

Handbook for International Students 2024



 **GIFU UNIVERSITY**

2024.4

📖 Consultation Services for International Students 📖

When you need help.....

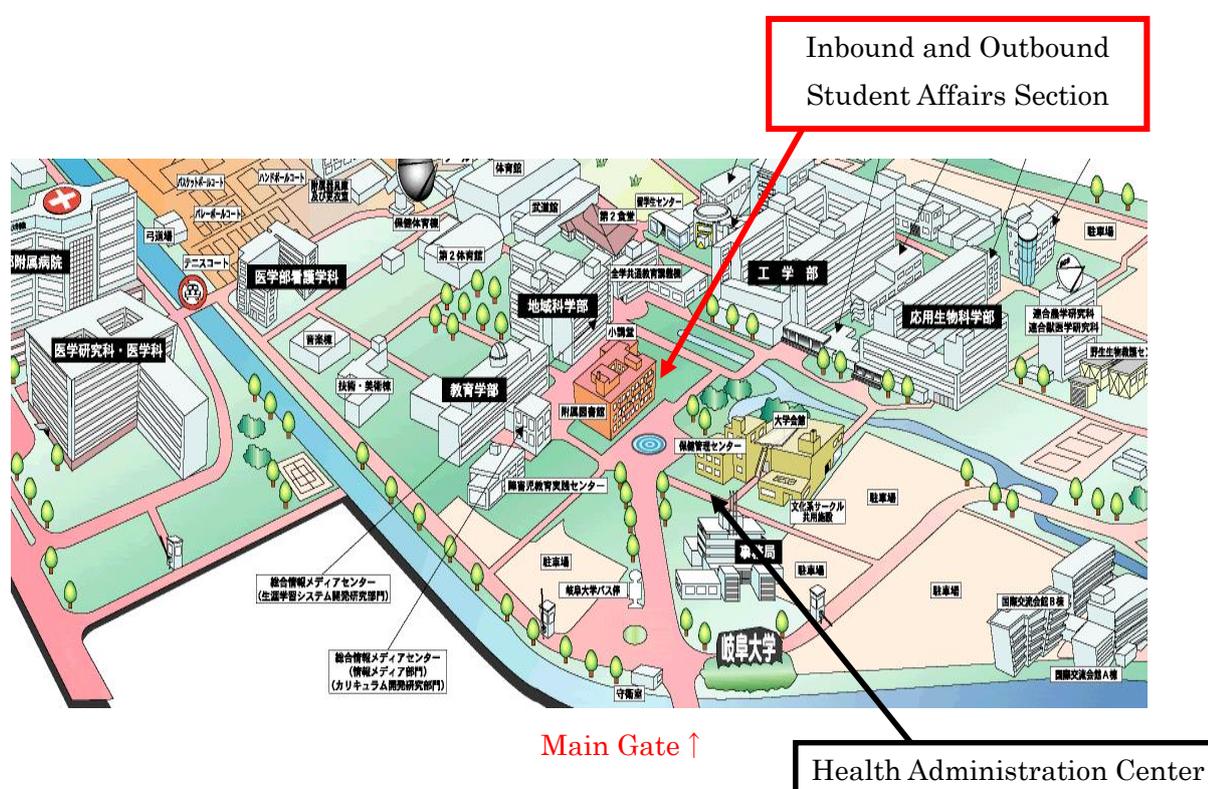
If you have any problems or questions, no need to feel alone, please feel free to visit or call the Inbound and Outbound Student Affairs Section.

Contact: Inbound and Outbound Student Affairs Section

Opening Hours: 10:00 a.m. — 5:00 p.m.

TEL: 058-293-2142

E-mail: direcent@t.gifu-u.ac.jp



The following facilities are also available for consultation (Please see Page 1):

- Health Administration Center

Opening Hours: 9:00 a.m. — 5:00 p.m. (reservation required)

TEL: 058-293-2174

http://www.hoken.gifu-u.ac.jp/eng_index.shtml

Please see p. 9 for more details.

