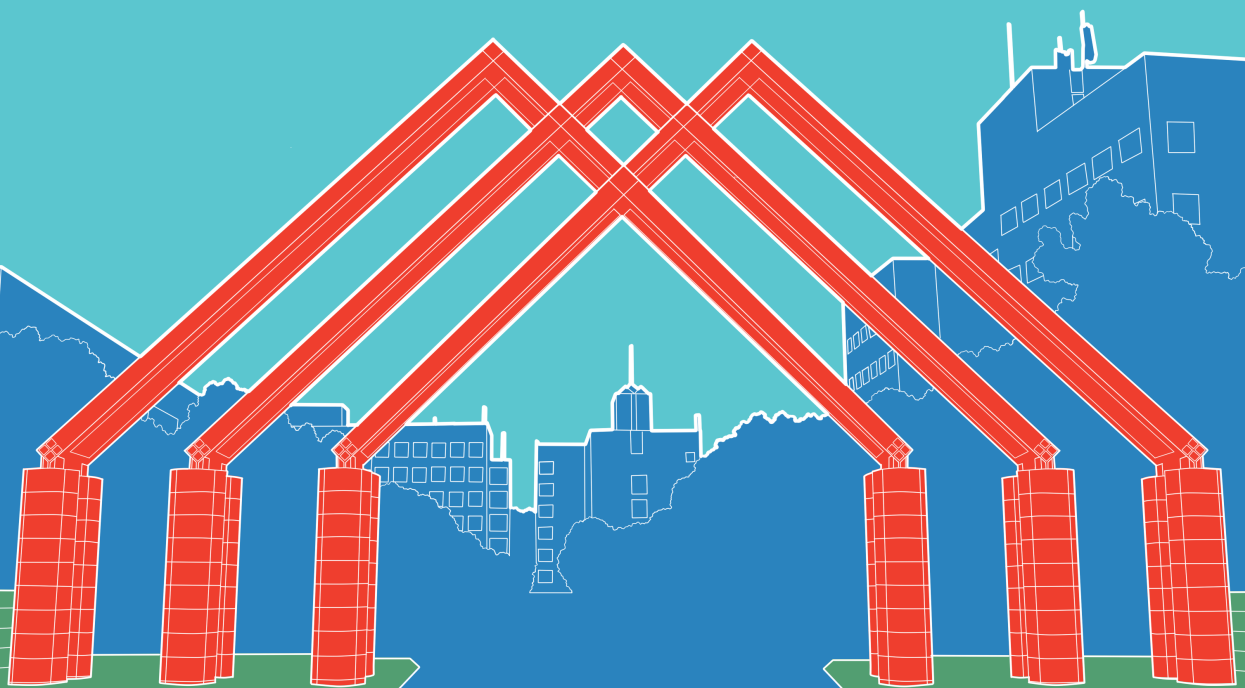


奈良先端科学技術大学院大学
留学生ハンドブック

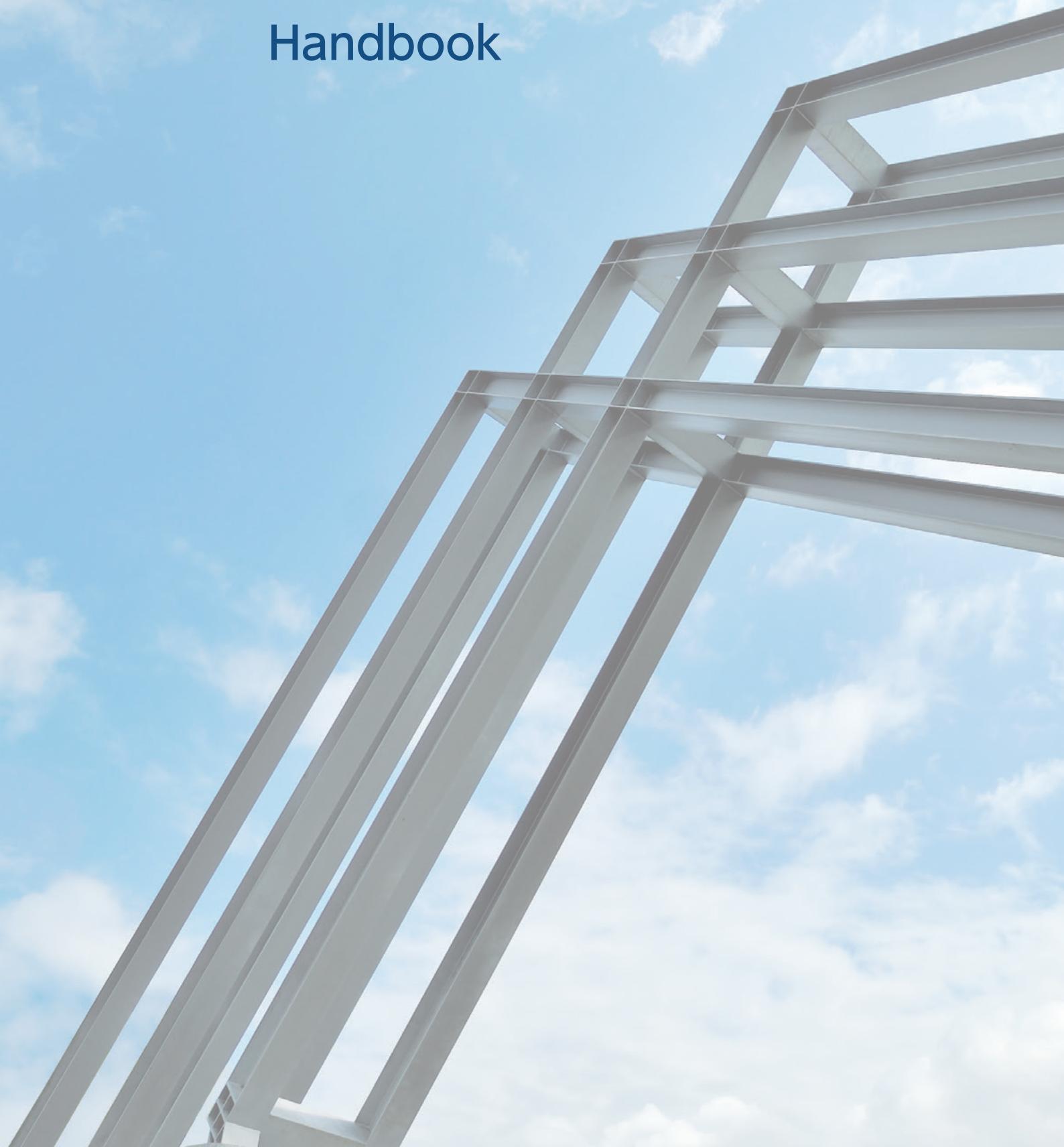
International Student Handbook



NAIST

留学生ハンドブック

International Student Handbook



International Student Handbook

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Welcome to NAIST!

Introduction of International Offices

The international offices staff offer various support for international students to have the best experience possible at NAIST. Please feel free to visit the International Affairs Division/Division for Global Education offices on the 1st floor of the Administration Bureau or contact us if you would like to consult about issues anywhere from your daily/academic life to family support.

*Please check your e-mail daily for administrative and event announcements.

< International Affairs Division & Division for Global Education >

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

■ International Student Affairs Section

The International Student Affairs Section is the main office for international student support. If you have any problems while at NAIST, please visit our office or contact us. We handle MEXT and other scholarships, and hold student excursions and the International Friendship Meeting.

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

E-mail: ryugaku@ad.naist.jp Website: https://www.naist.jp/en/international_students/



■ 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 our international students and researchers, and their families, from credit card application 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 Website: <https://www.naist.jp/ciss/>



■ International Affairs Section

The International Affairs Section handles the procedures 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 Website: <https://ad-info.naist.jp/kokusai/>



■ Division for Global Education

The Division for Global Education plans and implements programs including agreements and activities with overseas institutions, double degree programs, studying abroad, faculty and overseas staff development programs, collaborative research laboratories, and overseas offices. If you are interested in international programming such as studying abroad please consult with us.

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

E-mail: dge@ad.naist.jp Website: <https://www.naist.jp/dge/>



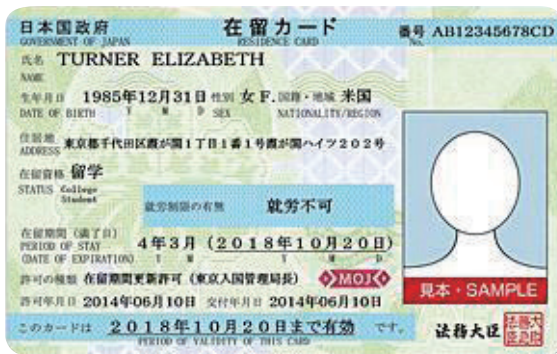
Necessary Procedures after Your Arrival

Residence Card

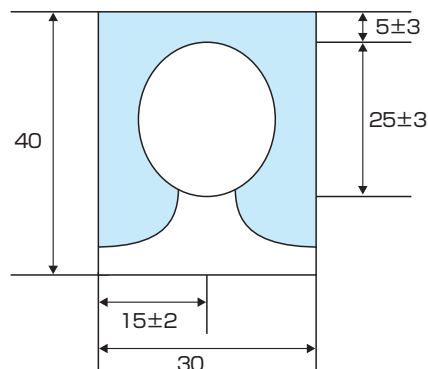
A Residence Card is issued to mid to long-term residents when granted permission pertaining to residence, such as landing permission, permission for change of resident status and permission for extension of the period of stay, and serves as an ID card in Japan.

