

Welcome Guide for International Students



Office for International Cooperation & Exchange

Graduate School of Agricultural and Life

Sciences/Faculty of Agriculture

The University of Tokyo

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Campus Map

From OICE

Welcome to the Graduate School of Agricultural and Life Sciences/Faculty of Agriculture! The Office for International Cooperation & Exchange (OICE) supports international students, visiting scholars, and Japanese students interested in studying abroad and/or cross-cultural exchange. We are here to assist your transition to our university and to provide continued support throughout your time at UTokyo. Rendering language support, answering questions about daily life, addressing your lab/supervisor issues, providing information on social customs and cultural differences, and hosting various programs and events are some of the services we offer. If you have any questions, need information or assistance, or just want to have a chat, please feel free to come and knock on our door, e-mail us (oice.a@gs.mail.u-tokyo.ac.jp), or call us (03-5841-8122 or ext.28122 from lab phone). We will be happy to help you so that you can pursue your academic goal free of worries.

We have compiled this booklet to help you adjust to life at UTokyo smoothly. It contains information that may be of help to you as you settle in. Please read the information carefully and feel free to ask any questions.

We wish you the best in your studies at our graduate school!

Where to Go for Help

1. OICE

The Office for International Cooperation & Exchange (OICE) is located on the first floor of Bldg. No. 3, next to the Student Service Center. General office hours are 10:00 a.m. - noon, 1 p.m. – 4:00 p.m., Monday through Friday. We welcome walk-ins during business hours for daily life questions, lab-related problems, and other concerns. If you would like to make an appointment for a private consultation, please call or [e-mail](#) us. Your well-being is our utmost concern, and we will protect your privacy.

- Website https://www.a.u-tokyo.ac.jp/english/oicehp-e/OICE_website contains information regarding housing, scholarships, academic life, language support, procedures on going abroad, events and programs, job search, and other on-campus and off-campus information for international students. Many forms are available for download from our website. Check back regularly for updates!

- Twitter <https://twitter.com/OICEAgriculture>

We [tweet](#) about upcoming events and programs. You can find information about free and discount tickets, special events for international students organized by outside organizations, UTokyo events, etc. Follow us @OICEAgriculture for the latest information!

2. Student Service Center

Student Service Center is where official business is conducted. Sections in the Student Service Center and their services that are of particular importance to international students are listed below.

- International Student Section: housing, scholarships, an extension of the period of stay, etc.
- Student Support Team:
 - ★ Graduate Student Section, Undergraduate Student Section: course registration, credit confirmation, certificates, entrance exams, and other official matters.
 - ★ Student Life Support Section: tuition exemption, career-related information, campus life, study abroad, etc.
- Department Support Team: department-related matters, classroom reservation, submission of department-related documents, etc.

There is also a copying machine and a certificate issuing machine (certificate of enrollment, transcript, a certificate for coursework completion/expected graduation, etc.) at the Student Service Center.

What to Do on Arrival

Details on arrival procedures are on our [website](#).

1. Resident Registration (municipal office): Register your address within 14 days of choosing your accommodation. A residence card and a document showing your address are required to complete the transaction. The same applies when you [move](#) inside Japan.
2. National Health Insurance (municipal office): You are required to subscribe to the [National Health Insurance Plan](#). It will cover 70% of the medical cost. Premiums vary depending on the place of residence and income.
3. National Pension System (municipal office): All residents are required to enter the

- [National Pension](#) System. Students with limited income may apply for exemption or postponement of payments.
4. Enrollment Registration (Graduate Student Section, Undergraduate Student Section): Submit the necessary documents within the designated period. A Student ID Card will be issued during the enrollment period. Register the ID card at the [library](#) to use it as a library card.
 5. SECOM card (Graduate School Section): SECOM card is the IC card required to enter the building at night and on weekends, holidays. Apply at the Student Section for a SECOM card.
 6. Bank Account: Japanese Government (MEXT) scholarship recipients must open an account at the Japan Post Bank.
 7. Medical Check-up: Reserve [online](#) for a check-up for newly admitted. Yearly check-ups are necessary while you are enrolled at UTokyo.

