

# Handbook for International Students 2026



 **GIFU UNIVERSITY**

2026.4

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## I. Support System for Academic and Daily Life

### 1. Consultation Services for International Students

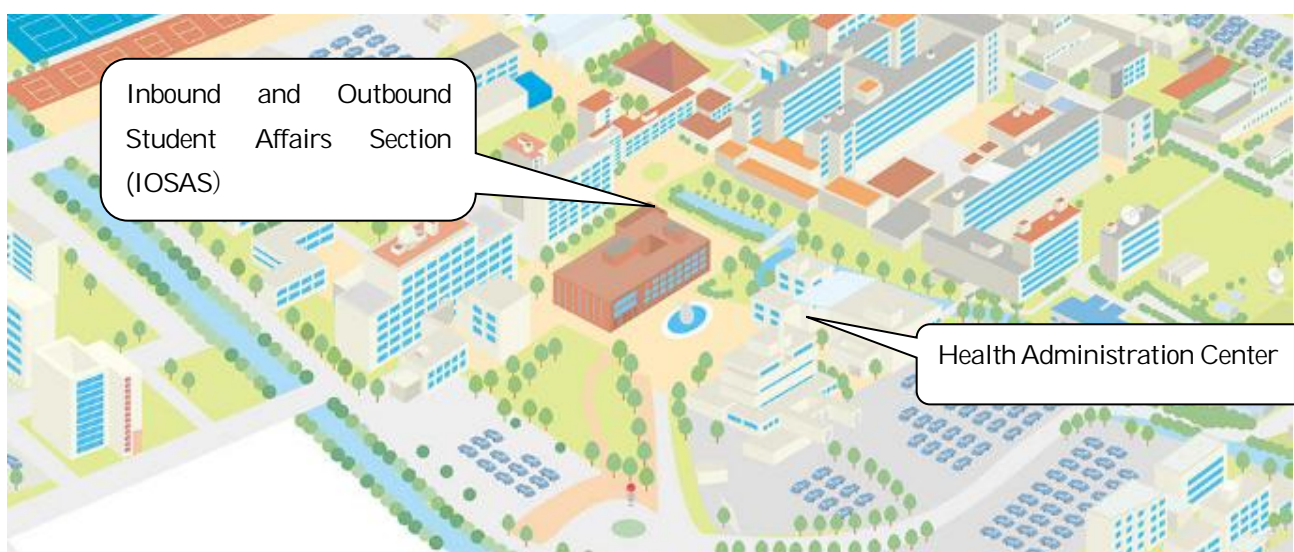
If you have any problems or questions, please feel free to visit the Inbound and Outbound Student Affairs Section.

Contact: **Inbound and Outbound Student Affairs Section (IOSAS)**

Opening Hours: 9:00 a.m. — 5:00 p.m.

TEL: 058-293-2137

E-mail: [direcent@t.gifu-u.ac.jp](mailto:direcent@t.gifu-u.ac.jp)



Gifu University Campus Map

The following facilities are also available for consultation:

Contact: **Health Administration Center**

Opening Hours: 8:45 a.m. — 4:30 p.m. (reservation required)