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Reference 1. Campus Map

Reference 2. List of Residence and Registration Procedures

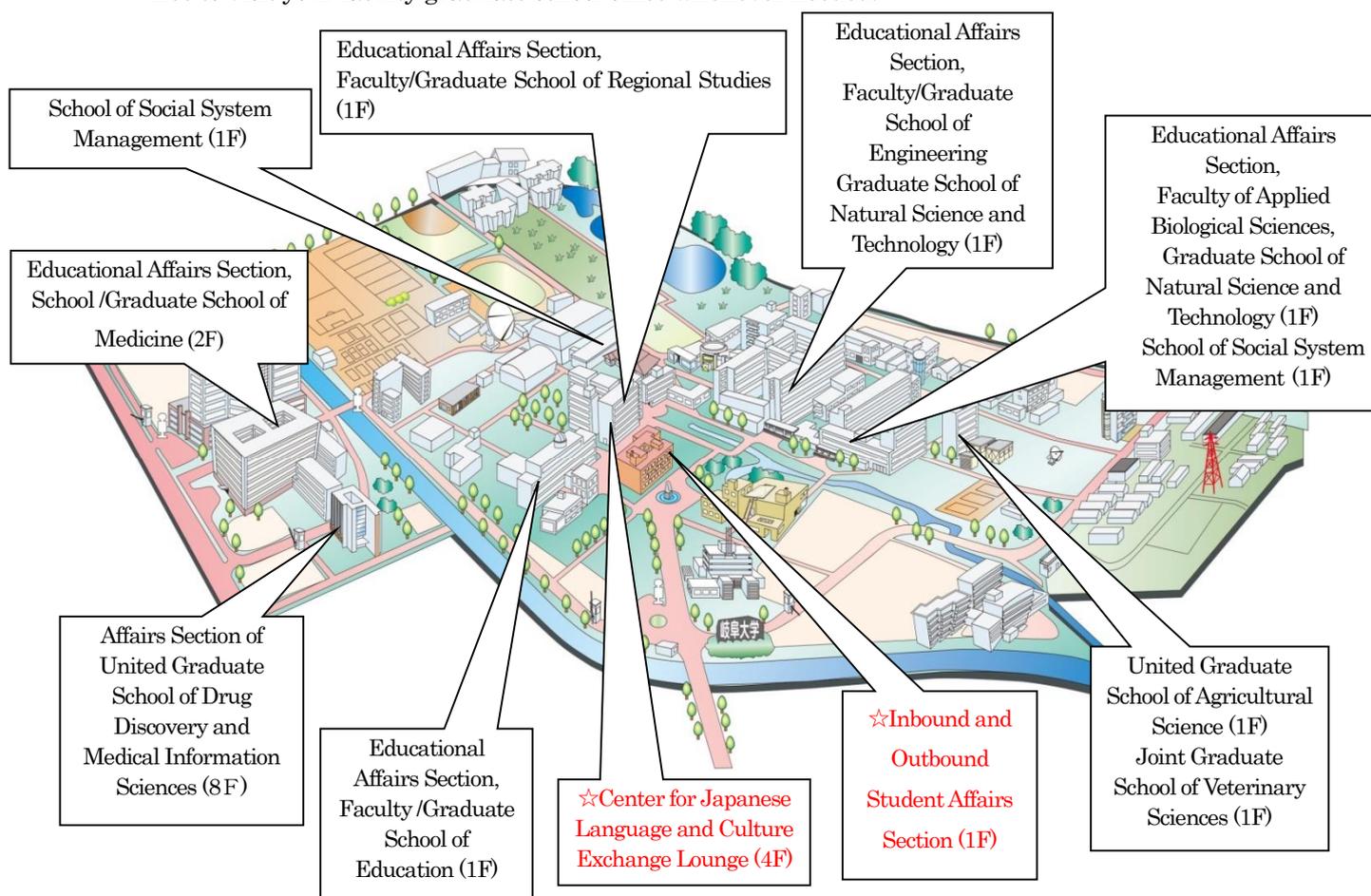
I. Support System for Academic and Daily Life

1. Academic Supervisor (professor in charge of you)

If you have any daily life issues you need help with or if you have any problems at school, please come and talk to your professor. Please ask your faculty/graduate school office for more details.

2. Faculty/Graduate School Office

Gifu University faculty/graduate school offices offer the following services: admissions, scholarship programs, issuance of certificates, provide academic advice and support your life in Japan. Please feel free to visit your faculty/graduate school office whenever needed.



3. Daily Life Guidance

The Inbound and Outbound Student Affairs Section provides consultation services, guidance and advice for international students. Please feel free to visit or call the Inbound and Outbound Student Affairs Section if you have any questions.

Inbound and Outbound Student Affairs Section

TEL: 058-293-2142

E-mail: direcent@t.gifu-u.ac.jp

4. Consultation Counters/Counselors

The following facilities also offer consultation services to university students:

- (1) Career and Student Support Center (University Hall 1F)

The Career and Student Support Center provides consultation services on job hunting and career development.

(2) Health Administration Center (University Hall 1F)

The Health Administration Center gives students first-aid and consultation for physical and mental concerns. For more details please see Page 9.

(3) Campus Life Helper

Each faculty or educational affairs department consults for a wide range of concerns, such as relationship problems, study problems or sexual and alcohol harassment.

(4) Tutors

In Gifu University, tutors (either Japanese or International students) provide various support to international students. Please ask your faculty/graduate school office for more information.

II. Japanese Language Education

Center for Japanese Language and Culture, Organization for Promotion of Glocalization, offers Japanese language courses (Intensive Course, Standard Course) for international students. However, undergraduate students (degree seeking students), non-student visa holders, family members of international students and international researchers are not able to attend Japanese language courses.

If you would like to take a Japanese language course, please inform your professor before your arrival (in March or September). The professor will ask the faculty/graduate school to apply for it.

All the applicants must take the Japanese language placement test after their arrival in Japan. Please refer to the “To-Do List After Arrival in Japan” for details. If you have any questions, please contact the Center for Japanese Language and Culture.

Also, inform your faculty/graduate school office of your intention to apply for the course for the next semester if you would like to take the Japanese language course. If you wish to continue, you also need to re-apply.