Programs and Services

1. Tutor Support
Graduate students (including research students) who have been in Japan less than one year can receive [tutor support](#). If you think you are not receiving proper tutor support for any reason, [contact us](#).
2. Language Support
The [Center for Japanese Language Education](#) offers various Japanese language [courses](#). Our [website](#) includes information on some of the other free online Japanese courses.
3. [University Guarantor System](#)
The University will act as a guarantor for international students renting [private accommodations](#) if eligibility conditions are met.
4. [Visa Consulting Service](#)
Free consultation services regarding visa status are available at Hongo, Komaba, and Kashiwa campuses. Check the website for details.
5. [International Student Support Room](#)
Individual counseling, advising sessions, one-stop drop-in support services are available at the Hongo Campus.
6. [Housing Office](#)
The housing office provides information about accommodations. Information is

also available on our [website](#).

7. [UTokyo WiFi](#)

A WiFi network service is available for university members.

8. [Gotenshita Memorial Arena](#)

Gotenshita Memorial Arena is a sports complex featuring a training room, swimming pool, exercise studio, gymnasium, climbing wall, bouldering wall, and Gotenshita ground. Students can use the arena for 400 yen/day or purchase a pass card. Various exercise programs such as yoga, pilates, dance, and tai-chi are offered free of additional charge.

9. [UTokyo Website for International Students](#) This website provides comprehensive information for international students.

10. [IMAS: Inbound Medical Assistance Service for International Students at UTokyo](#) A 24/7 365 days-a-year Medical Assistance (Japanese/English/Chinese) for international students. You need to apply online to use the service.

11. The Graduate School of Agricultural and Life Sciences (GSALS) is a member of the [Career Support Network for International Students in Japan](#). Check our [website](#) for details and on how to use Career Support Network.

Financial Matters

1. [Tuition and Admission Fees Exemption](#): Check the website for eligibility and application forms.

2. [Part-Time Job](#): A special permission from the immigration bureau is necessary to work part-time. Check the website for details.

3. Insurance: Students are automatically covered for injuries while engaging in educational/research activities under "[Personal Accident Insurance for Students Pursuing Education and Research](#)."

4. [Student Discounts](#): Students can receive discounts for travel, commuting trains and some museums. Student Travel Discount Certificates are available from the certificate issuing machine in the Student Service Center.

Your Responsibilities

1. Overseas Travel: You must submit a form to the International Student Section

before and after your travel abroad for any reason, including a visit to your home country. Forms are ready for download from our [website](#).

2. Moving within Japan: Update your address via UTAS (regular students) or at the Student Service Center (research students). Make sure to report to the municipal office as well. Details are on our [website](#).
3. Enrollment Confirmation: Students receiving MEXT/honors/Koryu Kyokai/JICA scholarships need to confirm their enrollment every month. Check our website for the [schedule](#).
4. Residence Card: Always carry your Residence Card with you.
5. Period of Stay: The period of stay is determined upon entering Japan. If you wish to continue residing in Japan beyond the designated date, you need to apply for an [extension](#). You can apply for an extension of your period of stay up to 3 months before the expiration date.
6. Bicycles: Follow safety rules. It is advisable to obtain additional insurance. To park on campus, register [online](#). The parking fee is 1000 yen per year for students. For more information on bicycles, check our [website](#).

On-Campus Rules

1. Waste Disposal: Strict rules apply. Consult with your lab-mates for details.
2. Smoking: Prohibited except in designated areas.
3. Late Nights and Holidays: Carry your ID card with you and show it to campus patrol when asked.
4. University Rules: Check the [website](#).

[Events & Programs](#) Organized by OICE

1. Study Trip: A one-day trip to study the culture and the latest technologies of Japan. Check our website and Twitter for the latest information.
2. Yayoi International Day: A cross-cultural event held annually.
3. Conversation Table: A weekly lunch get-together in English, Japanese, Chinese, etc.
4. Intensive English Course: A short-term English course by native speakers of English.

Other Useful Information

1. [Marugoto Japanese Online Course](#) offered by the Japan Foundation; registration needed, free of charge.
2. Website to support foreign residents' [Life in Tokyo](#)
3. [Finding doctors and pharmacies in Tokyo](#)
4. [Safety Tips](#): notifies users of various natural disaster warnings
5. [Tokyo Metro Subway Map](#)
6. [Map of JR East Railway Lines](#)

