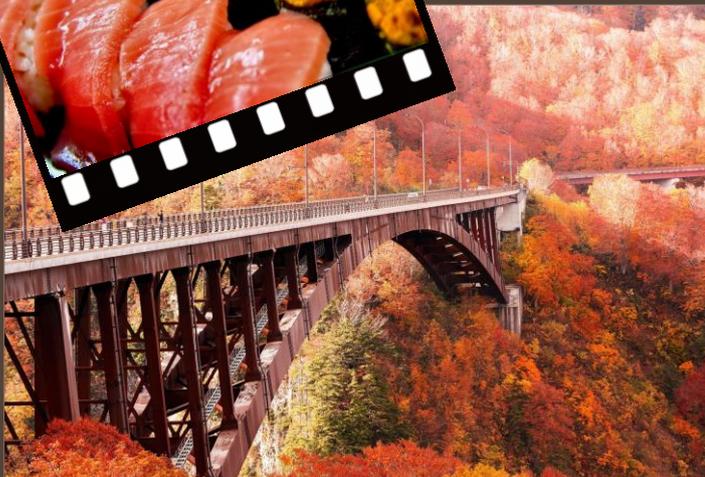




Handbook for Knowledge Co-Creation Program for All JICA Scholarship Courses

September, 2019

Japan International Cooperation Agency, **JICA**



Name of JICA Scholarship Courses

- ◇ **SDGs Global Leadership Program**
- ◇ **Enhancement of Administrative Capacity**
- ◇ **Master's Degree and Internship Program of African Business Education Initiative for Youth(ABE Initiative)**
- ◇ **Project for Human Resources Development of in Public Administration for Sustainable Development**
- ◇ **Road Asset Management**
- ◇ **Advanced Training Program for Fostering Global Leaders on Infectious Disease Control to Build Resilience against Public Health Emergencies**
- ◇ **Disaster and Radiation Medical Science**
- ◇ **Program for Improvement in Children's Learning**
- ◇ **JICA Long-term Training Program for Disaster Risk Reduction (DRR) to implement the Sendai Framework**
- ◇ **Water Engineering and Utility Management Future Leaders Training Program**
- ◇ **JICA Long-term Training Program on the Forest Governance Initiative**
- ◇ **Agriculture Studies Networks for Food Security (Agri-Net)**
- ◇ **Hydrogen Energy**
- ◇ **Human Resources Development in the Mining Sector (KIZUNA Program)**
- ◇ **Development of Core Human Resource in Agricultural Sector (phase 2)**
- ◇ **The Project for Future Researchers at IITH to Enhance Network Development with Scholarship of Japan**
- ◇ **The Project for Strengthening the Capacity of Research Activities of Uzbek-Japan Innovation Center of Youth**

Contents

1.	Introduction	1
1-1.	People and Organizations Concerned.....	2
2.	Allowances	3
2-1.	Type of Allowance.....	3
2-1-1.	Fees for Official Examinations / Entrance / Tuition	3
2-1-2.	Outfit Allowance.....	3
2-1-3.	Living Allowance	4
	Table of Living Allowance	5
2-1-4.	Moving Allowance.....	6
2-1-5.	Research Support Grant.....	7
3.	Procedures for Living in Japan.....	8
3-1.	Home Address Registration.....	8
3-2.	Health	9
3-2-1.	Individual Insurance/ JICA Medical Card	9
	Individual Insurance	9
	Overseas Travel Accident Insurance/JICA Medical Card.....	9
3-2-2.	National Health Insurance.....	12
3-2-3.	Pregnancy	13
3-2-4.	Other Useful Information.....	15
3-3.	Housing.....	17
3-3-1.	Accommodation During Your Stay in Japan	17
3-3-2.	JICA Center	17
3-3-3.	Housing Arrangement by yourself	18
3-3-4.	Moving Out.....	21
3-3-5.	How to Use Residence.....	22
3-3-6.	Obligations and Liability Concerning Rental Accommodations	25
3-4.	Inviting Your Family to Japan	28
3-4-1.	Application for Inviting Your Family to Japan	29
3-4-2.	Invitation for Short-Term (Less than 3 Months Stay).....	31
3-5.	Residence Card / Extension of Stay	32
4.	During Your Stay in Japan	34
4-1.	Monitoring	34
4-2.	Overseas Research	35
4-3.	Temporary Leave to Travel Home and/or to a Third Country	37
4-4.	Temporary Absence	37
4-5.	Joint Program and Internship	37
4-6.	Approval of Degree depends on your home country	38
4-6.	Prohibition.....	39

5. Departure	41
5-1. General Schedule	41
5-2. Confirmation of Departure Schedule.....	43
(3 months before departure)	43
5-3. Preparation for Returning Home.....	43
(2-3 months before departure).....	43
5-4. Preparation for Leaving Japan	44
(1-2 weeks before departure).....	44
5-5. Evaluation Meeting.....	45
(1-2 weeks before departure)	45
5-6. Graduation Ceremony	45
(2-3 days before departure).....	45
5-7. Leaving Japan (departure day).....	45
5-8. After Returning Home	46
5-9. Things to Do Before Departure.....	46
(Reminder)	46

Form

- ① a) Written Pledge (Pregnancy)
b) Letter of Consent
- ② Request of Document Issue and Pledge
- ③ Request for Overseas Research
- ④ Application for the Overseas / Field Research(Companion)
- ⑤ Request Form for Overseas Temporary Leave
- ⑥ Information Sheet
- ⑦ Letter of Approval

1. Introduction

Welcome to Japan!



This Handbook is the general rules and conditions for Knowledge Co-Creation Program (Long-Term) participants, and apply to all JICA Scholarship Course participant. To avoid uncomfortable situations, please make sure to adhere to JICA and Universities' rules in addition to Japanese laws. If violations were found, JICA may terminate your status as Long-Term participants.

Outline of the Knowledge Co-Creation Program

【OBJECTIVE】

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions (hereafter called “universities”) in Japan and to help them build networks. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

【TARGET】

The program targets young researchers, government officers and non-government personnel who can play leadership roles to confront development issues of their own countries as well as to contribute directly to the on-going JICA projects in returning to their countries. In the long run, they are expected to strengthen the partnership between Japanese government and their countries.

【FIELD OF STUDY】

Study areas of the program at universities in Japan shall basically be those in which Japan offers a comparative advantage, and which are essential priority fields for the development of the developing country.

1-1. People and Organizations Concerned

【University】

Supervisor:

Supervisor gives guidance and instructions to the participant. Participants are expected to make regular contacts with their supervisors to receive advice on their studies, and let them know of the research progress.

Administration Office:

Administration Office is in charge of administrative procedures related to the acceptance of participants.

【JICA】

JICA HQ:

Department in charge of each JICA Scholarship Course is responsible for the implementation of the each course, and is in charge of total supervision.

JICA Center (Domestic Office):

JICA Center is in charge of post-arrival briefing, monitoring and taking necessary measures with JICA HQ when emergency correspondence is necessary.

2. Allowances

2-1. Type of Allowance

Type of Allowance	
1	Fee for Official Entrance Examination / Entrance / Tuition
2	(1) General Outfit Allowance
	(2) Shipping Allowance
3	Living Allowance
4	Moving Allowance
5	Research Support Allowance

***Allowances may be revised accordingly year after year.**

2-1-1. Fees for Official Examinations / Entrance / Tuition

JICA pays the fees for official examinations, entrance and tuition directly to your university/institute according to its schedule.

2-1-2. Outfit Allowance

(1) General Outfit Allowance

JICA pays 100,000 yen as Outfit Allowance to you after you open your bank account. Please let JICA know your account via your university.

This is to purchase necessities for living in Japan, and cover the transportation fees to and from your university.

(2) Shipping Allowance

JICA pays shipping allowance to you upon your arrival after you open your bank account. Please let JICA know your account via your university.

This is for transporting your belongings on your return to your home country at the end of the course. This allowance is intended to assist with flight charges for personal belongings, including materials to be sent to your home country. Amount is as below.

Philippines	3,750 yen
Asia (except Philippines)	5,300 yen
Europe, Middle East & Oceania	6,000 yen
Africa	6,000 yen
Latin America	6,000 yen

2-1-3. Living Allowance

You are responsible to manage the Living Allowance and pay all expenses including:

- (a) Expenses Incurred in Daily Living
 - Rent / Utility Charges (electricity, gas, water supply and drainage)
 - Meal / Cost of Furniture and Fixtures / Communication Fees (Internet, phone calls, etc.)
 - National Health Insurance Premiums / Miscellaneous Expenses
- (b) Transportation Expenses (to university / JICA Center etc.)
- (c) Cost of Visa Extension

(1) While you are in a JICA Center or a Hotel *

- You need to pay accommodation fee by yourself.

(2) While you are in a Dormitory or an Apartment

- Your university will provide your monthly allowance on behalf of JICA, according to their regulations. Therefore, you're required to follow the procedure and instruction by your university.
- Amount of allowance is as table 2-1-6., and please cover the necessary expenses from this monthly allowance.

Reference

Table of Living Allowance

*The category of “Region” depends on the address of your University/Institute

Designated Regions	Amount (per month) Research Student	Amount (per month) Master’s Course Student	Amount (per month) Doctor’s Course Student
Region 1 (¥3,000 regional supplement)	146,000 yen	147,000 yen	148,000 yen
Region 2 (¥2,000 regional supplement)	145,000 yen	146,000 yen	147,000 yen
Region 3 (¥3,000 cold region supplement) ※ November–March	Summer 143,000 yen Winter 146,000 yen	Summer 144,000 yen Winter 147,000 yen	Summer 145,000 yen Winter 148,000 yen
Region 4 (no regional supplement)	143,000 yen	144,000 yen	145,000 yen

List of Designated Regions for Regional Supplements (cities, towns, villages) **【district】**