The Center for Japanese Language and Culture has the Exchange Lounge on the 4F of General Education (*Zenkyo*) Building. Business hours of the Lounge are 10:00 am to 5:00 pm. Student tutors are available there for advice and consultation from 2:45 pm to 4:45 pm. The lounge is equipped with 3 PCs and a printer. You can access with your PC account if you have one.

Center for Japanese Language and Culture

Exchange Lounge TEL: 058-293-3392

III. Residence and Registration Procedures

International students need to go through a lot of residence and registration procedures, all of which are indispensable for your stay in Japan. Those who do not follow the procedures will be subject to penalties in Japan. Please see Reference 2 (P.14).

★ Upon Arrival in Japan

1. Residence Card

A residence card will be issued at the airport to international students who will reside in Japan for 90 days or more. **The residence card must be carried at all times!**

2. Moving-In Notice

You have to submit a moving-in notification to the municipal office within 14 days from the date of entry into Japan. Please bring your residence card for this procedure. If you have changed your address within Japan, you also must submit a moving-in notification within 14 days from your moving date.

3. National Health Insurance and National Pension System

Please apply for the National Health Insurance and Pension at the municipal office when submitting a Moving-In notice.

● *National Health Insurance*

- All students must pay for the Health Insurance. The insurance covers 70% of your medical expenses. You will be notified of your insurance fee by a postcard. The insurance fee can be paid at a convenience store (Ministop).
- Health Insurance can be reduced if your previous year's income is below a certain threshold. To apply for the reduction, please be sure to report your income at the municipal office in advance.

● *National Pension System*

If you are over 20, you can apply for the exemption of Pension payments as a student.

- Degree-seeking students should apply for a Special Payment System for Students.
- Non-degree seeking students should apply for Exemption/Payment Postponement.

You can learn more about the National pension here (available in various languages):



★ After One or Two Years of Staying in Japan

4. Permission to Extend Period of Stay

International students are permitted to stay only during the specified length of period decided by the Japanese immigration office. This period may be different from the one allowed by the university. The length of the period may vary: 3 months, 6 months, one year, one year and three months, two years, two years and three months, three years, three years and three months, four years or four years and three months.

Those who intend to stay in Japan longer than the aforementioned periods of stay will need to apply for a “Permission to Extend the Period of Stay” at the Immigration Bureau. Please ask the faculty/graduate school office or the Inbound and Outbound Student Affairs Section for details.

Please don't forget to extend your period of stay before it expires. If you don't renew your permit, you will overstay and will be subject to legal action such as deportation.

5. Activities Not Included in Visa Status (Work Permit)

Basically, student visa holders are not allowed to be engaged in any form of paid work in Japan. International students who want to get a part time job to make up for necessary expenses such as tuition fees, must obtain a work permission in advance. You can apply and receive a work permit at the time of entry into Japan (only for new entrants) or at the Immigration Bureau (for students who have already been living in Japan). An application form is available at the faculty/graduate school office. In principle, Japanese Government Scholarship Students and Exchange Students are not permitted to work (except the RA and TA, etc. on campus).

With this permit, international students are allowed to work for up to 28 hours a week. However, you are not allowed to partake in jobs related to adult entertainment. These would include bars, hostess and hostel clubs, pachinko, love hotels and etc. Engagement in part-time work without this permit and violation of the terms/conditions stipulated in the permit could be subject to penalties in Japan.

Please don't forget to submit a workplace report to the faculty/graduate school office upon finding jobs or changing workplaces.

Important notice:

Your work permit is NOT VALID while you are taking a leave of absence from school.

Your permit ends when with your graduation and is NO LONGER VALID!

6. Temporary Leave and Special Re-Entry System

International students with a valid passport and residence card who will go abroad and be re-entering Japan within 1 year of their departure will not be required to apply for a re-entry permit. This is called a special re-entry permit. Please be sure to present your residence card to an airport officer before departure!

Please note that you will lose your resident status if you fail to re-enter Japan within 1 year of departure. If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.

International students must submit a "Notification of Temporary Leave" to the faculty/graduate school office prior to their leaving Japan.

7. Leave of Absence from School

Generally, in case an international student with a "Student" visa ceases to act as a student for more than three months, their student status of residence will be revoked. They will be required to promptly return to their home country or obtain an appropriate residence status to continue residing in Japan. However, if they have justifiable reasons for a long absence, their student status of residence may not be revoked.

The Immigration Bureau admits the following cases as "justifiable reasons":

- ① A student has to take a leave of absence from school for the need to be hospitalized for a long period of time for treatment of an illness.
- ② A student is willing to return to school after leaving the hospital.

If you want to take a leave of absence, please consult with your faculty/graduate school office.

Please note that you are not allowed to be engaged in any form of paid work during your leave.

8. Residence Status Change for Work after Graduation or Completion

Generally, international students are required to return to their home country after graduation. The time left in your visa is the preparation period for your return. You cannot work even with a work permit during this period.

Those who continue to live in Japan after graduation need to change the status of residence promptly.

① If you start working in Japan:

You must change your visa status from your present student visa to a visa allowing you to work, such as “Specialist in Humanities/International Services” or “Engineer” statuses.

