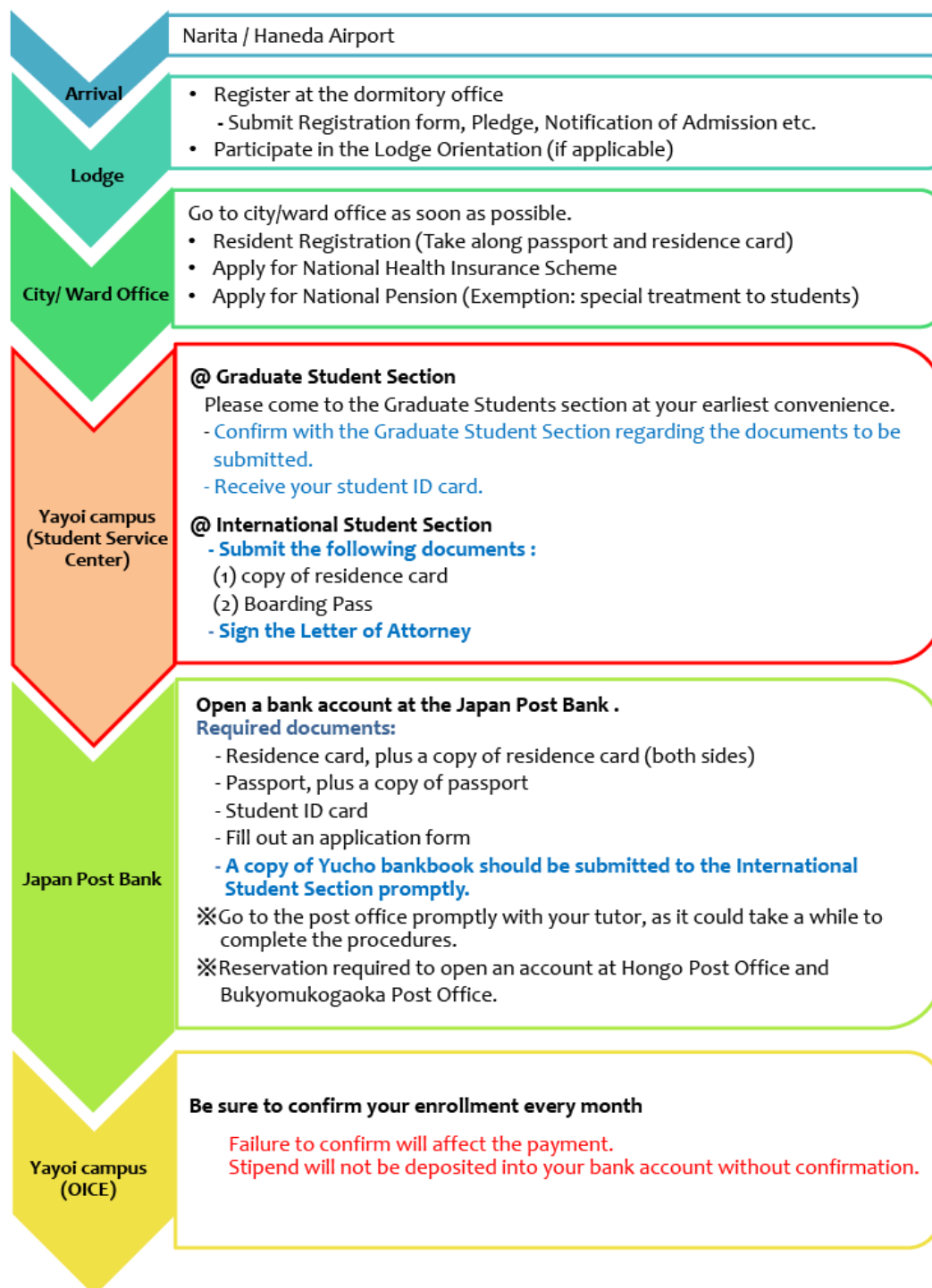


– Important Formalities – MEXT Scholarship Students

This information is for those enrolling in the Graduate School of Agriculture & Life Science/Faculty of Agriculture, the University of Tokyo, in April 2025.