Regions	Metropolis and Prefectures	Cities, Municipalities
Region 1 ¥3,000 regional supplement	Miyagi Prefecture	Tagajyo
	Ibaraki Prefecture	Tsukuba, Toride, Mito, Tsuchiura, Moriya, Ushiku, Hitachi, Ryugasaki
	Saitama Prefecture	Saitama, Wako, Shiki, Higashimatsuyama, Asaka, Sakado
	Chiba Prefecture	Chiba, Narita, Inzai, Funabashi, Urayasu, Sodegaura, Ichikawa, Matsudo, Futtsu, Sakura, Ichihara
	Metropolitan Tokyo	Special Zone, Musashino, Machida, Kokubunji, Kunitachi, Komae, Tama, Inagi, Nishitokyo, Hachioji, Tachikawa, Fuchu, Chofu, Koganei, Mitaka, Higashikurume, Fussa, Kiyose, Akishima, Kodaira, Hino, Ome, Higashimurayama, Akiruno, Higashiyamato
	Kanagawa Prefecture	Yokohama, Kawasaki, Kamakura, Yokosuka, Atsugi, Fujisawa, Chigasaki, Sagami-hara, Yamato, Hiratsuka, Odawara
	Aichi Prefecture	Nagoya, Kariya, Toyota, Toyoake, Nishio, Chita, Miyoshi
	Mie Prefecture	Suzuka, Yokkaichi
	Shiga Prefecture	Otsu, Kusatsu, Ritto
	Kyoto Prefecture	Kyoto, Kyotanabe
	Osaka Prefecture	Osaka, Moriguchi, Suita, Takatsuki, Minoo, Neyagawa, Takaishi, Sakai, Toyonaka, Ikeda, Hirakata, Ibaraki, Yao, Higashiosaka, Kadoma, Habikino, Daito, Kashiwara, Katano
	Hyogo Prefecture	Ashiya, Nishinomiya, Takarazuka, Kobe, Amagasaki, Itami, Sanda
	Nara Prefecture	Nara, Yamatokoriyama, Tenri
	Hiroshima Prefecture	Hiroshima
Fukuoka Prefecture	Fukuoka, Kasuga, Fukutsu	
Region 2 ¥2,000 regional supplement	Miyagi Prefecture	Sendai
	Ibaraki Prefecture	Koga, Hitachinaka, Kamisu
	Tochigi Prefecture	Utsunomiya, Otawara, Shimotsuke
	Gunma Prefecture	Takasaki
	Saitama Prefecture	Niiza, Fujimino, Kawagoe, Kawaguchi, Tokorozawa, Koshigaya, Toda, Tsurugashima, Gyoda, Hanno, Kazo, Kasukabe, Hanyu, Konosu, Fukaya, Ageo, Soka, Iruma, Kuki, Misato, Sate, Hikigun Namekawa, Hikigun Hatoyama, Kitakatsushikagun Sugito
	Chiba Prefecture	Yotsukaido, Kashiwa, Narashino, Yachiyo, Noda, Mobarra, Togane, Nagareyama, Inbagun Shisui, Inbagun Sakae
	Kanagawa Prefecture	Ebina, MiuragunHayama, Miura, Isehara, NakagunNinomiya
	Yamanashi Prefecture	Kofu
	Nagano Prefecture	Shiojiri
	Gifu Prefecture	Gifu
	Shizuoka Prefecture	Shizuoka, Numazu, Gotenba, Iwata

	Aichi Prefecture	Okazaki, Seto, Kasugai, Toyokawa, Tsushima, Hekinan, Anjyo, Inuyama, Konan, Tahara, Yatomi, Nisshin, NishikasugaigunToyoyama
	Mie Prefecture	Tsu, Kuwana, Kameyama
	Shiga Prefecture	Hikone, Moriyama, Koka
	Kyoto Prefecture	Uji, Kameoka, Muko, Kizukawa
	Osaka Prefecture	Kishiwada, Izumiotsu, Kaizuka, Izumisano, Tondabayashi, Izumi, Osakasayama, Kawachinagano, Fujiidera, Sennan, Hannan, SennangunKumatori, SannangunTajiri, SennangunMisaki, MinamikawachigunTaishi
	Hyogo Prefecture	Akashi, Ako
	Nara Prefecture	Yamatotakada, Kashihara, Kashiba, KitakatsuragigunOji
	Wakayama Prefecture	Wakayama, Hashimoto
	Kagawa Prefecture	Takamatsu
	Fukuoka Prefecture	Dazaifu, Itoshima, KasuyagunShingu, KasuyagunKasuya
	Note: Cities, towns, and villages listed Region 1 and 2 of above would not be affected by subsequent changes.	
Region 3 Cold Regions ¥3,000 (November– March)	Hokkaido	All region
	Aomori Pref.	All region
	Iwate Pref.	Morioka, Hanamaki, Kitakami, Kuji, Tono, Ichinoseki, Ninohe, Hachimandaira, Oshu, Takizawa, Iwate, Shiwa, Waga, Isawa, Nishiiwai, Kesen, 【Shimohei】 Iwaizumi • Tanohata • Fudai, Kunohe, Ninohe
	Miyagi Pref.	Tome, Kurihara, Osaki, 【Katta】 Shichikashuku, 【Shibata】 Kawasaki, 【Kami】 Kami, Toda
	Akita Pref.	Akita, Noshiro, Yokote, Odate, Yuzawa, Kazuno, Katagami, Daisen, Kitaakita, Semboku, Kazunogun, Kitaakitagun, Yamamotogun, Minamiakitagun, Sembokugun, Ogachigun
	Yamagata Pref.	Yamagata, Yonezawa, Shinjo, Sagae, Kaminoyama, Murayama, Nagai, Tendo, Higashine, Obanzawa, Nanyo, Higashimurayama, Nishimurayama, Kitamura, Mogami, Higashiokitama, Nishiokitama
	Fukushima Pref.	Aizuwakamatsu, Kitakata, Tamura, Adachi, 【Iwase】 Tenei, Minamiaizu, Yama, Kawanuma, Oonuma, 【Nishishirakawa】 Nishigo • Nakajima, 【Ishikawa】 Ishikawa • Asakawa, Tamuragun, 【Futaba】 Kawauchi • Katsurao, 【Soma】 Iitate
	Gunma Pref.	Numata, 【Tano】 Ueno, 【Kanra】 Nanmoku, 【Agatsuma】 Naganohara • Tsumagoi • Kusatsu • Takayama, 【Tone】 Katashina • Kawaba • Minakami
	Niigata Pref.	Nagaoka, Ojiya, Tokamachi, Mitsuke, Itoigawa, Myoko, Uonuma, Minamiuonuma, Tainai, Higashikanbara, Minamiuonumagun, Nakauonumagun, 【Iwahune】 Sekikawa
	Fukui Pref.	Katsuyama, Imadate
	Yamanashi Pref.	Fujiyoshida, 【Minamitsuru】 Doshi • Oshino • Yamanakako • Narusawa • Fujikawaguchiko, Kitatsurugun
	Nagano Pref.	Nagano, Matsumoto, Ueda, Okaya, Suwa, Suzaka, Komoro, Ina, Komagane, Nakano, Omachi, Iiyama, Chino, Shiojiri, Saku, Chikuma, Tomi, Azumino, Minamisaku, Kitasaku, Chiisagata, Suwagun 【Kamiina】 Tatsuno • Minowa • Iijima • Minamiminowa • Miyata, 【Shimoina】 Achi • Hiraya • Neba • Shimojo • Urugi • Ooshika, 【Kiso】 Agematsu • Kiso • Ootaki • Ookuwa • Kiso, Higashichikuma, Kitaazumi, Hanishina, Kamitakai, Shimotakai, Kamiminochi, Shimominochi
	Gifu Pref.	Takayama, Hida, Gujo, Ono
	Okayama Pref.	Maniwa
Hiroshima Pref.	【Yamagata】 Akiota	
	Note: The names of the cities, towns, and villages listed in “Region 3: Cold Regions” of above are designated by the names as of April 1, 2004. Any subsequent changes of the cities, towns, villages or changes of divisions of the districts bearing those names would not be reflected.	
Region 4 No regional supplement	Regions not included in Level 1-3 regions	

*The category of “Region” depends on the address of your University/Institute

2-1-4. Moving Allowance

Moving Allowance will be provided to you ONLY ONCE during your stay in Japan if you move to an accommodation facility that requires extra payment other than monthly rent, which includes 1)

security deposit (shikikin), 2) key money (reikin) and 3) agency fee (commission).

Area	Amount	Frequency
Region 1	224,000 yen	Once / Lump-sum payment
Region 2	174,000 yen	
Region 3/4	164,000 yen	

Here in Japan, when you sign a rental agreement for accommodation, you will need to pay a lump sum equivalent to 2-4 months of rent (more in some cases) for the security deposit, **key money** (=thank-you money for your landlord), agency fee (commission) and so on. Also you may need to purchase basic necessities of life such as refrigerator, washing machine, desk & chair and bed clothing (futon).

This allowance will be paid directly to complement such expenses at the time of moving. Payment will be done by JICA via the request from your university. It takes about 2-3 weeks after submission of necessary document from University to JICA. Normally it's after moving. Please consult with your university beforehand when you intend to move into an apartment.



【NOTE】

- **In case of room-sharing, moving allowance is provided only to a primary tenant (one person only) on the contract document.**
- **If your total cost for renting an apartment is over the maximum amount of the Lump-sum allowance, you need to cover the balance.**
- **Renewal Fee: When the rental agreement is renewed to continue the agreement, you are requested to pay the Renewal Fee. JICA would NOT pay any allowance for this cost.**
- **JICA provides the moving allowance only once during your training period. You need to bear all the necessary payment by yourself if you move to another accommodation after once moving allowance was provided. Please consult with JICA if you face difficulty to continue living the accommodation by natural disaster etc.**

* Please notify JICA of the following as soon as possible via your university:

- ◆ E-mail Address
You need to acquire an e-mail address, either via your university or free-mail.
- ◆ Telephone Number
You can have either a telephone line at home or a mobile phone for emergencies.
You can find useful information on telecommunication arrangements in “7. Useful Information: (4) Telecommunication Devices”.

2-1-5. Research Support Grant

The grant which support your research, such as purchase of books or necessary equipment, participation fees for academic conference, research trips, etc. can be provided via your university. Maximum amount of grant is 30, 000 yen per month (360,000 yen per year), and can be disbursed with the approval of your supervisor.

Please consult with your supervisor if you need for your academic activities.

3. Procedures for Living in Japan

3-1. Home Address Registration

All foreigners who have the Residence Card living in Japan are obliged to register home address without fail within 14 days of their decision to live in Japan. Foreigners should complete home address registration with the Residence Card at the ward office or municipal (city, town or village) office.



You are requested to take good care of the card and carry it with you at all times. **Never lend or give the card (including photocopy) to anyone in order to avoid a misuse.**

(1) Registration Procedures

- The application form is available at the Home Address Registration Section of the Residents' Division of your local ward or municipal office.

(2) Where to Apply

Home Address Registration Section of the Residents' Division of your local ward or municipal office.

(3) Application Period

Within 14 days of your decision where to live in Japan

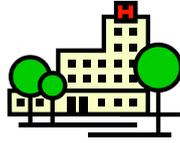
(4) Items Required for Initial Registration

- 1) Application form (Available at the ward office)
- 2) Passport
- 3) Residence Card

(5) In Case of Any Change Occurred

- You must notify the authorities of your current status when there is any change in your name, nationality, status of residence, period of stay, etc. within 14 days of this change of status.
- You must notify the authorities of your change of address at the new and previous city when you move to another city.

*If you need more detail information, please contact University.



3-2. Health

3-2-1. Individual Insurance/ JICA Medical Card

Individual Insurance

(Only For participants arriving at Japan Before July 2019)

You are entitled to join an individual insurance such as Personal Accident Insurance for Students Pursuing Education and Research (PAS), via your university.

Insurance premium can be disbursed by your university, and you don't have to bear the expenses.

Please consult with your university for the details and conditions of the insurance.

