



JUNTENDO UNIVERSITY INTERNATIONAL STUDENT & RESEARCHER INFORMATION PACKET



The World Flag

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ABOUT THE INFORMATION PACKET

- Living away from your home country presents a number of difficulties. The International Center would like to help you with the transition to life in Japan and after you make the transition help support you throughout your studies.
- The Information Packet is made up of information that may help.
- The Information Packet will be a constant work in progress.
- Please feel free to send any information or resources that you think will be helpful to other international students or researchers to the International Center and we will include the material in this packet.

THINGS TO BE AWARE OF:

International students and researchers must understand the following items prior to their arrival.

Before Arrival

- ☐ Apply for a Visa
- ☐ Prepare Money / Credit Card
- ☐ Find Housing
- ☐ Prepare Electric Adapter

After Arrival

- ☐ Airport: Receive Residence Card
- ☐ Airport: Apply for Part-time Employment Permission
- ☐ Municipal Office: Notification of Change of Residence
- ☐ Municipal Office: Register in the National Health Insurance (NHI) & National Pension System (NPS)
- ☐ Receive the Notification Card (Individual Number Card)
- ☐ Open Bank Account

During Staying in Japan

- ☐ Apply for Extension of Period of Stay
- ☐ Pay Housing Expenses
- ☐ Submit the Tax Report in March
- ☐ Apply for Scholarships, if applicable
- ☐ Airport: Apply for Special Re-entry Permit
- ☐ Renew Passport, if necessary

Before Departure

- ☐ Municipal Office: Notify the change of Address
- ☐ Municipal Office: Withdraw from the NHI & NPS
- ☐ Tax Office: Submit Tax Return
- ☐ Complete Housing Departure Procedures
- ☐ Close Accounts
- ☐ Airport: Return Residence Card

BEFORE ARRIVAL

Apply for a Visa

- International students and researchers staying in Japan for more than 90 days, mid to long term residents, must complete the Certificate of Eligibility procedures.
- After receiving the certificate of eligibility, apply for a visa at a Japanese Embassy or Consulate.
- Mid to long term residents who are thinking of having a family member accompany them to Japan should contact JUIC before their arrival about the housing situation and visa status of their family member.

Prepare Money / Credit Card

- Mid to long term residents should make sure they have access to a bank account and credit card in their home country because the possibility exists that they may not be able to open a bank account or get a credit card immediately after their arrival.

Find Housing

- Visa regulations require mid to long term residents in Japan to register their address at their local Municipal Office within 14 days after their arrival in Japan. Mid to long term residents must find housing where they will be able to register their address before coming to Japan or within these 14 days.

Prepare Electric Adapter

- Mid to long term residents should make sure they have an electric adapter for Japan before their arrival.

AFTER ARRIVAL

Airport: Receive Residence Card

- After entering Japan, mid to long term residences will receive a residence card from the immigration inspector at the airport.

Airport: Apply for Part-time Employment Permission

- While at the airport mid to long term residents who have "student" residence status may also apply for part-time employment permission.

Municipal Office: Notification of Change of Residence

- Mid to long term residents must submit the Notification (Change) of Address application to the Municipal Office within 14 days of their arrival in Japan.

Municipal Office: National Health Insurance

- Mid to long term residents must register in Japan's National Health Insurance program.

Municipal Office: National Pension System

- Mid to long term residents in Japan must register in the National Pension System regardless of whether they intend to live in Japan long term.

Municipal Office: Receive Individual Number Notification Report

- After submitting the notification (change) of address application to the Municipal Office, mid to long term residents will receive an Individual Number Notification Report, which will contain the individual number of the mid to long term resident.

Open Bank Account

- Mid to long term residents may want to open a bank account.
- Some Japanese scholarships require a Japanese bank account.

DURING STAY IN JAPAN

Identification

- Japanese law requires mid to long term residents carry their residence card with them at all time.

Pay Housing Expenses

- International students and researchers must make sure to pay their:
 - Rent
 - Utilities (water, electricity, and gas, if necessary)
 - Internet

Maintain Residence Status and Period of Stay

- Mid to long term residents must make sure that they abide by the set of activities outlined by their residence status and make sure that they either renew their period of stay or return to their home country before their period of stay ends.

Renew Passport, if necessary

- Many passports extend for a period of 10 years. If necessary, international students and researchers must renew their passport while in Japan.

Submit Tax Report

- Regardless of whether mid to long term residents work while in Japan they must submit a tax report in March every year.

Apply for Scholarships, if applicable

- International students and researchers may want to research potential scholarships.

Airport: Taking of Trips Outside of Japan

- In the case mid to long term residents are planning taking trips outside of Japan during their period of stay, they must make sure abide by the special re-entry permit regulations

BEFORE DEPARTURE

Municipal Office: Notify the Change of Address

- Mid to long term residents must notify their local municipal office of their change of address within 14 days of their departure from Japan.

Municipal Office: Complete National Health Insurance Withdrawal Procedures

- Mid to long term residents must notify their local municipal office National Health Insurance section that they will be leaving Japan.

Municipal Office: Complete National Pension System Withdrawal Procedures

- Mid to long term residents must notify their local municipal office National Pension System section that they will be leaving Japan.

Tax Office: Submit Tax Return, if applicable

- Mid to long term residents who worked must submit a tax return before leaving Japan.

Complete Housing Departure Procedures

- Mid to long term residents must:
 - Settle all housing related bills, such as rent and utility bills.
 - Complete any housing related procedures, such as notifying their dormitory or housing manager they will be moving out.
 - Clean their room before departure and complete procedures to throw away large items.

Close Accounts

- Mid to long term residents who registered any items or opened any personal accounts in Japan should be sure to complete the registration procedures and close the accounts before their departure, including bank accounts.

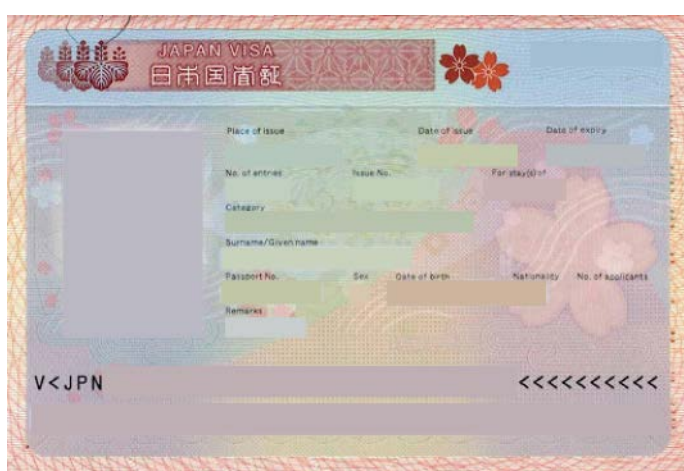
Airport: Residence Card

- Mid to long term residents will need to return their residence card to the immigration inspector at the airport they depart from.

BEFORE & AFTER ARRIVAL IN JAPAN

VISAS

- Visa procedures are dependent on:
 - Length of stay - short term stays (90 days or less) and mid to long term stay (90 days or more).
 - Residence status - every status outlines a set of activities that may be engaged in.



LENGTH OF STAY

Short Term Stay

- Temporary visitors are those people who will stay in Japan for 90 days or less.
- Applicants will need to apply for a Visa at the Japanese Embassy or Consulate in their country.
- The Ministry of Foreign Affairs (MOFA) lists [countries whose nationals have visa exemption arrangements with Japan](#).

Mid to Long Term Stay

- Mid to long term residents in Japan are those people who will stay in Japan more than 90 days.
- Potential mid to long residents in Japan will need to apply for and acquire a Certificate of Eligibility before applying for a visa.
- Certificate of Eligibility applications correspond with a residence status.
- After acquiring a Certificate of Eligibility, applicants will need to apply for a visa at the Japanese Embassy or Consulate in their country.
- Mid to long term residents will receive a residence card at their port of entry.
- Mid to long term residents in Japan will need to go to the Municipal Office of the ward they will live in within 14 days of their arrival in Japan to submit a Notification (Change) of Place of Residence, which will also need to be completed when moving within Japan and when leaving

Japan.

RESIDENCE STATUSES

“Student”

- Juntendo University international students who attend an undergraduate or graduate program at Juntendo University may need to acquire a “student” residence status.
- Many scholarships require a “student” residence status.
- “Student” residence status holders must complete the Immigration Services Agency of Japan’s Part-time Student Employment procedures if they wish to have a part time job.
- Length: 4 years and 3 months, 4 years, 3 years and 3 months, 3 years, 2 years and 3 months, 2 years, 1 year and 3 months, 1 year, 6 months, and 3 months

“Artist / Cultural Activities”

- Juntendo University international Cooperating Researchers may need to acquire an “Artist / Cultural Activities” residence status.
- “Artist / Cultural Activities” residence status holders must engage in academic activities that provide no income and are for the purpose of learning and acquiring skills under the guidance of a Juntendo University professor.
- Length: 2 years, 1 year, and 6 months

“Professor / Instructor”

- Juntendo University international faculty may need to acquire a “Professor / Instructor” residence status.
- “Professor / Instructor” residence status holders may have a paid position.
- Length: 3 years or 1 year

Note: More residence statuses exist.

Procedures

1. [Complete the Certificate of Eligibility procedures.](#)
2. Check with the Japanese Embassy or Consulate where you will submit the visa application about the required procedures.
3. Submit the required visa application items to the Japanese Embassy or Consulate.

CERTIFICATE OF ELIGIBILITY

- Potential mid to long term residents in Japan, those people who will be staying in Japan for more than 90 days, will need to obtain a Certificate of Eligibility for their visa application.
- A certificate of Eligibility is issued as proof that foreign nationals entering Japan will engage in the activities outlined under a residence status.
- The Certificate of Eligibility takes between 1-3 months to process following submission to the Immigration Services Agency of Japan.
- After applicants receive the Certificate of Eligibility they may apply for a visa, which should then be processed and issued within 5 business days.
- A Certificate of Eligibility is valid for 3 months.
- Note: Researchers who will receive a scholarship of more than JPY 200,000 per month are required to apply for the residence status "Professor" rather than "Cultural Activities," as the scholarship amount may be considered sufficient to cover expenses beyond basic living costs.