Register your residential address on the card at city hall within 14 days of deciding your residence. (Please bring your passport at that time. Documents verifying family relationships are required for family registration.)

(Front)



You need to submit a photo as specified below when you make an application or notification that involves issuance of a Residence Card.



(Back)



- * Report any changes to your address to city hall.
- * A new Residence Card is issued when applications for extensions of the period of stay or for changes in resident status are approved.

Individual Number (Referred to as “My Number”)

You will receive an Individual Number (“My Number”) notice after registering your Japanese residential address at the municipal office. Please keep it safe. This 12-digit number is essential to access your insurance, tax and other records. Please note that the My Number notice cannot be used to verify the person’s My Number.

【Ministry of Internal Affairs and Communication Website】

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



National Health Insurance

Japan has universal health insurance and all residents including foreign nationals who have permission to stay in Japan for 3 months or longer must be enrolled in the National Health Insurance. Once you register your residential address at city hall, you need to apply for it.

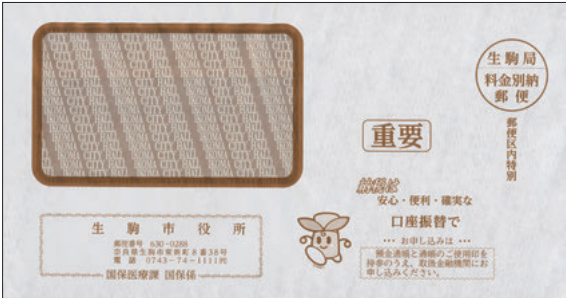
(1) **Required Documents for Enrollment Procedures:** 1. Residence Card 2. Passport

(2) **Insurance Premiums**

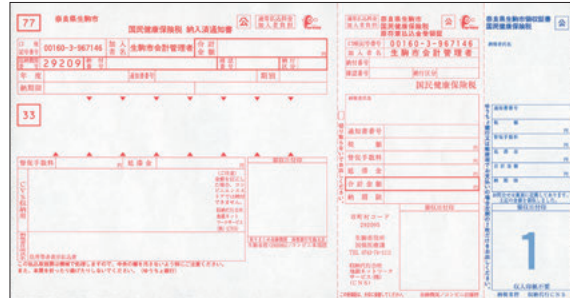
The insurance premiums are paid in installments. In Ikoma, students enrolling in April pay nine installments from July to March, and those enrolling in October pay five installments from November to March. Please note that fees are charged for late payments. Premiums vary with income, but may be reduced 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.

(Sample city hall envelope)



(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 the ceiling amount for the same medical issue treatment in the same hospital and month, costs over this amount are reimbursed. Contact city hall about the amount. Receipts may be required, so make sure to keep them.
Subsidy for childbirth and child care	When giving birth, a JPY 420,000 subsidy is provided for each child. In principle, it is 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

As well as National Health Insurance, all residents, including international students 20 years old and over, must enroll in the National Pension. Please complete these procedures at the city hall national pension section and the Japan Pension Service will later send a basic pension number notice. This is necessary when working in Japan after graduation, so please keep it at hand.

For international students in master's or doctoral courses whose previous year's income in Japan is the standard amount (yearly salary: approx. JPY 1,940,000, annual income: approx. JPY 1,280,000) or less, payment will be exempted until graduation by applying for the Special Payment System for Students. Reapplication for exemption is required every April. Please fill out and return the postcard like the sample below, which is sent out every April, or bring it to the international office. When advancing from the master's to the doctoral course, students must reapply for exemption. Please make sure to complete the application on time.

Research and Special Research Students may use the Payment Exemption System. When becoming full-time students, applying for the Special Payment System for Students is required.

Payment slips are sent while exemption applications are processed. Students need not pay these and no refund is possible once payment is made. Please confirm contents of communication from the city hall and consult with laboratory members or NAIST faculty/staff when unsure.

(Sample pension exemption reapplication postcard)

6mm

6mm

国民年金保険料学生納付特例申請書

(この申請書は機械処理されますので、汚したり折り曲げたりしないでください。)

届出コード	事務所コード	基礎年金番号	生年月日	区分
56237				

申請年月日	在学予定年月(至)	卒業後在学予定年月(至)
□□□□□□	□□□□	□□□□□□□□
(年) (月) (日)	(年) (月)	(年) (月)

承認期間(始期)	承認期間(終期)	所遇有無
□□□□□□	□□□□□□	□
(年) (月) (日)	(年) (月) (日)	

申請者記入欄 ※基礎年金番号、氏名を確認してください。また、記入方法については、同封のリーフレットを参照してください。

学校の名称	学校の所在地	都道府県	市区町村
在学予定年月 平成 年 月 入学 平成 年 月 卒業予定 学生納付特例申請期間 平成 29年 4月から平成 年 月まで			
前年の所得	1.あり 2.なし	前年における所得税・障害者控除・寡婦控除	1.課税(障害者控除有 寡婦控除有) 2.非課税
上記のとおり国民年金保険料学生納付特例を申請します。 この申請に必要な所得情報に関する書類の添付等について市区町村長に委託します。			平成 年 月 日 日本年金機構理事長あて
〒	都道府県	市区町村	日本年金機構理事長あて
住所			
氏名	(印)	(電話)

※前年の所得が「1.あり」の場合は、審査結果の通知前に納付書が届く場合があります。審査結果が届くまで大切に保管してください。

Taxes

(1) Income Tax

This is a tax imposed by Japan on income. If you receive salary as a teaching or research assistant, it is withdrawn automatically monthly. The total tax paid is adjusted at the end of each year if you've paid too much or little through “*Nenmatsu chosei*” (Year-end adjustment). No income tax is imposed on income less than JPY 88,000 per month or JPY 1,030,000 per year.

(2) Residence Tax

When registered as a resident in Japan as of January 1 of a year, you must pay residence tax, a combination of local taxes, to the nearest municipality, based on your previous year's income. (January to December) The bill is sent in June. The annual amount 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.)

An envelope like the one below will be sent to you 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 the International Student Affairs Section for assistance.

(Sample city hall envelope)



(Sample residence tax payment slip)

Opening a Bank Account

A bank account is required for paying tuition and student dormitory fees. Please open an account at a nearby bank. (See the Banking section on E-23 for more details.)

Required Documents: 1. Passport 2. Residence Card 3. Student ID
4. Personal seal (Signatures accepted if you have no seal)

Documents to Submit to the International Student Affairs Section

Please promptly submit the following documents to the International Student Affairs Section in order to keep track of your period of stay and other information.

1. Copy of passport (pages with your name and photo)
2. Copy of Residence Card (both sides)
3. Copy of bank passbook

For Japanese Government (MEXT) Scholarship International Students

Necessary Procedures

● Open a Bank Account at the Japan Post Bank

Immediately after your arrival, you must open a Japan Post Bank account to receive MEXT scholarship.

● Submit a Copy of your Passbook

Once you open a bank account, submit a copy of the passbook account information page to the International Student Affairs Section for registration on the JASSO website.

● Procedures after Arrival

You need to complete various MEXT procedures after arrival, including applying for travel expenses reimbursement. Be sure to check your e-mail for information concerning these.

● Signature to Confirm Enrollment

You will need to come to the International Student Affairs Section during a specified period each month to sign an enrollment ledger. You will be notified of this period by e-mail.

Additional Notes

(1) Procedure in Case of Absence

If you will leave Japan for an extended period and are unable to sign the enrollment ledger during the specified period, notify the International Student Affairs Section in advance. You may sign after returning to Japan. However, if you are outside Japan for the entirety of any given month, you will be unable to sign for or receive the scholarship for that month.

(2) Extending your Scholarship

When research students proceed to the master's or doctoral courses, they must apply for scholarship extension. The scholarship duration is limited to the standard term of study for the respective course. Scholarship extension is possible when proceeding to the doctoral course during the standard term of study. However, understand that extensions are extremely limited. Please be sure to plan your studies carefully under the guidance of your supervising professor.

Please notify the International Student Affairs Section as early as possible if you plan to complete the course in a shorter time than the standard study term and be aware of the subsequent change of the time of extension application.

(3) Other Information

We hope that MEXT scholarship international students will participate in local and school events, etc. to contribute to the mutual understanding of their home country and Japan as contributors to Japan's globalization. We also hope they maintain close ties with NAIST and our global network after graduation, taking roles in our international efforts and participating in projects, etc. offered by Japanese diplomatic institutions to further develop global ties.

For Privately-Financed International Students

Private Scholarship Information for International Students

The International Student Affairs Section sends out information we receive concerning scholarships. There are NAIST recommendation scholarships and individual application scholarships. For recommendation scholarships, please submit application forms and other required documents to the International Student Affairs Section by the deadlines.