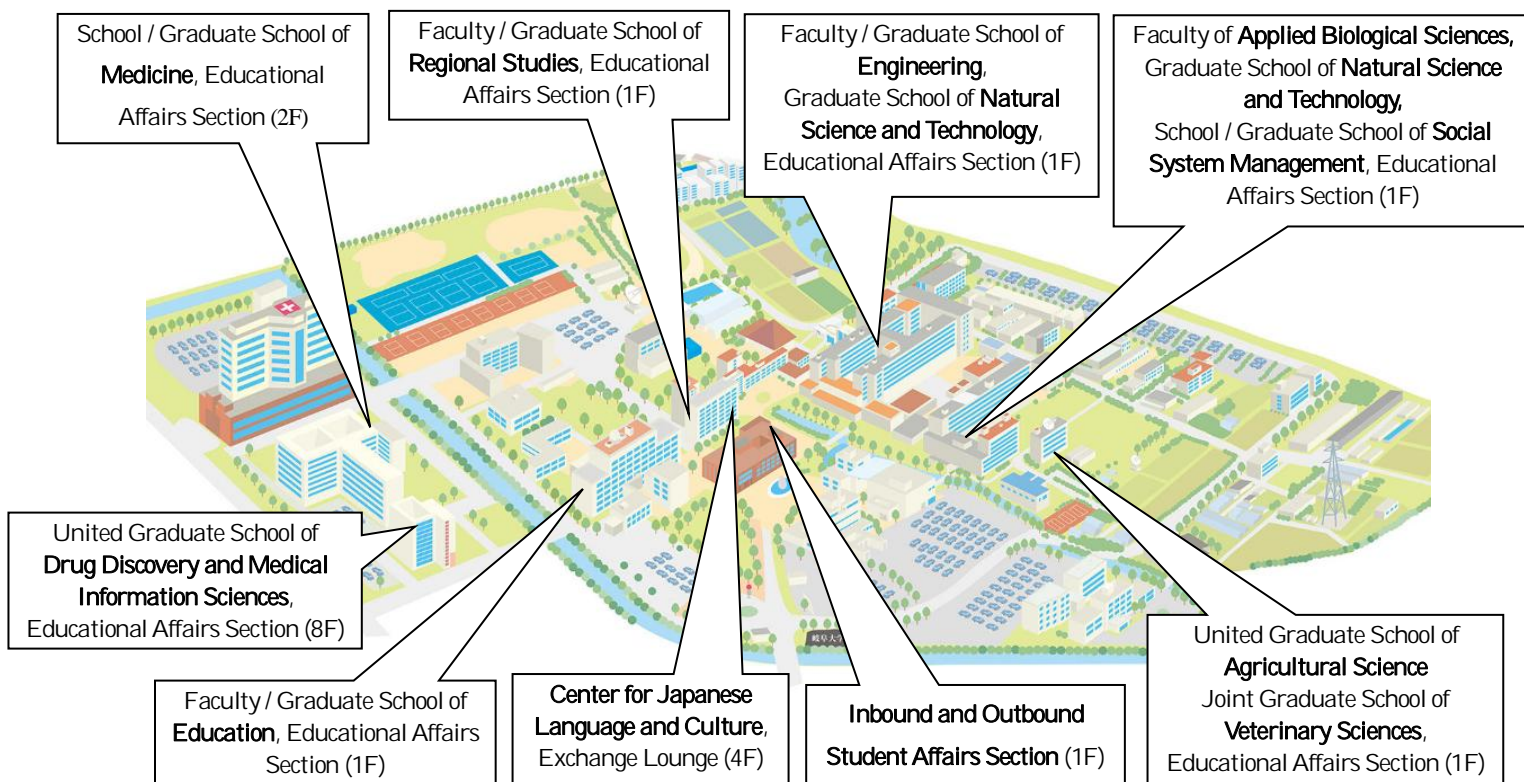
TEL: 058-293-2174

### 2. 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.

### 3. 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.



#### 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) 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.

- (3) 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 Globalization, 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 residence and registration procedures after arrival in Japan. Please note that those who do not follow the procedures might be subject to penalties in Japan. Please see Reference 2 (p. 16).

#### ★ Upon Arrival in Japan

##### 1. Residence Card

International students will receive a residence card at the airport of arrival as mid- or long-term residents. **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 or from moving within Japan. If you fail to report your place of residence without a valid reason, your status of residence may be cancelled.

##### 3. National Health Insurance and National Pension System

Japan has a medical system to lighten the burden of medical expenses. International students staying in Japan for more than three months must join one of the following insurance schemes: National Health Insurance, Social Health Insurance or Mutual Aid Association Insurance. Most international students join the National Health Insurance. Apply for the National Health and Pension Insurances when submitting a moving-in notice at the city hall.

###### ● *National Health Insurance*

After enrolling in the National Health Insurance, a Health Insurance Certificate ("Eligibility Confirmation Certificate") will be sent to your home by regular mail. Please show this certificate every time you visit a medical institution to reduce the cost to 30% of your total medical expenses. You can also use a My Number Card as a health certificate by linking it to the Eligibility Confirmation Certificate. For more information on the My Number system, please refer to '4.

Later you will have insurance premium payment slips delivered to your home by regular mail. Please pay your premiums as soon as possible, regardless of the deadline. You can pay at a convenience store or a bank.

There is a reduction and exemption system for national health insurance premiums. If your income in the previous year is below a certain standard, the local authority will grant you a reduction or exemption. The procedure is carried out at the city hall.

● *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 the postponement or exemption of pension payments.