Procedures - Residence Status: Student

1. Juntendo University International Center (JUIC) will send students an email with a link to complete the certificate of eligibility procedures through the online system Speed Visa.
2. Students should check their email and approve the use of Speed Visa.
3. Students should enter the following information into Speed Visa:
 - Personal Information
 - Academic and employment history
 - Certificate of Eligibility required information
 - Reason for coming to Japan
 - Description of how the student plans to pay for their living expenses and tuition
4. Students should upload the following items to Speed Visa:
 - Passport (page with their personal information)
 - Personal Photo
 - Document explaining how the applicant expects to defray their expenses, such as a bank account statement or scholarship certificate. The document must be in either English or Japanese.
5. JUIC will submit the application to the Immigration Services Agency of Japan.
6. After processing the Application for Certificate of Eligibility, the Immigration Services Agency of Japan will send the completed Certificate of Eligibility to JUIC.
7. JUIC will mail or email you the Certificate of Eligibility.
8. After you receive the Certificate of Eligibility you will be able to [apply for a visa](#).

Procedures - Residence Status: Cultural Activities

1. Complete the Application for Certificate of Eligibility For applicant parts. Juntendo University International Center (JUIC) will complete the For organization part of the application.

- “Artist / Cultural Activities” (Excel ) , Example
 - [Using Excel to fill in the application](#)
2. Submit the following items to JUIC:
 - Completed Application for Certificate of Eligibility For applicant parts as an Excel file.
 - Passport Copy
 - Personal Photo
 - Document explaining how the applicant expects to defray their expenses, such as a bank account statement or scholarship certificate. The document must be in either English or Japanese.
 - JUIC may ask request additional documents depending on your application.
 3. JUIC will submit the application to the Immigration Services Agency of Japan.
 - The Immigration Services Agency of Japan may request additional documents.
 4. After processing the Application for Certificate of Eligibility, the Immigration Services Agency of Japan will email the completed Certificate of Eligibility to JUIC.
 5. JUIC will email you the Certificate of Eligibility.
 6. After you receive the Certificate of Eligibility you will be able to [apply for a visa](#).

Procedures - Residence Status: Professor

1. Complete the Application for Certificate of Eligibility For applicant parts.
 - “Professor / Instructor” (Excel ) , Example
 - [Using Excel to fill in the application](#)
2. Submit the following items to the department where you will be employed:
 - Completed Application for Certificate of Eligibility For applicant parts as an Excel file.
 - Passport Copy
 - Personal Photo
 - Employment Certificate: list position, salary, and length of employment
 - Caution: You may have to ask the department to request this certificate from the Jun-tendo University Personel Affairs Department.
3. The department will submit the application to the Immigration Services Agency of Japan.
 - The Immigration Services Agency of Japan may request additional documents.
4. After processing the Application for Certificate of Eligibility, the Immigration Services Agency of Japan will send the completed Certificate of Eligibility to the department.
5. The department will mail or email you the Certificate of Eligibility.
6. After you receive the Certificate of Eligibility you will be able to [apply for a visa](#).

RESIDENCE STATUS

Certificate of Eligibility

別記第六号の三様式(第六条の二関係)
 申請人等作成用 1
 For applicant, part 1

日本国政府法務省
Ministry of Justice, Government of Japan

- Plain Background
- Photo taken within the last 3 months
- No hats
- Clear and sharp

3. Write your full name as listed on your passport.

9. Address and telephone of the campus where you will study. Cellphone number is not necessary.

12. Your expected date of arrival.

13. May change after purchasing your airplane ticket.

14. Length of your program in Jun-tendo University.

16. Japanese Embassy or Consulate where you will submit your visa application.

17. If you have not visited Japan before circle "No"

21. If you do not have any family members living in Japan circle "No".

Link [How to insert circles in Excel](#)

For applicant, part 2

申請人等作成用 2 J (「芸術」・「文化活動」)
For applicant, part 2 J ("Artist" / "Cultural Activities")

在留資格認定証明書用
For certificate of eligibility

22 勤務先又は活動先 ※ (2)及び(3)については、主たる勤務又は活動場所の所在地及び電話番号を記載すること。
Place of employment or activity For sub-items (2) and (3), give the address and telephone number of your principal place of employment/activity.

(1)名称 Juntendo University 支店・事業所・研究室名 Department of Dermatology and Allergology
Name Name of branch, office or research room

指導教員氏名 (収入を伴わない学術上の活動を行うために「文化活動」での入国を希望する場合に記入)
Name of professor (Fill in the following if the applicant wishes to enter Japan to engage in academic activities that provide no income under the status of residence of "Cultural Activities")
Susumu Sato, M.D., Ph.D.

(2)所在地 2-1-1 Hongo, Bunkyo-ku, Tokyo, 113-8421 Japan (3)電話番号 03-3813-3111
Address Telephone No.

23 活動内容 Type of activity

(1)「芸術」での入国を希望する場合 Fill in this section if the applicant wishes to enter Japan with the status of residence of "Artist".

☐ 著述家 ☐ 著述家(指導) ☐ 美術家・写真家 ☐ 美術家(指導)・写真家(指導)
Author Author (teaching) Artist (teaching) / photographer (teaching)

☐ 音楽家・舞台芸術家 ☐ 音楽家(指導)・舞台芸術家(指導) ☐ その他()
Musician/stage artist Musician (teaching)/stage artist (teaching) Others

(2)「文化活動」での入国を希望する場合 Fill in this section if the applicant wishes to enter Japan with the status of residence of "Cultural Activities".

☐ 芸術上の活動 ()
Artistic activities

☒ 学術上の活動 (Research)
Academic activities

☐ 我が国特有の文化又は技芸についての専門的な研究 ()
Pursuing specific studies on Japanese culture or arts

☐ 専門家の指導を受けて我が国特有の文化又は技芸を修得する活動 ()
Learning and acquiring Japanese culture or arts under the guidance of expert

24 経歴(外国におけるものを含む) Personal history(including those in a foreign country)

始期 Start		終期 Finish		経歴 Personal history	始期 Start		終期 Finish		経歴 Personal history
年 Year	月 Month	年 Year	月 Month		年 Year	月 Month	年 Year	月 Month	
2005	9	2009	5	Los Angeles University, BA	2016	9	2019	8	Los Angeles Hospital, Fellowship
2009	8	2013	5	Los Angeles University, MD	2019	9	Present		Los Angeles Hospital, Attending Physician
2013	7	2016	7	Los Angeles University, Residency					

(25は「文化活動」での入国を希望する場合に記入)
(Fill in 25 in case of desiring to enter Japan by status of residence "Cultural Activities".)

25 滞在費支弁方法 Method of support to pay for expenses while in Japan

(1)支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

☐ 本人負担 円 ☐ 在外経費支弁者負担 円
Self Yen Supporter living abroad Yen

☐ 在日経費支弁者負担 円 ☐ 奨学金 円
Supporter in Japan Yen Scholarship Yen

☐ その他 円
Others Yen

(2)送金・携行等の別 Remittances from abroad or carrying cash

☒ 外国からの携行 5,000,000 円 ☒ 外国からの送金 200,000 円
Carrying from abroad Yen Remittances from abroad Yen

(携行者) Self 携行時期 2022/3/15) ☐ その他 円
Name of the individual carrying cash Date and time of carrying cash Others Yen

22. (2) Address and telephone number of the campus where you will study.

23. (1) Leave this question blank.

23. (2) Select "Academic Activities" and list the academic activities you will complete

24. List your academic and employment history.

25. Select all of the options that apply to you from (1) - (2)

For applicant, part 3

申請人等作成用 3 J (「芸術」・「文化活動」)
For applicant, part 3 J ("Artist" / "Cultural Activities")

在留資格認定証明書用
For certificate of eligibility

26 申請人, 法定代理人, 法第7条の2第2項に規定する代理人
Applicant, legal representative or the authorized representative, prescribed in Paragraph 2 of Article 7-2.

(1)氏 名 Name	(2)本人との関係 Relationship with the applicant
(3)住 所 Address	
電話番号 Telephone No.	携帯電話番号 Cellular Phone No.

以上の記載内容は事実と相違ありません。
申請人(代理人)の署名／申請書作成年月日

I hereby declare that the statement given above is true and correct.
Signature of the applicant (representative) / Date of filling in this form

LEAVE THIS SECTION BLANK

年 月 日
Year Month Day

注 意 申請書作成後申請までに記載内容に変更が生じた場合, 申請人(代理人)が変更箇所を訂正し, 署名すること。
申請書作成年月日は申請人(代理人)が自署すること。

Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.
The date of preparation of the application form must be written by the applicant (representative).

※ 取次者 Agent or other authorized person

(1)氏 名 Name	(2)住 所 Address
(3)所属機関等 Organization to which the agent belongs	電話番号 Telephone No.

26. Leave this question blank.

For applicant, part 2

申請人等作成用 2 I (「高度専門職(1号イ)」「教授」「教育」)
For applicant, part 2 I ("Highly Skilled Professional(i)(a)" / "Professor" / "Instructor")

在留資格認定証明書用
For certificate of eligibility

22 稼働先 ※ (2)及び(3)については、主たる勤務場所の所在地及び電話番号を記載すること。
Place of work For sub-items (2) and (3), give the address and telephone number of your principal place of work.

(1)名称
Name **Juntendo University**

(2)所在地
Address **2-1-1, Hongo, Bunkyo-ku, Tokyo 113-8421 JAPAN** (3)電話番号
Telephone No. **03-3813-3111**

23 最終学歴 Education (last school or institution)

(1) ☐ 本邦 ☒ 外国
Japan foreign country

(2) ☒ 大学院 (博士) ☐ 大学院 (修士) ☐ 大学 ☐ 短期大学 ☐ 専門学校
Doctor Master Bachelor Junior college College of technology

☐ 高等学校 ☐ 中学校 ☐ その他 ()
Senior high school Junior high school Others

(3)学校名
Name of school **Los Angeles University** (4)卒業年月日 **2018** 年 **5** 月 **5** 日
Date of graduation Year Month Day

24 専攻・専門分野 Major field of study
(23で大学院(博士)～短期大学の場合) (Check one of the followings when the answer to the question 23 is from doctor to junior college)

☐ 法学 ☐ 経済学 ☐ 政治学 ☐ 商学 ☐ 経営学 ☐ 文学 ☐ 語学 ☐ 社会学 ☐ 歴史学
Law Economics Politics Commercial science Business Literature Linguistics Sociology History

☐ 心理学 ☐ 教育学 ☐ 芸術学 ☐ その他人文・社会科学 ()
Psychology Education Science of art Others(cultural / social science)

☒ 理学 ☐ 化学 ☐ 工学 ☐ 農学 ☐ 水産学 ☐ 薬学 ☐ 医学 ☐ 歯学
Science Chemistry Engineering Agriculture Fisheries Pharmacy Medicine Dentistry

☐ その他自然科学 () ☐ 体育学 ☐ その他 ()
Others(natural science) Sports science Others

(23で専門学校の場合) (Check one of the followings when the answer to the question 23 is college of technology)

☐ 工業 ☐ 農業 ☐ 医療・衛生 ☐ 教育・社会福祉 ☐ 法律
Engineering Agriculture Medical services / Hygienics Education / Social welfare Law

☐ 商業実務 ☐ 服飾・家政 ☐ 文化・教養 ☐ その他 ()
Practical commercial business Dress design / Home economics Culture / Education Others

25 職歴 (外国におけるものを含む) Work experience (including those in a foreign country)

入社		退社		勤務先名称 Place of employment	入社		退社		勤務先名称 Place of employment
年 Year	月 Month	年 Year	月 Month		年 Year	月 Month	年 Year	月 Month	
2018	6	Present		Los Angeles University, Post Doc					

(26から28までは「教育」での入国を希望する場合に記入)
(Fill in 26 to 28 when you desire to enter Japan by status of residence "Instructor")

26 教育に係る免許の有無 有・無 27 教育しようとする科目に係る実務経験年数 年
Teacher's certificate Yes / No Teaching experience of the subject that the applicant is planning to teach Year(s)

28 外国語による教育をしようとする場合は当該外国語により教育を受けた期間 年
Total period of receiving the foreign language education in case that the applicant is planning to teach the foreign language Year(s)

29 申請人、法定代理人、法第7条の2第2項に規定する代理人
Applicant, legal representative or the authorized representative, prescribed in Paragraph 2 of Article 7-2.

