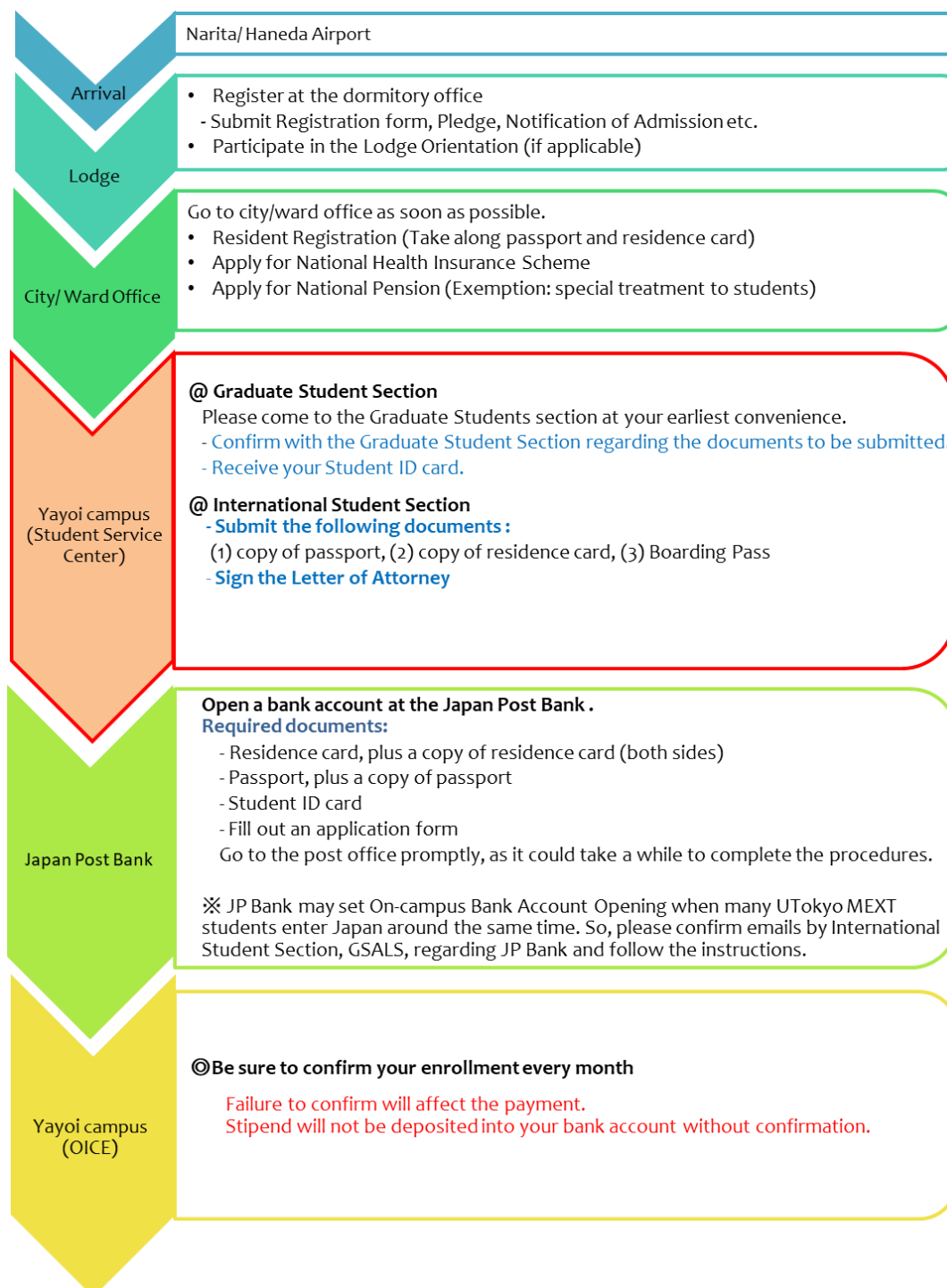


- Arrival Procedures – MONBUKAGAKUSHO (MEXT) Scholarship Students

This information is for those enrolling in the Graduate School of Agriculture & Life Science/Faculty of Agriculture, The University of Tokyo, in the fall of 2021.

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

※Regarding the quarantine, please follow procedures designated by Japanese Government.