Overseas Travel Accident Insurance/JICA Medical Card

(Only For participants arriving at Japan After July 2019)

The participants arriving at Japan after July 2019 will be covered in:

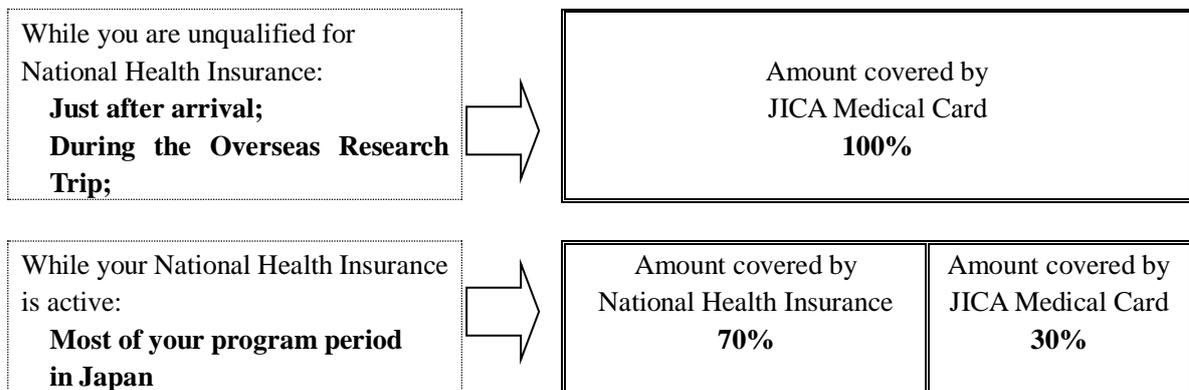
- (a) Overseas Research and Temporary Leave to Home Country up to 90 days (the period of insurance is 90 days starting from the day after the immigration procedure date (arrival date, and stays after 91st day will not be subject to the insurance covered),
- (b) Whole period of stays under Overseas Research and Temporary Leave to the Third Country (other than home country), and
- (c) Supplementary payments for medical fees during your whole stay in Japan.

JICA Medical Card is issued for JICA participants arriving at Japan after July 2019 assist with medical treatment in Japan.

JICA Medical Card covers 100% of medical treatment expenses while you are unqualified for National Health Insurance (before you enroll in National Health Insurance).

While you are qualified for National Health Insurance, it covers 30% of total treatment expenses as National Health Insurance covers 70%.

However it does not cover your family's treatment, and there are exceptions for your treatments as below.



(1) Expenses covered by JICA Medical Card

- (a) Your Medical treatment expenses at hospitals except (2) below.
- (b) Transportation fares (In case the insurance company judges that you need to take a taxi to/from the hospital because of your broken leg, etc)

*Once you have to pay fare to the taxi and will be reimbursed later. It takes approximately 1 month for the insurance company to approve.

*Receipts are indispensable for asking reimbursement. ⇒See the following (4)

(2) Medical treatments NOT covered by JICA Medical Card

- (a) Medical treatment for illness or injury caused by willful misconduct
- (b) Medical treatment of pre-existing illness
- (c) Corrective surgery that does not require an urgent operation
- (d) Cosmetic surgery
- (e) Immunization, or routine medical examinations and vaccinations
- (f) Treatment related to and resulting from pregnancy and/or childbirth
- (g) Dental treatment
- (h) Purchase or repair of eyeglasses
- (i) Medical treatment over 180 days of the first treatment
- (j) Medical Checkup
- (k) Other some treatments defined by the insurance conditions

* In case you do not pay the treatment cost on spot by applying the insurance, and encounter claim refusal later based on the reasons above, you will be billed and must pay the expenses on your own.

(3) How to Use at Hospitals

1) For Treatment which JICA Medical Card Can Be Applied

Show your National Health Insurance Card and JICA Medical Card together at the reception of the hospital/clinic. (Show the Japanese explanation memo for hospitals/clinics attached on the JICA Medical Card as well.)

- National Health Insurance will cover 70% and the JICA Medical Card will cover 30% of total treatment expenses.



【If JICA Medical Card Is Not Accepted】

- Some hospitals/clinics do not know about JICA Medical Card. In such case, please ask the hospital staff to contact the insurance company shown on the card.
- If the hospital/clinic does not accept even after trying the above:
 - (a) Pay medical expenses (30%←after National Health Insurance applied),
 - (b) Keep the receipt,
 - (c) Send following documents to JICA Center
 - Receipt

- Photocopy of your JICA Medical Card
 - Detail of Symptom (reason why you went to the hospital)
 - Your private bank account information (bank/branch name, account name/number)
- (d) Insurance company will reimburse the medical treatment cost to your bank account.

Amount covered by National Health Insurance 70%	Amount covered by JICA Medical Card 30%
--	--

2) For Treatments Which JICA Medical Card Cannot Be Applied

Show your National Health Insurance Card at the reception of the hospital/clinic.

- You will have to pay the 30% because the JICA Medical Card does not cover medical expenses in the exceptional cases for yourself mentioned on the card, nor your family in all cases. Make sure to obtain a receipt from the hospital/clinic.

(4) Asking Reimbursement of Transportation fares

- (a) Pay fares to the taxi and get the receipt,
- (b) Contact officers in JICA Domestic Centers and send following documents:
 - (i) Receipt
 - (ii) Photocopy of your JICA Medical Card
 - (iii) Detail of Symptom (reason why you went to the hospital)
 - (iv) Your bank account information (bank/branch name, account name/number)
- (c) Insurance company will reimburse the expenses to your bank account if approved.

3-2-2. National Health Insurance



(1) Outline of National Health Insurance

- Every resident in Japan must enroll in a public medical plan so that he/she is covered by public medical insurance at all times. The aim of this system is to provide mutual assistance in case of illness or injury, with subscribers paying regular insurance premiums calculated according to their income and medical expenses being paid from this general fund.
- Members of the National Health Insurance are obliged to pay 30% of their medical expenses at hospitals. If you live with your family in Japan and complete the necessary procedures, this insurance will apply to your family as well.
- National Health Insurance card is qualified as a personal ID card. **Never lend or give the card (including photocopy) to anyone in order to avoid a misuse.**



(2) Enrollment Procedures

- Your university assists you with the first enrollment procedures.
- Be sure to apply for a reduction of National Health Insurance Premium when you enroll.
- After enrollment procedures, an insurance card will be sent to your accommodation address.

(3) Where to Apply

National Health Insurance Division of your local ward or municipal office

(4) Application Period

Within 14 days of eligibility (from the day your registration is completed)

(5) Items Required for Enrollment

- 1) Your Residence Card
- 2) “Hanko”/A Name Stamp (Your signature is acceptable if you do not have one.)
- 3) Student Card (for the reduction of Premium)

(6) Insurance Premiums

- After the formalities, you will pay monthly insurance premiums.
- The insurance premium is calculated on the basis of your Resident’s Tax for that fiscal year (which is calculated according to your income in the previous year). The amount is also different depending on the area. Consequently, the insurance premium changes each fiscal year and tax rate differs according to the municipality. International students may receive a discount on the monthly premiums if their income is less than a certain amount.

(7) How to Pay Premiums

The insurance statement will be mailed to your registered address. Insurance premiums may be paid in installments or in a lump sum at the local ward or municipal offices, banks, post offices or convenience stores.

(8) Notification of Changes

Be sure to notify the National Health Insurance Section of your local ward or municipal office when:

- 1) You Move Out of (or Into) Your Ward or Municipality or Leave (or enter) Japan
- 2) A Child is Born
- 3) A Household Member Dies
- 4) A Change Occurs in Your Address, Head of Household or Name
- 5) You Lose the Insurance Card
- 6) Your Family Member(s) Arrive(s) in Japan to Live with You

(9) Others

Application for a Reduction of National Health Insurance Premium



- (a) A discount of premiums is generally offered for students who received no income in the previous year.
- (b) You need to file a report which you will receive **every year** from the ward office by post as a process of receiving the discount. Unless you complete this form, your premium will not be reduced even if your household is eligible for a reduction. Nor will your premium be reduced simply because you are a student. For households whose applications for reduction are investigated and approved, a notification of the National Health Insurance Premium change will be sent by mail to the head of the household.

【How To Apply】

You may declare your financial condition of the previous year at the National Health Insurance Section or Revenue Department of the municipal office.

- * The allowance from JICA is not regarded as “income” which you earn. You may classify yourself as a student receiving no income and being supported by the allowance from JICA.

【When To Apply】

- (a) February and March is the principle term to report your income condition of the previous year.
- (b) Final deadline for the report is actually in the end of June. If you fail to make it before the end of March, you have to pay the premiums for April to June with the amount before reduction. In this case and late approval of reduction, you will receive new bills after July in a new premium amount. Payments for April to June, if you have already made before receiving the bills, are also considered in the calculation providing you the monthly premium amount.

【Items to Be Required in the Application】

- (a) Residence Card
- (b) National Health Insurance Card
- (c) Student ID

3-2-3. Pregnancy

1) In case of pregnancy found after arrival in Japan

If participant is found to be pregnant after arriving in Japan, please notify your university.

Then, an officer in charge at each JICA center will explain conditions and requirements as stated below (a) to (c).

If JICA could confirm her full understanding on(a) to (c), and economic and physical risks which might be caused by her participation in the program during her pregnancy, JICA will ask her to proceed and complete necessary procedures as stated below (d) to (f).

- (a) Since pregnancy is not an illness and considered to be a disclaimer of insurance, national health insurance covers the costs for check-up, delivery, and hospitalization costs. Therefore, participants will have to bear all the necessary expenses mentioned above.
- (b) It is essential for pregnant women in Japan to have regular check-ups, and it costs around 7,000 yen per check-up.
- (c) If you give birth in Japan, you are required to ensure an environment which can fully support the continuance of your research. Generally, it is difficult to find vacancy in a nursery school, and JICA does not cover the cost for the nursery school or hiring baby sitter etc.
- (d) Please submit a Medical Certificate to JICA, stating your pregnant conditions (number of weeks of pregnancy, normal pregnancy or not, etc.)
- (e) Any extensions of the scheduled period of Master's course will not be accepted. Therefore, you will need to discuss your research plan with your supervisor of the university.
- (f) Please submit following letters to JICA.
 - (i) Written Pledge (Pregnancy) (Form 1-a) : Letter of consent signed by participant and her husband or parents, indicating participant's understanding and agreement .
 - (ii) Letter of consent (Form 1-b) : Letter of consent from participant's **organization**, permitting the pregnant participant to join/continue JICA program in Japan.
***All the cost for the above procedures must be borne by participants.**
 - (iii) Written consent by Dean or your supervisor of the university (Free format): Letter of acknowledgement of your pregnancy and outlook of the participant's completion of research/program within the scheduled period.

2) Medical Insurance for Pregnancy

- (a) National Health Insurance **does not cover** medical treatment for pregnancy or artificial abortion but will cover treatment in the event of an exceptional delivery.

3-2-4. Other Useful Information

(1) Counseling Service

You may face personal problems such as homesick, stress symptoms, feeling of loneliness, depression, sexual harassment, and etc. In some Universities, counseling services are available to assist in dealing with your concerns. Please contact the student office or health center at your University. There is also a counseling service for JICA participants in JICA Tokyo International Center (TIC) as follows. As for the services in other area, please refer to the JICA center, which your JICA officer belongs to. Also please contact the student office or health center at your University, which might have the counselling service or can introduce the appropriate clinics.

[Counselor's Office in TIC]

*For the participants studying in Tokyo, Gunma, Saitama, Chiba and Niigata Prefectures

- Office Hours: 3:30 p.m. – 7:30 p.m. Wednesdays
- Direct Phone Number: 03-3485-7593 (Office hours only)
- E-mail Address: jicatic-counselor@jica.go.jp

*For the participants studying in other than above area

- Office Hours: 9:30 a.m. – 17:15 p.m. Mondays and Tuesdays
- E-mail Address: Yamamoto.Yoko3@jica.go.jp

- Services: 1) Face to face consultation after communication by E-mail
2) Consultation by the phone or Skype
3) Referral to other support resources

* To protect your privacy, please use the e-mail only for making an appointment.