(1)氏名 (2)本人との関係
Name Relationship with the applicant

(3)住所
Address

電話番号
Telephone No. 携帯電話番号
Cellular Phone No.

以上の記載内容は事実と相違ありません。
申請人(代理人)の署名／申請書作成年月日

I hereby declare that the statement given above is true and correct.
Signature of the applicant (representative) / Date of filling in this form

LEAVE THIS SECTION BLANK 年 月 日
Year Month Day

注 意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(代理人)が変更箇所を訂正し、署名すること。
申請書作成年月日は申請人(代理人)が自署すること。
Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.
The date of preparation of the application form must be written by the applicant (representative).

※ 取次者 Agent or other authorized person

(1)氏名 (2)住所
Name Address

(3)所属機関等 Organization to which the agent belongs 電話番号 Telephone No.

22. Campus where you are working.

26. - Only if applica-
28. ble.

29. Leave this ques-
tion blank.

- | | | | | |
|---|--|-------------------------|--------------------------------|-----------------|
| 日本国政府
GOVERNMENT OF JAPAN | | 在留カード
RESIDENCE CARD | | 番号 AB12345678CD |
| 氏名 TURNER ELIZABETH | | | | |
| NAME | | | | |
| 生年月日
DATE OF BIRTH | 1985年12月31日 | 性別 女 F. | 国籍・地域 米国
NATIONALITY/REGION | |
| 居住地
ADDRESS | 東京都千代田区霞が関1丁目1番1号霞が関ハイスト202号 | | | |
| 在留資格
STATUS | 留学
College Student | 就労制限の有無
就業不可 | | |
| 在留期間（満了日）
PERIOD OF STAY
(DATE OF EXPIRATION) | 4年3月(2018年10月20日)
許可の種別 在留期間更新許可 (東京入国管理局長) MOJ | | | |
| 許可年月日 | 2014年06月10日 | 交付年月日 | 2014年06月10日 | |
| このカードは 2018年10月20日まで有効 です。 | | 法務大臣 法務印 | | |
| PERIOD OF VALIDITY OF THIS CARD | | | | |

居住地記載欄		記載者印
届出年月日	住所地	
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長

資格外活動許可欄	在留期間更新等許可申請欄
許可：原則週 28 時間以内・風俗営業等の従事を除く	在留資格変更許可申請中

- Mid to long term residents in Japan will receive a residence card that will contain the following information:
 - Name
 - Date of birth
 - Sex
 - Nationality
 - Address in Japan
 - Residence status
 - Period of stay (date of expiration)
 - Personal photo
- Mid to long term residents in Japan must carry their residence card with them at all times.
- Mid to long term residents in Japan who change their name, date of birth, gender, or nationality will need to report the changes to the Immigration Services Agency of Japan and acquire a new residence card.
- Residents whose port of entry was not Narita, Haneda, Chubu, or Kansai Airport will receive their residence card after registering their address at their Municipal Office.
- When mid to long term residents in Japan submit a Notification (Change) of Place of Residence their address will be printed on the back of their residence card.
- Mid to long term residents will need to return their residence card to the immigration inspection at the airport before leaving Japan at the end of their period of stay.

Procedures: Residence Status - Student

- 20

period of stay, date of expiration, and residence status.

Procedures: Residence Status - Cultural Activities

- Submit a copy of the front and back of your residence card to Juntendo University International Center.

Procedures: Residence Status - Professor

- Submit a copy of the front and back of your residence card to Juntendo University Personnel Affairs Department.

CHANGES TO A RESIDENCE CARD

- If you change your name, date of birth, gender, or nationality inform the Immigration Services Agency of Japan and acquire a new residence card.

Procedures

1. Present the following items to the Immigration Services Agency of Japan:
 - Passport
 - Residence Card
 - Document certifying the change to the Residence Card
 - [Notification of a Change of an Item on the Residence Card \(Excel !\[\]\(a9ec86866bedb6b2d40cb26df919a1f3_img.jpg\)](#))
2. Applicants who receive a new residence card must
 - Residence Status: Student
 - Log into your SpeedVisa account, upload a copy of the front and back of your residence card, and register the following information found on your residence card: residence card number, period of stay, date of expiration, and residence status.
 - Residence Status: Cultural Activities
 - Submit a copy of the front and back of your residence card to Juntendo University International Center.
 - Residence Status: Professor
 - Submit a copy of the front and back of your residence card to Juntendo University Personnel Affairs Department.

RE-ISSUANCE OF A RESIDENCE CARD: LOST

- If you lose your residence card will go to the Immigration Services Agency of Japan within 14 days of losing the card and apply for a new residence card.
- Before going to the Immigration Services Agency of Japan report the lost residence card to a near by police station and receive a lost item report.

Procedures

1. Present the following items to the Immigration Services Agency of Japan:

- Passport
 - Lost Item Report from Police
 - [Application for Re-issuance of a Residence Card \(lost\) \(Excel !\[\]\(f427f5fcc9559e2202f8df9158136394_img.jpg\)](#))
2. Applicants who receive a new residence card must
- Residence Status: Student
 - Log into your SpeedVisa account, upload a copy of the front and back of your residence card, and register the following information found on your residence card: residence card number, period of stay, date of expiration, and residence status.
 - Residence Status: Cultural Activities
 - Submit a copy of the front and back of your residence card to Juntendo University International Center.
 - Residence Status: Professor
 - Submit a copy of the front and back of your residence card to Juntendo University Personnel Affairs Department.

RE-ISSUANCE OF A RESIDENCE CARD: DEFACED

- If you deface your residence card apply for a new residence card.

Procedures

1. Present the following items to the Immigration Services Agency of Japan:
 - Passport
 - Residence Card
 - [Application for Re-issuance of a Residence Card \(defaced\) \(Excel !\[\]\(8c0ee51c4838d5dc935a9967b5303810_img.jpg\)](#))
2. Applicants who receive a new residence card must
 - Residence Status: Student
 - Log into your SpeedVisa account, upload a copy of the front and back of your residence card, and register the following information found on your residence card: residence card number, period of stay, date of expiration, and residence status.
 - Residence Status: Cultural Activities
 - Submit a copy of the front and back of your residence card to Juntendo University International Center.
 - Residence Status: Professor
 - Submit a copy of the front and back of your residence card to Juntendo University Personnel Affairs Department.

RE-ISSUANCE OF A RESIDENCE CARD: OPTIONAL

- If you want a new residence card for the reasons not stated above.

Procedures

1. Present the following items to the Immigration Services Agency of Japan:

- Passport
 - Residence Card
 - [Certificate of Payment Fee \(Excel !\[\]\(df97338b4ed9c84de0aa8b40b09055fa_img.jpg\)](#)): requires a ¥ 1,600 revenue stamp
 - [Application for Re-issuance of a Residence Card \(optional\) \(Excel !\[\]\(b22c7e8560907ffb4e97a8ca6af278e9_img.jpg\)](#))
2. Applicants who receive a new residence card must
- Residence Status: Student
 - Log into your SpeedVisa account, upload a copy of the front and back of your residence card, and register the following information found on your residence card: residence card number, period of stay, date of expiration, and residence status.
 - Residence Status: Cultural Activities
 - Submit a copy of the front and back of your residence card to Juntendo University International Center.
 - Residence Status: Professor
 - Submit a copy of the front and back of your residence card to Juntendo University Personnel Affairs Department.

IDENTIFICATION

- Immigration regulations in Japan are very strict. To avoid unnecessary complications Juntendo University international students, researchers, staff, and faculty are advised to carry the appropriate identification.
- International residents in Japan are required under Japanese law to carry identification at all times.
 - Short term residents must carry their passport at all times.
 - Mid to long term residents must carry their residence card at all times.
- International residents found without the proper identification may be subjected to a ¥200,000 fine.
- International residents in Japan, enrolled at or working for Juntendo University, who are questioned about their identification should ask the authorities to call Juntendo University International Center (03-3813-3795).

NOTIFICATION (CHANGE) OF PLACE OF RESIDENCE

- Under the new residency management system, mid to long term residents in Japan will be entered into Japan's Basic Residence Registration System.
- Mid to long term residents in Japan must go to the Municipal Office of the ward they live in within 14 days of establishing their address.
 - [After Arriving in Japan the First Time](#)
 - [Moving Within Japan - Within the Same Municipal](#)
 - [Moving Within Japan - To a Different Municipal](#)
 - [Leaving Japan](#)
- The Municipal Office will print the registered address on the back of the residence card.

After Arriving in Japan the First Time

- Mid to long-term residents are required to report their place of residence to the Municipal Office within 14 days of establishing their residence after arriving in Japan. If they fail to report the establishment of their residence within the said 14 days, they may be fined up to 200,000 yen.
- Without a valid reason, failing to report their place of residence within 90 days after arriving in Japan may result in their residency status being revoked.

Procedures:

1. Prepare the following items:
 - Passport
 - Residence Card
 - Your name in katakana (カタカナ)
 - Your address
 - [Optional: document to help explain to the Municipal Office what you want to do in Japanese](#)
2. Go to the Municipal Office.
3. Fill in the Residence Notification form at the Municipal Office.
4. Present the items above and the [document on the following page to assist with the procedures, if necessary](#).
5. Wait for the Municipal Office to list your address on the back of your residence card.
6. Receive your residence card with your address now listed on the back. Finished, register in the [National Health Insurance](#).
 - Note: some Municipal Offices may complete the National Health Insurance registration procedures while completing the address notification procedures.
7. With the new residence card,
 - Residence Status: Student
 - Log into your SpeedVisa account, upload a copy of the front and back of your residence card, and register the following information found on your residence card: residence

card number, period of stay, date of expiration, and residence status.