② If you continue seeking employment:

Those who couldn't find a job in Japan before graduation or completion of studies and wish to continue seeking employment in Japan must change the status of residence to “Designated Activities.” With this visa status, the authorized period of stay becomes 6 months and can be prolonged up to 1 year. To apply for a change of visa status, you need a letter of recommendation from your university. For a letter of recommendation, please refer to your faculty/graduate school office before the end of the month following your graduation.

Please note that a letter of recommendation can be issued only after graduation. Those students whose residence period ends before graduation should submit to the Immigration Bureau a “Certificate of Expected Graduation” issued by their faculty/graduate school office. A letter of recommendation should be submitted as soon as issued. You can submit the “Certificate of Expected Graduation” 3 months prior to your residence card expiration.

9. My Number System

“My Number” is an individual social security number given to all registered residents. “My number” is mainly used for taxes, welfare and disaster management. One month after you arrive in Japan and register your address at the city hall, you will receive by post a letter with “My Number Notification Card” inside. “My number” is highly important personal information, so please keep it safe. Don't throw it away or show others.

You can also obtain a plastic card called “My Number Card” with your face picture on it. This card can be used as an ID card and allows you to apply for documents regarding your residence online.

For more detail, please refer to the Immigration Bureau page below:



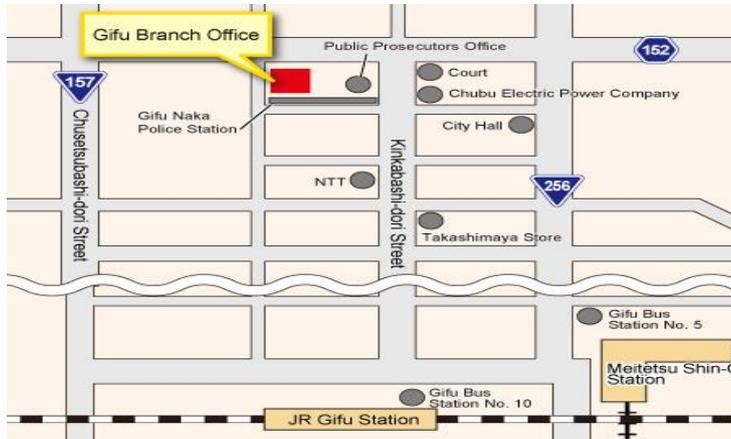
10. Regional Immigration Bureau

[Nagoya Regional Immigration Bureau Gifu Branch Office](#)

Address ● 3 Gifu Legal General Building 4F, 2-7-2 Mieji-cho, Gifu City 500-8812

Tel ● 058-214-6168

Opening Hours ● 9 a.m. – 12 p.m. / 1 p.m. - 4 p.m. (Monday to Friday)



Access ● by Gifu Bus:

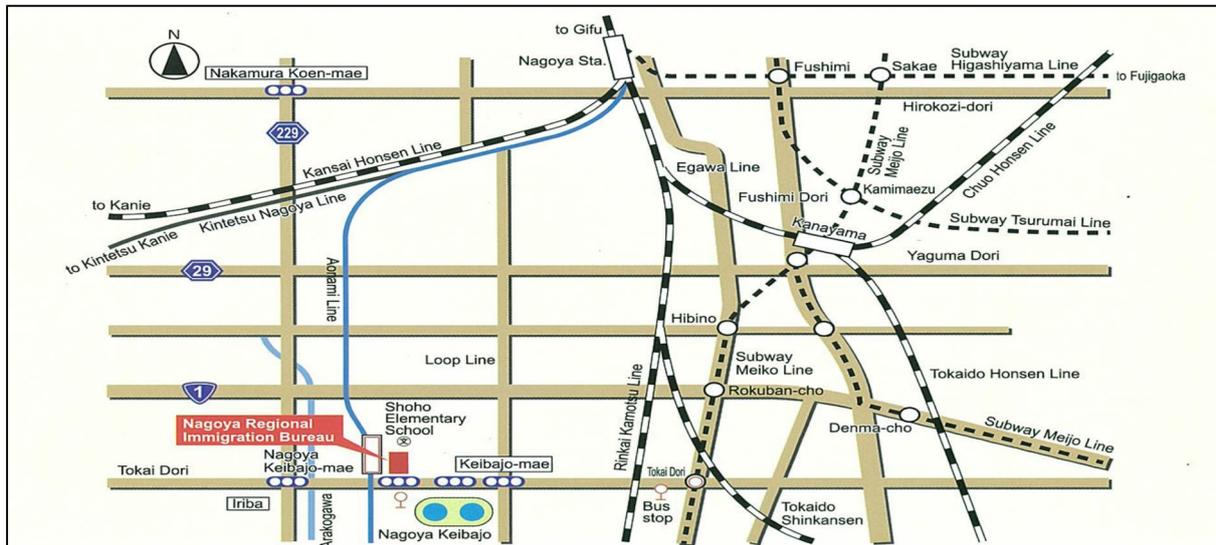
- 3 min walk from “Shimin Kaikan | Saibansho Mae” bus stop;
- 6 min walk from “Imazawa-cho” bus stop;
- 10 min walk from “Nishino-machi” bus stop.