Private Foundation Scholarships for NAIST International Students (NAIST recommendation)

Scholarship Name	General Eligibility	Monthly Stipend (JPY)	Duration (in years)	Application Period	Awards in past 5 years
SGH Foundation	M1/D2 students from Southeast Asia: Under 35 years old	M: 120,000 D: 180,000	2 (from April)	Late January	2020: 1
Mobile Communication Fund (Docomo)	New master's students as of April 1 from Asian countries whose major is communication technology, information processing or a related category	120,000	2 (from April)	Early March	2018: 1
Korean Scholarship	Regular students of North or South Korean nationality: Under 40 years old	M: 40,000 D: 70,000	1 (from April)	Early March	—
Jasso Honors Scholarship for Privately-Financed International Students	Regular and non-regular students	48,000	1 (from April)	Early April	2017: 35 2018: 30 2019: 19 2020: 22 2021: 26
KDDI Foundation	Regular students studying information and telecommunications: 35 years old or younger	100,000	0.5 - 1 (from April)	Early June	2022: 1
Heiwa Nakajima Foundation	Regular students	100,000	1 (from April)	Late August	2017: 1
Rotary Yoneyama Memorial Foundation	M1, M2, D2, D3 students (during scholarship period)	140,000	up to 2 (from April)	Late August	2017: 1 2019: 1 2020: 2 2021: 1 2022: 1

Private Foundation Scholarships for International Students (individual application)

Scholarship Name	General Eligibility	Monthly Stipend (JPY)	Duration (in years)	Application Period	Awards in past 5 years
Sato Yo International Scholarship Foundation	Students from ASEAN or Southwest Asian countries who are fluent in Japanese	180,000	2 (from April or October)	(April intake) Early December (October intake) Mid-June	2017: 1
NEC C&C Foundation	Doctoral students who study in computer and communications fields: 40 years old or younger	125,000	1 (from April or October)	Mid-July	—
Iwatani Naoji Foundation	Students from East/Southeast Asia: (Master's) 30 years old or younger (Doctor) 35 years old or younger	150,000	Up to 2 (from April)	Late November	—
Nitori International Scholarship Foundation	Master's students fluent in Japanese: 26 years old or younger	50,000	1 (from April or October)	(April intake) Mid-July (October intake) Early February	—
Toka Kyoiku Bunka Scholarship	Regular students from China	100,000	1 (from April)	November	2018: 1
Otsuka Toshimi Scholarship Foundation	Doctoral students studying engineering related to medical science or pharmacy: 38 years old or younger	(Annual Amount) 1,000,000 1,500,000 2,000,000	1 (from April)	Mid-November	2019: 1 2020: 1 2021: 1
Japan-Taiwan Exchange Association	Regular students from Taiwan: 35 years old or younger	M: 144,000 D: 145,000	up to 2 or 3 (from April)	Late August	—

In addition to these scholarships, information on scholarships for international students is available at the following site (Japan Student Services Organization (JASSO)) .

- Japan Student Services Organization (JASSO)

http://www.jasso.go.jp/en/study_j/scholarships/index.html



Applying for Enrollment Fee/Tuition Fee Exemptions

International Students who, due to financial difficulties, are unable to pay enrollment and/or tuition fees may apply for exemption. Please submit the required documents by the specified deadline. All applicants (both Japanese and international students) must undergo a screening process, however, please understand that we are not able to approve all exemption applications. MEXT scholarship students and NAIST International Scholars need not apply.

Application Procedures Related to Status of Residence

International Student Affairs Section staff goes to the Immigration Bureau every month to handle applications related to status of residence. The dates for this are sent by e-mail. If you need to submit any applications, contact the International Student Affairs Section.

Extension of Period of Stay

If you need to extend your current period of stay, you must apply for the Extension of Period of Stay. You may apply up to three months before your stay period expires.

Required Documents:

1. Application for Extension of Period of Stay
2. Certificate of Enrollment
3. Transcript (or description of research for doctoral and research students)
4. Passport
5. Residence Card
6. JPY 4,000 (fee) & Certificate for Payment of Fee (available at immigration offices)
7. Admission certificate upon being enrolled or proceeding to next course
8. Certificate of financial support (certificate of scholarship, copy of bank passbook, etc.)

*Other documents may be required.

〈Notes〉

International Students who have obtained “permission to engage in activities other than that permitted under the status of residence previously granted (work permission)” should apply for it again if they extend their status of residence.

Permission to Engage in Activities Other than That Permitted Under the Status of Residence Previously Granted (Work Permission)

International Students wishing to work must apply for permission to engage in activities not specified under their status of residence. Such permission is not required for TAs, RAs, tutors or researchers at NAIIST. Students are permitted to work up to 28 hours per week. (During long breaks, up to eight hours of work per day is permitted.) Note that work in adult entertainment business is not allowed. MEXT scholarship international students are financially supported so that they may focus on their studies, so activities outside of education are not recommended.

Required Documents:

1. Application for Permission to Engage in Activities Other than That Permitted Under the Status of Residence Previously Granted (Work Permission)
2. Passport
3. Residence Card

Re-entry Permit

If you possess a valid passport and Residence Card and will reenter Japan within 1 year of your departure to continue your activities in Japan, you 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 your Residence Card at departure.

If you leave Japan on a special re-entry permit, it may not be extended. Please note that in such cases, 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)

Notice of Absence from Japan

You must submit a “Notice of Absence from Japan” to the International Student Affairs Section before leaving Japan temporarily. (Supervising professor’s permission required)

Please see Appendix for the Notice of Absence from Japan Sample

Change of Status of Residence

You must change your Status of Residence when starting work in Japan. Different categories for Status of Residence require different documents. Post-doctorate researchers’ status may be “Professor” and company employees are usually “Researcher” or “Engineer”.

Required Documents (in case of changing to the professor status)

1. Application for Permission to Change of Status of Residence
2. Certificate of employment
3. Passport
4. Residence Card
5. JPY 4,000 (fees) & Certificate for Payment of Fee (available at immigration offices)
6. Graduation/Expected Graduation Certificate *for both master’s and doctoral courses
7. Overview of employer (not required for students to be employed at a university)

Certificate of Eligibility for Family Members

When bringing family members to Japan (spouse or children only), you must obtain a Certificate of Eligibility (COE) for each member. The COE is then sent to them with which they apply for visas at the local embassy/consulate. If they will come for a short stay, you need to apply for a short-term visa unless your country has reciprocal visa exemption arrangement with Japan.

Application for family member COEs are handled by individual students, but the International Student Affairs Section is able to give support such as explaining required documents and forms.

Required Documents:

1. Application for Certificate of Eligibility (Dependent)
2. One photo (4cm x 3cm) for 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 Enrollment
7. Certificate of financial support/document certifying capability to financially support family
8. Self-addressed envelope (with JPY 404 stamps for 1 single COE, as of June 2022)

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.)

NAIST International Student Support Fund

NAIST has established the NAIST International Students Support Fund to support the academic and daily life of international students. The funds for this are donated by faculty and administrative staff, as well as international exchange support groups, and are used for various support measures such as those listed below.

Emergency Interest-free Loans

In an emergency when money becomes necessary, international students may borrow funds to pay enrollment or tuition fees. The association gives loans with set repayment dates.

Insurance

● Relief Insurance for International Students

This insurance covers expenses encountered such as your family's travel expenses to Japan in case you need urgent medical treatment or your death due to accident or illness in Japan.

Annual premium: JPY 1,400 per student (Fee paid by the Fund)

Events for International Students

Every year the International Student Affairs Section holds events for international students. Event details are sent by e-mail. We hope as many students as possible join us.

Excursions for International Students

Through exposure to Japanese culture and history, international students can deepen their understanding as well as develop ties among themselves. With these two goals in mind, we offer international students the opportunity to go on one day excursions together twice a year.

.....
Dates: May - June (First trip) and October - November (Second trip)

Fees: Free of charge

Number of participants: 30 - 40

Past destinations and activities:

Shiga Hikone Castle, Kongorinji Temple, Shigaraki pottery making

Kyoto Arashiyama & Sagano area (Tenryu-ji & Nison-in Temple), Wagashi making

Nara Tanzan Shrine, Uda Matsuyama traditional merchant's houses, Somen noodle making

Kyoto Ninna-ji Temple, Arashiyama Togetsukyo, Wagashi making

Mie Iga Ueno Castle, Iga-ryu Ninja Museum, Iga-yaki Pottery making

Kyoto Arashiyama & Sagano area (Tenryu-ji Temple & Bamboo Grove Path), Wagashi making

Hyogo Himeji-castle, Wagashi-making



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, including international students' family members, participate every year. Featuring student performances, bingo, etc., the meeting is always very lively. We call for performers annually, so please volunteer.



International Cultural Events

In addition to academic and research related events, NAIST holds various events and activities to increase understanding and facilitate interaction on campus and arranges activities with off-campus groups to build ties with the community. Information about local events and opportunities for international students is also regularly sent out.



Other Events

We provide international students with information of various events organized by Nara prefecture and international exchange organizations. There is also a Japanese speech contest, an excellent opportunity for international students. We hope that you will actively participate.

Studying Japanese

Japanese proficiency is key to living in and enjoying Japan. If you can understand everyday Japanese conversations, it is very convenient for shopping and helps you make friends in Japan.

Japanese Language Classes

In addition to Japanese classes in the curriculum, the volunteer group Network Ikoma (representative: Ms. Yamazaki) offers Japanese class twice a week throughout the year. There are 6 levels of classes from beginners to advanced and you can learn Japanese according to your level. Continuous study is vital to improve Japanese so participation is very much encouraged.