- Residence Status: Cultural Activities
 - Submit a copy of the front and back of your residence card to Juntendo University International Center.
 - Residence Status: Professor
 - Submit a copy of the front and back of your residence card to Juntendo University Personnel Affairs Department.
8. Later, check your mail. You will receive an [Individual Number Notification Report](#). You will need to make sure to hold on to this.

令和 2年 6月30日発行
〇〇課長

個人番号通知書

個人番号 0123 4567 8901
氏 名 番号 花子
生年月日 令和 2年 6月 1日

☐ 本通知書はあなたの個人番号(マイナンバー)をお知らせするためのものです。

☐ 本通知書は「マイナンバーを証明する書類」や「身分証明書」としては利用できません。「マイナンバーを証明する書類」が必要な場合には、マイナンバーカードをご提示いただくか、マイナンバー入りの住民票の写しまたは住民票記載事項証明書をご提出ください。

☐ 本通知書の再発行は行いません。

マイナンバーカードの申請について

☐ マイナンバーカードの申請はスマートフォンやタブレットによるオンライン申請が最も簡単で、顔写真データをご準備のうえ、右記のQRコードを照準してください。

☐ 郵送によるマイナンバーカードを申請する場合には、同梱の封筒に封入し、お送りください。その他の申請方法については、同封のパンフレットをご確認ください。

※ なお、マイナンバーカードを申請した場合、申請状況の問い合わせに必要なあなたの申請書IDは【1234_5678_9012_3456_7890_123】です。

☐ マイナンバーカードの受け取りには本人確認が必要ですが、申請時に本人確認を行う場合には、本通知書を提示することで、手続が簡素化できる場合があります。マイナンバーカードの申請に関する詳細については、同封のパンフレットまたはマイナンバーカード総合サイト (<https://www.kojinbango-card.go.jp/>) をご覧ください。

お問い合わせ先: 0120-95-0178
(マイナンバー総合フリーダイヤル)
平日9時30分～20時00分
土日祝日9時30分～17時30分
(延長受付あり)

202004241 110000 0000002 00000014 2/3

Moving Within Japan, Within the Same Municipal

- Residents moving within the same ward will need to notify their Municipal Office of the change in their address within 14 days of their move.

Procedures:

1. Prepare the following items:
 - Passport
 - Residence Card
 - Individual Number Card, if you have one
 - Your name in katakana (カタカナ)
 - Your address before and after the moving
 - [Optional: document to help explain to the Municipal Office what you want to do in Japanese](#)
2. Go to the Municipal Office.
3. Fill in the Residence Notification form at the Municipal Office.

4. Present the items above.
5. Wait for the Municipal Office to list your new address on the back of your residence card.
6. Receive your residence card with your address now listed on the back.
7. With the new residence card,
 - Residence Status: Student
 - Log into your SpeedVisa account, upload a copy of the front and back of your residence card, and register the following information found on your residence card: residence card number, period of stay, date of expiration, and residence status.
 - Residence Status: Cultural Activities
 - Submit a copy of the front and back of your residence card to Juntendo University International Center.
 - Residence Status: Professor
 - Submit a copy of the front and back of your residence card to Juntendo University Personnel Affairs Department.

Moving Within Japan, to a Different Municipal

- Residents moving to another ward will need to notify their current Municipal Office and notify the Municipal Office of the ward that they are moving into of the change in their address within 14 days of their move.

Procedures:

- You will need to go to:
 - the municipal office where your address is registered before moving and
 - the municipal office where your address will be registered after moving.

Municipal Office: Before Moving

1. Prepare the following items:
 - Passport
 - Residence Card
 - Individual Number Card, if you have one
 - Your name in katakana (カタカナ)
 - Your address before and after the moving
 - [Optional: document to help explain to the Municipal Office what you want to do in Japanese](#)
2. Go to the Municipal Office.
3. Fill in the Residence Notification form at the Municipal Office.
4. Present the item above.
5. Receive a Moving-Out Certificate from the Municipal Office.

Municipal Office: After Move

1. Prepare the following items:
 - Passport
 - Residence Card
 - Individual Number Card, if you have one
 - Your name in katakana (カタカナ)
 - Your address before and after the moving
 - Moving-Out Certificate
 - [Optional: document to help explain to the Municipal Office what you want to do in Japanese](#)
2. Go to the Municipal Office.
3. Fill in the Residence Notification form at the Municipal Office.
4. Present the items above.
5. Wait for the Municipal Office to list your new address on the back of your residence card.
6. Receive your residence card with your address now listed on the back.
7. With the new residence card,
 - Residence Status: Student
 - Log into your SpeedVisa account, upload a copy of the front and back of your residence card, and register the following information found on your residence card: residence card number, period of stay, date of expiration, and residence status.
 - Residence Status: Cultural Activities
 - Submit a copy of the front and back of your residence card to Juntendo University International Center.
 - Residence Status: Professor
 - Submit a copy of the front and back of your residence card to Juntendo University Personnel Affairs Department.

Leaving Japan

- Residents leaving Japan will need to notify the Municipal Office where they are currently registered of their plans to leave Japan within 14 days of leaving Japan

Procedures:

1. Prepare the following items:
 - Passport
 - Residence Card
 - Individual Number Card, if you have one
 - Your name in katakana (カタカナ)
 - Your address
 - [Optional: document to help explain to the Municipal Office what you want to do in Japanese](#)

2. Go to the Municipal Office.
3. Fill in the Residence Notification form at the Municipal Office. List the address outside of Japan as your new address.
4. Present the items above.
5. Finished, notify the [National Health Insurance](#) section in the Municipal Office that you are leaving Japan as well.
 - Note: some Municipal Offices may complete the National Health Insurance registration procedures while completing the address notification procedures.

ご担当者様

Municipal Office

_____から_____区に引っ越してきました。

I moved from (your country) to (your) ward.

住民異動の届出を行いたいです。

I would like to complete the change of address notification procedures.

(Show them your: 1. Residence Notification form, 2. Residence Card, and 3. Passport)

_____の期間、順天堂大学に
_____として通学する予定です。

Between (period you will be in Japan), I will be completing research at Juntendo University as a (your position).

これまで日本には_____回来たことがあります。

I have visited Japan (number) times.

区役所で住民登録をしたことが【1. あります】 / 【2. ありません】。

【1. I have】 / 【 2. I have not】 registered my address at the municipal office before. (Cross out the invalid option.)

パスポートのコピーが必要でしたらお取りください。

You can make a copy of my passport.

住民異動の届出が完了した後、国民健康保険に加入したいです。

I want to register for Japanese National Insurance after completing the address registration procedures.

よろしくお願い致します。

Thank you for your help.

After completing the application the municipal office will hold on to your residence card to list your address on the back. The municipal office will ask you to wait and give you a number. When the residence card is ready the municipal office will call your number and you can collect your residence card.

ご担当者様

Municipal Office

引っ越し【1. ます】 / 【2. できました】。

【1. I will move】 / 【 2. I have moved】 (Cross out the invalid option.)

住民異動の届出を行いたいです。

I would like to complete the change of address notification procedures.

(Show them your: 1. Residence Notification form, 2. Residence Card, and 3. Passport)

住民異動の届出が完了した後、国民健康保険の手続きも行いたいです。

I want to update my registration in the Japanese National Insurance after completing the address registration procedures.

よろしく願い致します。

Thank you for your help.

After completing the application the municipal office will hold on to your residence card to list your address on the back. The municipal office will ask you to wait and give you a number. When the residence card is ready the municipal office will call your number and you can collect your residence card.

ご担当者様

Municipal Office

引っ越し【1. ます】 / 【2. できました】。

【1. I will move】 / 【 2. I have moved】 (Cross out the invalid option.)

住民異動の届出を行いたいです。

I would like to complete the change of address notification procedures.

既に、前に住んだ区の異動届手続きを完了しました。

I already completed the moving out procedures at my previous Municipal Office.

(Show them your: 1. Residence Notification form, 2. Residence Card, 3. Passport, and 4. Moving-Out Certificate)

住民異動の届出が完了した後、国民健康保険の手続きも行いたいです。

I want to update my registration in the Japanese National Insurance after completing the address registration procedures.

よろしくお願い致します。

Thank you for your help.

After completing the application the municipal office will hold on to your residence card to list your address on the back. The municipal office will ask you to wait and give you a number. When the residence card is ready the municipal office will call your number and you can collect your residence card.

ご担当者様

Municipal Office

_____に引っ越します。

I will be moving to (country).

住民異動の届出を行いたいです。

I would like to complete the change of address notification procedures.

住民異動の届出が完了した後、国民健康保険の手続きも行いたいです。

I want to update my registration in the Japanese National Insurance after completing the address registration procedures.

よろしくお願い致します。

Thank you for your help.

ご担当者様

Municipal Office

引っ越し【1. ます】 / 【2. できました】。

【1. I will move】 / 【 2. I have moved】 (Cross out the invalid option.)

住民異動の届出を行いたいです。

I would like to complete the change of address notification procedures.

(Show them your: 1. Residence Notification form, 2. Residence Card, and 3. Passport)

住民異動の届出が完了した後、国民健康保険の手続きも行いたいです。

I want to update my registration in the Japanese National Insurance after completing the address registration procedures.

_____区役所に転入届を提出します。

I will submit the address notification to (your new ward) Municipal Office.

よろしくお願い致します。

Thank you for your help.

After completing the application the municipal office will give you a document that will acknowledge that you notified the municipal office that you moved. You will need to take this document when you notify your new municipal that you moved.

DURING STAY IN JAPAN

CHANGE OF STATUS OF RESIDENCE

- Every residence status outlines a set of activities that may be engaged in.
- Mid to long term residents in Japan will need to change their status of residence when they wish to engage in activities not listed under their current status of residence.
- "Student" resident status holders who have scholarships should be aware of whether or not their scholarship will be affected by a change in residence status prior to making any changes.
- International students who will work full-time in Japan after graduating must change their residence status before beginning their new job. Being employed full-time while only having part-time employment permission is prohibited.
- The Immigration Services Agency of Japan accepts the Application for Change of Status of Residence as soon as changes will occur with the applicant's residence status, up until their period of stay expires.