[Nagoya Regional Immigration Bureau](#)

Address ● 5-18 Shoho-cho, Minato-ku, Nagoya City, Aichi Prefecture 455-8601

Tel ● 052-559-2117 (Student and Trainee Inspection Department)

Opening Hours ● 9 a.m.- 4 p.m. (Monday to Friday)



Access ● Take Japan Railway (JR) Tokai Line and get off at Nagoya Station.

Take the Aonami Line and get off at Nagoya Kouhoku station. It is one-minute walk from Nagoya Kouhoku station to the Nagoya Regional Immigration Bureau.

IV. Accommodation Facilities

1. Gifu University International House Buildings A & B

International House Buildings A and B is a university dormitory for international students and international research students. April and October are the only available months to move in.

Application should be sent to your respective faculty/graduate school. Application deadline is January for move-in in April and July for move-in in October. Please refer to the bulletin board in your faculty/graduate school for dormitory information.

Building details:

- 69 Single Rooms, 7 Family Rooms, 14 Rooms for Married Couples, Multi-Purpose Room, Japanese Room, Kitchen/Dining Room, Laundry Room.
- Each room has a bed, desk, chair, dresser, bookshelf, refrigerator, Internet connection (with charge), unit bathroom (Building A only / Building B has shared shower rooms on each floor), toilet, and air conditioner. Free internet connection is available at the Lobby.
- Address: Gifu University, International House, 1-1 Yanagido, Gifu City, Gifu 501-1193

2. Kurono Student Dormitory

Kurono Student Dormitory is mainly for undergraduate students, and is separated into male and female buildings. If approved, international students can move into the dormitory to live with Japanese students. For more information, please see the following website:



3. Public Housing

There are two types of public housing available in Gifu: “Gifu City Housing” and “Gifu Prefectural Housing”. Please contact Gifu Housing Development Public Corporation for information.

★ for Gifu City Housing

Gifu Housing Development Public Corporation, Gifu branch, City Hall 2F:

TEL: 058-265-3900 (direct)

★ for Gifu Prefectural Housing

Gifu Housing Development Public Corporation, West Prefectural Office branch:

TEL: 058-214-7058

4. Private Housing

- Gifu University Co-op provides assistance with private accommodation including boarding and apartment houses. Please visit the website for more information:



- Real estate brokers and companies will also help to find an apartment.

5. Apartment Guarantor System

In Japan, a guarantor is usually required before you can move into a private apartment.

Gifu University can become your guarantor if you have “Comprehensive Renter’s Insurance for Foreign Students Studying in Japan” (sponsored by the Japan Education Exchange and Service). The insurance premium is 4,000 yen for one year and 8,000 yen for two years. The insurance renewal is also possible for 6 months (2,000 yen). Please note that the Joint Guarantor contract will be invalid as soon as you graduate or leave Gifu University.

This insurance consists of overseas travel insurance (including foreign student’s liability insurance and insurance for physical impediment resulting from an injury) and guarantors’ protection fund.

Application and renewal procedures are available at the Inbound and Outbound Student Affairs Section. Please check the expiration date to ensure that you have time to renew your insurance before expiration. You might get a refund if you terminate your insurance policy before expiration to return to your home country. Please come to our office 2 months before your departure.

Please contact the Inbound and Outbound Student Affairs Section immediately for the following situations: bodily injuries to others, property damage on others, accidents within the apartment, or any other serious situations. When you change your address or any personal information please also let us know.

V. Tuition and Other Fees

1. Tuition and Other Fees

Entrance examination, admission and university tuition fees vary depending on each student.

2. Tuition Payment Method

Information about payment methods is available on Gifu University website:



If you have any questions, please contact the faculty/graduate school office or the Inbound and Outbound Student Affairs Section.

3. Exemption of Tuition Payment

Privately financed degree-seeking international students with financial issues and an excellent academic record may apply for tuition fee exemption. However, not all applicants are granted an exemption, so everyone must maintain stable financial resources to pay the full tuition fee. Information about exemption will be posted on “Campus-G” academic portal for students in the “Information” section. Please contact Student Affairs Department for further information.

TEL 058-293-2149/3198

VI. Scholarships for Privately Financed International Students

Various kinds of scholarship programs are available for privately-financed international students.

Application periods for scholarships will be notified accordingly. Please check the details at the faculty/graduate school office or the Inbound and Outbound Student Affairs Section. You can also check the latest information on the website below.

★GU-GLOCAL Website (Scholarships for Privately Financed International Students):



VII. Health Insurance

1. National Health Insurance (public support for medical expenses)

Every international student with the student visa must join the National Health Insurance program. This insurance will help you save 70% of total expenditure in hospitals (including dentist) and you have to pay only 30% of the medical cost. Application is available at the municipal office.

The insurance premiums may vary depending on the household situation. Your insurance premium is decided by your income and the number of family members. However, if you are a newcomer to Japan or a student, you can ask for a reduction in your premium. If you do not specially request it, you can't get this reduction.

For inquiries:

National Health Insurance/Pension Plan Division, Gifu City Hall
TEL: 058-214-4315 (Direct)

2. National Pension System

All people aged 20 to 60 living in Japan must join the National Pension System regardless of nationality. Pensions, formed by pension premium payments and the governmental budget, are paid when a member of the system reaches retirement age or becomes disabled due to an accident.