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Days: Tuesdays 18:30 - 20:00 Saturdays 10:30 - 12:00

Location: On campus

Cost: Free of charge


Classes closed: Summer vacation, winter vacation, and national holidays.

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Please contact the International Student Affairs Section if you are interested in participating. Students are assigned to classes depending on their level, so please tell us of your current Japanese level. We will contact the teachers and they will provide students with further details.

Japanese Classes outside NAIST

There are some other Japanese classes held outside of NAIST. If you are interested, please join.

<p>Ikoma city Japanese language classes</p>	<ul style="list-style-type: none"> • 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 • Library Class Location: Ikoma City Library Time: Saturdays 18:00 - 19:30 <p>< Contact > Ikoma Citizen Department Human Rights Policy Division Phone: 0743-74-1111 (Human Rights Policy Engagement Section) E-mail: jinkenkyouiku@city.ikoma.lg.jp Cost: free, actual text expense http://www.city.ikoma.lg.jp/cmsfiles/contents/0000002/2318/381-1.pdf</p> 
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International Student Support: Studies and Daily Life

Tutors

For newly arrived international students, a tutor will be assigned to support you. Tutors are chosen among your laboratory members and give academic and daily support for you to get used to your new research environment smoothly.

NAIST International Student Ambassador Program

In the NAIST International Student Ambassador Program, students gain experience through participation in student support (peer advising, orientations, etc.), student event planning and PR activities. Every year we call for students who are interested in these areas to become paid volunteers. They also serve as representatives of the international community and we often refer to them to obtain opinions and current information, and to hear about students' experiences.

If you would like to become an Ambassador, please contact CISS at ciss@ad.naist.jp for more information.

On-campus Consultation

(1) Open Consultation for Students

We hope that all the students at NAIST enjoy campus life to the fullest. If you have any problems that you would like to seek advice for, please feel free to contact the Open Consultation for Students (*gakusei nandemo sodan*). You can contact the office by e-mail (soudan@ad.naist.jp) or visit the Educational Affairs Division office on the first floor of the Administration Bureau building. Consultations are held in a private room for your privacy.

For further details, please access the following URL.

<https://ad-info.naist.jp/gakusei/member/campus/soudan.html>



(2) Counselors

At the Health Care Center, you can receive professional consultations on health related issues. You may also seek counseling with a professional counselor for international students to discuss various issues about research life and private issues. Counseling service hours are 10:00 - 14:00 every Friday. Contact the Health Care Center (Ext. 5108) for more information.

(3) Harassment Counselors

There are harassment counselors located throughout the campus. The full list of counselors and their contact information can be found at the following URL. (Japanese & English)

<https://ad-info.naist.jp/jinji/member/harassment/harasumennt-soudanin.html>



Student Life

Services Provided by the Educational Affairs Division

The Educational Affairs Division is in charge of services including:

- Student Support Section: Student dormitories, enrollment fee/tuition fee exemption, bicycle-parking, student accident insurance, tennis courts, ground, basketball/volleyball court
- Academic Affairs Section: Class registration, academic performance, certificates and documentation, student IDs
- Admissions Section: Admissions and entrance examinations
- Career Services Section: Career support
- Educational Planning Section: Entrance and graduation ceremonies, extracurricular activities

Student ID

Student IDs, issued after entrance ceremonies, serve as a personal identification with IC functions.

Procedures Related to Student Registration

Consult with your supervising professor before requesting a leave of absence or withdrawal from NAIIST. Submit the required form once the decision is made. This cannot be accepted if tuition is not paid for at that time. Also, if you will complete your studies in a shorter than standard term of study, please notify the International Student Affairs Section as early as possible.

Certificates

Master's and doctoral students can obtain certificates of enrollment, academic transcripts, certificates of expected graduation and certificates of health check-up with our automated certificate machine using your Student ID card (Operating hours: Monday to Friday 7:30 - 19:00) at the library lobby entrance. Other certificates and certificates for students not in the master's or doctoral programs are issued at the Educational Affairs Division by filling out a request form.

E-mail Account

The Information Initiative Center creates email accounts and addresses using student names. You will receive your account address and password at the orientation after enrollment.

Daily Life

Housing

(1) Student Dormitories

Dormitories are available on campus for master's and doctoral students for the standard period of study (2 or 3 years). Occupancy cannot be extended past this period. After this, students must find other housing. See the "Student Dormitory Leaflet" for details.

① Facilities and Costs

The following is a description of student housing facilities. Daily-living items not mentioned below must be prepared individually.

	For singles	For couples	For families	Shared apartments
Number of rooms	559 rooms	50 rooms	10 rooms	90 rooms (30 apartments)
Space	13㎡	37 - 41㎡	51㎡	9 -10㎡ /room 34㎡ shared space
Facilities	Private room (toilet) Desk, chair, locker, shelf, cart, bedframe, kitchenette, LED lighting, etc.	1 LDK (4.5 mat tatami room, sink, dressing room, bath, toilet) Desk, chair, locker, chest, shelf, cart, dish rack, gas stove, dining table & chairs, shoe rack, heater/ air conditioner unit washing machine, lighting, etc.	2 LDK (6 mat tatami room, small wood floor room, dressing room, bath, toilet) Desk, chair, shelf, cart, dish rack, gas stove, dining table & chairs, shoe rack, heater/air conditioner, washing machine, lighting, etc.	Desk, chair, shelf, cart, closet, heater/air conditioner Shared items: Dining table & chairs, refrigerator, microwave oven, IH stove, dish rack, washing machine, heater/air conditioner, shoe rack, curtains
Shared facilities	Bathroom, laundry room, lounge, etc.	None	None	Kitchen, living room, bath, toilet
Rent (monthly)	JPY 5,900	JPY 11,900	JPY 14,200	JPY 4,800
Common-area service charge	JPY 4,100	Building 3 JPY 600 Building 8 JPY 1,100	JPY 1,100	JPY 5,200
Utilities	Paid by resident			
Network	The dormitory network is supported by NTT and is free of charge. If you have any network issues please call 0120-012-530. (Assistance offered everyday 9:00 - 21:00 in English and Japanese.)			

*Each room is equipped with electrical outlets for televisions, personal computers, etc.

② For inquiries/application: Student Support Section, Educational Affairs Division (Ext. 5920)

(2) Private Housing

Students may find someone privately who introduces apartments, but people usually use real estate agents. Please note brokerage fees are required for deciding an apartment. Real estate agency information is available at the Student Support Section. 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 the student and the real estate agent agree on a unit, 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 it.

- Comprehensive Renters Insurance for International Students Studying in Japan For international students, finding an apartment guarantor can be difficult. With NAIST as the guarantor, this insurance covers rental property damage within the stipulated terms.

(3) UR Housing (Public Housing)

UR housing is provided by Urban Renaissance Agency. NAIST has a contract with UR where *reikin* (key money) and guarantors are not required when signing contracts, and rent is reduced by 10%. Rent varies with size and location, but it is about JPY 35,000 - 60,000 per month.

Please contact the Student Support Section (Ext. 5920) for details.

In the student dormitories and most private housing, rooms are unfurnished, without air conditioning, a refrigerator, a stove, curtains, or bedding, so things such as bedding (may include mattress and bedframe) and curtains must be prepared immediately. In the NAIST area, interior goods, etc. may be purchased at Aeon Mall or Nitori. (Both not within walking distance.)

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. If garbage does not fit in the stipulated garbage bags, disposal of this "oversized garbage" requires disposal tickets. Both of these are sold at the convenience store on campus or at local supermarkets. Collection of oversized and non-burnable garbage must be scheduled, so please call the Oversized Garbage Registration Center for this.

See the following URL for the 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 st & 3 rd Wed.		Cans, glass bottles, spray cans
PET bottles	1 st & 3 rd Wed.		PET bottles
Ceramics & glassware	1 st & 3 rd Wed.		Ceramics (ex. cups and dishes), glassware
Toxic materials	1 st & 3 rd 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

*See the "Student Dormitory Leaflet" for garbage types and Ikoma City Garbage Collection Calendar for exact collection days.

(2) Disposal of Appliances and Home Computers

Air conditioning/heating units, TVs, refrigerators, washing machines/dryers) are not collected as garbage. By law, they must be disposed of individually by contacting home appliance retailers.

Likewise, by law, disposable items categorized as home computers (peripheral devices excluding printers and scanners) are not collected as garbage. Please contact the manufacturer on how to dispose of them.

PC 3 R Promotion Association : <https://www.pc3r.jp/home/index.html>



Electricity, Water and Gas

When moving to a new residence, signing up for electricity, water, gas, telephone service, etc. may be required. This is not required for electricity and water in the student dormitory, but signing up for gas is required. Please call Osaka Gas (Phone: 0120-5-94817) before using gas.

Televisions (NHK Reception Fees)

If you have a television in your home, regardless of whether you use it or not, you are required by law to sign up for NHK (Japan Broadcasting Corporation) and also pay the reception fees. (From JPY 14,000 or more per year, as of June 2022)

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" (At the entrance of University Union, there is a public phone available for international calls).

(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 area code begins with 0, 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, student 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 connections in specific areas using an application or accessing the SSID and registering your e-mail address.