Procedures

1. Complete the Application for Change of Status of Residence For applicant parts and the corresponding supplementary documents that corresponds with your desired residence status.
 - [Complete list \(Japanese\)](#)
 - "Student" (Excel ) , Example
 - "Artist / Cultural Activities" (Excel ) , Example
 - "Professor" (Excel ) , Example
 - [Using Excel to fill in the application](#)
2. Refer to required items list and prepare the required items
 - ["Student" Required Documents List](#)
 - ["Cultural Activities" Required Documents List](#)
 - ["Professor" Required Documents List](#)
3. Submit the Application for Change of Status of Residence For applicant parts to JUIC.
 - Sakura Campus students and staff should submit the application to the Sakura Campus Administrative Department.
 - Hongo-Ochanomizu Campus staff who receive a salary from Juntendo University submit the application to the Personnel Affairs Department.
4. Submit the required items to the Immigration Services Agency of Japan. If necessary submit the [Notification of Accepting Organization](#) too.
 - [Tokyo Regional Immigration Bureau Access](#)
 - [Chiba Branch Office Access](#)
5. Immigration Services Agency of Japan may take 2 weeks to 1 month to review the application.
 - The Immigration Services Agency of Japan may request additional items not listed on the

required items list.

6. When the Immigration Services Agency of Japan completes the review they will send you a postcard telling you to pick up your new residence card may take 2 weeks to 1 month to review the application.
7. Report the results of the review to:
 - Residence Status: Student & Cultural Activities to Juntendo University International Center
 - Residence Status: Professor: Personnel Affairs Department

CHANGE OF STATUS OF RESIDENCE

REQUIRED ITEMS Residence Status: "Student"

	DOCUMENTS	NOTES
①	Application for Change of Status of Residence For Applicant: Example For University	- Use the Excel form - Using excel to fill in the application document - In Japanese or English - One-sided printout ONLY - In black pen, no erasable pens allowed - Attach a photo taken within 3 months of the application - Put your name on the back of photo - No correction pens or tapes are allowed
②	Passport	
③	Residence Card	
④	Student ID	
⑤	Certificate of Enrollment	- Hongo-Ochanomizu Campus students: - Before requesting the certificate you must purchase a certificate ticket for ¥ 300 at the Academic Affairs Department (Century Tower, South Side, 13th Floor), cost ¥ 300, using the vending machine select : 医 (学部・大学院) 証明書【和文】 - Submit the ticket to your Academic Administrative Office. - Sakura Campus students: Sakura Campus Administrative Office - First year students: Certificate of Admission / Letter of Acceptance - Research students: Letter mentioning your period of enrollment and research theme
⑥	Transcript	First year students: Transcript from the last university/language school
⑦	Letter of Financial Support	- Check if your application follows No.22 on the form. - If an applicant finances them self, one of the following must be submitted: - Certificate of the applicant's bank account balance - Copy of the applicant's passbook, must include transaction history of last one year and the passbook number - Certificate of scholarship - If an applicant is financed by another person, one of the following must be submitted: - Certificate of the supporter's bank account balance - Copy of the supporter's passbook, must include transaction history of last one year and the passbook number - Copy of the applicant's passbook, must include transaction history of last one year, passbook number, money received from the supporter
⑧	Certificate for Payment of Fee with a ¥ 4,000 Revenue Stamp	- Use the Certificate for Payment of Fee (Excel) form - Purchase a ¥ 4,000 revenue stamp, available for purchase at the Japan Post

- Domestic certificates and official letters must be submitted within 3 months they were issued
- International certificates and official letters must be submitted within 6 months from issuance

For applicant, part 2

申請人等作成用 2 P (「留学」)

For applicant, part 2 P ("Student")

在留期間更新・在留資格変更用

For extension or change of status

17 通学先 Place of study

(1) 名称

Name of school Juntendo University

(2) 所在地

Address 2-1-1 Hongo, Bunkyo-ku, Tokyo, 113-8421 Japan

(3) 電話番号

Telephone No. 03-3813-3111(18及び19は在留資格変更許可申請又は進学若しくは転学の場合に記入)
(Fill in 18 and 19 in case of applying for a change of status, going to a higher school or changing your school)

18 修学年数 (小学校～最終学歴)

Total period of education (from elementary school to last institution of education) 18 Years

19 最終学歴 (又は在学中の学校) Education (last school or institution) or present school

(1) 在籍状況 ☒ 卒業 ☐ 在学中 ☐ 休学中 ☐ 中退

Registered enrollment Graduated In school Temporary absence Withdrawal

☐ 大学院 (博士)

Doctor

☐ 大学院 (修士)

Master

☒ 大学

Bachelor

☐ 短期大学

Junior college

☐ 専門学校

College of technology

☐ 高等学校

Senior high school

☐ 中学校

Junior high school

☐ 小学校

Elementary school

☐ その他 (

Others

(2) 学校名

Name of the school Los Angeles University

(3) 卒業又は卒業見込み年月

2019 年 5 月

Date of graduation or expected graduation Year Month

20 日本語能力 (専修学校又は各種学校において日本語教育以外の教育を受ける場合に記入)

Japanese language ability (Fill in the followings when you study at advanced vocational school or vocational school (except Japanese language))

☐ 試験による証明 Proof based on a Japanese Language Test

(1) 試験名 Name of the test

(2) 級又は点数 Attained level or score

☐ 日本語教育を受けた教育機関及び期間 Organization and period to have received Japanese language education

機関名

Organization

期間:

Period from Year Month to Year Month

☐ その他

Others

LEAVE THIS SECTION BLANK

21 日本語学習歴 (高等学校において教育を受ける場合に記入)

Japanese education history (Fill in the following when you study in high school)

日本語の教育又は日本語による教育を受けた教育機関及び期間

Organization and period to have received Japanese language education / received education by Japanese language

機関名

Organization

期間:

Period from Year Month to Year Month

22 滞在費の支弁方法等 (生活費、学費及び家賃等全てについて記入すること。) ※複数選択可

Method of support to pay for expenses while in Japan (fill in with regard to living expenses, tuition and rent) * multiple answers possible

(1) 支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

☐ 本人負担

円

☒ 在外経費支弁者負担50,000 円

Self Yen

Supporter living abroad

Yen

☐ 在日経費支弁者負担

円

☒ 奨学金50,000 円

Supporter in Japan Yen

Scholarship

Yen

☐ その他

円

Others Yen

(2) 送金・携行等の別 Remittances from abroad or carrying cash

☒ 外国からの携行500,000 円☒ 外国からの送金50,000 円

Carrying from abroad Yen

Remittances from abroad

Yen

(携行者

Name of the individual

Self

携行時期

Date and time of

2019/10/1) ☐ その他

carrying cash

Date and time of

Others

円

Yen

(3) 経費支弁者 (複数人いる場合は全てについて記載すること。) ※任意様式の別紙可

Supporter (If there is more than one, give information on all of the supporters) * another paper may be attached, which does not have to use a prescribed format.

① 氏名

Name Mary Turner

② 住所

Address 50 Los Angeles Drive, Los Angeles, CA, 12345, USA

電話番号

Telephone No. (123) 123-4567

③ 職業 (勤務先の名称)

Occupation (place of employment) Doctor

電話番号

Telephone No. (123) 123-4567

④ 年収

Annual income 5,000,000 円

For applicant, part 3

申請人等作成用 3 P (「留学」)

For applicant, part 3 P ("Student")

在留期間更新・在留資格変更用

For extension or change of status

(4) 申請人との関係 (上記(1)で在外経費支弁者負担又は在日経費支弁者負担を選択した場合に記入)
Relationship with the applicant (Check one of the followings when your answer to the question 22(1) is supporter living abroad or Japan)

☐ 夫 ☐ 妻 ☐ 父 ☒ 母 ☐ 祖父 ☐ 祖母 ☐ 養父 ☐ 養母
Husband Wife Father Mother Grandfather Grandmother Foster father Foster mother

☐ 兄弟姉妹 ☐ 叔父(伯父)・叔母(伯母) ☐ 受入教育機関 ☐ 友人・知人
Brother / Sister Uncle / Aunt Educational institute Friend / Acquaintance

☐ 友人・知人の親族 ☐ 取引関係者・現地企業等職員
Relative of friend / acquaintance Business connection / Personnel of local enterprise

☐ 取引関係者・現地企業等職員の親族 ☐ その他 ()
Relative of business connection / personnel of local enterprise Others

(5) 奨学金支給機関 (上記(1)で奨学金を選択した場合に記入) ※複数選択可
Organization which provide scholarship (Check one of the following when the answer to the question 22(1) is scholarship)* multiple answers possible

☐ 外国政府 ☐ 日本国政府 ☐ 地方公共団体
Foreign government Japanese government Local government

☐ 公益社団法人又は公益財団法人 (Sato Scholarship Foundation) ☐ その他 ()
Public interest incorporated association / Public interest incorporated foundation Others

23 資格外活動の有無
Are you engaging in activities other than those permitted under the status of residence previously granted? 有・無
Yes / No

有の場合は、(1)から(4)までの各欄を記入(複数ある場合は全て記入すること) ※任意様式の別紙可
Fill in (1) to (4) when your answer is "Yes". (Give the information for all of the companies if the applicant works for multiple companies)*another paper may be attached, which does not have to use a prescribed format.

(1) 内容
Type of work Customer Services

(2) 勤務先名称
Place of employment Technology Company 電話番号 03-1234-5678
Telephone No.

(3) 週間稼働時間 15 時間 (4) 報酬 25,000 円 (☒ 月額 ☐ 日額)
Work time per week Hour(s) Salary Yen Monthly Daily

24 卒業後の予定 Plan after graduation

☒ 帰国 ☐ 日本での進学
Return to home country Enter a school of higher education in Japan

☐ 日本での就職 ☐ その他 ()
Find work in Japan Others

25 本邦における申請人の監護人(通学先が中学校又は小学校の場合に記入)
Actual guardian in Japan (Fill in the following if the applicant is to study at a junior high school or elementary school)

(1) 氏名 (2) 本人との関係
Name Relationship with the applicant

(3) 住所
Address

電話番号 携帯電話番号
Telephone No. Cellular Phone No.

26 代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)

(1) 氏名 (2) 本人との関係
Name Relationship with the applicant

(3) 住所
Address

電話番号 携帯電話番号
Telephone No. Cellular Phone No.

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.
申請人(法定代理人)の署名/申請書作成年月日 Signature of the applicant (legal representative) / Date of filling in this form

Elizabeth Turner 2021 年 3 月 28 日
Year Month Day

注意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。
Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name.

※ 取次者 Agent or other authorized person

(1) 氏名 (2) 住所
Name

(3) 所属機関等(親族等については、本人との関係) 電話番号
Organization to which the agent belongs (in case of a relative, relationship with the applicant) Telephone No.

(4) Select all corresponding to question (3).

(5) Leave this question blank if you do not have a scholarship.