Prior to arrival
What to do
<p>Prepare your documents, etc. (depending on your needs):</p> <ul style="list-style-type: none"> ◆ Photographs (about 10, 3.5 cm×4.5 cm size) ◆ Cash/Traveler’s check (about 3,000 US dollars) ◆ Travel insurance (necessary until you register for the National Health Insurance, after that optional) ◆ Graduation certificate(s) and Transcript(s) – Original ◆ 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. Please check the information regarding COVID-19 measures and follow the instruction of Japanese Government.</p> <p>Airport websites:</p> <p>http://www.narita-airport.jp/en/ (Narita Airport)</p> <p>https://tokyo-haneda.com/en/ (Haneda Airport)</p>
<p>Catch up on the latest information</p> <ul style="list-style-type: none"> ◆ The University of Tokyo (Regarding COVID-19): https://www.u-tokyo.ac.jp/en/general/COVID-19.html ◆ Ministry of Justice (Information related to COVID-19) https://www.isa.go.jp/en/nyuukokukanrio1_00151.html

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 (except for those whose period of stay is three months or less). <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>

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>

The University of Tokyo International Student Dormitory:

Prospective residents are requested to send email to the office regarding your arrival time and date once your move-in date is fixed.

International Lodge, Komaba Lodge Main: <https://www.u-tokyo.ac.jp/adm/housing-office/en/housing/shukusha/komaba.html>

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.

More than two weeks before your arrival in Japan, please refer to the link below and make necessary arrangements according to the instructions. 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.

<http://www.u-tokyo.ac.jp/en/administration/housing-office/download/index.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 (for those residing in Japan for more than 3 months):

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 (for those residing in Japan for more than 3 months):

National Pension is a public pension system participated by all persons 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 your Student ID card at the Graduate Student Section, Student Service Center.

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

MONBUKAGAKUSHO (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

If you are unable to speak Japanese, ask your tutor to accompany you to the post office.

Refrain from going together with many students to reduce the crowd.

Hongo Post Office, located in front of UTokyo Main Gate, accepts applications by appointment (see below). An appointment is NOT required at other *post offices. *e.g. Mukougaoka Post Office near Yayoi campus

Notes on opening an account at Hongo Post Office:

(1) Visit the counter in Hongo Post Office (*) and make a request to open a bank account.

(2) - 1: If they can accommodate your request on that day, you will be able to proceed immediately.

(2) - 2: If they cannot accommodate your request on that day, you will be asked to visit another post office or make an appointment with Hongo Post Office for a visit at later date and time.

*If you are unable to visit and make an appointment at the counter, call Hongo Post Office at 03-5689-0310.

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 A1, A2, and W Term:

Register through UTAS. (Except research students)

A1/A2/W Subjects: October 1 – October 15

Modification of Class Registration : October 18 - October 19

Modification of Class Registration (*for classes offered in A2/W terms) : November 29 – December 1

*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.

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:

<http://www.hc.u-tokyo.ac.jp/en/>

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.

MONBUKAGAKUSHO Scholarship Signature:

MONBUKAGAKUSHO scholarship receiving students must confirm their enrollment by the first deadline 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: http://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.)

Insured: Undergraduate Students

Graduate Students (master's/doctorate students)

Research students

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.a.u-tokyo.ac.jp/english/oicehp-e/university/20210304-1e.pdf>

② Liability Insurance coupled with PAS

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. <https://www.a.u-tokyo.ac.jp/cstudents/20210305-3e.pdf>

Report to the Immigration Office

If you have been enrolled in/affiliated with another institution (university or graduate school, etc.) in Japan before enrolling at the University of Tokyo, you need to report on the change of the affiliated institution to the Immigration Office. Submit a form either online, personally, or by postal mail within 14 days after your enrollment at the University of Tokyo.

To submit online : <https://www.ens-immi.moj.go.jp/NA01/NAA01S/NAA01STransfer>

OICE Events

OICE hosts various events for international students. Details can be found on the OICE website: <http://www.a.u-tokyo.ac.jp/english/oicehp-e/events.html>

Useful Links

Office for International Cooperation & Exchange (OICE), Graduate School of Agricultural and Life Sciences (GSALS)	Information (including 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/
Life in Tokyo : Your Guide	Information for new residence by Tokyo Metropolitan government 英語版 PDF [7MB] (tokyo.lg.jp)
The University of Tokyo (For International Students)	Website for International Students: https://www.u-tokyo.ac.jp/adm/inbound/en/index.html International Student Handbook: http://www.u-tokyo.ac.jp/en/about/international_handbook.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