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) Internet

To use the internet on campus, in the labs, etc., students must attend an orientation held by the ITC to obtain a Mandara account. Off campus, you usually must apply for Internet service from a provider. Some apartments have designated providers. Monthly fees and rates vary by company and plan, so you should select the most suitable one for your needs.

Shopping

In Japan, a charge for plastic bags given out at businesses has been implemented to reduce plastic waste. The bag cost varies. 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 and 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 Daily Yamazaki convenience store is on campus, open 8:00 - 21:00 on weekdays and 9:00 - 17:00 on Saturdays, Sundays and most holidays. It offers services including copying, delivery services, paying utility bills, ticketing service and cleaning service. They also sell halal products (except fresh food). If you register at the Yamato Transport homepage, packages can be delivered to the convenience store for pick-up. Please see the Daily Yamazaki homepage for details.

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



(3) Home Electronics Retailers

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

(4) Furniture and Home Furnishing Stores

You can purchase furniture at reasonable prices at home improvement stores and at discount furniture stores. While not in walking distance, nearby stores include Kohnan, Akaya, Royal Home Center and Nitori. The last three are all located in the nearby Oshikuma area. Also, 100 Yen stores are very convenient when purchasing utensils and interior items. 100 Yen stores in the area include Daiso (Tomigaoka Aeon Mall and Okuwa Supermarket) and Seria (Life and Apita).

(5) Online Supermarkets and Shopping

Household goods and food can be bought online, but some Japanese business 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

One of the first things you should do upon your arrival to Japan is to open a bank account. Having an account is very convenient for receiving payments including scholarship, as well as making payments for your accommodation, and you can also use the ATM card. Normally, students are asked to apply for an ordinary account. Checks are rarely used in daily life in Japan.

Most 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.

*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.

(1) Opening a Bank Account

To open a bank account, you must bring identification (Passport, Residence Card, and student ID), 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.

(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
Japan Post Bank Ikoma branch	1234-1 Tanida-cho, Ikoma-shi, Nara Phone: 0743-75-0055
Nanto Bank Tomigaoka branch	6-3-3 Tomigaoka, Nara-shi, Nara Phone: 0742-44-2201
Nanto Bank Gakuenmae-Mayumi shared branch	1-8-10 Gakuenkita, Nara-shi Phone: 0742-44-1121
Nanto Bank Shiraniwadai-ekimae branch	6-12-1 Shiraniwadai, Ikoma-shi, Nara Phone: 0743-71-3200
Nanto Bank Ikoma branch	11-3 Kitashin-machi, Ikoma-shi, Nara Phone: 0743-74-1131
Sumitomo Mitsui Banking Corporation Gakuenmae branch	1-1-1 Gakuenkita, Nara-shi, Nara Phone: 0742-45-8900

*Japan Post Bank accounts can be opened at post offices.

(4) Handling of Japan Post Bank Accounts for International Students

Effective May 6, 2022, domestic remittances by or for a foreign national living in Japan deemed a non-resident (someone who has resided in Japan less than 6 months and does not work (receive a salary) in Japan) shall be handled as overseas remittances and require a JPY 7,500 fee.

For those students who are deemed as non-residents and are receiving a salary, this policy change may interrupt the payment of your salary. However, this will not include automatic deductions such as dormitory payments, etc.

If you have lived in Japan more than 6 months or receive or will receive a salary from NAIST or a part-time job, you can have the non-resident status removed. To do so bring the following documents to the Japan Post Bank: your bankbook, cash card, Residence Card, passport & student ID.

If you have lived in Japan less than 6 months but receive a salary in Japan, bring documents to prove this.

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 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: <http://www.sevenbank.co.jp/english/>



Credit Cards

Having a Japanese credit card is convenient for shopping, cellphone service, airline reservations, etc. CISS offers information to assist students in choosing a credit card. (Applications are usually filled out on line so those students who cannot understand the Japanese forms to ask their tutor to help them.)

Review of submitted applications may take up to one month. If you are turned down, you can apply again to the same company but we recommend you apply to a different company as well.

Post Office

(1) Services Offered by the Post Office

MEXT scholarship students must open a Japan Post Bank account to receive their scholarship. If you have a previous account, complete post office address change procedures when necessary.

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



(3) Post Offices near NAIST

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

Express Delivery Service

Express delivery services (*takuhai-bin*) are the fastest and surest way to deliver urgent packages. They are delivered within two days domestically. You can arrange for a courier to come and pick up your package or you can have it sent from the convenience store on campus.

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

If you commute by car, you can park at the Takayama District Public Parking Lot next to NAIST. It is open 24 hours a day and costs JPY 300 per day per car. For long term use, a parking pass is recommended. Note that the first pass must be purchased at the Foundation for Nara Institute of Science and Technology in Takayama Science Plaza on the north side of the parking lot. Further passes can be purchased at the convenience store on campus.

Price of parking passes

	1 month	3 months	6 months
International students	JPY 1,500	JPY 4,000	JPY 7,500

Students living in the student dormitory are able to use the dormitory parking. For details, see the Student Dormitory Parking Guidelines.

(2) Bicycles and Motorcycles

Bicycle and motorcycle parking is free but requires registration. Please submit the Notification of Use of Bicycle/Motorcycle Parking to the Student Support Section, Educational Affairs Division (Ext. 5920). Be sure to lock your bicycle or motorcycle. If it is stolen, report this 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 on Sundays and holidays

Convenience store hours:

Weekdays 8:00 - 21:00

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

(2) Guesthouse Sentan

The guesthouse is available for visiting researchers as well as students and staff. A lounge is 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 following website for further information.

http://www.naist.jp/en/campuslife/recreational_facilities/sentan.html



To make a reservation, contact the Welfare Section of the Personnel Division (Ext. 5030/5033, E-mail: 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



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**

Bus fares as of June 2022

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 Shinkansen (bullet train) for long trips.

***See Appendix for Nara area railway map**

〈Student Discount〉 (only for full-time students)

When taking JR (including the Shinkansen) and Kintetsu trains for over 100 km, you can receive a student discount (20% off regular fare). Student discount certificates (*gaku-wari-shō*) are available from the automated certificate machine located on the first floor of the Library.

(3) Purchasing Commuter Passes

If you live off-campus and use public transportation to commute, you can purchase a student commuter pass. It is discounted when purchased in 1, 3 or 6 month terms. There are student commuter passes and regular commuter passes. Master's and doctoral course students may buy a student commuter pass. Research or auditing students, etc. can buy a regular commuter pass.

To purchase a pass, fill out an application form at a station sales counter and show your student ID and student pass certificate (given at the orientation). IC cards are also convenient.

(4) Commuter Passes for Students Studying outside NAIST

If you study at a laboratory outside of NAIST, depending on your study, you are not able to buy student passes in the standard way. Please contact the Student Support Section of the Educational Affairs Division (Ext. 5920). It may take a month to issue such a pass.

(5) Taxis

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

(6) 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 Gakuenmae Station for JPY 2,100 one-way (Service suspended due to pandemic as of June 2022). 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.

(7) 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



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

*** 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 a 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 NAIST. 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 motorcycles (over 250cc) require 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.

(8) Bicycles

If you buy a bicycle, register it (*bōhan tōroku*) at the bicycle shop. Bring identification (Residence Card or National Health Insurance Card). Registration costs JPY 500. Nara Prefecture Bicycle Regulations require that those who ride bicycles purchase bicycle insurance (Bicycle liability insurance) . See Comprehensive Insurance for Students Lives Coupled with "Gakkensai" for International Students (Inbound futai-gakuso) on E-35.

Medical Treatment and Insurance

Medical Treatment

(1) Health Care Center

The Health Care Center, located on the 2nd 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: 9:30 - 16:30 (Closed 13:30 - 14:30)
Resting room	Weekdays: 9:30 - 16:30

● 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. One of them is a counselor for international students whose counseling service hours are 9:00 - 12:00 every Tuesday.

● Medical Checkups

Medical checkups are held at the end of May each 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. You may also obtain them from the International Student Affairs Section.

(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/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



*Please see Appendix for the List of Cooperating Hospitals

Insurance

(1) Personal Accident Insurance for Students Pursuing Education and Research ("Gakkensai") and Liability Insurance for Students Pursuing Education and Research ("Futaibaiseki")

PAS insures students if they injure themselves during their curricular activities, school events and extra-curriculum activities on and off campus. LSR insures students for legal damages if they injure a third party or damage any property belonging to a third party during their curricular activities, school events, extracurricular activities, or commuting to and from them. PAS and LSR are mandatory for all NAIST students. Insurance fees are as follows. Applications are accepted at International Student Affairs Section, International Affairs Division.

Period	1 year	2 years	3 years
Gakensai	JPY 1,000	JPY 1,750	JPY 2,600
Futaibaiseki	JPY 340	JPY 680	JPY 1,020
Total	JPY 1,340	JPY 2,430	JPY 3,620

For insurance details, access the following websites.