- 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):

For further details:

National Health Insurance/Pension Plan Division, Gifu City Hall

TEL: 058-214-2086 (Pension Premium Section)



#### 4. 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 details, please refer to the Immigration Bureau page:



#### ★ After One or Two Years of Staying in Japan

#### 5. Permission to Extend Period of Stay

International students with a student visa can be permitted to reside in Japan for the period of 3 months, 6 months, 1 year, 11 year and 3 months, 2 years, 2 years and 3 months, 3 years, 3 years and 3 months, 4 years or 4 years and 3 months. If you need to extend your period, please do the necessary procedures at the Immigration Bureau. You can apply for extension 3 months prior to the expiration date. Please refer to the List of Residence and Registration Procedures on p. 16 for more information. You can also consult with your faculty/graduate school office or the Inbound and Outbound Student Affairs Section. Please make sure to extend your period of stay before it expires. Otherwise, you will overstay and might become subject to legal action such as deportation.

#### 6. Activities Not Included in Visa Status (Work Permit)

Generally, a student visa does not allow to be engaged in any form of paid work in Japan. International students who want to get a part time job, must obtain a work permit 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). 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 per week (7 consecutive days). 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 up to deportation from Japan.

Please submit a workplace report to the faculty/graduate school office upon finding or changing a job.

Important notice:

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

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

## 7. Temporary Leave and Special Re-Entry System

International students with a valid passport and residence card who leave Japan and will re-enter 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 and fill out an Embarkation Card for Reentrant before departure! (See p. 17)

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

International students must submit a "Overseas Travel Form" to the faculty/graduate school office prior to their leaving Japan.

## 8. 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.

## 9. Residence Status Change for Work after Graduation or Completion

Generally, international students are required to return to their home country after graduation/completion. 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/completion, need to change the status of their residence promptly.

- ① If you start working in Japan:

Please 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 could not find a job in Japan before graduation or completion and wish to continue seeking employment in Japan, must change the status of residence to the “Designated Activities.” This status of residence allows the holder to stay in Japan for six months and can be renewed only once. 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/completion 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.

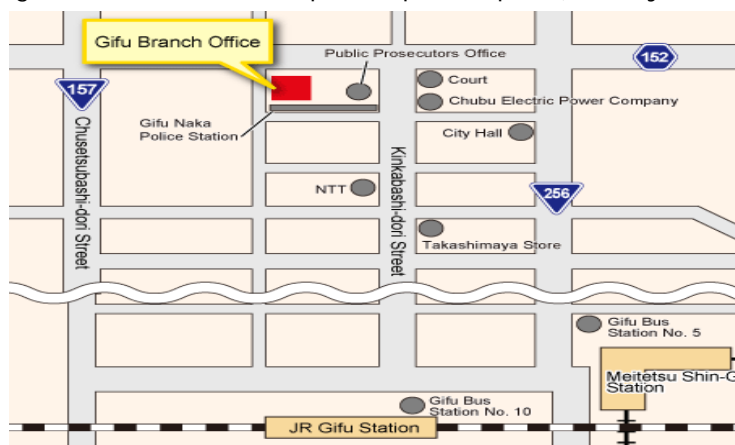
## 10. Regional Immigration Bureau

### [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:

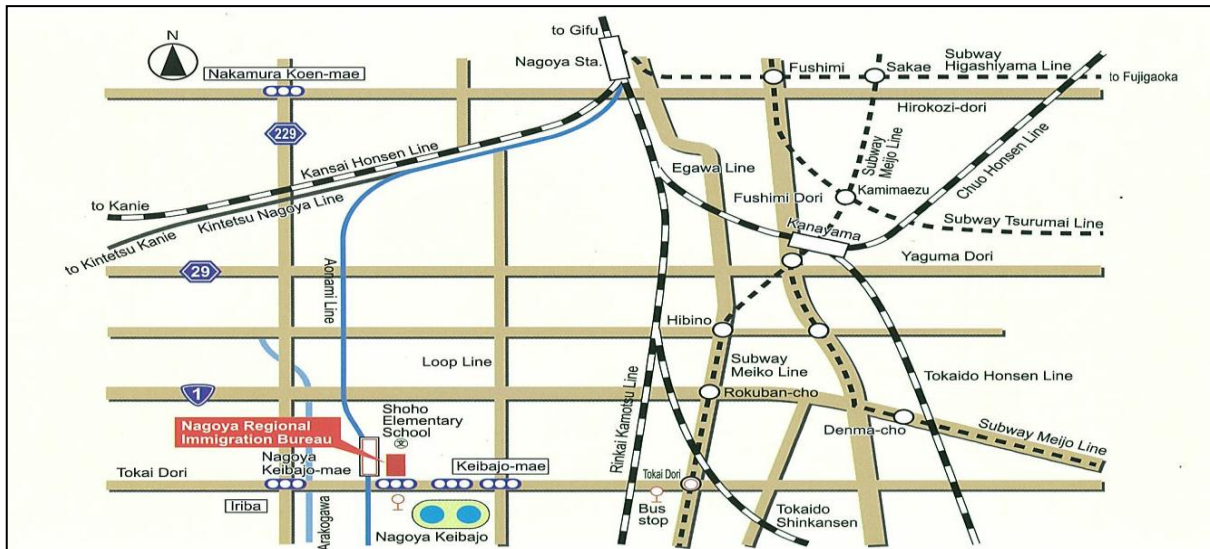
- 3 min walk from “Shimin Kaikan | Saibansho Mae” bus stop;
- 6 min walk from “Imazawa-cho” bus stop;
- 10 min walk from “Nishino-machi” bus stop.