(2) Medical Services for Foreign Residents

1) Medical Consultation and Information Services

- (a) Tokyo Metropolitan Health and Medical Information Center “Himawari”

【URL】 <http://www.himawari.metro.tokyo.jp/qq/qq13enmnlst.asp>

【Available Info.】 Medical institutions with staff who speaks foreign languages and the health insurance system in Japan

- (b) AMDA Tokyo

【URL】 <http://amda-imic.com/oldpage/english/E-index.html>

【Available Info.】 Medical institutions with staff who speaks foreign languages and the health insurance system in Japan

- (c) AMDA Kansai

【URL】 <http://amda-imic.com/oldpage/english/E-index.html>

【Available Info.】 Medical institutions with staff who speaks foreign languages and the health insurance system in Japan



2) Emergency Translation Service

Translation service through phone for foreign patients visiting a hospital if their treatment is not going to be carried out smoothly because of language difficulty (to be contacted by the medical institution).

【Open】 Monday-Friday 5pm - 8pm

Weekends and Holidays 9am - 8pm

【TEL】 03-5285-8185

【URL】 <http://www.himawari.metro.tokyo.jp/qq/qq13enmnl.asp>

【Language】 English, Chinese, Korean, Thai, Spanish



3) English-Speaking Hospitals/Clinics

(a) National University Hospitals

National university hospitals usually have English-speaking staff. The list is available in the following URL. <http://www.umin.ac.jp/meibo/english.htm>

(b) Hospitals and Clinics Web Site

Medical Institutes Where Foreign Languages are Available.

Available languages: English, Korean, Chinese, German, French, Italian, Portuguese, Hebrew and Russian

<http://www.hospiclinic.com/foreign/>



3-3. Housing



3-3-1. Accommodation During Your Stay in Japan

Types of Accommodation

1	JICA Center	Hotel-style accommodation administrated by JICA. They are usually for single use and have English speaking front desk services.
2	University Dormitory	Dormitory belongs to the university. Usually for single use. *Information and application is available at student office of the university.
3	Students' Hall	Apartment or dormitory style accommodation offered only for students.
4	Urban Renaissance Agency's Apartment	Apartments administered by public authorities. Offered occasionally and relatively old. (e.g. 35 years old, concrete building.)
5	Private Apartment	The rent for privately managed houses and apartment buildings varies according to the location and facilities.

3-3-2. JICA Center

(a) Facilities

Internet: You can use it in your rooms or in the computer rooms within the JICA centers.

Foods: You can choose to eat meals at cafeterias within the JICA centers or eat outside.

Cooking in the rooms is strictly prohibited.

Activities: Many social activities are organized at the JICA centers and you can utilize them to relax from study.

Sport Facilities: Many JICA centers offers sport facilities such as soccer field, athletic gym and more to keep your health good.

(b) Rule and Regulations

Guests: You can invite your friends to the common areas of the centers with your escort, but not to your rooms.

3-3-3. Housing Arrangement by yourself

(1) Rules for Accommodation Arrangement

You must fulfill all obligations as stated in the lease agreement.

(2) Flow of Arrangements

Housing arrangement is conducted by cooperation between participants and real-estate agency or your university. The main procedures are as followings:

Details	Procedures	Timing
1	Obtain General Information about Housing Search Procedures by University	
2	*Please consult with your University for available information and/or support.	After your arrival
3	Search for Available Accommodation	
4	Make Preliminary View of Accommodation and Make a Decision (if necessary)	
5	Notify your moving details with your university	As soon as you decide your moving
6	Conclude a Contract with the Landlord	By Your Moving Date
7	Payment for the Contract	
8	Prepare for Moving	By Your Moving Date

(3) Procedures in Details

① Obtain General Information about Housing Search Procedures

- Participants will receive general information about housing situation in Japan and procedures for your housing search from your university before or after your arrival in Japan. After entering university, you may also get more information from Overseas Student Center in your university.

② Search for Available Accommodation

- Participants will look for potential housing by taking into consideration commuting time, living environment, safety, preferences of the Participant, and other factors. Upon finding appropriate housing, Participants will go to the actual site of the Housing and will determine whether or not to enter into a contract based on a comprehensive evaluation if necessary.
- In general, persons who are not included as dwellers in the housing contract are not allowed to reside in the accommodation.

③ Make Preliminary View of Accommodation and Reserve the Room

- When you make a final decision to take the room, you understand the content of the agreement to be made between you and landlord.

[Main Checkpoints]

*Security *Noise *Odors *Damage *Sun light *Access to the University/Institute

④ **Notify your moving details with your university**

- Please consult with your university before you conclude a contract, to avoid any disadvantageous conditions in the contract. You need to submit below documents to the university for necessary procedure.
 - Address of Residence, Period of Contract of Your Residence
 - Copy of contract document
 - Copy of Certificate of Residence (after registration process at your ward/municipal office)

⑤ **Conclude a Contract with the Landlord**

- The period of the agreement is usually set at 2 years.

⑥ **Payment for the Contract**

- Since you will be required to pay a large amount of money on signing the rental agreement (see the breakdown in the following), it is recommended that you prepare a sum equivalent to approximately 5 - 6 months of your rent. This is paid either by depositing in a bank account or directly by cash, prior to the day you conclude the agreement (= the day you move into your residence/room).
- Rents and room space differ greatly from the regions. There are even differences in rent and size within cities, depending on the distance or access to the central metropolitan area. (Unfortunately not many properties are offered for foreign residents to rent.)
- When finalizing a rental contract in Japan, it is customary to pay a security deposit (*shikikin*), key money (*reikin*), agency fee (*chukai-tesuryo*) and fire insurance (*kasai-hoken*) in addition to the first month's rent, which should be paid in advance.
- The types of fee, deposit and amounts vary according to the location and type of housing.

	Item	Details
(a)	Security Deposit	<u>1-2 months' rent or more</u> <ul style="list-style-type: none"> ● Security Deposit to cover unpaid rent and facility repairs. ● The landlord may apply this deposit to repair of the premises and furnishings when the tenant moves out. The remaining balance is returned to the tenant, but if repairing fees exceed the deposit, additional payment will be required.
(b)	Key Money	<u>1-2 months' rent</u> <ul style="list-style-type: none"> ● A lump sum payment made to landlord when renting a house or room. Not always charged. This money is not refundable. Required amount is 1 – 2 months' rent. ● In KANSAI region, total of deposit and key money becomes higher, and there was a case of 6 months' rent.
(c)	Agency Fee or Commission	<u>0.5-1 month's rent</u> Intermediary fee paid to real estate agency.
(d)	Fire Insurance (for 2 years)	<u>10,000 yen to 30,000 yen</u> <ul style="list-style-type: none"> ● You are required to purchase an insurance.

		<ul style="list-style-type: none"> ● The insurance fee will depend on the size and structure of the apartment. ● Your University co-op (Seikyo) may be able to offer the insurance for students. Please consult with the real estate agency.
(e)	First Month Housing Rent	To Be Advised

- * If you extend the agreement after 2 years (the period of the agreement is usually set at 2 years), you are requested to pay renewal fee or commission fee for renewal (roughly one month of the renewed rent) and fire insurance fee.
- * Useful information on the housing situation in Japan is also available at:
<http://www.mlit.go.jp/en/jutakukentiku/index.html>, http://www.jafnet.co.jp/index_en.html



⑦ Prepare for Moving

(a) Prepare Daily Necessities

Your rented residence/room is only available to you from the day your agreement starts. This means you will not be able to furnish it or make any other arrangements before this day. You should, however, make minimum preparations such as purchase of bedding, etc. beforehand. On the day you move in, there are many things to do – follow the necessary procedures to open the gas stopcock, turn on water and electricity supply and visit the landlord or neighbors. All these will take a lot of time. You are recommended that you check out nearby shops in advance, even if you decide to purchase your daily necessities on the day you move.

(b) Send Large Baggage

If you use public transportation such as railways or buses on your moving day, a door-to-door delivery service (home delivery service) is a convenient way of sending large items of baggage. When you send your baggage, we recommend you use the “delivery-time/date-appointment system.”

⑧ Move

By the date of your move, you are requested to be ready to live in your residence/room.

(a) Transportation to Residence

You may use public transportation such as railway, buses or a taxi to move to your rental residence/room. You are requested to pay any transportation expenses yourself.

(b) At Residence

(i) Receive the Room Key

First you receive the key from the real estate agency.

(ii) Access Utilities

- **Gas ...** Be present when the gas company employee comes to open the gas stopcock. He/she will also explain how to use gas appliances.
- **Electricity & Water ...** Notify the electricity company and waterworks bureau by mail when you start using these utilities. Postcards from the above companies will be left in your residence/room in advance.

(iii) How to Use Facilities

Please check how to use residence/room facilities properly and safely.

(iv) **Visit Landlord and Neighbors**

It's better to call on the landlord and neighbors to introduce yourself. Please maintain a good relationship with them to allow you to obtain their cooperation in an emergency or when you need help.

(v) **Confirm Commutation Route to University/Institute and Purchase a Commuter Pass**

Be sure to check the transportation route to your university/institute and purchase a commuter pass. Details on how to buy a commuter pass will be given in advance.

(vi) **Garbage Disposals**

Observe the rules for garbage disposal. You should sort garbage at home according to the designated categories, and dispose of it at the designated collection site, at the appropriate time on the appropriate day. You should separate your garbage by type (flammable, non-flammable, bulky waste, and so on) and place in the designated container or bag. Detailed information can be obtained at the ward/municipal office where you live. Garbage handling procedures and recycling programs vary according to the municipality.

3-3-4. Moving Out

① Notification of your moving out to your University

② Notification to the Real Estate Agency or Landlord

Participant contacts the real estate agency or landlord and makes cancellations of your public utility contracts (water, electricity and gas) and forwards the services to the new apartment. (The notice of moving out usually has to be made **by one month prior to the moving day.**) When you leave Japan, you will be also responsible for canceling the contract, and will pay any charges required for cancellation.

③ Preparation for Moving out

(a) At Residence

- You should start to move or dispose of household goods and furniture and arrange shipment of baggage. Then clean your room to give good impression to the landlord at the inspection and bring only hand baggage on the moving day.
- You are asked to take all responsibility for costs of disposal by the time of room inspection. The handling charge/expense for bulky waste should be borne by yourself. Contact the concerned section of your local ward/municipal office to ask how to dispose of bulky waste, handling fee, and payment method. It may take time for the collection of such waste by the local ward/municipal office, so please check beforehand.

(b) Mail Transfer

For the procedure to transfer mail to your new address, you need to get a "Change of Address Notice (post-card size)" at a post office beforehand and submit it to a nearby post office on the moving day.

④ On the Day of Moving Out



- The landlord or a member of the staff of real estate agency inspects the room and asks you about the condition in order to calculate the fee for repair of any damage to the original condition of the room. After that, please return the room keys to the real estate agency or landlord.
- The landlord will calculate the fee for cleaning and repair of any damage to the original condition of the room. If the total amount exceeds Security Deposit, which you deposit to the owner at the time of moving in, you will be expected to pay an extra charge.