23. Circle "No" if you do not have a part-time job.

24. Select answer that applies to your situation.

26. Hand written signature in your native language and date application submitted.

CHANGE OF STATUS OF RESIDENCE REQUIRED ITEMS Residence Status “Cultural Activities”

For Hongo-Ochanomizu Campus Cooperating Researchers

	DOCUMENTS	NOTES
①	Change of Status of Residence For Applicant: Example For University	- Use the Excel  form - Using excel to fill in the application document - In Japanese or English - One-sided printout ONLY - In black, no erasable pens allowed - Attach a photo taken within 3 months of the application - Put your name on the back of photo - No correction pens or tapes are allowed
②	Passport	
③	Residence Card	
④	ID	
⑤	Certificate of Enrollment	- Request at the Research Support Center, Building A, North Side, 2nd Floor. - Before requesting the certificate you must purchase a certificate ticket for ¥ 300 at the Academic Affairs Department, Century Tower, South Side, 13th Floor, cost ¥ 300, using the vending machine select : 医（学部・大学院）証明書【和文】
⑥	Research Plan	Report from your department detailing your activities and what you plan to do during your remaining time in Juntendo University.
⑦	Letter of Financial Support	- One of the following items: - Certificate of the applicant's bank account balance - Copy of the applicant's passbook, must include transaction history of last one year and the passbook number - Certificate of scholarship - Certificate the applicant will receive a salary while in Japan from an institution in their home country
⑧	Certificate for Payment of Fee with a ¥ 4,000 Revenue Stamp	- Use the Certificate for Payment of Fee (Excel ) form - Purchase a ¥ 4,000 revenue stamp, available for purchase at the Japan Post

- Domestic certificates and official letters must be submitted within 3 months they were issued
- International certificates and official letters must be submitted within 6 months from issuance

CHANGE OF STATUS OF RESIDENCE EXAMPLE

Residence Status “Cultural Activities”

For applicant, part 1

別記第三十号様式(第二十条関係)
申請人等作成用 1
For applicant, part 1

日本国政府法務省
Ministry of Justice, Government of Japan

在留資格変更許可申請書
APPLICATION FOR CHANGE OF STATUS OF RESIDENCE

法務大臣 殿
To the Minister of Justice

出入国管理及び難民認定法第20条第2項の規定に基づき、次のとおり在留資格の変更を申請します。
Pursuant to the provisions of Paragraph 2 of Article 20 of the Immigration Control and Refugee Recognition Act,
I hereby apply for a change of status of residence.

写真
Photo
40mm × 30mm

1 国籍・地域
Nationality/Region
United States of America

2 生年月日
Date of birth
1988 年 12 月 31 日
Year Month Day

3 氏名
Name
TURNER ELIZABETH
Family name Given name

4 性別
Sex
男・女
Male/Female

5 出生地
Place of birth
Los Angeles, California, USA

6 配偶者の有無
Marital status
有・無
Married / Single

7 職業
Occupation
Student

8 本国における居住地
Home town/city
Los Angeles, California, USA

9 住居地
Address in Japan
2-15-6-333, Sendagi, Bunkyo-ku Tokyo 113-0022

電話番号
Telephone No.
N/A

携帯電話番号
Cellular phone No.
090-1234-5678

10 旅券 (1) 番号
Passport Number
AB1234567

(2) 有効期限
Date of expiration
2030 年 1 月 17 日
Year Month Day

11 現に有する在留資格
Status of residence
Student

在留期間
Period of stay
4 years, 3 months

在留期間の満了日
Date of expiration
2021 年 4 月 17 日
Year Month Day

12 在留カード番号
Residence card number
AB12345678CD

13 希望する在留資格
Desired status of residence
1 year

在留期間
Period of stay
Cultural Activities

(審査の結果によって希望の期間とならない場合があります。)
(It may not be as desired after examination.)

14 変更の理由
Reason for change of status of residence
Complete research in Juntendo University

15 犯罪を理由とする処分を受けたことの有無 (日本国外におけるものを含む。)
Criminal record (in Japan / overseas)
有 (具体的内容) / 無
Yes (Detail) / NO

16 在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者
Family in Japan(Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents
有 (「有」の場合は、以下の欄に在日親族及び同居者を記入してください。) / 無
Yes (If yes, please fill in your family members in Japan and co-residents in the following columns) / No

続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍・地域 Nationality/Region	同居の有無 Residing with applicant or not	勤務先名称・通学先名称 Place of employment/ school	在留カード番号 特別永住者証明書番号 Residence card number Special Permanent Resident Certificate number
Brother	TURNER JOHN	86/7/22	USA	有・無 Yes/No	Japan University	AB12345678CD
				有・無 Yes/No		
				有・無 Yes/No		
				有・無 Yes/No		
				有・無 Yes/No		
				有・無 Yes/No		
				有・無 Yes/No		

※ 3.について、有効な旅券を所持する場合は、旅券の身分事項ページのとおりに記載してください。
Regarding item 3, if you possess your valid passport, please fill in your name as shown in the passport.
16.については、記載欄が不足する場合は別紙に記入して添付すること。なお、「研修」、「技能実習」に係る申請の場合は、「在日親族」のみ記載してください。
Regarding item 16, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet.
In addition, take note that you are only required to fill in your family members in Japan for applications pertaining to "Trainee" or "Technical Intern Training".

Photo
- Plain Background
- Photo taken within the last 3 months
- No hats
- Clear and sharp

3. Write your full name as listed on your passport.

8. Address where you live and registered at your local Municipal Office.

9. Write N/A if you do not have a telephone number.

11. - Refer to your
12. Residence Card.

13. Length should match the length of your program.

16. If you do not have any family members living in Japan circle "No".

Link How to insert circles in Excel.

(注) 裏面参照の上、申請に必要な書類を作成して下さい。 Note : Please fill in forms required for application. (See notes on reverse side.)

For applicant, part 2

申請人等作成用 2 J (「芸術」・「文化活動」)
For applicant, part 2 J ("Artist" / "Cultural Activities")

在留期間更新・在留資格変更用
For extension or change of status

17 勤務先又は活動先 ※ (2)及び(3)については、主たる勤務又は活動場所の所在地及び電話番号を記載すること。
Place of employment or activity For sub-items (2) and (3), give the address and telephone number of your principal place of employment/activity.

(1)名称 Juntendo University 支店・事業所・研究室名 Department of Dermatology and Allergology
Name Name of branch, office or research room
指導教員 (収入を伴わない学術上の活動を行うために「文化活動」での在留を希望する場合に記入)
Advisor (Fill in this section if you wish to reside in Japan with the status of residence of "Cultural Activities" in order to engage in academic activities that provide no income)
Susumu Sato, M.D., Ph.D.

(2)所在地 2-1-1 Hongo, Bunkyo-ku, Tokyo, 113-8421 Japan (3)電話番号 03-3813-3111
Address Telephone No.

18 活動内容 Type of activity

(1)「芸術」での在留を希望する場合 Fill in this section if the applicant wishes to reside in Japan with the status of residence of "Artist"

☐ 著述家 ☐ 著述家(指導) ☐ 美術家・写真家 ☐ 美術家(指導)・写真家(指導)
Author Author (teaching) Artist/photographer Artist (teaching)/photographer (teaching)
☐ 音楽家・舞台芸術家 ☐ 音楽家(指導)・舞台芸術家(指導) ☐ その他()
Musician/stage artist Musician (teaching)/stage artist (teaching) Others

(2)「文化活動」での在留を希望する場合 Fill in this section if the applicant wishes to reside in Japan with the status of residence of "Cultural Activities"

☐ 芸術上の活動)
Artistic activities
☒ 学術上の活動 Research)
Academic activities
☐ 我が国特有の文化又は技芸についての専門的な研究)
Pursuing specific studies on Japanese culture or arts
☐ 専門家の指導を受けて我が国特有の文化又は技芸を修得する活動)
Learning and acquiring Japanese culture or arts under the guidance of expert

19 経歴 Personal history

始期 Start		終期 Finish		経歴 Personal history	始期 Start		終期 Finish		経歴 Personal history
年 Year	月 Month	年 Year	月 Month		年 Year	月 Month	年 Year	月 Month	
2005	9	2009	5	Los Angeles University, BA	2016	9	2019	8	Los Angeles Hospital, Fellowship
2009	8	2013	5	Los Angeles University, MD	2019	9	2020		Los Angeles Hospital, Attending Physician
2013	7	2016	7	Los Angeles University, Residency					

(20は「文化活動」での在留を希望する場合に記入)
(Fill in 20 when you desire to stay by status of residence "Cultural Activities")

20 滞在費支弁方法 Method of support to pay for expenses while in Japan

(1)支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

☐ 本人負担 円 ☐ 在外経費支弁者負担 円
Self Yen Supporter living abroad Yen
☐ 在日経費支弁者負担 円 ☒ 奨学金 200,000 円
Supporter in Japan Yen Scholarship Yen
☐ その他 円
Others Yen

(2)送金・携行等の別 Remittances from abroad or carrying cash

☒ 外国からの携行 5,000,000 円 ☐ 外国からの送金 円
Carrying from abroad Yen Remittances from abroad Yen
(携行者) 携行時期 () ☐ その他 円
Name of the individual Self Date and time of carrying cash 2019/10/1 Others Yen

17. (2) Address and telephone number of the campus where you will study.

18. (1) Leave this question blank.

18. (2) Select "Academic Activities" and list the academic activities you will complete

19. List your academic and employment history.

20. Select all of the options that apply to you from (1) - (2)

For applicant, part 3

申請人等作成用 3 J (「芸術」・「文化活動」)
For applicant, part 3 J ("Artist" / "Cultural Activities")

在留期間更新・在留資格変更用
For extension or change of status

21 代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)	
(1)氏 名 Name	(2)本人との関係 Relationship with the applicant
(3)住 所 Address	
電話番号 Telephone No.	
携帯電話番号 Cellular Phone No.	

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.
申請人(法定代理人)の署名／申請書作成年月日 Signature of the applicant (legal representative) / Date of filling in this form

Elizabeth Turner 2021 年 3 月 28 日
Year Month Day

注 意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。
Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name.

※ 取次者 Agent or other authorized person	
(1)氏 名 Name	(2)住 所 Address
(3)所属機関等(親族等については) LEAVE THIS SECTION BLANK 電話番号 Organization to which the agent belongs (in case of a relative, relationship with the applicant) Telephone No.	