〈PAS〉

http://www.jees.or.jp/gakensai/docs/publish/2017chohyo/2017gaikokugo/goannai_2000/2017gakensai2000_goannai_english.pdf



〈LSR〉

http://www.jees.or.jp/gakensai/docs/publish/2017chohyo/2017gaikokugo/goannai_bai/2017bai_goannai_english.pdf



(2) Comprehensive Insurance for Students Lives Coupled with "Gakensai" for International Students (Inbound futai-gakuso)

This voluntary insurance is available to students enrolled in PAS, insuring them for damages, injuries, illness, and accidents in general, not limited to curricular activities. To find out exact insurance premiums, please call 0120-811-806 or contact via email at futaigakuso.inbound@tmnf. Application forms are available at the International Student Affairs Section.

You can download the PAS claim report from the URL below.

<http://www.jees.or.jp/gakensai/inbound.htm>



〈A Type〉

This covers accident liability, death/residual disability and illness/injury expenses, and is highly recommended as it covers the costs not covered by National Health Insurance.

1 year	2 years	3 years
JPY 11,220	JPY 19,640	JPY 28,070

〈B Type〉

This covers accident liability and death/residual disability expenses. When riding a bicycle in Nara prefecture you are required to have accident liability insurance. If you plan to ride a bicycle you should at least purchase this insurance.

1 year	2 years	3 years
JPY 1,580	JPY 2,770	JPY 3,970

(3) Other 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. Foreign national can receive these services if they are registered at 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, dental health, etc.); and preventive vaccinations (types, timing, etc.). It is also a record of the mother's and baby's health, so do remember to bring the book 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, those enrolled in health insurance, etc. can receive a subsidy (maximum JPY 420,000) for birth and childcare.

(2) Birth of a Child (Various Procedures)

● At the Municipal Office

〈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) and your maternity passbook to city hall.

〈National Health Insurance〉

The registration procedure must be completed at the municipal office within 60 days of birth.

〈Child Medical Welfare System〉

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

〈Child Allowance〉

For children under the age of 16, you may receive a child allowance (*jidô teate*). It is distributed 3 times a year. You can apply for it when you register a birth. From the second year, please complete and submit the “present condition form” (*genkyo todoke*) if it is sent to you.

From 2023, those households whose income exceeds the upper income limit will not receive the allowance. If the income later falls within the limit, please apply again.

● 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 municipal office), 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 for application.

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.

Diseases covered by the vaccinations: polio, diphtheria, pertussis, tetanus (DPT), measles, rubella, Japanese encephalitis, tuberculosis, pneumococcal infection, Hib, chickenpox, cervical cancer, hepatitis B and rotavirus infection.

Please check the maternity passbook, public magazines and announcements, your city hall's homepage, or consult with city hall directly for 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, and special support schools.

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 special support schools or in special support programs on elementary/junior high school grounds.

② Kindergarten / Nursery School / Kodomoen

Many children go to *yôchien* (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. Kindergarten and nursery school costs have been made free for public institutions, and up to JPY 257,000 of the costs for private institutions can be covered. For registration procedures, please contact the kindergartens directly.

【Kindergartens near NAIST】

Private	Ikoma Yochien (Nara Saho College)	2-12 Shikanodai-minami, Ikoma	Phone: 0743-78-4555
	Shiraniwadai Yochien	2-1-1 Shiraniwadai, Ikoma	Phone: 0743-85-5533

〈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 1st of every month, and the application deadline is the tenth of the prior month. (If the tenth is a weekend or holiday, then the prior day when offices are open) The necessary documents must be submitted to city hall by then. Please note the April enrollment deadline is the previous October or November. If you will bring children with you, please plan in advance.

【Nursery schools near NAIST】

Kitayamato Hoikuen	1-23-1 Kitayamato, Ikoma	0743-85-4685
Niji Hoikuen	6-12-1 Shiraniwadai, Ikoma	0743-71-3399
Shikanodai Saho Hoikuen	2-2-6 Shikanodai-kita, Ikoma	0743-78-3973

*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	0743-78-0161
Ikoma Pure Kodomoen	3013 Shikahata-cho, Ikoma	0743-70-0885
Hana Hoikuen	2576-2 Kamimachi, Ikoma	0743-71-0419
Umi Hoikuen	4-10-5 Shiraniwadai, Ikoma	0743-70-0419
Mori Hoikuen	3305-1 Kamimachi, Ikoma	0743-78-0419

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 financial assistance program is for local municipalities to support, 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/junior high school, text and lunch expenses, school trip expenses and other school expenses. Those eligible for this program are, in addition to households receiving public assistance and residence tax exempted households, households whose income is less than the municipality established income criteria.

To apply: Applications may be submitted to the supervising 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 prefecturally, municipally, privately, and nationally-operated, and admit those students who are academically suited for the schools that pass the entrance examinations after completing the application process.

Please note that high schools require international students to be somewhat fluent and that some schools may not accept international students, so entering a high school can be quite difficult. When international students are eligible to apply to a school, the application procedures may be different so please confirm details with the following School and Education Division.

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

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



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.

World Hotline **Phone: 0570-000-911**
<https://jhelp.com/help/>



On Campus

In case of an accident or disaster on campus, contact the police and/or fire department same as above, and notify one of the following sections.

International Affairs Division: Ext. 6245 (Monday - Friday, 8:30 - 17:30)

or

Disaster Prevention Center: Ext. 5048 (All other times)

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



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 students to enter permanent exhibitions of the following national art and history museums for free with their student ID card. Also, they may enter special exhibitions at these museums at reduced rates.

【Participating Museums】

<p>Nara National Museum</p> 	<p>Large collection of Buddhist art & artifacts, Shosoin exhibition in fall.</p> <p>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 http://www.narahaku.go.jp/index.html</p>
<p>Kyoto National Museum</p> 	<p>Displays artifacts, etc. focused on Kyoto culture</p> <p>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 http://www.kyohaku.go.jp/</p>
<p>The National Museum of Modern Art, Kyoto</p> 	<p>Displays art from the Kansai area and western Japan, especially Kyoto</p> <p>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 https://www.momak.go.jp</p>
<p>The National Museum of Art, Osaka</p> 	<p>Mainly displays pieces of modern art from Japan and abroad</p> <p>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 http://www.nmao.go.jp</p>

Libraries

<p>Kansai-kan of the National Diet Library</p> 	<p>Hours: 9:30 - 18:00 Closed: Sundays, National holidays, New Year's holidays, third Wednesday of every month (for refiling) 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 Itchome" 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. http://www.ndl.go.jp/en/service/kansai/</p>
<p>Nara Prefectural Library</p> 	<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 Kintetsu Shin-Omiya Station, take the bus for "Shijoji-minami-cho" and get off at "Kenritsu-tosho-jyohokan" bus stop. Books may be returned to Shikanodai Ikoma library branch (See below) Address: 1-1000 Daianji-nishi, Nara City http://www.library.pref.nara.jp/</p>
<p>Ikoma City Library</p> 	<p>Hours: 9:30 - 17:00 Closed: Mondays, first Friday of every month, New Year's holidays, and days for refiling (Up to 14 days/year) Phone: 0743-75-5000 Access: A 8-minute walk from Kintetsu 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 < Hours > 9:30 - 20:00 (Tue-Fri) 9:30 - 17:00 (Sat, Sun and holidays) http://lib.city.ikoma.lg.jp/ (In Japanese)</p>
<p>West Nara City Library</p> 	<p>Hours: 9:30 - 19:00 Closed: Mondays and New Year's holidays Phone: 0742-45-5669 Access: From Kintetsu 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). http://library.city.nara.nara.jp/ (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 nd 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 rd 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 rd 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 nd 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 th 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 nd Saturday & Sunday of April	Saidai-ji Temple A 5-minute walk from Kintetsu 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: 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," and a 10-minute walk.
Onmatsuri	December 15 - 18	Kasuga Grand Shrine From Kintetsu Nara Station, take a bus to "Kasuga Taisha Honden"

Other Information

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.

〈Basic Japanese Culture Points for Those who will Live in Japan〉

Common traits of Japanese people

- Japanese tend to be group oriented.
- Japanese tend to ask other's opinions before they act.
- Japanese tend to avoid sticking out; the common saying is "the nail that sticks out gets hit."
- Japanese may not express their emotions openly or strongly.
- Japanese may be nervous when using English. (They may be afraid of making mistakes, and therefore some may seem quite shy.)

Personal relationships, etc.

- Japanese may require relatively more time to become close friends.
- Indirectness is common to avoid offending people in conversation. (To avoid conflicts.)
- Social invitations may be made out of politeness. (May not be meant.)
- Greetings are mostly light bowing, but Japanese will return a handshake.
- Hugging or other physical contact during conversation is not common between colleagues.
- Some Japanese may have specific images of how foreigners behave, etc. (Stereotypes)
- It is common to buy gifts for colleagues/friends when traveling, but you need not reciprocate.

Daily life

- Japanese people wait in line orderly. (Cutting in line is rude.)
- Japanese often slurp hot food/tea. Lifting up plates/bowls when eating is normal.
- Punctuality is considered politeness.
- People set much value on manners and rules.

Returning to Your Home Country

Required Procedures at NAIST

● Procedures for Moving Out from the Dormitory

If you intend to move out of the student dormitory, be sure to submit the Notice of Departure from Student Dormitory. You need to have your room inspected when you leave.

*Details will be given by the International Student Affairs Section.

● Procedures related to Enrollment Status (Transcripts, Degrees, etc.)

These documents may be required when you return to your home country. Please be sure to request them in advance.