⑤ After Moving Out

- Your landlord will present you a list of cleaning fee, repair fee of any damages to the original condition of the room, which fees are calculated in according to the landlord's examination on the room condition at the time of your moving out. You need to check the list carefully. The fees will be deducted from the deposit money. If the cleaning and repair fees exceed the deposit, you are required to bear the extra charge.
- This procedure takes much time (at least 1 month).
- **Payment of Public Utility Charges** : Bills for your utility charges in the previous apartment for the month of moving out will be sent to your new apartment. In some cases, you can pay the utility charges by cash in your house/room on the moving day.
- **Change of Address on Residence Card and National Health Insurance**: You have to make changes of Residence address on your Residence Card and National Health Insurance Card at the local municipal office.
- **Change of Address of the registration of the bank and mobile phone**



Repairing Fee after Moving Out

- In Japan, when the lessee moves out the apartment, cleaning and repair fees of any damages to the original condition of the house/room are claimed. The fees will be deducted from the deposit money.
- There was a case that the total amount of cleaning and repairing fees exceeded the deposit and the participant paid more than 200,000 yen. Note that living with a good care and keeping your room clean are important.

3-3-5. How to Use Residence

Japanese homes are traditionally built of wood, but you will also find many Western style residential buildings. The interior of these buildings however is often in the traditional Japanese style.

In general, when you enter your home, you must take off your shoes in the entrance hall. The bathroom is composed of two parts: a bathtub and a washing space. First wash yourself off in the washing space and then get into the bathtub. The hot water in the tub should be kept as clean as possible for others who will soak in the same bath water after you. Showers are also common. Toilets in Japan are either of the typical Japanese style, or Western style.



1) Principles for Good Use of Residence

The following (a) to (g) are advised you to acknowledge for a good use of residence.

(a) **Keep Keys in Safe**

Beware of losing or misplacing keys. If a key is lost, the entire lock must be replaced at the expense of the Lessee.

(b) **Do Not Make Prohibited Behaviors**

The following acts are generally prohibited in residences:

- Installing a warehouse, hothouse, TV antenna, or the like on a balcony, roof balcony or in the garden for your exclusive use. Do not bring in soil or sand. Balconies function as fire exits.
- Installing equipment or the outdoor unit of an air conditioner on walls in places other than your balcony.
- Bringing in, storing or manufacturing hazardous goods, unsanitary objects or items that generate odor.
- Making excessive noise that may be a nuisance to the neighbors.
- Leaving any items, objects or garbage in common spaces.
- Tampering with the emergency alarm unit when there is no emergency.
- Behaving in a manner that may disrupt the moral tone or living environment of the condominium.
- Hanging, pasting or posting sign boards, markers, etc. in common places or on common facilities. Displaying script on your windowpanes is also prohibited.
- Keeping any pets on the premises except birds and fish.
- Leaving unwashed dishes in the corridor for collection by delivery staff. This may attract a dog or cat, or may be unsanitary and to the detriment of the image of the condominium.
- Going on the roof.

(c) **Aware of Utility Bills and Payments**

- Bills will be mailed monthly to your home for you to pay at a bank, post office or convenience store.
- Make sure to complete the payments by the monthly due dates according to the bills.

(d) **Follow Garbage Disposal Rules**



- Everyday rubbish and kitchen waste must be left at the specified place, on the contracted day and at the right time in accordance with the local rules and regulations. Always keep the garbage area neat and clean.
- Methods for sorting and distributing garbage are subject to local rules and regulations. Familiarize yourself with the local rules and regulations by carefully reading any notices supplied.
- Domestic waste includes a variety of items, and the handling and collection of waste is carried out according to the type of waste-- i.e. flammable, non-flammable or bulky waste.

Category	Items
Flammable Waste	Paper, kitchen waste (leftover food, fruit peels, eggshells, etc.), cigarette butts, weeds, wood chips, vacuum cleaner bags, cloth, etc.
Non-Flammable Waste	Plastic products, rubber items, vinyl products, Styrofoam, synthetic leather, metal, empty cans, ceramics, etc.
Bulky Waste	Furniture, household appliances, bicycles, swingsets, laundry drying racks, mattresses, etc

	* <u>Reservations are requested for the collection of bulky waste.</u> Please ask at the Bulky Waste Reception Center at your ward-office.
--	---

* Local designations may vary the above.



(e) **Take Good Care of Facilities**

(i) **Electrical Facilities**

➤ Switchboard	<ul style="list-style-type: none"> • The switchboard is for distributing the incoming electricity to each room through a leak breaker and a safety breaker. These breakers will break the circuit automatically if an over-current flows through the line for some reason. If the safety breaker is activated because of overloading of the circuit, unplug some of your equipment to reduce the power usage, then push up the lever of the breaker. • If the leak breaker is activated, stop using electricity and contact your local electrician.
➤ Outlets	<ul style="list-style-type: none"> • Do not use an extension cord to plug multiple appliances into a single outlet. • The maximum allowable current per outlet is 1.5A (1.5 kw). A separate exclusive outlet and circuit are required for equipment requiring large volumes of power such as air conditioners and microwave ovens. • Never tamper with the outlet with wet hands, as this is extremely dangerous.
➤ Grounding	<ul style="list-style-type: none"> • Be sure to connect the ground wire for your washing machine, refrigerator, microwave oven, or other appliance if one is provided. This will avoid fatal damage arising from electricity leaks.
➤ Changing the Contract Wattage	<ul style="list-style-type: none"> • Please consult real estate agency or landlord.

(ii) **Living Room and Bedrooms**

➤ Floors, Walls and <i>Fusuma</i> Screens	<ul style="list-style-type: none"> • Do not drive nails, tacks or rivets into the walls, etc. Keep floors and walls clean. • The carpets tend to be moldy, and ticks breed easily, especially in the hot and humid season. Vacuum the carpet frequently to keep it clean.
➤ Condensation	<ul style="list-style-type: none"> • When the moisture in the air cools, it condenses on windowpanes and walls. This will happen at night or early in the morning in winter. Condensation tends to encourage the growth of black mold. Wipe away condensation with a dry cloth and ensure good ventilation to keep air in the room dry.

(iii) **Kitchen**

➤ Water Supply	<ul style="list-style-type: none"> • When you move into an apartment, try to confirm the location of the water meter and stopcock. If the first water is not clear, keep it running for a while until clear water comes from the faucets.
-----------------------	--

	<ul style="list-style-type: none"> If the apartment house is brand new, avoid drinking unfiltered water straight from the faucets for about a week.
➤ Drinking Water	<ul style="list-style-type: none"> Water can be drunk straight from the tap in Japan.
➤ Drains	<ul style="list-style-type: none"> The kitchen sink drain is normally covered with a fine mesh insert to filter out foreign matter, however drain pipes are easily soiled by oily residues and garbage. Remove small particles from the filter and keep the drain trap clean.
➤ Gas Appliances	<ul style="list-style-type: none"> Select the right appliances for town gas, LNG or LPG.
➤ Kitchen Fan	<ul style="list-style-type: none"> Keep it clean. Use a neutral detergent to clean the soiled fan and filter. Unplug the fan before cleaning.
➤ Miscellaneous	<ul style="list-style-type: none"> Always keep your kitchen tidy and sanitary to deter mold and cockroaches.

(iv) Bathroom

➤ Ventilation	<ul style="list-style-type: none"> After taking a bath, keep the door open and fan running to ensure good ventilation and keep the bathroom dry.
➤ Water Boiler	<ul style="list-style-type: none"> Make sure that the ignition flame is off after you have taken a bath.
➤ Drain	<ul style="list-style-type: none"> Keep the drain free from hair, dust or the like to prevent clogging.

(v) Toilet

➤ Sewer	<ul style="list-style-type: none"> Use only toilet paper to flush toilet. Never flush foreign material such as tissue paper, paper diapers, sanitary napkins, cigarette butts, etc. down the toilet.
➤ If Water Keeps Running After Flushing	<ul style="list-style-type: none"> An entangled float chain inside the water tank may be the cause. Open the tank and straighten out the chain. Consult the Lessor if water keeps flushing.

(vi) Air Conditioners

➤ Air Filter	<ul style="list-style-type: none"> Clean the air filter at least once every 6 months.
➤ Installation of Air-con	<ul style="list-style-type: none"> This requires the Lessor's consent. Consult the Lessor first.

 **(f) Prevent Mildew**

- The popularity of concrete residences and aluminum sashes has made indoor living more airtight. For this reason, there is more humidity indoors and mildew grows easily.
- Keep rooms well ventilated throughout the year by opening windows when it is sunny, and especially during the rainy season (in June and July).
- Use a demister to prevent mildew growth.

(g) References

J&F Network provides basic information on how to live in Japanese apartment:
<http://www.jafnet.co.jp/manual/jsumai/migigawa/sumaitablecontents.htm>



3-3-6. Obligations and Liability Concerning Rental Accommodations

1) Obligations for Use of Housing

The Participant and his/her family members living in the Housing must:

- i) Make all responsible efforts to use the Housing appropriately.
- ii) Observe the obligations contained in the rental agreement.
- iii) Not lend the Housing or any part of the Housing to any other person, nor let people other than the Participant and his/her family members (or in the case of a single-type dwelling, a person other than the Participant himself/herself) live in the Housing.
- iv) Not use the Housing for purposes other than as a residence.
- v) Not modify, redecorate, or carry out any other form of construction to the Housing.

2) Liability

Should the Housing be damaged or defaced by causes attributable to the Participant or his/her family members, the Participant and his/her family members must repair the property without delay or pay compensation for the damage.

* Example in which participants will be responsible for repairing or paying compensation for the damage.

- i) Caused considerable damage to the property, such as making a hole in the door, wall, or floor
- ii) Left the Housing with a pot, such as a deep fryer, on the kitchen stove and it caused a fire
- iii) Slept with the heater on or left the heater close to clothing or a curtain which caused a fire
- iv) Used fire indoors for the purpose of disinfection and caused a fire
- v) Fell asleep smoking and caused a fire
- vi) Left the water running in bath with the overflow drain closed and caused water leakage

* Example of compensation for fire.

- i) If the entire apartment building burns down, tens of millions of yen to more than one hundred million yen for reconstructing the building, depending on the facilities and the age of the building.
- ii) If the fire has spread to one room of the apartment (20 m²), approximately six million yen for the renovation, depending on the facilities and the structure of the apartment.
- iii) If replacement of the kitchen unit is necessary due to an accidental fire in the kitchen, approximately one to two million yen
- iv) If the floor has been burnt from a cigarette fire, approximately tens of thousands of yen to hundreds of thousands of yen

The above amounts of damages are only referral figures. The actual amount of damages to be compensated will be calculated based on the extent of damages, the structure of the apartment, the facilities, and other elements.