Flow-chart of procedures to be completed by MEXT students on arrival in Japan



Prior to arrival
What to do
<p>Prepare your documents, etc. (depending on your needs):</p> <ul style="list-style-type: none"> ♦ Photographs (printed or digital, as required) ♦ Cash/Credit Card (about 3,000 US dollars, Amount needed for two months' living expenses) ♦ Travel insurance (necessary until you register for the National Health Insurance, after that optional) ♦ Any other documents you consider necessary
<p>Arrange your transportation/directions from the airport:</p> <p>Arrange for transportation from the airport to the place you will be staying.</p> <p>Airport websites:</p> <p>https://www.narita-airport.jp/en/ (Narita Airport) / https://tokyo-haneda.com/en/ (Haneda Airport)</p>

At the airport of entry (immigration)
Important!
<p>Check your residence card carefully at immigration:</p> <p>Residence card will be issued at immigration to those who have a “student” resident status. <u>Please check to see the information on the card is correct as soon as you receive your residence card.</u> It is especially important that your name indicated on the card is identical to the one shown in your passport. <u>If there are any discrepancies such as misspelling or missing spaces, ask the immigration officer to correct immediately.</u> Otherwise, you will need to go to the Tokyo Immigration Office in person for correction at a later date. Even if the difference between the information on your residence card and your passport is small, you will not be able to complete official procedures such as opening a bank account, etc.</p>

Before & After Arrival
What to do
<p>Move into your accommodation:</p> <p>Those who have been assigned a dormitory should refer to the following:</p> <p>The University of Tokyo International Student Dormitory:</p> <p>Prospective residents are requested to send email to the office regarding your arrival time and date once your move-in date is fixed.</p> <p>International Lodge, Komaba Lodge <u>Main</u>:</p> <p>https://www.u-tokyo.ac.jp/adm/housing-office/en/housing/shukusha/komaba.html</p> <p>Please show your passport, residence card, and “Notification of Admission to the University of Tokyo International Lodge” which OSTA (Online System for UTokyo Accommodations) sent you, when you move in the dormitories.</p> <p>More than two weeks before your arrival in Japan, please refer to the link below and make necessary arrangements according to the instructions.</p>

Also, please download “Komaba Main GUIDE TO PROSPECTIVE RESIDENTS” and follow the Guide.

<https://www.u-tokyo.ac.jp/adm/housing-office/en/index.html>

Bedding materials (e.g. bed cover, blanket, pillow, etc.) are not provided. However, some dormitories have rentals. If you plan to rent, download “Order Form for Bed Rental Set - Komaba Main, B, C, D” from the following link and send it to the office at least one week before the date of delivery.

https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00002.html

Register your address at the City/Ward office in your area (within 14 days of establishing a residence):

Required for registration:

- ♦ Residence card (received at the time of entry into Japan),
- ♦ Passport

National Health Insurance:

All those with “student” status of residence (more than 3 months) must join the National Health Insurance system. Please apply for the National Health Insurance when you register your address at your City/Ward office.

Insurance Premiums

International students who claim no income tax can receive reasonable rates for their insurance premiums. 70% of medical fees will be covered by the National Health Insurance, so you will need to pay only 30% of the fees when receiving medical treatment/prescription medicines, by showing your insurance card.

Required for application:

Residence card (received at the time of entry into Japan) and Passport

National Pension :

National Pension is a public pension system participated by all person's ages 20-59 who have an address in Japan. Students with low income are eligible to apply for postponement or exemption.

*In the case of research students, please refer to (2) below.

(1) Regular (International) Students: “Special Payment System for Students”

(2) Non-Regular (International) Students: “Contribution Postponement System for Low Income Persons” Please consult with a city/ward office of your residence.

Receive your student ID card:

Pick up at the Graduate Student Section, the Student Service Center on/after April 1.

Open a bank account at Japan Post Bank (Yucho):

MEXT Scholarship Students are required to open a bank account of Japan Post Bank to receive the scholarship.

***A copy of Yucho bankbook should be submitted to the International Student Section promptly.**

Documents required to open a bank account:

- ♦ Residence card (with your current address where you bank book and card will be sent)
 - ♦ Copy of residence card (both sides)
 - ♦ Passport
 - ♦ Copy of passport (the page that indicates visa, landing permission, name, photograph, issuing country/institution)
 - ♦ Student ID card
 - ♦ Completed application form (https://jp-bank-kaisetsu.japanpost.jp/account_open/0010.php)
- ※ Open a general account at one of branches, because it could be the fastest way to open.
- ※ If you are unable to speak Japanese, ask your tutor/a lab member to accompany you to the post office.

Hongo Post Office, located in front of UTokyo Main Gate, and Bunkyo mukogaoka Post Office, the nearest to Yayoi Campus, accept applications by appointment (see below). So, **please make the appointment** at the counter/on phone, just after you find a plan about when you could finish the procedures of registration at city/ward office and receive your Student ID card at Yayoi Campus.

• Hongo Post Office : 03-5689-0310

• Bunkyo mukogaoka Post Office : 03-3812-9891

FYI: “To foreign nationals applying to open an account” from Japan Post Bank.

https://www.jp-bank.japanpost.jp/kaisetu/pdf/kaisetu_en.pdf

Support Service for Opening a Bank Account on campus:

Support Service will be provided on campus.