● Contact Information in your Home Country

Please submit the NAIST Alumni Data Sheet. We require this information in case we need to contact you after you return home. Also please be sure to update your information if it changes after you return.

Procedures outside NAIST

● Cancellation of Utility Services (gas)

Complete the procedure to turn off your gas.

● 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.

● Returning your Residence Card

When you leave Japan permanently, return your Residence Card to the immigration officer at the airport.

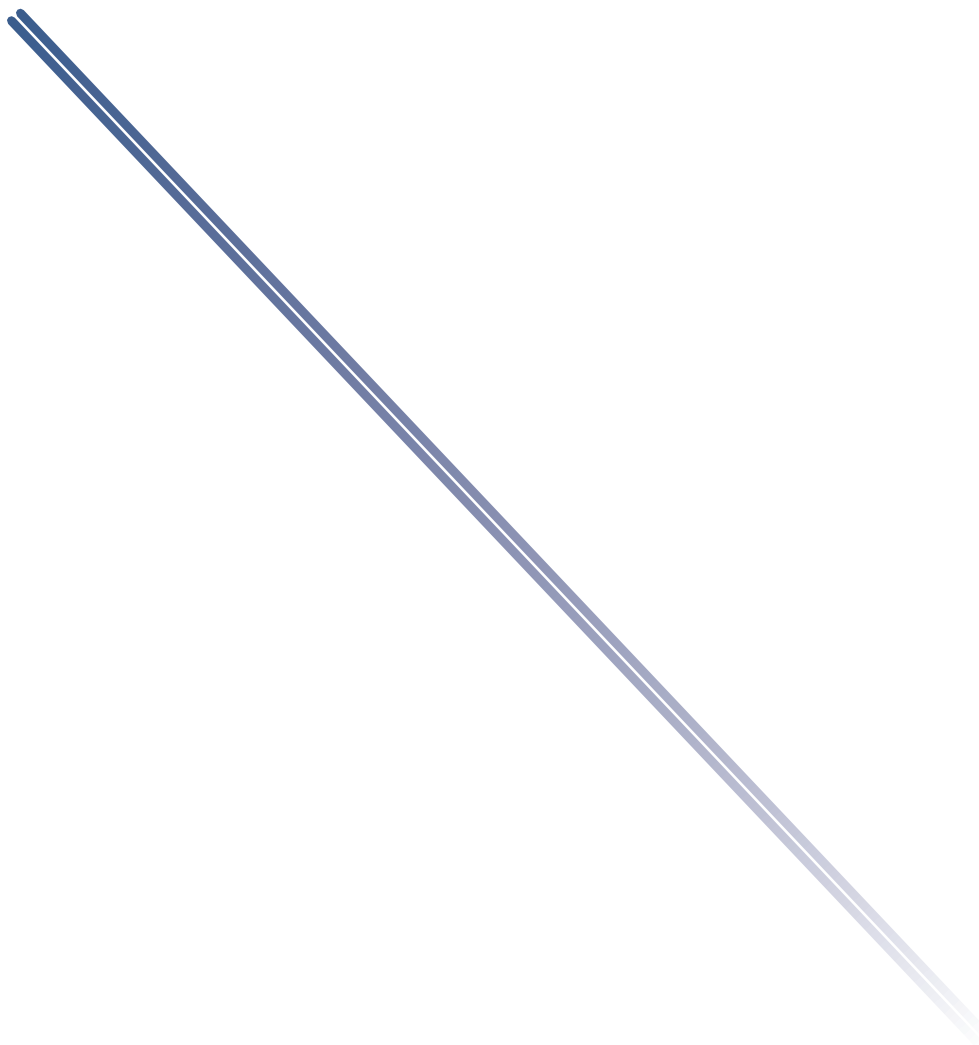
● School-related Formalities for your Children

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

● Closing your Bank Account

Before you leave Japan, make sure that all automatic payments of dormitory, utilities and other fees have been paid and then close your bank account.

資料 Appendix



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

領域名 Graduate School/ Division	学籍番号 ID#		氏名 name		
I S・BS・MS					
旅行先 Destination	国・地域 Country		市・地区 City		
旅行期間 Term of Absence	From 年 月 日 (yyyy) (mm) (dd)		to ~ (yyyy) (mm) (dd)	年 月 日 (yyyy) (mm) (dd)	
用件 Purpose					
行程 Travel itinerary					
現地連絡先 How to contact you outside Japan	住所 Address TEL E-mail				
指導教員の同意 Supervisor's consent	指導教員に一時帰国することを説明して、了解を得ましたか？ Did you get your supervisor's consent regarding your leave? YES NO				

* 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 report to the International Student Affairs Section before you leave Japan.

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><u>Shiraniwa Hospital / 白庭病院</u> 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><u>Ikoma City Hospital / 生駒市立病院</u> 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><u>Nara Prefecture General Medical Center / 奈良県総合医療センター</u> 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><u>Takanohara Central Hospital / 高の原中央病院</u> 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><u>Nishi Nara Central Hospital / 西奈良中央病院</u> 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

西暦／和暦比較表

Western year	Japanese era	Japanese year	Western year	Japanese era	Japanese year
2025	Reiwa (令和)	7	1996	Heisei (平成)	8
2024		6	1995		7
2023		5	1994		6
2022		4	1993		5
2021		3	1992		4
2020		2	1991		3
2019		1	1990		2
2018	Heisei (平成)	31	1989	Shôwa (昭和)	1
2017		30	1988		64
2016		29	1987		63
2015		28	1986		62
2014		27	1985		61
2013		26	1984		60
2012		25	1983		59
2011		24	1982		58
2010		23	1981		57
2009		22	1980		56
2008		21	1979		55
2007		20	1978		54
2006		19	1977		53
2005		18	1976		52
2004		17	1975		51
2003		16	1974		50
2002		15	1973		49
2001		14	1972		48
2000		13	1971		47
1999		12	1970		46
1998	11	1969	45		
1997	10	1968	44		
	9	1967	43		
		1966	42		
		1965	41		
		1964	40		
		1963	39		
		1962	38		
		1961	37		
		1960	36		
		1959	35		
		1958	34		
		1957	33		
		1956	32		
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		1952	28		
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		1946	22		
		1945	21		
		1944	20		
		1943	19		
		1942	18		
		1941	17		
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		1939	15		
		1938	14		
		1937	13		
		1936	12		
		1935	11		
		1934	10		
		1933	9		
		1932	8		
		1931	7		
		1930	6		
		1929	5		
		1928	4		
		1927	3		
		1926	2		
		1925	1		
		1924	15		
		1923	14		
		1922	13		
		1921	12		
		1920	11		
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		1918	9		
		1917	8		
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		1914	5		
		1913	4		
		1912	3		
		1911	2		
		1910	1		
		1909	45		
		1908	44		
		1907	43		
		1906	42		
		1905	41		
		1904	40		
		1903	39		
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		1866	2		
		1865	1		
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		1655	16		

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

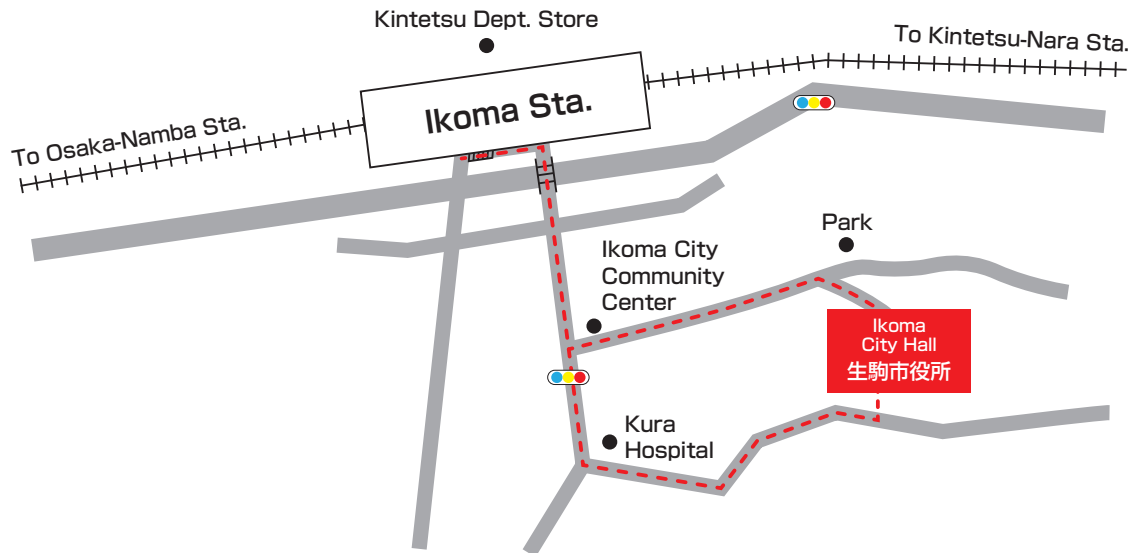
Ikoma City Hall / 生駒市役所

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 Sikanodai 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 Kami machi, 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