3) Division of Expenses

Participant assumes the following expenses connected with the Housing by the Living Allowance:

- i) Key money, etc.
The portion of the Contract Payments that is not returned when the Participant moves out of the Housing. Key money to the lessor, realtor's commission, etc.
- ii) Deposit
Cash collateral to be deposited with the lessor upon moving in for the purpose of indemnifying any default of rent or defacement of the apartment. The amount deducted for any rent defaulted and expenses for restoring the Housing to its original state that should be borne by the lessee will be reimbursed upon

- evacuation.
- iii) Rent for the Housing
- iv) Common-area Charge and Administrative Expenses
Common-area charges and administrative expenses to be paid monthly as a fixed amount and other expenditures specified in the agreement.
- v) Insurance Premiums
The expenses for purchasing fire/home contents/residence insurance that are stipulated in the lease agreement. Even if the purchase of these types of insurance were not obligated in the lease agreement, the Participant shall be strongly recommended to purchase fire/home contents/residence insurances.
- vi) Obligatory Expenditures
Neighborhood association fees and similar expenditures that residents are obligated to pay.
- vii) Contract Update Fees
Fees necessary to extend the term of the contract
- viii) Repair Charges on Leaving the Housing
Among the repair charges required when the Participant leaves the Housing, Participant will assume those charges for cleaning; tatami mat renewal by reversal or replacement; repair of ceilings, walls and floors; painting; and other similar work that is necessary to repair defacement and other defects caused by normal use over time. And those charges necessary for the repair of any damage or defacement of the Housing or its related facilities and equipment that was caused with intent or from negligence for which the Participant is responsible.
- ix) Charges for Installation of a Telephone Line
The cost for installing a telephone line
- x) Charges for Utilities
- xi) Purchase of Furniture, Appliances, Daily Necessities, etc.
Expenses necessary to purchase Bedding, desk and chair, lighting equipment, etc.
- xii) Telephone Bills
- xiii) Subscription Fees for NHK, Satellite Broadcasts, Cable TV and Other Broadcasts
- xiv) Moving Expenditures

3-4. Inviting Your Family to Japan

*For the participants of JISR, see annex.

JICA is responsible for making sure of every participant's achieving their goals and objectives as a participant of all JICA Scholarship Courses. Meanwhile you are also responsible for accomplishing your visions and goals as a representative of your own country by taking care of both your academic life and private life. Inviting your family to Japan requires deep consideration and preparations, and this should be dealt with your own responsible sphere.

To make both your academic and private life smooth and peaceful with your family in Japan, you may need to make extraordinary efforts and you will be also need to be supported from the local community because of the reasons as bellow;

1. There are only 1.9% of foreign residents in Japan and the literacy rate of Japanese is more than 99%, and which means people use Japanese language in everyday life basically everywhere including public and administrative organization. Unfortunately, such environment makes it very difficult for non-Japanese speaking people living Japan without any assistance.
2. You should be responsible for all expenses, and should take all necessary procedures and responsibilities regarding inviting your family to Japan.
3. JICA does not provide any support or additional financial assistance except issuing certain documents needed for the invitation procedure.
4. You are requested to send your family back 1 month before your return home in principle. This is due to the necessary procedures such as your vacating apartment. If you do the internship after graduation, you should send your family back before you start the internship.
* See page 46, "Schedule and Instruction for Moving-Out Apartments".

Here are some frequently occurred issues regarding the family invitation

- The Japanese language ability of the participant is not good enough to carry out necessary administrative procedures for his/her family settlement because many of the public offices are lack of English-speaking staff.
- The spouse gets lonely and/or isolated for language and cultural barrier, while the participant is at a university in daytime. She/he finally becomes sick and/or unstable mental situation, and this could influence the program of the participant. What is worse, clinics and hospitals are lack of English-speaking staff and this makes the situation difficult.
- Regarding the child's education, the participant may not gather adequate and enough information mainly because of lack of foreign resident network in the community. As the number of day care centers and international school is extremely limited and requires huge financial support, the children need to attend to local schools in most cases.
- Especially small children make damages on the wall, floor, etc. in the apartment, and this amounts to a large sum of repairing fee at the time of moving out (100,000-200,000 yen) which could be a huge burden.



【IMPORTANT】

First, please take into consideration before making a decision to invite your family based on what is written on page 31.

In case of invitation of your family, you are required to declare following items when applying.

- Invitation of my family would not hinder the completion of the program.
- I am responsible for all expenses regarding the invitation and the life in Japan.
- I understand the circumstances of accepting foreigners, such as public and local services, medical and educational circumstances for families in the local community.
- I take responsibilities for all procedures and problems regarding the invitation of my family including followings;
 - Visa, accommodation, transportation and insurance etc. for my family
 - Care for daily life and stress management of my family which stems from different culture and circumstance.
 - Medical care for my family including searching English-speaking doctors and accompanying my family when visiting clinics/hospitals.
 - Educational responsibility for my children including searching adequate schools, carrying out entrance procedures, supporting their school life and so on.

3-4-1. Application for Inviting Your Family to Japan

1) Terms

- “Family”..... Your spouse and children
- “Certificate of Eligibility”..... Residing with family

2) Time to invite

Upon your arrival to Japan, as it will take approximately three months to complete the administrative register of yourself, house-renting, course registration at the university, and preparation for getting your family’s visa, etc., **it is difficult to invite your family within the very first three months.**

In addition, to have a getting-ready period to the Japanese life and understand the circumstance for your family (such as public and local support system for foreigners,

medical and education services etc.), **JICA strongly recommend you should invite your family AFTER SIX MONTHS upon your arrival, and also after you enroll as a regular student in the university.**

3) Procedures

- (a) Prepare and submit “**Request of Document Issue and Pledge**” (Form 2) to JICA*.
- (b) Apply for a Certificate of Eligibility at a Regional/District Immigration Office in Japan.
- (c) Send the Certificate to your spouse back in your home country, and
- (d) Your family takes the Certificate and other necessary documents to the Japanese Embassy in your country and makes an application for visa issue.
 - * You may apply for the Certificate of Eligibility as a representative of your family.
(Please show your identification card/student card.)
- (e) Visa for your family is issued.
 - * The whole process usually takes 1 month or more.

4) Documents Required for an Obtainment of the Certificate of Eligibility

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html>

- (a) Application Form for the Certificate of Eligibility
 - Form for Part 1, Part 2R, available at Immigration Office
- (b) 2 Photos of the Applicant
 - 4cm x 3cm with no hat and no background
 - Must be taken within the last 6 months
 - Attach one to the application form and sign your name on the back of the other.
- (c) A Return Envelope with Your Address and 392 Yen Stamp for Registered Mail
- (d) One of the following documents which proves the relationship between you and family
 - Family Registration Document (Koseki Tohon)
 - Marriage Certificate or Marriage Receipt Certificate
 - Child’s Birth Certificate, or
 - Document in Proportion to Above
- (e) Certificate on Registered Matters on Your Residence Card (applicable at a local city hall) or Copy of Your Passport
- (f) Enrollment Certificate
 - Applicable at the student support center at your university
- (g) Certified Receipt of Scholarship and Duration
 - Issued by JICA on request
- (h) Certified document to prove the participant's financial ability
 - Issued by JICA on request



5) Overseas Travel Accident Insurance

Overseas Travel Accident Insurance is recommended to take out for your family in case of any unexpected accidents occurred on their way to their home country and to Japan, and during their stay in Japan. Your family needs to make an application for the insurance in home country (before their leave for Japan) if they wish to take one. National Health Insurance may cover most of medical treatment on your family and 30% of the medical expense will be charged if you register your family members as your dependents after their arrival in Japan.

6) Child Support Allowance

If your child who resides with you in Japan is less than 15 years old, you will be able to benefit from a Child Support Allowance. The Child Support Allowance is administered by the Japanese government and municipal authority and it aims to support health and wellness of children. You need to visit your municipal office and file an application.

3-4-2. Invitation for Short-Term (Less than 3 Months Stay)

1) Required Documents for Application

When your family will make a short-term stay, they will only need a tourist visa to obtain. For an issuance of tourist visa, you usually need the following documents concerning to your family:

- (a) A ticket for boarding an airplane or a vessel to leave for Japan, or a written guarantee issued by a transport company.
- (b) A valid passport, which enables the foreign national concerned to enter foreign countries out of Japan.
- (c) Documents certifying that the person concerned can defray all expenses incurred during the stay in Japan. You may use a bank statement for this purpose. However, in some countries, an official document (such as Certified Receipt of Scholarship and Duration) would be required to submit. Please contact the nearest immigration office at first and check with them exactly what documents you will need to submit, and if you are told to arrange ones, contact JICA* for issuing the documents using with a form “**Request of Document Issue and Pledge**” (Form 2).

2) Accommodation

- (a) If you live in a single-room apartment and have not obtained permission from your landlord whether your family can stay in your apartment or not, you must ask it first.
- (b) In the case that you cannot obtain permission or you stay in a JICA center/a single dormitory, you have to arrange an accommodation for your family.

3) Overseas Travel Accident Insurance

You may not register your family as dependents if they come to Japan on “short-term stay” visa, consequently National Health Insurance may not apply for your family while in Japan. Overseas Travel Accident Insurance is recommended to take up in their home country before departing to Japan in order to avoid receiving a huge amount of medical treatment charge in case of your family’s sickness or injury.

【NOTE】

- All foreign language documents should be translated into Japanese.
 - * JICA* is unable to help with translation.
- The officer charged with close screening of applications may require other documents.
- Applications may be submitted in person or by a designated proxy.
- Any proxy used must show his/her/their identification.
- Copies of documents must be A4-size.



3-5. Residence Card / Extension of Stay

(1) Status of Residence

- (a) In principle, your status of residence in Japan is “College Student”. The status of residence stamped on your passport when you entered Japan is based on the entry visa issued at Japanese Embassies/Consular office of the Japanese Embassy.
- (b) If you are qualified for “Trainee” status when you entered Japan as a result of your qualification as “Trainee” on the entry visa, please notify JICA Briefing Coordinator on your arrival. JICA will follow the necessary procedures to correct your status of residence to “College Student”. After procedures by JICA, participant will visit Regional Immigrations Bureau/Office to request the change of the length of stay.
http://www.immi-moj.go.jp/newimmiact_1/en/point_3-4.html



(2) Re-Entry Permit

After issuance of the Residence Card, you can leave Japan in principle **with the Special Re-entry Permit System** on the following three conditions.

- (a) You have the valid passport and Residence Card.
- (b) You reenter Japan for the same purpose within one year after you leave Japan.
- (c) You definitely fill out the Embarkation/Disembarkation card with ticking the column indicating your intention of departure by the Special Re-entry Permit System at the airport, and show the Residence Card to the immigration officer when you leave Japan.
- (d) For detail, please refer http://www.immi-moj.go.jp/newimmiact_1/en/point_3-4.html
(QR code is the same as above)

(3) Extension of Period of your Stay

If necessary, you should apply for an extension at an Immigration Bureau in your area not less than one month prior to the expiry date of your authorized length of stay (offices accept applications up to three months before expiry).

- (a) Regional Immigration Bureau/Office accepts applications to extend the period of stay on college student status from **2-3 months prior to expiry of the stay**.
(The details of major immigration bureaus and branch offices:
<http://www.immi-moj.go.jp/english/soshiki/index.html>)
- (b) Make sure to make the application before expiration of the Residence Card.



1) Procedures

- (a) Contact the Regional Immigration Bureau/Office and confirm necessary items.
- (b) If necessary, submit “**Request of Document Issue and Pledge**” (Form 2) to JICA*.
- (c) Get a set of necessary items and apply at a Regional Immigration Bureau/Office.

2) Items generally required for Application

- (a) Application for the Extension of Period of Stay (available at the Regional Immigration Bureau/Office)
- (b) Certificate of Enrollment (issued by the university/institute upon request)
- (c) School Transcript (issued by the university/institute upon request)
- (d) Scholarship Certificate (issued by JICA upon request, if necessary)
- (e) Passport
- (f) Residence card
- (g) Photo (4cm × 3 cm)

- * As the necessary documents may differ according to the applicant's nationality, please contact the relevant Immigration Bureau directly for further information.