### [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. Usually, application deadlines are in January for April move-in and July for October move-in. 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

Gifu University abolished the Apartment Guarantor System at the end of March 2026. When renting an apartment, please use the services of a private guarantor company. If a guarantor company is not designated by your real estate agent, we recommend enrolling in “Daigaku Seikyo Anshin Sumaikun,” which offers more comprehensive coverage. This service is provided through a partnership between the University Co-op and the guarantor company Casa.

Please make sure to obtain both **guarantor insurance** (annual fee of approximately ¥10,000) and **fire insurance** (annual fee of approximately ¥8,000). If a fire insurance company is not designated by your real estate agent, we recommend enrolling in the Gifu University Co-op insurance (Student Liability Insurance).

### 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 International Students

There are scholarship programs available for international students. For university recommended scholarships, please check the information from your faculty/graduate school office. Information about scholarships with direct application method is posted on the CampusWeb/TACT. You can also check the latest information on the website below.

★GU-GLOCAL Website (Scholarships for 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. 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.

★Health Administration Center Website:



#### (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.

(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

(1) Life Support Loan (short-term loan fund for regular 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 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 and JICE 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. To obtain a certificate, please use the automatic student discount certificate issuance machines located in the Educational Affairs Department University Hall.

#### (2) IC Transport Cards

Any major IC transport cards such as TOICA, manaca, ICOCA are available for bus and train fare payment.



### 4. Safe Living

#### (1) Important Notice Regarding Illegal Drugs

Japan enforces very strict controls on illegal drugs, and international students are no exception. Not only the use, but also the possession of illegal drugs is considered a crime. Please be aware that substances that are legal in your home country may be illegal in Japan. Claiming that you “did not know” will not be accepted as an excuse.

Common examples of illegal drugs include marijuana (cannabis), stimulants (such as methamphetamine), MDMA, and cocaine. If you violate the law, the following consequences may occur:

- You may be arrested by the police.
- You may be expelled from the university.
- You may be deported to your home country.

If you receive even a slightly suspicious invitation, clearly refuse it. If you encounter any trouble or concerns, please consult the university for advice.

#### (2) 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.

#### (3) 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. 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:

Vehicle insurance is required for cars and motorbikes. The 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. However, Japan's compulsory insurance covers only bodily injury or death to other people. It does not cover property damage, injuries to the driver or passengers, or damage to the vehicle. 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.

(4) 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, and workplace. 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.

(5) 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":	★Gifu International Center "Disaster Guide":	★Institute of Scientific Approaches for Fire & Disaster "Be Prepared for Earthquakes":
		

(6) Alcohol and Cigarettes – From the Age of 20

In Japan, drinking alcohol and smoking are strictly prohibited by law for anyone under the age of 20, regardless of nationality. It is also illegal to offer alcohol or cigarettes as well as purchase and give them to anyone under 20.

When consuming alcohol, please be mindful of your physical condition and drink in moderation. Binge drinking and excessive drinking are dangerous. Forcing others to drink is strictly prohibited and constitutes harassment. Please drink responsibly.

## 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. 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.

(2) Extension of the 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 Birth

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

### 2. Childhood Education

(1) Nursery School

Nursery school provides childcare 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.