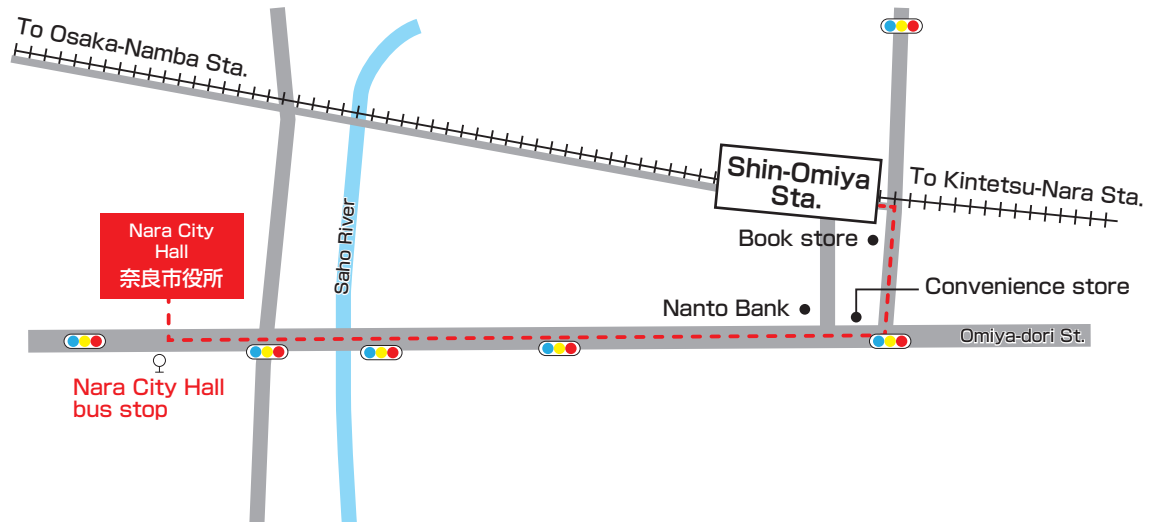
Nara City Hall / 奈良市役所

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-sicho-mae) bus stop.



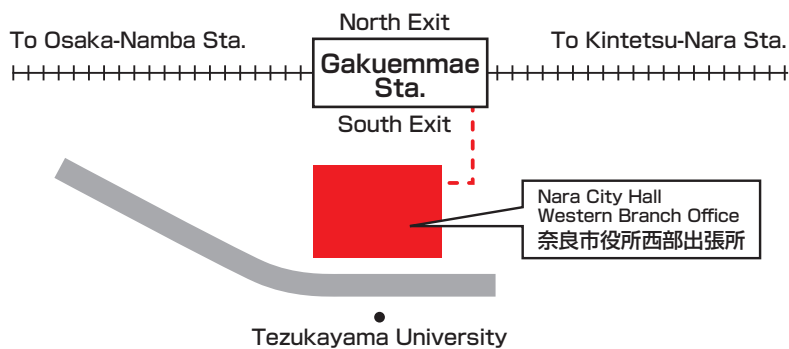
Nara City Hall Western Branch Office / 奈良市役所西部出張所

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

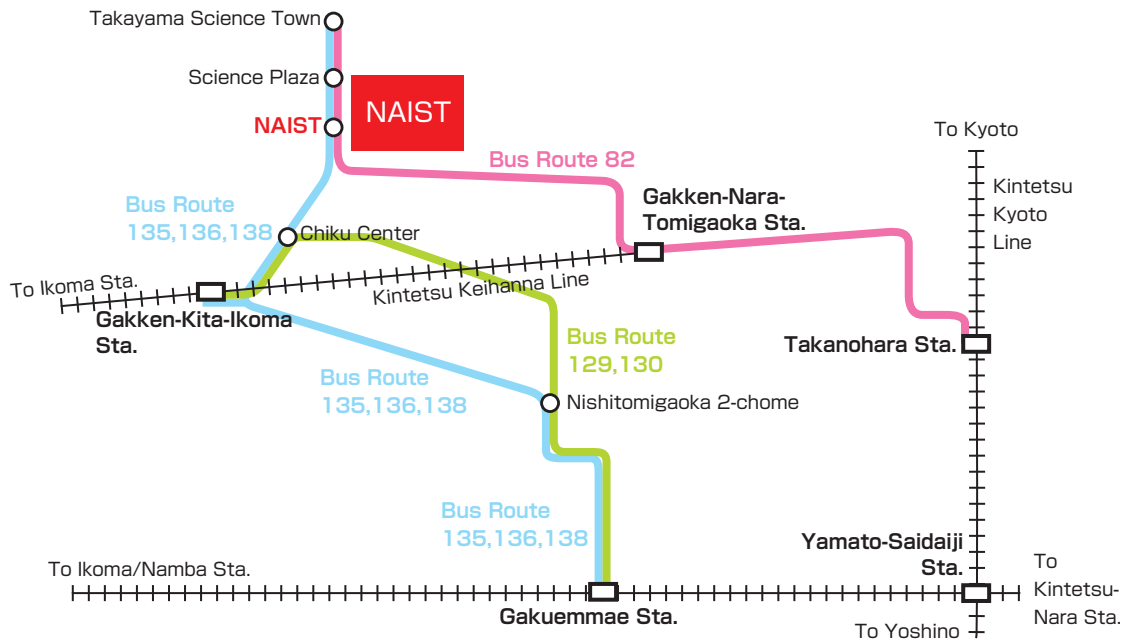
Phone: General Affairs Division: 0742-44-1005 / Citizens' Affairs Division: 0742-44-1001

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

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



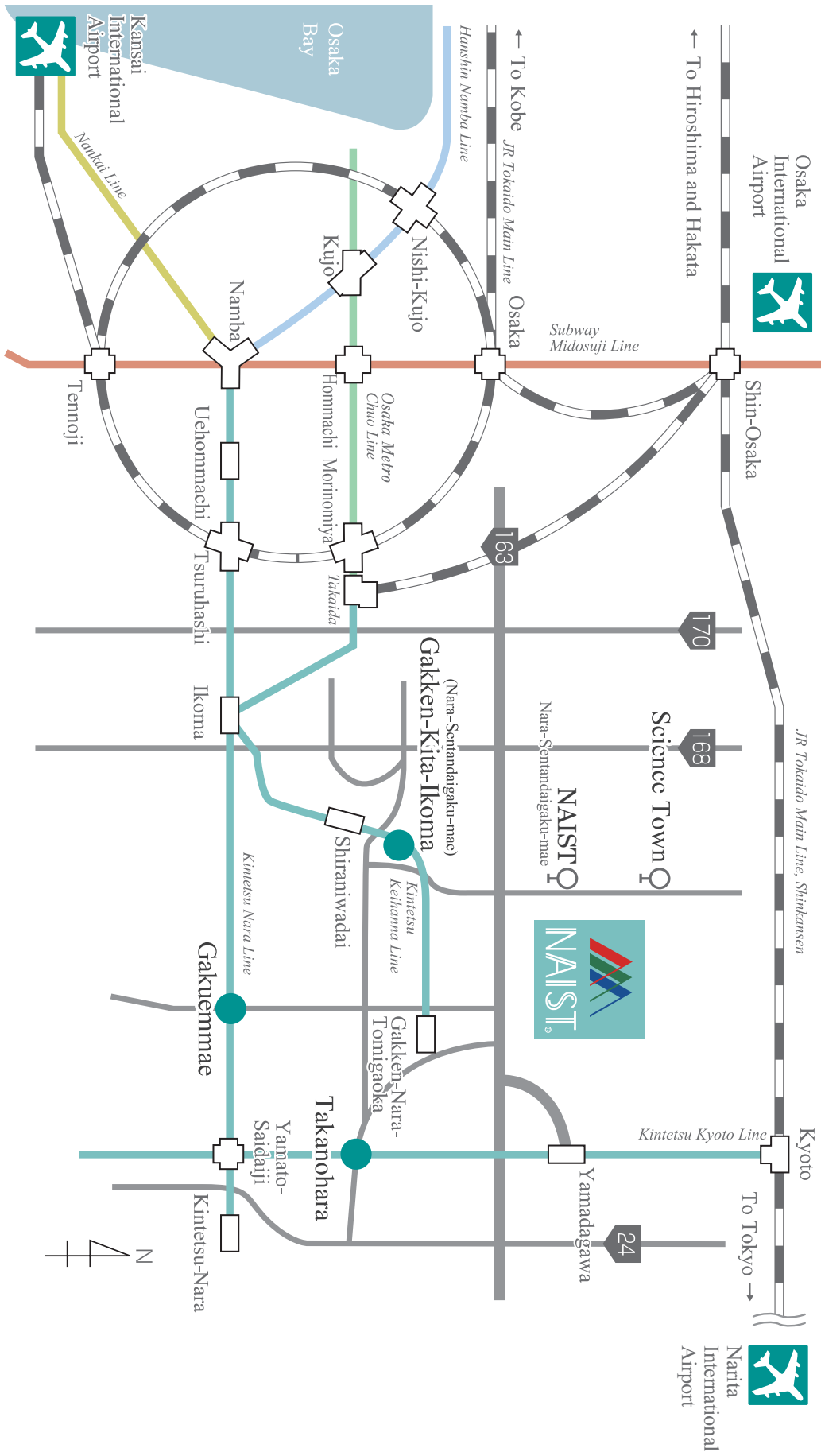
Bus Stops and Bus Routes around NAIST / バス停と大学周辺バスルート



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

