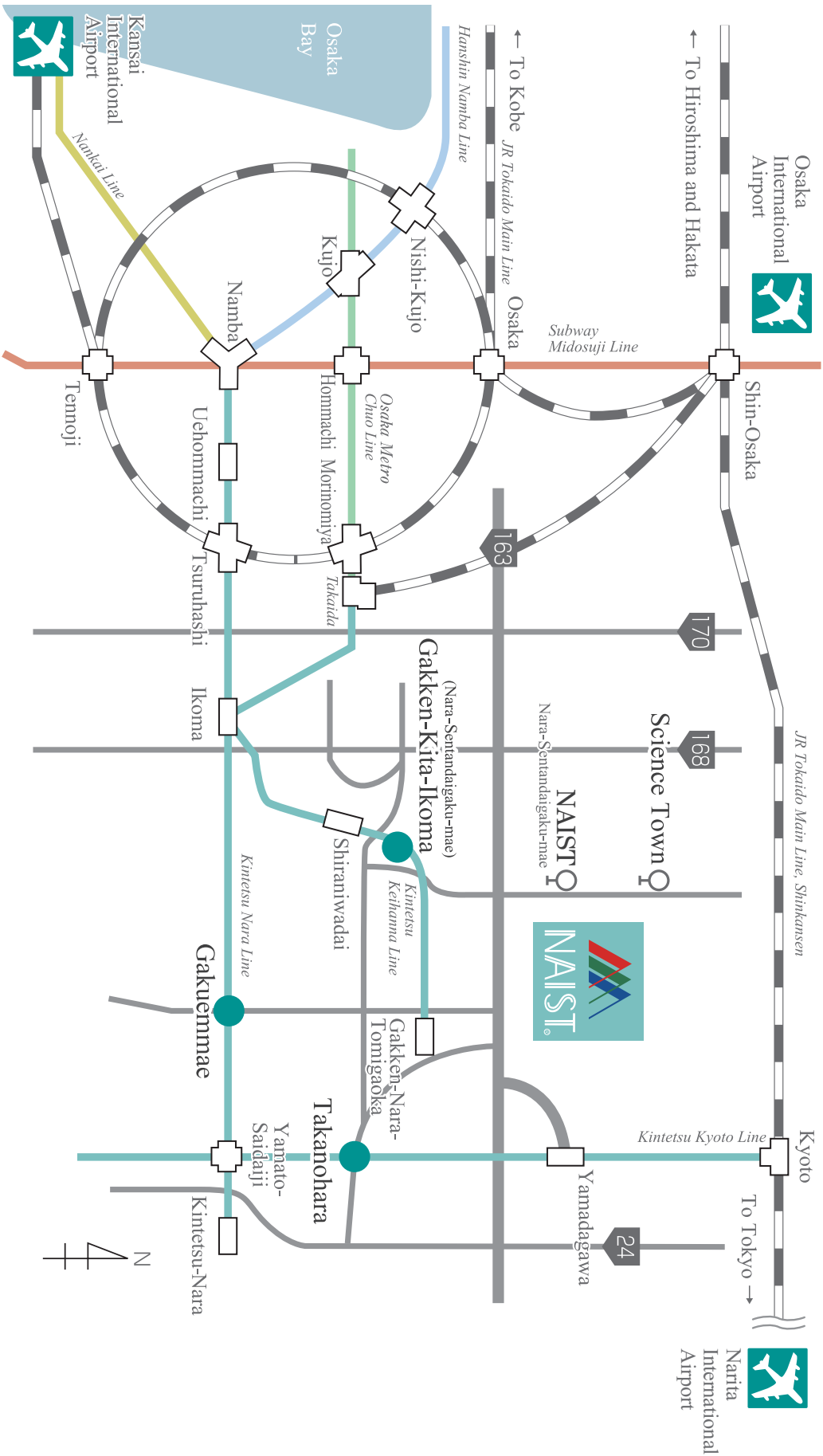
## Bus Stops and Bus Routes around NAIST / バス停と大学周辺バスルート



## Kindergartens and Day Nurseries near NAIST / 大学周辺の幼稚園・保育園・こども園



# Kansai Railway Map / 関西路線図



## Campus Map / キャンパスマップ



- ① Administration Bureau
- ② Library
- ③ University Union / Health Care Center / Convenience Store
- ④ Interdisciplinary Frontier Research Complex No. 2
- ⑤ Millennium Hall
- ⑥ Guesthouse Sentan
- ⑦ Information Science Complex / Information Initiative Center
- ⑧ Biological Science Complex / Research and Education Center for Genetic Information
- ⑨ Animal Experimentation Facility
- ⑩ Botanical Greenhouses
- ⑪ Materials Science Complex / Research and Education Center for Materials Science
- ⑫ Bio Nano Process Laboratory
- ⑬ Interdisciplinary Frontier Research Complex No. 1
- ⑭ Student Dormitories
- ⑮ Staff Residences
- ⑯ Administration Bureau Annex

