

– Important Procedures –

For Self-Supporting Students, Foreign Governments/Private Foundation Scholarship Recipients

This information is meant for those to be enrolled in the Graduate School of Agriculture & Life Science/Faculty of Agriculture, The University of Tokyo, from April 2025.

Prior to arrival in Japan
What to do
<p>Preparing documents to bring along (depending on your needs):</p> <ul style="list-style-type: none"> ♦ Photographs (printed or digital, as required) ♦ Cash (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) ♦ Graduation certificate (Original) and Transcript (Original) ♦ Any other documents you consider necessary <p><i>Self-supported students, especially those who wish to apply for scholarships after arriving in Japan, are advised to bring at least three copies each of Graduation Certificates and Transcripts.</i></p>
<p>Find housing:</p> <p>If you are looking for a place to live, ask your supervising professor to help you find housing.</p> <p>The following websites may be useful:</p> <ul style="list-style-type: none"> ♦ The University of Tokyo Housing Office: https://www.u-tokyo.ac.jp/adm/housing-office/en/index.html ♦ OICE website of our graduate school: https://www.a.u-tokyo.ac.jp/english/oicehp-e/accommodation.html ♦ Private accommodations: Asia Bunka Kaikan: https://abk-institute.org/en/dormitory/ Uphill International House of Studies: https://www.ceam.asia/pages/45/ (walking distance from our graduate school, furnished, no key money or deposit required) ♦ The University of Tokyo CO-OP: https://utcoop.re-ws.jp/ (in Japanese only)
<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)</p> <p>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>

Before & After Arrival
What to do
<p>Apply for Exemption of Admission Fee and Tuition Fee (if interested <self-supporting regular students>): Application for both fees: The deadline is March 7th. Application only for Exemption of Tuition Fee: The deadline is April 8th. Only regular students are eligible to apply. For details on the application procedure for tuition fee exemption/deferred payment, refer to: https://www.u-tokyo.ac.jp/en/prospective-students/exemptions.html</p>
<p>Pay the fees (*):</p> <p>■Tuition: Please follow the directions of “Admission Procedure” which you received in July. If you are applying for tuition fee exemption, do not pay until the screening result is informed. <i>*Only master’s and doctoral students are eligible to apply for Admission/Tuition fee exemption.</i> <i>*If your scholarship foundation/university/government is transferring the fees directly to the university’s bank account, our Accounting Section should be informed beforehand.</i></p>
<p>Admission Procedure</p> <p>Please complete by March 7th. Please follow the instructions from our graduate student section.</p>
<p>Move into the Dormitory:</p> <p>Housing Office has sent Notification of Admission through the Online System for Todai Accommodations (OSTA) to those who have been selected as residents of the UTokyo International Student Dormitory. Prospective residents of International Hall of Residence (Mitaka, Toshima), International Lodge (Komaba, Kashiwa), and 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. https://www.u-tokyo.ac.jp/adm/housing-office/en/download.html</p>

Please check the top page of Housing Office to make sure what you need to do before coming to Japan.

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

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

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),
- ♦ 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. *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 for details.

Receive your student ID card:

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

Complete the Enrollment procedure

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

Open a bank account:

Bank account is necessary to receive scholarship transfer and for payment (electronic withdrawal/transfers) of monthly rent, utility expenses, telephone bills, tuition fees, etc.

Please enquire with the bank about the procedures to open an account.

For your reference, most banks require the following documents:

- ♦ Passport
- ♦ Student ID card
- ♦ Residence card (with your current address where you bank book and card will be sent by post at a later date.)

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)

Registration (required) and details: <https://www.u-tokyo.ac.jp/adm/inbound/en/life-daily-bc.html>

Notes:

- **Registration will be closed as soon as the number of applicants reaches the capacity.**
- Your bankbook will be given on Hongo campus after about a few weeks. Your Cash Card will be sent directly to your residence by registered mail in 1-3 week(s).

Automatic Tuition Fee Payment Registration (regular students only):

Refer to the following link: https://www.u-tokyo.ac.jp/en/prospective-students/tuition_fees.html

OICE orientation for new students:

Date & Time: **11:00 am, April 10, 2025** Place: Yayoi Campus

We will send the details by email.

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>

Scholarship Information:

Refer to the following link: <https://www.a.u-tokyo.ac.jp/english/oicehp-e/scholarship.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 access the buildings of the Faculty of Agriculture during late hours (8pm to 8am), weekends and holidays.

Apply at the Graduate/Undergraduate 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.

Undergo Medical Check-up (regular students only):

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/>

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.

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 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.

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

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>

Useful Links	
Office for International Cooperation & Exchange (OICE)	Information (including scholarship, accommodation, events, etc.) concerning international students enrolled in our graduate school/faculty can be found on the OICE website. URL: http://www.a.u-tokyo.ac.jp/english/oicehp-e/index.html
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