Students can apply for payment postponement while being a student.

For further details:

National Health Insurance/Pension Plan Division, Gifu City Hall
TEL: 058-214-2086 (Pension Premium Section)

3. Health Care Institutions

(1) Health Administration Center in Gifu University

The Health Administration Center gives first-aid medical treatments, conducts annual health check-ups, and provides physical and mental counseling services. All international students, including non-degree-seeking research students and auditors, have to go through a health check-up every year based on the School Health and Safety Act.

(2) Hospitals and Clinics

National Health Insurance covers 70% of medical expenses. Every time you visit a

hospital or a clinic in Japan, bring your health insurance card with you. Please make sure to enroll in this insurance, since without it you will have to pay 100% of your medical expenses.

Please inform your faculty/graduate school office as soon as possible if you need to be hospitalized.

Please check the map of medical institutions near Gifu University at the website below:



(3) Ambulance

Please call 119 for an ambulance in case of serious illness or injury and report your exact location without panicking. Calling an ambulance is free of charge in Japan; however, consider using it only when urgent treatment is necessary.

VIII. Daily Life

1. Gifu University International Student Support

Gifu University provides necessary support for international students in their day-to-day activities in order to ensure proper and healthy student life. This support and assistance include:

(1) Household Leasing Service

The following household items are available for lease (the quantity is limited).

- for residents of International House Buildings A and B: bicycle;
- for international students living off-campus: electric heaters, electric fans, and vacuum cleaners.

The leasing period for off-campus residents is 1 year with the maximum extension up to 4 years. If you would like to apply for the leasing service, please visit the Inbound and Outbound Student Affairs Section.

(2) Life Support Loan (short-term loan fund for international students)

In case international students urgently need money for living expenses, housing rent, medical costs or emergency travel fee, they can apply for a 100,000 yen short-term loan fund without interest rate. Please note that this loan cannot be used for the tuition payment. The application is available only once per academic year. Repayment must be made within five months from the application date. For application, please visit the Inbound and Outbound Student Affairs Section.

2. Insurance Information

(1) Accident and Casualty Insurance

Accident and casualty insurance for students during their educational research activities covers any unexpected incidents that could happen to you during your academic studies (including lectures, lab work, practicum, university events, extracurricular activities, and commuting).

Gifu University International Student Support Association bears the



cost of insurance premiums for privately-financed international students enrolled for 6 months and more. However, Japanese government scholarship students, foreign government scholarship students and students receiving high-rate scholarships like JICA must join and pay this insurance by themselves. Application is available at the Student Assistance Division, Educational Affairs Department.

(2) New “Futai Gakuso” Insurance Policy for International Students by JEES

The Japan Educational Exchanges and Services (JEES) has created a new insurance policy called “Futai Gakuso” for international students to help them live safely in Japan. This policy covers compensation for injuries and accidents that happened within the campus; transportation expenses to Japan incurred by family members for nursing purposes; compensation for liability, and compensation for accidents that occurred while riding a bicycle. International students are advised to purchase this insurance policy. Online application is available. All the residents of the International House (A and B) will be insured through the Inbound and Outbound Student Affairs Section. For more detail, please consult the Student Assistance Division or the Inbound and Outbound Student Affairs Section.

(3) Comprehensive Student Mutual Insurance

Gifu University Co-op offers several insurances such as fire insurance, travel insurance and life insurance covering injuries, illnesses, hospitalization and hospitals/clinic visits. Online application is available. Please ask Gifu University Co-op for further information.

3. Public Transportation

(1) Student Discount System

Student discounts are only available for degree-seeking students. Please find the automatic student discount certificate issuance machines located in the Educational Affairs Department University Hall to obtain a certificate.

(2) IC Transport Cards

Any major IC transport card such as TOICA, manaca, ICOCA is available for bus and train fare payment. However, with an *Ayuca* bus card you can only pay for Gifu buses.



Ayuca bus card application is available at Gifu University Co-op.

4. Safe Living

(1) Riding a Bicycle

In Japan, bicycle owners must register their bicycles to prevent bicycle theft. Please register your bicycle at the place of purchase.

Bicycle insurance is mandatory for bicycle owners. In case you have another insurance covering bicycle accidents (bicycle insurance), you don't have to purchase bicycle insurance twice. In case you don't have bicycle insurance, please take out one by yourself (you can apply for insurance at a combini).

There are traffic rules for bicycles in Japan; please read and follow them. Also, make sure to wear a helmet when riding a bicycle.

Please lock your bicycle at all times and park at designated parking lots.

(2) Driving a Car and Riding a Motorcycle

It is mandatory to have a driver's license to drive a car. Please never drive a car without your driver's license! Should you get into an accident, you may need a substantial amount of compensation money and other expenses. For this reason, we do not recommend driving a car if you are not familiar enough with traffic rules and manners in Japan. Please consult with your professor (or academic supervisor) before you drive a car in Japan.

Note 1. Driver's license in Japan:

There are three ways you can obtain a driver's license in Japan:

- 1) To complete a driving course and take a written test at designated examination sites (a practical test is not required).
- 2) To take a written and practical driving test at designated examination sites.
- 3) To switch your international driver's license to a Japanese driver's license.