21. Hand written signature in your native language and date application submitted.

CHANGE OF STATUS OF RESIDENCE

REQUIRED ITEMS Residence Status: "Professor"

	DOCUMENTS	NOTES
①	Application for Change of Status of Residence For Applicant: Example For University	• Use the Excel  form • Using excel to fill in the application document • In Japanese or English • One-sided printout ONLY • In black pen, no erasable pens allowed • Attach a photo taken within 3 months of the application • Put your name on the back of photo • No correction pens or tapes are allowed
②	Passport	
③	Residence Card	
④	University ID	• If you have already recieved one.
⑤	Employment Certificate	• Hongo-Ochanomizu Campus staff: Request at the Personnel Affairs Department, Century Tower, North Floor, 15th Floor • Sakura Campus staff: Sakura Campus Administrative Office • The certificate should list your position, employment period, and salary.
⑥	Certificate for Payment of Fee with a ¥ 4,000 Revenue Stamp	• Use the Certificate for Payment of Fee (Excel ) form • Purchase a ¥ 4,000 revenue stamp, available for purchase at the Japan Post

- Domestic certificates and official letters must be submitted within 3 months they were issued
- International certificates and official letters must be submitted within 6 months from issuance

For applicant, part 2

申請人等作成用 2 I (「高度専門職(1号イ)」・「高度専門職(2号)」・「教授」・「教育」) 在留期間更新・在留資格変更用
(変更申請の場合のみ) For extension or change of status

For applicant, part 2 I ("Highly Skilled Professional(i)(a)" / "Highly Skilled Professional(ii)" (only in cases of change of status) / "Professor" / "Instructor")

17 稼働先 ※ 所在地及び電話番号については、主たる勤務場所の所在地及び電話番号を記載すること。
Place of work For sub-items address and telephone number, give the address and telephone number of your principal place of work.

(1) 名称 Juntendo University
Name
所在地 2-1-1, Hongo, Bunkyo-ku, Tokyo 113-8421 JAPAN 電話番号 03-3813-3111
Address Telephone No.

((2)及び(3)は、稼働先が複数ある場合に記入)
(Fill in (2) and (3) in cases of working a number of places.)

(2) 名称
Name
所在地
Address
電話番号
Telephone No.

(3) 名称
Name
所在地
Address
電話番号
Telephone No.

18 最終学歴 Education (last school or institution)

☒ 大学院 (博士) ☐ 大学院 (修士) ☐ 大学 ☐ 短期大学 ☐ 専門学校
Doctor Master Bachelor Junior college College of technology
☐ 高等学校 ☐ 中学校 ☐ その他 ()
Senior high school Junior high school Others

(1) 学校名 Los Angeles University (2) 卒業年月 2018 年 5 月
Name of school Date of graduation Year Month

19 専攻・専門分野 Major field of study
(18で大学院(博士)～短期大学の場合) (Check one of the followings when your answer to the question 18 is from doctor to junior college)

☐ 法学 ☐ 経済学 ☐ 政治学 ☐ 商学 ☐ 経営学 ☐ 文学 ☐ 語学 ☐ 社会学 ☐ 歴史学
Law Economics Politics Commercial science Business Literature Linguistics Sociology History
☐ 心理学 ☐ 教育学 ☐ 芸術学 ☐ その他人文・社会科学 ()
Psychology Education Science of art Others(cultural / social science)
☒ 理学 ☐ 化学 ☐ 工学 ☐ 農学 ☐ 水産学 ☐ 薬学 ☒ 医学 ☐ 歯学
Science Chemistry Engineering Agriculture Fisheries Pharmacy Medicine Dentistry
☐ その他自然科学 () ☐ 体育学 ☐ その他 ()
Others(natural science) Sports science Others

(18で専門学校の場合) (Check one of the followings when your answer to the question 18 is college of technology)

☐ 工業 ☐ 農業 ☐ 医療・衛生 ☐ 教育・社会福祉 ☐ 法律
Engineering Agriculture Medical services / Hygienics Education / Social welfare Law
☐ 商業実務 ☐ 服飾・家政 ☐ 文化・教養 ☐ その他 ()
Practical commercial business Dress design / Home economics Culture / Education Others

20 職歴 Employment history

入社		退社		勤務先名称 Place of employment	入社		退社		勤務先名称 Place of employment
年 Year	月 Month	年 Year	月 Month		年 Year	月 Month	年 Year	月 Month	
2018	6	2019	3	Los Angeles University, Post Doc					

(21から23までは「教育」での在留を希望する場合に記入)
(Fill in 21 to 23 when you desire to stay by status of residence "Instructor")

21 教育に係る免許の有無 有・無
Teacher's certificate Yes / No

22 教育しようとする科目に係る実務経験年数 年
Teaching experience of the subject that you teach Year(s)

23 外国語による教育をしようとする場合は当該外国語により教育を受けた期間 年
Total period of receiving the foreign language education when you teach the foreign language Year(s)

17. Campus where you are working.

(2) Only if applicable.

21. - Only if applicable.
23. ble.

For applicant, part 3

申請人等作成用 3 I (「高度専門職(1号イ)」・「高度専門職(2号)」・「教授」・「教育」) 在留期間更新・在留資格変更用
(変更申請の場合のみ) For extension or change of status
For applicant, part 3 I ("Highly Skilled Professional(i)(a)" / "Highly Skilled Professional(ii)" (only in cases of change of status) / "Professor" / "Instructor")

24 代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)

1)氏 名
Name

(2)本人との関係
Relationship with the applicant

3)住 所
Address

電話番号
Telephone No.

携帯電話番号
Cellular Phone No.

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.
申請人(法定代理人)の署名／申請書作成年月日 Signature of the applicant (legal representative) / Date of filling in this form

Elizabeth Turner 2021 年 3 月 28 日
Year Month Day

注意 Attention
申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。
In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name.

※ 取次者 Agent or other authorized person

1)氏 名
Name

(2)住 所
Address

3)所属機関等(親族等については記入不要) 電話番号
Organization to which the agent belongs (in case of a relative, relationship with the applicant) Telephone No.

EXTENSION OF PERIOD OF STAY

- Mid to long term residents in Japan who are not able to accomplish all their intended purposes before their period of stay expires may apply for an extension.
- The Immigration Services Agency of Japan accepts the Application for Extension of Period of Stay as early as 3 months prior to the period of stay expires.

[Procedures - Residence Status: Student](#)

[Procedures - Residence Status: Cultural Activities](#)

[Procedures - Residence Status: Professor](#)

Procedures - Residence Status: Student

1. Juntendo University International Center will send students an email from the online system SpeedVisa.
2. Confirm the email and agree to use SpeedVisa. Create a password and enter personal information.
3. Enter the following information into SpeedVisa.
 - Personal Information
 - Academic and employment history
 - Application for Extension of Period of Stay necessary information
 - Passport (page that contains personal information)
 - Residence card (both sides)
 - Personal photo
 - Transcript (First year students - transcript from the school most recently attended)
 - Enrollment certificate (First year students - admission certificate is acceptable)
 - Document explaining how the student expects to defray their expenses, such as a bank account statement or scholarship certificate. A copy of a bank book must include all transactions from the last year. The document must be in either English or Japanese.
 - Explanation for how the student expects to pay for the tuition
4. Upload the following documents to SpeedVisa:
 - Personal Information
5. Juntendo University International Center (JUIC) will review and confirm the information inputted and uploaded to SpeedVisa. Once confirmed JUIC will inform students of the time to come to JUIC to receive the Application for Extension of Period of Stay.
6. Bring the following items to JUIC.
 - All items uploaded to SpeedVisa
 - Passport
 - Residence card
 - Personal Photo
7. Submit the required items to the Immigration Services Agency of Japan.

- Each application requires a ¥ 4,000 revenue stamp. [Certificate for Payment of Fee form \(Excel\)](#)
 - If necessary submit the Notification of Accepting Organization too.
 - Immigration Services Agency of Japan may take 2 weeks to 1 month to review the application.
 - The Immigration Services Agency of Japan may request additional items not listed on the required items list.
8. When the Immigration Services Agency of Japan completes the review they will send you a postcard telling you to pick up your new residence card.
 9. Log into your SpeedVisa account, upload a copy of the front and back of your residence card, and register the following information found on your residence card: residence card number, period of stay, date of expiration, and residence status.

Procedures - Residence Status: Cultural Activities

1. Complete the Application for Extension of Period of Stay For applicant parts and the corresponding supplementary documents that corresponds with your desired residence status.
 - ["Artist / Cultural Activities" \(Excel !\[\]\(e2efad68b4edb464635f6c3dbcbde2d0_img.jpg\)](#)), [Example](#)
 - [Using Excel to fill in the application](#)
2. Refer to required items list and prepare the required items
 - ["Cultural Activities" Required Documents List](#)
3. Submit the Application for Extension of Period of Stay For applicant parts to Juntendo University International Center (JUIC).
4. Submit the required items to the Immigration Services Agency of Japan.
 - Each application requires a ¥ 4,000 revenue stamp. [Certificate for Payment of Fee form \(Excel\)](#)
5. Immigration Services Agency of Japan may take 2 weeks to 1 month to review the application.
 - The Immigration Services Agency of Japan may request additional items not listed on the required items list.
6. When the Immigration Services Agency of Japan completes the review they will send you a postcard telling you to pick up your new residence card may take 2 weeks to 1 month to review the application.
7. Submit a copy of the front and back of your residence card to JUIC.

Procedures - Residence Status: Professor

1. Complete the Application for Extension of Period of Stay For applicant parts and the corresponding supplementary documents that corresponds with your desired residence status.
 - ["Professor" \(Excel !\[\]\(1d7b04f1774ffaefa6fb656cdf0332f6_img.jpg\)](#)), [Example](#)
 - [Using Excel to fill in the application](#)
2. Refer to required items list and prepare the required items
 - ["Professor" Required Documents List](#)

3. Submit the Application for Extension of Period of Stay For applicant parts to Juntendo University International Center (JUIC).
4. Submit the required items to the Immigration Services Agency of Japan.
 - Each application requires a ¥ 4,000 revenue stamp. [Certificate for Payment of Fee form \(Excel\)](#)
5. Immigration Services Agency of Japan may take 2 weeks to 1 month to review the application.
 - The Immigration Services Agency of Japan may request additional items not listed on the required items list.
6. When the Immigration Services Agency of Japan completes the review they will send you a postcard telling you to pick up your new residence card may take 2 weeks to 1 month to review the application.
7. Submit a copy of the front and back of your residence card to JUIC.