3) Charge

The charge for this procedure is 4,000 yen and is to be borne by yourself.

4) Report to the Municipal Office

You are requested to inform your local municipal office of the changed (extended) period of stay within 14 days from the day when the extension was made. Your Residence Card and passport are necessary to be brought with you on the notification.



- (a) In case of applying for an extension only for 1 month or so until the expected departure date at the end of the program, the status might be switched from a “College Student” to a “short-term stay” by mistake. You need to contact the (Regional) Immigration Bureau directly to make sure your case.
- (b) With a status of short-term stay, National Health Insurance and student discount will be invalid. (JICA Medical Card is valid for you, though, it's not applicable for your family.)
- (c) Despite this inconvenience, please note that a “College Student” status is hardly issued for a short-term extension, and JICA obeying the Immigration Bureau's judgment will not provide any extra assistance regarding applying for the extension of a “College Student” status.

(4) Passport Renewal

If your passport is not valid for the entire duration of your stay in Japan, it is your responsibility to renew it. Procedures for renewal differ from country to country, so please ask for details at your Embassy/Consulate in Japan. The charge for this procedure is to be borne by yourself.



4. During Your Stay in Japan

4-1. Monitoring

Monitoring procedure is not confirmed yet. Detail will be announced later.



4-2. Overseas Research

(1) Conditions to be Fulfilled

Overseas research is permitted if the following conditions are fulfilled:

- 1) The overseas research is indispensable to your research and thesis at the university/institute. (Research plan in detail, research content and schedule are necessary.)
- 2) The destination of the overseas research is a country or a region relevant to your research, or a country or a region where an international organization relevant to your research is located.
- 3) “The Overseas research period” which is “from the next day of your entry to the destination country to the departure day from the destination country” does not exceed 30 days. However, it may exceed 30 days (but limited to 60 days) when this is considered to be absolutely vital.
- 4) The research schedule and activities for each day during the overseas research trip are stated in the request form.
- 5) Insured by travel insurance before departure

(2) Allowances and Insurance during Overseas Research



【Living Allowance】

Living allowance will be paid to you according to your university’s regulations. All travel expenses have to be borne by you in principle.

【Overseas Travel Accident Insurance】

Please confirm the status of your overseas insurance with your university.

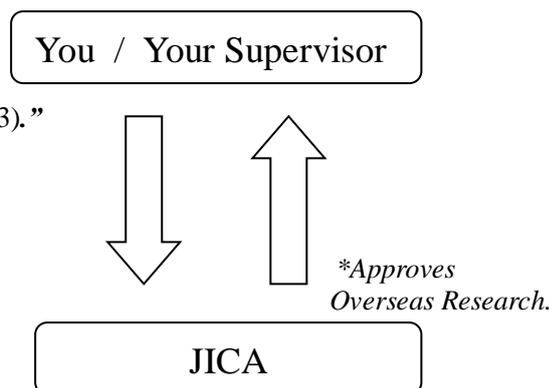
(3) Application and Approval of Overseas Research

[Flow of Procedures for Overseas Research]

**Complete and submit the*

*“Request Form for Overseas Research (Form 3).”
to your supervisor.*

**Submit the Request (Form 3) Form
with your supervisor’s signature
to JICA by 1 month before
your departure.*



【Procedures】

- 1) Complete and submit the “**Request Form for Overseas Research**” (Form 3) to the relevant supervisor/professor. **You must provide a detailed itinerary.**
- 2) If the supervisor/professor acknowledges that the overseas research is crucial for you, he/she will sign the “Request Form for Overseas Research (Form 3)”. Then you must submit it to JICA center **no less than ONE MONTH prior to your departure.**

3) When JICA approves the application after examining it (safety, etc.), the JICA Director General in charge will notify, the JICA overseas office in the destination country, you copying your supervisor/professor of the approval of your overseas research.



4) 【Travelling Companion*】 If you have a travelling companion from your university during your research, please ask ask him/her to fill in the “Application for the Overseas Research/Field Research(Form 4)” and submit it together to JICA for approval.

*Travelling Companion means your supervisor/professor etc. who is responsible for advising or teaching on your overseas research.

【Information to be included in the “Request Form For Overseas Research (Form 3)”】

- 1) Overseas research plan in detail
- 2) Flight schedule
(The date of departure from Japan / the date of arrival in the destination country / the date of departure from the destination country / the date of arrival in Japan should be clear.)
- 3) Emergency Contact Number
- 4) Research Schedule for each day
- 5) Expected result/gains from the overseas research
- 6) If you are conducting the overseas research trip to attend an international conference, you are asked to attach the information of the conference; usually it can be a copy of conference announcement or a printout from the conference website.
- 7) Terms of the Pledge
 - I agree that the university may suspend the provision of living allowances for the period of overseas research.
 - I have confirmed the conditions of insurance which the university joined on behalf of me.

(4) Re-Entry Permit

After issuance of the Residence Card, you can leave Japan in principle with the special re-entry permit system on the following three conditions.

- You have the valid passport and Residence Card.
- You reenter Japan for the same purpose within one year after you leave Japan.
- You definitely fill out the Embarkation/Disembarkation card with ticking the column indicating your intention of departure by the Special Re-entry Permit System at the airport, and show the Residence Card to the immigration officer when you leave Japan.

*For detail, please refer http://www.immi-moj.go.jp/newimmiact_1/en/point_3-4.html



http://www.immi-moj.go.jp/re-ed/EDcard_leaf_en.pdf



4-3. Temporary Leave to Travel Home and/or to a Third Country

You are allowed to leave Japan temporarily to travel to your home and/or a third country on official duties related to work for your government, for humanitarian reasons, or any other reason approved by JICA.

(1) Conditions to be Fulfilled

- 1) Participants are responsible for expenses from departure to re-entry into Japan; such expenses should be borne by you.
- 2) Participants are responsible for completing the necessary procedures to get re-entry permit.

(2) Allowance and Insurance Conditions During Temporary Leave

【Living Allowance】

The payment of Living Allowance may be suspended (not to be paid) based on the regulations of your university.

- * All travel expenses have to be borne by you.
- * You are asked to make all necessary arrangements on this matter by your own responsibility.
- * During the whole period of your temporary leave, you pay the house rent directly to the landlord.

【Overseas Travel Accident Insurance】

Please confirm the status of your overseas insurance with your university.

(3) Application and Permission

- 1) Complete and submit the form “**Request Form for Overseas Temporary Leave**” (Form 5) to the responsible supervisor/professor. Clarify details of your travel plan (date, period, place to visit and stay, reason for the trip etc.) on the request form.
- 2) **You must submit it [Request Form for Overseas Temporary Leave (Form 5)] to JICA Center ONE MONTH prior to your departure.**
- 3) After examining your application (safety, etc.), JICA may permit it.

(4) Re-entry Permit

See 4-2.(4)

4-4. Temporary Absence

If you are to be absent from your accommodation for certain period, it is advised to notify your university beforehand.

4-5. Joint Program and Internship

For the participants of some scholarship course with internship, target participants, contents and procedures will be informed later.

4-6. Approval of Degree depends on your home country

In some countries, there are special rules for approval of degree obtained overseas; e.g. unit to be acquired, translation of degree, etc. Participants are required to check education laws etc. of their own country, follow the regulation and complete requirements/necessary procedures in Japan on their own responsibility.



4-6. Prohibition

*For participants of KIZUNA, see annex.

(1) Violation of the Japanese Laws and Regulations

Please observe the Japanese Laws and Regulations during your stay. Especially the norms of the “sexual harassment” can be different from your countries. Please avoid the inappropriate and undesirable situations, which can lead to the termination your program.

(2) Part-time Job

- 1) You are not allowed to work (not allowed to apply for Shikakugai-katsudokyoka: a permission to work from the immigration office), because you receive the allowance for living from JICA and the purpose of your stay in Japan is to engage in study/ research.
- 2) However, teacher’s assistance (Teaching Assistant/Research Assistant) in your university with remuneration, which is based on a contract with your university, may be permitted if that does not interfere with your study/research at the university.
- 3) You are able to receive rewards for lectures in your university’s event or cultural exchange events, not given on a regular basis, and incidental rewards in daily life in accordance with the Regulation for Enforcement of the Immigration Control and Refugee Recognition Act. Please refer below for details.
*Please be aware that it may be judged as violation of the law if you receive rewards frequently and repeatedly.
- 4) If you are engaged in those activities listed above 2) and 3), you must report JICA and/or each designated consultant. You are requested to submit the copy of document with the details of your activities (outline of activities, working period, and working time working place, etc.) .

Reference :

Regulation for Enforcement of the Immigration Control and Refugee Recognition Act
(Incidental Rewards)

Article 19-3 Rewards for lectures not given on a regular basis, incidental rewards in daily life and other payments prescribed in Article 19, paragraph (1), item (i) of the Act be as provided for in the following items:

- (i) rewards, prize money and other payments for the following activities not given on a regular basis;
 - (a) lectures, classes, discussions and other similar activities;
 - (b) advice, appraisal and other similar activities;
 - (c) production of novels, papers, pictures, photographs, programs and other works;

- (d) participation in events, appearance in movies or broadcasting programs and other similar activities;
- (ii) rewards and other payments for engagement in the daily housework of a relative, friend, or acquaintance of the foreign national upon the request of those persons (except for engagement on a regular basis); and
- (iii) payments for activities to support education or research carried out by a foreign national who is receiving education at a university or technical school (limited to the fourth year, fifth year and specialized course) and is residing with the status of residence of "Student", based on a contract entered into with such university or technical school

(3) Driving Vehicles

Driving a car or motorbike in Japan is prohibited, regardless of an international driving license you may possess.

(4) Changing Accommodation without the Permission

If you need to change accommodation by all means, you have to get the permission.
See 3-3-4. Moving Out

(5) Being Absent from your Accommodation for a while without Informing

See 4-4. Temporary absence

(6) Leaving Japan without the Approval of JICA*

Whenever you leave Japan for overseas research or any other reasons, you have to submit necessary documents to JICA and get approval of JICA beforehand.

(7) Extension of the Period of Program

Any extensions of the period of stay in Japan for any reasons such as a failure of successful completion of degree within the scheduled term will not be considered. This enables more people to be benefited from the opportunities to study in Japan within the limited budget of Japan's Official Development Assistance.

After returning to home countries, JICA cannot provide any support for their degree obtained in Japan.