Only holders of international driver's license issued by The Geneva Convention on Road Traffic are permitted to drive in Japan. With this international driver's license you are allowed to drive in Japan for up to one year from the date of issue of your international license.



However, if you go to your home country to renew or newly obtain an international driver's license and re-enter Japan within three months, you will not be able to drive here or switch your driver's license to a Japanese one! You have to stay in your country for at least three month after issuing a new international driver's license to drive in Japan!

Note 2. When you get your own car or a motorcycle:

Car insurance consists of two main components: 1) compulsory insurance (automobile damages compensation insurance) and 2) optional insurance. All automobile and motorcycle owners are required to obtain compulsory insurance by law. Compulsory automobile damages compensation insurance DOES NOT cover large compensation payments, such as property damage, damage to a third party vehicle, damage to your own vehicle, injuries to the driver or passenger while driving, and etc. For this reason, please make sure you also purchase optional insurance.

Note 3. Parking Permission (for Japanese driver's license holders only):

A "Parking Permission" and "Pass Card" are necessary to enter Gifu University by car. Please apply to your faculty/graduate school office.

(3) Traffic Accidents

If you are involved in a traffic accident, remain calm and follow the following procedures:

- (1) If anyone is injured, call 119 immediately for an ambulance.
- (2) Report the accident to the police (call 110) and obtain a "Traffic Accident Certificate"

from the police.

- (3) Remove anything from the accident site which may disrupt traffic flow.
- (4) Take notes of the other driver's name, address, telephone number, date of birth, workplace, and car plate number. If possible, take a picture of the other driver's car plate number, driver's license, damaged parts of both cars and the situation in general for evidence. This might help you avoid additional troubles afterward.
- (5) Report the accident to the faculty /graduate school office.

(4) Disaster Prevention

Japan is an earthquake-prone country, and extra precautions are necessary. Creating an earthquake preparedness plan can help you to know what to do in case an earthquake strikes. Gifu University does a natural disaster prevention drill regularly. Please participate.

Useful materials on disaster prevention:

- Gifu University, "Major Disaster Response Manual (For Students)":
https://www.gifu-u.ac.jp/campus_life/student/manual.html
- Gifu International Center, "Disaster Guide":
<https://www.gic.or.jp/en/foreigner/disasterguide/>
- Institute of Scientific Approaches for Fire & Disaster, "Be Prepared for Earthquakes":
<https://www.bousai-kensyu.com/knowhow/pamphlet01/>

IX. Family Affairs

1. Application for "Dependent" Visa Status

(1) Application for Certificate of Eligibility

International students capable of providing stable financial support for their family can apply for a certificate of eligibility for their family (limited to a spouse and children) to stay in Japan. Please contact the Inbound and Outbound Student Affairs Section for details.

(2) Permission to Extend Period of Stay

The period of stay for dependent visa holders is limited. Please go the Immigration Bureau to apply for Permission to Extend Period of Stay before it expires.

(3) Notification of a Child Birth

After a baby is born, one of the parents must submit a birth notification to the municipal office within 14 days and apply for a certificate of eligibility at the Immigration Bureau within 30 days from the birth.

2. Childhood Education

(1) Nursery School

Nursery school provides child care to support parents who are working or studying during the day. Please ask the Child Care Division, Gifu City Hall, for entry procedures, child-care fees and etc. (TEL: 058-241-2143)

(2) Kindergarten

Children aged three to six (before entering elementary school) can enter a kindergarten. Application procedures and child-care fees may



vary depending on whether it is a public or a private kindergarten. Please consult each kindergarten for more information.

(3) Elementary School and Junior High School

Elementary and Junior High School education is compulsory in Japan but not for foreign nationals. However, they can also enter a Japanese school and study with Japanese children if their parents or guardians wish.



Please consult the School Guidance Division, Gifu City Board of Education, for details (TEL: 058-214-2193).

3. Work Permit for Dependent Visa Holders (for family members)

In principle, dependent visa holders are not permitted to work in Japan. However, they can apply for a work permit at the Immigration Bureau. If approved, they can work in Japan up to 28 hours per week.

Campus Map

Center for Japanese Language and Culture
 ISC Lounge
 Mon.-Fri. 10:00AM 5:00PM

Inbound and Outbound Student Affairs Section
 Mon - Fri, 10:00AM - 5:00PM
 · Application forms for the Immigration Bureau
 · Emergency Loans, Comprehensive Student Mutual Insurance, Comprehensive Renter's Insurance
 · Home Stay and Exchange Program's Application

Procedure at faculty /graduate school's office
 · See the bulletin board every day and check the most up to date information! ·

- Documents to be submitted to Immigration
- Application for Permission for Part-time Job
- Notice of Temporary Leave
- Scholarships
- Tuitions
- Japanese Language Courses
- Registration of classes
- Application of Scholarship Certificate
- Issue of Transcript
- Notice of Changing Address
- Notice of Accidents, etc.
- Parking Permission (residents of Int'l House should apply to the Inbound and Outbound Student Affairs Section)
- Entrance Examinations
- Temporal and Eternal Withdrawals
- Non-degree Student's Certificate of Student Status
- International House Application