SMBC April 4 (Fri), 16(Wed)

MUFG April 8(Tue), 23(Wed)

Japan Post bank *using app April 7(Mon), 11(Fri)

<https://www.u-tokyo.ac.jp/adm/inbound/en/life-daily-bc.html>

Complete the Enrollment procedure:

Go to the Graduate Student Section to complete the enrollment procedure.

Bring the necessary documents such as your residence card, certificates.

OICE Orientation for New Students:

Date & Time: **10:40 am, April 10, 2025** Place: Yayoi Campus

We will send the details by email, if you don't receive by Late-March, please contact OICE via email.

Participate in the Orientation for New Students (if interested) by ISSR

ISSR will hold the seminars in Japanese, English, and Chinese.

Please refer to the following link:

<https://www.u-tokyo.ac.jp/adm/inbound/en/life-orientation-new.html>

Seminar on Earthquake Disaster Reduction for International students & foreign researchers:

Please refer to the following link:

<https://www.u-tokyo.ac.jp/adm/inbound/en/life-safety-events.html>

International Student Handbook

is available online as well: https://www.u-tokyo.ac.jp/en/about/international_handbook.html

Participate in the Entrance Ceremony:

From **2:00 pm, April 11, 2025**: Matriculation Ceremony will be held at Yasuda Auditorium. Streamed live as well. The ceremony will be held in English. Please refer to the link below.

<https://www.u-tokyo.ac.jp/en/current-students/graduate-matriculation.html>

Japanese Language Course

Some courses are first-come, first-served bases.

Refer to the following link: <https://globe.u-tokyo.ac.jp/nkc/en/index.html>

Apply for IC (SECOM) card:

IC (SECOM) card and code number are required to enter the building of the Faculty of Agriculture during late hours (8 pm to 8 am), weekends and holidays.

Apply at the Graduate Student Section.

Register for classes offered in the S1, SP, and S2 Term:

For regular course students, please register through UTAS by the deadline.

*Limited to classes offered by the Graduate School of Agricultural and Life Sciences.

Research students: to audit a course, get the permission of the instructor and your supervisor and notify the Graduate Student Section.

About student commuter pass (regular students only):

Students enrolled in the regular undergraduate/master's/doctoral course can take advantage of the student discount on train pass. When purchasing a student commuter pass at the train station, students will be asked to show the certificate (distributed by our graduate school/faculty), student ID, and residence card. Discount is not available for research students.

Enrollment Confirmation:

MEXT scholarship students must confirm their enrollment every month. If you fail to confirm by the specified deadline, you will not receive scholarship for the month. Please consult the OICE in advance if you plan to return home/go abroad, etc.

For deadlines and details, refer to: https://www.a.u-tokyo.ac.jp/english/oicehp-e/deadline_sig.html

About “Gakkensai” (Students have the Student Insurance plans ① + ② in our graduate school.)

① Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”)

The scope of insurance coverage includes injury, disability, or death resulting from an accident that occurs while you are:

- (1) involved in a curricular activity, (2) attending a university event, (3) on campus,
- (4) involved in a UTokyo extracurricular activity, (5) commuting to or from the university, or
- (6) traveling between university facilities.

For more information: <https://www.u-tokyo.ac.jp/content/400251749.pdf>

② Liability Insurance coupled with “Gakkensai”

Incidental Liability Insurance provides legal indemnification for causing injuries to a third party or damages any property belonging to a third party in the course of regular curricular activities or internships in Japan or overseas.

For further details, refer to:

https://www.jees.or.jp/gakkensai/pdf/2025_付帯賠償ごあんない_英語.pdf

Undergo Medical Check-up:

Students must undergo a medical check-up every year. Check-up will take place at Hongo/Komaba/Kashiwa Health Service Center, the University of Tokyo.

For further details: <https://www.hc.u-tokyo.ac.jp/en/checkups/students-2/>

Useful Links

Office for International Cooperation & Exchange (OICE)	Information (scholarship, accommodation, reminders, etc.) concerning international students enrolled in our graduate school/faculty can be found on the OICE website: https://www.a.u-tokyo.ac.jp/english/oicehp-e/
Support for foreign residents	Comprehensive living guide for foreign residents in Japan https://tabunka.tokyo-tsunagari.or.jp/useful/guide_eng/
The University of Tokyo (For International Students)	Website for International Students: https://www.u-tokyo.ac.jp/adm/inbound/en/index.html

Contact Information

Office for International Cooperation & Exchange (OICE), GSALS	Tel: +81-3-5841-8122 (from outside Japan) 03-5841-8122 (from within Japan) Email: oice.a@gs.mail.u-tokyo.ac.jp
International Student Section, GSALS	Tel: +81-3-5841-0583 (from outside Japan) 03-5841-0583 (from within Japan) Email: ryugaku.a@gs.mail.u-tokyo.ac.jp