

Enrollment Procedures for Special Research Students

*This information is for Special Research Students affiliated with the Graduate School of Agriculture & Life
Science/Faculty of Agriculture, The University of Tokyo.*

Prior to arrival in Japan
What to do
<p>Prepare documents to bring along (as needed):</p> <ul style="list-style-type: none"> ▪ Photograph (printed or digital, as required) ▪ Cash (about 3,000 US dollars, Amount needed for two months' living expenses) ▪ Travel insurance (optional) ▪ Any other documents you consider necessary
<p>Find housing:</p> <p>If university dormitory is not available, ask your supervising professor to help you find housing. The following websites may be useful:</p> <p>♦ The University of Tokyo Housing Office: https://www.u-tokyo.ac.jp/adm/housing-office/en/index.html</p> <p>♦ OICE website of our graduate school: https://www.a.u-tokyo.ac.jp/english/oicehp-e/accommodation.html</p> <p>♦ Private accommodations:</p> <p>Asia Bunka Kaikan: https://abk-institute.org/en/dormitory/</p> <p>Uphill International House of Studies: https://www.ceam.asia/pages/45/ (walking distance from our graduate school, furnished, no key money or deposit required)</p> <p>♦ The University of Tokyo CO-OP: https://utcoop.re-ws.jp/ (in Japanese only)</p>
<p>Familiarize yourself with transportation/directions from the airport:</p> <p>Arrange for transportation from the airport to the place you will be staying. Airport websites: https://www.narita-airport.jp/en/ (Narita Airport) https://tokyo-haneda.com/en/ (Haneda Airport)</p>

At the airport of entry (immigration)
Important note
<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>

After Arrival & Upon Entering our Graduate School
What to do
<p>Move into the Dormitory:</p> <p>Housing Office has sent Notification of Admission through the Online System for Today Accommodations (OSTA) to those who have been selected as residents of the UTokyo International Student Dormitory.</p> <p>Prospective residents of Mejirodai International Village: download the “Must-read for Future Residents” of respective accommodations from the following website and check date & time for move-in and the necessary move-in procedures.</p> <p>https://www.u-tokyo.ac.jp/adm/housing-office/en/download.html</p> <p>Please check the top page of Housing Office to make sure what you need to do before coming to Japan.</p> <p>https://www.u-tokyo.ac.jp/adm/housing-office/en/index.html</p> <p>Bedding materials (bed cover, blanket, pillow, etc.) are not provided. However, some dormitories have rentals. Contact the respective dormitories about the rental procedure, etc. Application forms can be downloaded from https://www.u-tokyo.ac.jp/adm/housing-office/en/download/index_00002.html</p>
<p>Register your address at the City/Ward office in your area (for those residing in Japan for more than 3 months) *Within 14 days of establishing a residence</p> <p>Required for registration:</p> <ul style="list-style-type: none"> ♦ Residence card (received at the time of entry into Japan), ♦ Passport <p><i>*Residence card will not be issued to those whose period of stay is three months or less. Registration is not required in this case.</i></p>
<p>National Health Insurance (for those residing in Japan for more than 3 months):</p>

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 medical 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),
- ♦ Passport

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

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.

*Special Research Students, please refer to (2) below.

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

(2) Non-Regular International Students: ”Contribution Postponement System for Low Income Persons”

(If you are under 50 years old and your/your spouse’ s income is lower than a certain level, you can apply for this postponement) Please consult with a city/ward office of your residence for details.

University Procedures:

Submit your photo (on the prescribed form), Certificate of Enrollment (or Certificate of Expected Program Completion) and a copy of Residence Card (double sided) to the Graduate Student Section, and apply for a SECOM card. IC (SECOM) card and code number are necessary to enter the Faculty of Agriculture building during late hours (8pm-8am), weekends and holidays.

Tuition Payment (for those from universities without International Agreements on Student Exchange with our graduate school/university):

Tuition Fee: Pay the fee at a bank and submit Portion C (Payment Receipt Form) to the Graduate Student Section.

Apply for Japanese Language Course (if interested):

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

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

Receive your student ID card:

Student ID cards will be issued to Special Research students whose enrollment period is more than one month. Pick up your student ID card at the Graduate Student Section.

(You will hear from the Graduate Student Section when your ID is ready)

Undergo Medical Check-up:

Students must undergo a medical check-up. 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