- Student Affairs Department**
- Tuition Fee Exemption (only for degree-seeking students)
 - Accident and Casualty Insurance
 - Sports Facilities Application for Use (Swimming Pool, Gym, and Tennis Court)
 - Re-issue of Student IC Card, Student Discount, Certificate of Student Status, Certificate of Enrollment (for non-degree-seeking students), Academic Transcript, Health Check Certificate, Certificate of Expectation to Graduate (only for degree-seeking students, excluding United Graduate School of Agricultural Science, Joint Graduate School of Veterinary Sciences, and United Graduate School of Drug Discovery and Medical Information Sciences)
 - The Lost and Found

Information Management Core
 · Using computers

Health Administration Center
 First aid, physical and mental consultation

University Hall, Career and Student Support Center, CO-OP, Cafeteria, ATM

MINISTOP
 Convenience Store

University Library, Learning Commons
 · Borrowing books
 · Using computers

School of Medicine, Graduate School of Medicine

Faculty of Education, Graduate School of Education

Bus Stop

**Faculty of Applied Biological Science (Natural Science Division), Joint Graduate School of Veterinary Sciences
 School of Social System Management**

**United Graduate Schools of Agricultural Sciences
 Joint Graduate School of Veterinary Sciences**

Faculty of Engineering (Natural Science Division), Graduate School of Engineering

Cafeteria

Fitness Room

Kurono Student Dormitory

School of Medicine, Nursing Course

Center for General Education

University Hospital Post Office (1F)

Faculty of Regional Studies, Graduate School of Regional Studies

※Please be sure to check the business hours of each facility on their website.

List of Residence and Registration Procedures

Types of Application	Documents to be Submitted	Place for Application
1. Moving –in Notice	1. Residence card 2. Passport * Within 14 days from the date of entry into Japan or moving date.	Gifu City Hall (1F Citizen Affairs Division)
2. National Health Insurance System	Please join the National Health Insurance System when you go to the municipal government office to submit your moving-in notification.	Gifu City Hall (2F National Health Insurance/Pension Plan Division)
3. National Pension	For the specific information, please ask the National Health Insurance/Pension Plan Division at the city hall.	
4. Application for Permission to Extend Period of Stay	1. Application form for extension of period of stay 2. Face photo 4 cm x 3 cm 3. Certificate of Enrollment 4. Academic Transcript * Research students are required to submit a certificate outlining the details of their research issued by university faculty. 5. Financial Support Information Form 6. Passport 7. Residence card 8. Application fee: 4,000 yen (buy a revenue stamp) * You may be required to submit additional information including proof of your expense payment abilities, resume and certificate of your final schooling if the Immigration officer deems them necessary after reviewing your submitted information (for example, due to poor academic performance).	Immigration Bureau
5. Activities not included in Visa Status (Work permit for Part-time Employment)	1. Application form for a permit to engage in an activity other than that permitted under the status of residence previously granted 2. Passport 3. Residence card 4. Papers detailing the intended activities * No fees necessary for this process.	Immigration Bureau

<p>6. Temporary Leave and Re-Entry Permit</p> <p>(If you return to Japan within 1 year: Special Re-Entry Permit System)</p>	<p>Be sure to present your residence card at departure.</p> <p>Also please check the box of embarkation card for re-entrant to use this system.</p> <p>If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.</p> <p>*No fees necessary for this process.</p> 	<p>Immigration Bureau</p>
<p>(If you plan to leave from Japan for more than 1 year: Re-Entry Permit)</p>	<p>If you are planning to leave from Japan for more than 1 year, you need to get re-entry permit. You need to bring followings to the immigration bureau.</p> <ol style="list-style-type: none"> 1. Application form for a re-entry permit 2. Passport 3. Residence card 4. Student ID card or Certificate of Enrollment 5. Application fee: 3,000 yen (buy a revenue stamp) 	
<p>7.Changes in Status of Residence</p>	<ol style="list-style-type: none"> 1. Application for Change in Status of Residence 2. Face photo 4 cm x 3 cm 3. Proof for change of status of residence (information to clarify your reason for application) 4. Passport 5. Residence card 6. Application fee: 4,000 yen (buy a revenue stamp) 	<p>Immigration Bureau</p>

<p>8. Inviting Family Members to Live in Japan</p>	<ol style="list-style-type: none"> 1. Application for Certificate of Eligibility 2. Face photo 4 cm x 3 cm of the family members 2. Documents certifying the relationship between the student (supporter) and the family. This can be a domiciliary register, marriage certificate or birth certificate showing the relationship to the supporter. 3. The student's (supporter's) Residence card or a copy of his/her passport 4. Documents certifying the income of the student (supporter) (information to prove that the student is capable of supporting his/her family.) * The international student's Certificate of Enrollment * An account balance certificate of a bank account held by the student or a certificate of money transfers * Certificates showing scholarship information including amount and period 5. Self-addressed and stamped envelope (a simple registered mail with 404 yen stamp) 	<p>Immigration Bureau</p>
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For detailed information about residence procedures, please visit the website of the Immigration Bureau (available in multiple languages):