5. Departure

5-1. General Schedule

Ref. No	Time Schedule (Prior to Your Departure)		Responsible Person	Details
(1)	3 Months before 	Confirmation of Departure Schedule	Participant	<ul style="list-style-type: none"> ➤ Check the date of thesis assessment and graduation ceremony with university staff →Inform JICA of the above dates
			JICA*	<ul style="list-style-type: none"> ➤ Confirm the date of graduation informed by a participant →Make a schedule of the departure
(2)	2-3 Months before 	Preparation for Returning Home	JICA	<ul style="list-style-type: none"> ➤ Inform the participant of a departure schedule plan and determine the departing date procedures ➤ Confirm the date of Evaluation Meeting, if scheduled ➤ Make a flight arrangement with the participant
			Participant	<ul style="list-style-type: none"> ➤ Start making a plan for your family's return if you have family staying with you ➤ Start making a plan of preparation for moving out an apartment ➤ Check your passport, residence card to reconfirm the validities/period of stay ➤ Submit a Questionnaire (to be informed later) for the program evaluation to JICA*
(3)	1-3 Months before 	Preparation for Moving out	Participant	<ul style="list-style-type: none"> ➤ Inform the real estate agency or landlord of moving out schedule ➤ Contact public utility companies (electricity, gas, water) for cancellations of contract ➤ Start packing and disposing furniture ➤ Apply for the notification of Moving out at the ward/municipal office ➤ Cancel home telephone services and internet provider contract if you have one ➤ Stop or apply for transfer of postal mails ➤ Make a reservation for accommodation from the day of moving out to the day of departure, if necessary
			JICA	<ul style="list-style-type: none"> ➤ Make a room reservation at JICA Center or a hotel for a participant for the period after moving out an apartment (if requested by a participant)

(4)	1 Month before ↓	Completion of Thesis Assessment (= Graduation Approved)	Participant	<ul style="list-style-type: none"> ➤ Submit the “Information Sheet” (See Form⑥) to JICA ➤ Inform JICA of the result of assessment
(5)	1-2 Weeks before ↓	Preparation for Leaving Japan	Participant	<ul style="list-style-type: none"> ➤ Complete required payments for public utilities which could not make on the moving out day and for telephone charges ➤ Apply for the Notification of Moving in at the ward/municipal office ➤ Cancel a mobile phone if you have one ➤ Close your private bank account
(6)	1-2 Weeks before ↓	Evaluation Meeting (if scheduled *not mandatory)	Participant	<ul style="list-style-type: none"> ➤ Make a brief presentation on your research/thesis, outcomes from the study program and future career plans ➤ Return JICA’s Bank Card and “Delivery and Receipt LEDGER” sheet to JICA
			JICA	<ul style="list-style-type: none"> ➤ Exchange opinions with the participant on the program ➤ Confirm a schedule after the participant's return home (to visit the JICA Office in your country) ➤ Deliver a JICA certificate to the participant
(7)	2-3 Days before ↓	Graduation Ceremony	Participant	<ul style="list-style-type: none"> ➤ Attend the ceremony and obtain a certificate of Master’s or Doctor’s degree ➤ Submit a copy of certificate to JICA ➤ Submit a “Letter of Approval”(See Form 7) to JICA
(8)	Departure Day ↓	Leaving Japan	Participant	<ul style="list-style-type: none"> ➤ Return your residence card at customs of the airport ➤ Take a flight home
(9)	Within 1-2 Months after Returning Home	After Returning Home	Participant	<ul style="list-style-type: none"> ➤ Visit the Embassy of Japan and JICA Office in your home country →Report outcomes from your research program and inform future career plans

5-2. Confirmation of Departure Schedule (3 months before departure)

- (1) You are requested to inform JICA* of the date of your graduation thesis examination and graduation ceremony.
- (2) JICA will ask Travel Agency arrange your departure flights according to your academic schedule.
- (3) The departure day is to be within 3 days after the graduation day.

5-3. Preparation for Returning Home (2-3 months before departure)

(1) Notice of Departure Schedule

You need to reconfirm whether your passport and residence card are valid until your departure day. In case of invalidities before departure, you are required to take necessary procedures mentioned below.

① Extension of Period of Stay

Apply for an extension at an Immigration Bureau in your area not less than one month prior to the expiry date of your authorized length of stay (offices accept applications up to two months before expiry).

➤ **Items You Must Present to Apply for an Extension**

- (a) Application for the Extension of Period of Stay (available at the Regional Immigration Bureau/Office)
- (b) Certificate of Enrollment (issued by the university/institute upon request)
- (c) School Transcript (issued by the university/institute upon request)
- (d) Scholarship Participant Certificate (issued by JICA upon request, if necessary)
- (e) Passport
- (f) Residence Card

* As the necessary documents will differ according to the applicant's nationality, please contact the relevant Immigration Bureau directly for further information.

➤ **Charge**

The charge for this procedure is 4,000 yen and is to be borne by you.

② Passport Renewal

Procedures for renewal differ from country to country, so please ask for details at your Embassy/Consulate in Japan. The charge for this procedure is to be borne by you.

(2) Arrangement of Flight Ticket

- In principle, you are required to leave Japan within 3 days from your graduation ceremony.
- JICA informs the Travel Agency entrusted by JICA contact you of your departure. The Travel Agency will contact you via e-mail or phone to arrange your flight ticket to

- return home.
- If you have family with you, you are requested to arrange flight tickets for your family by yourself. The Agency arranges the flight ticket only for you.

(3) Transportation to the Airport

- Principally, you are requested to arrange transportation by yourself. The transportation allowance to the airport will be given to you from JICA.
- Under the two following situations, you can request to arrange transportation by Travel Agency entrusted by JICA.
 - (a) You stay at JICA Center .
 - (b) You are not with your family.



- Narita Airport Access Navigation <http://access.narita-airport.jp/en/index.html>
- Access to Kansai Airport <http://www.kansai-airport.or.jp/en/access/index.html>

5-4. Preparation for Leaving Japan (1-2 weeks before departure)

(1) Shipment and Delivery of Luggage

- Shipment and delivery of your luggage shall be arranged on your responsibility.
- You may arrange a delivery service to send luggage to the departing airport if you have any large-sized luggage to take with you on a plane such as a suitcase, so that you will not need to carry the luggage on the way to the airport.

(2) Notification of Moving out to the Ward/Municipal Office

You visit the ward/municipal office to apply for the notification of moving out.

Your residence card is necessary for the application.

Your national health insurance card should be returned to ward/municipal office with following the above notification.



- Make sure to ask the municipal office for the cancellation procedures of insurance due to your departure. You will keep being charged for the premiums even after leaving Japan if you failed the cancellation.
- If you are advised to receive any refund of premiums or new bills, ask to complete them on the day or before the departure day.

(3) Closing Private Bank Account

Please make sure to cancel and close your Bank Account before your leave.

(4) Payment

Please make sure that you have certainly cancelled the contracts and completed all payments such as:

- National Health Insurance

- Telephone Charges (Domestic, International, Mobile)
- Internet Provider Contract
- Electricity, Gas, Water/Drainage
- Cable TV
- Bank Account
- Additional Charge for Repairing Apartment

Failure of any payments above before your leave from Japan will be claimed to you and your organization.

5-5. Evaluation Meeting (1-2 weeks before departure)

Evaluation meeting may be held based on the decision of the department in charge of your program at JICA HQs. Attend the evaluation meeting arranged by JICA if requested. (*not mandatory)

* Information below is not confirmed yet. Details of the Evaluation Meeting will be informed later.

The contents are as follows:

- Briefly explain your research and your future career plan, and exchange views/opinions regarding the JICA Long Term Program.
- Submit the Questionnaire (to be informed later) for Future Programs to JICA program officer.
- Return the JICA bank card and “*Delivery and Receipt LEDGER*” sheet to JICA program officer.
- Certificate will be awarded by JICA.

5-6. Graduation Ceremony (2-3 days before departure)



Attend the graduation ceremony (awarding ceremony) and receive the certificate for your doctor's/master's degree if requested. it depends on the program.

Submit a copy of the certificate to JICA.

5-7. Leaving Japan (departure day)

(1) Confirmation of Flight Schedule

Check your itinerary issued by the travel agency entrusted by JICA.

(2) Transfer to the Airport

You will go to the airport by yourself.

(3) At Customs

- At any airports, your passport must be officially stamped at the immigration section.
- You are also required to return your “Residence Card” to the immigration officer.

5-8. After Returning Home

Courtesy Visits

- Visit the JICA office in your country and report your homecoming according to JICA’s notification/instruction.
- Pay a Courtesy Call on the Japanese Embassy in your country following JICA’s notification/instruction.

5-9. Things to Do Before Departure (Reminder)

1) Housing:

① Notice of Moving Out	Notice your moving out to apartment’s owner.
② Arrangement of Shipment	Shipment to your home country will be arranged by yourself. Shipping Allowance (3,750-6,000 yen) was paid to you for your assistance with freight charges when you arrived in Japan.
③ Arrangement of Large-sized waste	Contact local ward/municipal office to check disposal rules, if necessary.
④ Cleaning of the Apartment	It will be highly advisable to clean the apartment as much as possible in accordance with Japanese custom.
⑤ Returning Your Room Key	You need to return your room key to the lessor/house owner or the management company.
⑥ Confirming the Cleaning and Repair Fees to the Original Condition	Calculation sheet will be sent to you by the real estate agency/landlord. The room cleaning and repair fees are deducted from the deposit. If the cost exceeds the deposit, you will be required to pay the deficiency.
⑦ Complete Payment and/or Get Refund	Complete payment as soon as you receive the bills. * *In case you have to pay the deficiency for repair fees on your apartment and/or you could not make final payment for public utilities.

2) Utility Charge:

① Telephone and Internet (Domestic, International and Mobile)	Cancel BY YOURSELF. Domestic, International call and internet access from the apartment: Call the customer center of each company prior to your moving out day. Mobile phone: Cancel the contract and clear all outstanding payment.
Other Public Utility Charge (Electricity, Gas, Water and Drainage)	Cancel BY YOURSELF. Call and ask the company to collect the final charge on your moving out day. You are required to make the final payment.

3) Notification of Moving out, Return National Health Insurance Card

Within 14 days before or after your moving from the apartment, apply for the notification of moving out at the ward/municipal office and return your national health insurance card.

4) Postal Mail

Inform of your leaving to anyone who may send you mail in future, and try to have other ways of communication including e-mail correspondence.

5) Closing of Your Bank Account

② A Bank Account	You are requested to cancel the account prior to your departure by yourself.
------------------	--

6) How to Clear the Final Telephone Charge

Final bill of the telephone charge sometimes takes one month or more to be issued from the cancellation of service. Therefore, please take following procedures in order to make sure completing the payment for domestic telephone charge before your departure.

① Cancel the contract ~prior to a moving out day~

Call NTT English inquiry 0120-364-463 or Customer Service 116 (Japanese)

- | | | |
|---|---|--|
| ① Tell your current telephone number * and date of cancellation (moving out day). | ② Ask/inform NTT how to receive the bills after your leaving. | ③ Confirm when the bill for the final charge including moving out day is to be issued. |
|---|---|--|

* If you have any un-paid bills with you, you will be requested to clear them before canceling the contract.

② Make a payment with the bills sent by NTT ~while staying at JICA center/hotel~

- | |
|---|
| ① When you get bills at new address (JICA center/hotel), make a payment as usual. |
|---|

③ Confirm if all the bills have been surely issued and paid. ~ 2 weeks before departure~

If not yet... Call NTT English inquiry 0120-364-463 or NTT Ryokin Center (Japanese)

- | | |
|--|---|
| ① Tell the operator your previous telephone number of your apartment and ask the estimated amount of the bill for the latest charge* which is not issued yet. | ② Check the place of the nearest NTT office, office hour, and the name of the person in charge. |
|--|---|

* It sometimes takes a few days for the accurate amount to be figured out.

④ Make a payment at NTT office; for final charge of the bill which is not yet issued

- | |
|---|
| ① Visit the NTT Office and pay by cash. |
|---|

7) Documents to Submit to JICA

- | |
|--|
| <ul style="list-style-type: none">✓ Report on the Activity (to be informed later)✓ Questionnaire (to be informed later)✓ Information Sheet (to be informed later)✓ Letter of Approval (See Form 7)✓ A Copy of Diploma and Grade Report |
|--|