## 4. Child Welfare and Medical Care

Those who plan childbirth in Japan, please take the necessary documents from your obstetrics, submit a Pregnancy Notification Form (妊娠届出書) to the municipal office and receive a Maternal and Child Health Handbook (母子健康手帳). Also, if you brought an infant to Japan, please submit a Moving-In Notice to the municipal office and get him/her vaccinated according to the List of Routine Vaccinations.

# 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

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

**Information Management Core**  
 · Using computers

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

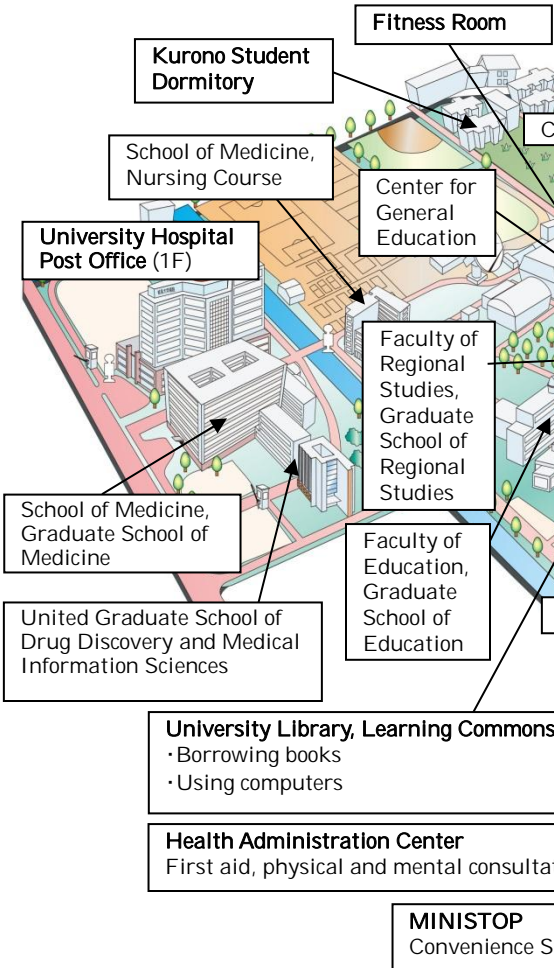
**Faculty of Applied Biological Science (Natural Science Division), Joint Graduate School of Veterinary Sciences, School of Social System Management, Graduate School of Social System Management**

**International House**

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

**Student Support Division**


- 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



※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 <b>* Within 14 days from the date of entry into Japan or moving date.</b>	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
3. National Pension	For the specific information, please ask the National Health Insurance/Pension Plan Division at the city hall.	Insurance/Pension Plan Division)
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: 6,000 yen/5,500 yen (office/online) * 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 for this process.	Immigration Bureau

<p><b>6. Temporary Leave and Re-Entry Permit</b></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 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"> <li>1. Application form for a re-entry permit</li> <li>2. Passport</li> <li>3. Residence card</li> <li>4. Student ID card or Certificate of Enrollment</li> <li>5. Application fee: 4,000 yen/3,500 yen (office/online)</li> </ol>	
<p><b>7.Changes in Status of Residence</b></p>	<ol style="list-style-type: none"> <li>1. Application for Change in Status of Residence</li> <li>2. Face photo 4 cm x 3 cm</li> <li>3. Proof for change of status of residence (information to clarify your reason for application)</li> <li>4. Passport</li> <li>5. Residence card</li> <li>6. Application fee: 6,000 yen/5,500 yen (office/online)</li> </ol>	<p>Immigration Bureau</p>

<p><b>8. Inviting Family Members to Live in Japan</b></p>	<ol style="list-style-type: none"> <li>1. Application for Certificate of Eligibility</li> <li>2. Face photo 4 cm x 3 cm of the family members</li> <li>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.</li> <li>3. The student's (supporter's) Residence card or a copy of his/her passport</li> <li>4. Documents certifying the income of the student (supporter) (information to prove that the student is capable of supporting his/her family.) <ul style="list-style-type: none"> <li>* The international student's Certificate of Enrollment</li> <li>* An account balance certificate of a bank account held by the student or a certificate of money transfers</li> <li>* Certificates showing scholarship information including amount and period</li> </ul> </li> <li>5. Self-addressed and stamped envelope (a simple registered mail with 460 yen stamp)</li> </ol>	<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):