EXTENSION OF PERIOD OF STAY REQUIRED ITEMS

Residence Status “Cultural Activities”

For Hongo-Ochanomizu Campus Cooperating Researchers

	DOCUMENTS	NOTES
①	Application for Extension of Period of Stay For Applicant: Example For University	- Use the Excel form - Using excel to fill in the application document - In Japanese or English - One-sided printout ONLY - In black, no erasable pens allowed - Attach a photo taken within 3 months of the application - Put your name on the back of photo - No correction pens or tapes are allowed
②	Passport	
③	Residence Card	
④	ID	
⑤	Certificate of Enrollment	- Request at the Research Support Center, Building A, North Side, 2nd Floor. - Before requesting the certificate you must purchase a certificate ticket for ¥ 300 at the Academic Affairs Department, Century Tower, South Side, 13th Floor, cost ¥ 300, using the vending machine select : 医（学部・大学院）証明書【和文】
⑥	Research Plan	Report from your department detailing your activities and what you plan to do during your remaining time in Juntendo University.
⑦	Letter of Financial Support	- One of the following items: - Certificate of the applicant's bank account balance - Copy of the applicant's passbook, must include transaction history of last one year and the passbook number - Certificate of scholarship - Certificate the applicant will receive a salary while in Japan from an institution in their home country
⑧	Certificate for Payment of Fee with a ¥ 4,000 Revenue Stamp	- Use the Certificate for Payment of Fee (Excel) form - Purchase a ¥ 4,000 revenue stamp, available for purchase at the Japan Post

- Domestic certificates and official letters must be submitted within 3 months they were issued
- International certificates and official letters must be submitted within 6 months from issuance

EXTENSION OF PERIOD OF STAY EXAMPLE

Residence Status “Cultural Activities”

For applicant, part 1

別記第三十号の二様式(第二十一条関係)

申請人等作成用 1

For applicant, part1

日本国政府法務省

Ministry of Justice, Government of Japan

在留期間更新許可申請書		APPLICATION FOR EXTENSION OF PERIOD OF STAY				
法務大臣殿 To the Minister of Justice		写真 Photo 40mm × 30mm				
出入国管理及び難民認定法第21条第2項の規定に基づき、次のとおり在留期間の更新を申請します。 Pursuant to the provisions of Paragraph 2 of Article 21 of the Immigration Control and Refugee Recognition Act, I hereby apply for extension of period of stay.						
1 国籍・地域 Nationality/Region	United States of America	2 生年月日 Date of birth	1988 年 12 月 31 日 Year Month Day			
3 氏名 Name	TURNER ELIZABETH Family name Given name					
4 性別 Sex	男・女 Male/Female	5 配偶者の有無 Marital status	有・無 Married/Single			
6 職業 Occupation	Researcher	7 本国における居住地 Home town/city	Los Angeles, California, USA			
8 住居地 Address in Japan	2-15-6-333, Sendagi, Bunkyo-ku Tokyo 113-0022					
9 電話番号 Telephone No.	N/A	携帯電話番号 Cellular phone No.	090-1234-5678			
10 旅券 (1) 番号 Passport Number	AB1234567	(2) 有効期限 Date of expiration	2030 年 1 月 17 日 Year Month Day			
11 現に有する在留資格 Status of residence	Cultural Activities	在留期間 Period of stay	6 Months			
在留期間の満了日 Date of expiration	2021 年 4 月 17 日 Year Month Day					
12 在留カード番号 Residence card number	AB12345678CD					
13 希望する在留期間 Desired length of extension	6 Months (審査の結果によって希望の期間とならない場合があります。) (It may not be as desired after examination.)					
14 更新の理由 Reason for extension	Complete research in Juntendo University					
15 犯罪を理由とする処分を受けたことの有無(日本国外におけるものを含む。) 有(具体的内容) Yes (Detail):	Criminal record (in Japan / overseas) 有・無 Yes / No					
16 在日親族(父・母・配偶者・子・兄弟姉妹など)及び同居者 Family in Japan(Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents	有(「有」の場合は、以下の欄に在日親族及び同居者を記入してください。)/ 無 Yes (If yes, please fill in your family members in Japan and co-residents in the following columns) / No					
続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍・地域 Nationality/Region	同居の有無 Residing with applicant or not	勤務先名称・通学先名称 Place of employment/ school	在留カード番号 特別永住者証明書番号 Residence card number Special Permanent Resident Certificate number
Brother	John Turner	86/1/22	USA	有・無 Yes / No	Japan University	AB12345678CD
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
※ 3について、有効な旅券を所持する場合は、旅券の身分事項ページのとおりに記載してください。 Regarding item 3, if you possess your valid passport, please fill in your name as shown in the passport. 16については、記載欄が不足する場合は別紙に記入して添付すること。なお、「研修」、「技能実習」に係る申請の場合は、「在日親族」のみ記載してください。 Regarding item 16, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet. In addition, take note that you are only required to fill in your family members in Japan for applications pertaining to “Trainee” or “Technical Intern Training”.						

(注) 裏面参照の上、申請に必要な書類を作成して下さい。 Note : Please fill in forms required for application. (See notes on reverse side.)

Photo

- Plain Background
- Photo taken within the last 3 months
- No hats
- Clear and sharp

3. Write your full name as listed on your passport.

8. Address where you live and registered at your local Municipal Office.

9. Write N/A if you do not have a telephone number.

11. - Refer to your
12. Residence Card.

13. Length should match the length of your program.

16. If you do not have any family members living in Japan circle “No”.

Link How to insert circles in Excel.

For applicant, part 2

申請人等作成用 2 J (「芸術」・「文化活動」)

For applicant, part 2 J ("Artist" / "Cultural Activities")

在留期間更新・在留資格変更用

For extension or change of status

17 勤務先又は活動先 ※ (2)及び(3)については、主たる勤務又は活動場所の所在地及び電話番号を記載すること。
Place of employment or activity For sub-items (2) and (3), give the address and telephone number of your principal place of employment/activity.

(1)名称 Juntendo University 支店・事業所・研究室名 Department of Dermatology and Allergology
Name Name of branch, office or research room

指導教員 (収入を伴わない学術上の活動を行うために「文化活動」での在留を希望する場合に記入)
Advisor (Fill in this section if you wish to reside in Japan with the status of residence of "Cultural Activities" in order to engage in academic activities that provide no income)

Susumu Sato, M.D., Ph.D.

(2)所在地 Address 2-1-1 Hongo, Bunkyo-ku, Tokyo, 113-8421 Japan (3)電話番号 Telephone No. 03-3813-3111

18 活動内容 Type of activity

(1)「芸術」での在留を希望する場合 Fill in this section if the applicant wishes to reside in Japan with the status of residence of "Artist"

☐ 著述家 Author ☐ 著述家(指導) Author (teaching) ☐ 美術家・写真家 Artist/photographer ☐ 美術家(指導)・写真家(指導) Artist (teaching) /photographer (teaching)

☐ 音楽家・舞台芸術家 Musician/stage artist ☐ LEAVE THIS SECTION BLANK Musician (teaching)/stage artist (teaching) ☐ その他 Others

(2)「文化活動」での在留を希望する場合 Fill in this section if the applicant wishes to reside in Japan with the status of residence of "Cultural Activities"

☐ 芸術上の活動 Artistic activities
☒ 学術上の活動 Research Academic activities

☐ 我が国特有の文化又は技芸についての専門的な研究 Pursuing specific studies on Japanese culture or arts
☐ 専門家の指導を受けて我が国特有の文化又は技芸を修得する活動 Learning and acquiring Japanese culture or arts under the guidance of expert

19 経歴 Personal history

始期 Start		終期 Finish		経歴 Personal history	始期 Start		終期 Finish		経歴 Personal history
年 Year	月 Month	年 Year	月 Month		年 Year	月 Month	年 Year	月 Month	
2005	9	2009	5	Los Angeles University, BA	2016	9	2019	8	Los Angeles Hospital, Fellowship
2009	8	2013	5	Los Angeles University, MD	2019	9	2020		Los Angeles Hospital, Attending Physician
2013	7	2016	7	Los Angeles University, Residency					

(20は「文化活動」での在留を希望する場合に記入)
(Fill in 20 when you desire to stay by status of residence "Cultural Activities")

20 滞在費支弁方法 Method of support to pay for expenses while in Japan

(1)支弁方法及び月平均支弁額 Method of support and an amount of support per month (average)

☐ 本人負担 Self Yen ☐ 在外経費支弁者負担 Supporter living abroad Yen

☐ 在日経費支弁者負担 Supporter in Japan Yen ☒ 奨学金 Scholarship 200,000 Yen

☐ その他 Others Yen

(2)送金・携行等の別 Remittances from abroad or carrying cash

☒ 外国からの携行 Carrying from abroad 5,000,000 Yen ☐ 外国からの送金 Remittances from abroad Yen

(携行者 Name of the individual carrying cash Self 携行時期 Date and time of carrying cash 2019/10/1) ☐ その他 Others Yen

17. (2) Address and telephone number of the campus where you will study.

18. (1) Leave this question blank.

18. (2) Select "Academic Activities" and list the academic activities you will complete

19. List your academic and employment history.

20. Select all of the options that apply to you from (1) - (2)

For applicant, part 3

申請人等作成用 3 J (「芸術」・「文化活動」)

在留期間更新・在留資格変更用

For applicant, part 3 J ("Artist" / "Cultural Activities")

For extension or change of status

21 代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)

(1)氏 名
Name

(2)本人との関係
Relationship with the applicant

(3)住 所
Address

電話番号
Telephone No.

携帯電話番号
Cellular Phone No.

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.
申請人(法定代理人)の署名／申請書作成年月日 Signature of the applicant (legal representative) / Date of filling in this form

Elizabeth Turner

2021 年 3 月 28 日

Year Month Day

注 意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。
Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name.

※ 取次者 Agent or other authorized person

(1)氏 名
Name

(2)住 所
Address

(3)所属機関等(親族等については) LEAVE THIS SECTION BLANK 電話番号
Organization to which the agent belongs (in case of a relative, relationship with the applicant) Telephone No.

21. Hand written signature in your native language and date application submitted.

EXTENSION OF PERIOD OF STAY REQUIRED ITEMS

Residence Status: "Professor"

	DOCUMENTS	NOTES
①	Application for Change of Status of Residence For Applicant: Example For University	• Use the Excel  form • Using excel to fill in the application document • In Japanese or English • One-sided printout ONLY • In black pen, no erasable pens allowed • Attach a photo taken within 3 months of the application • Put your name on the back of photo • No correction pens or tapes are allowed
②	Passport	
③	Residence Card	
④	University ID	
⑤	Employment Certificate	• Hongo-Ochanomizu Campus staff: Request at the Personnel Affairs Department, Century Tower, North Floor, 15th Floor • Sakura Campus staff: Sakura Campus Administrative Office • The certificate should list your position, employment period, and salary.
⑥	Certificate for Payment of Fee with a ¥ 4,000 Revenue Stamp	• Use the Certificate for Payment of Fee (Excel  form) • Purchase a ¥ 4,000 revenue stamp, available for purchase at the Japan Post

- Domestic certificates and official letters must be submitted within 3 months they were issued
- International certificates and official letters must be submitted within 6 months from issuance

EXTENSION OF PERIOD OF STAY EXAMPLE

Residence Status: "Professor"

For applicant, part 1

別記第三十号の二様式(第二十一条関係)

申請人等作成用 1

For applicant, part1

日本国政府法務省

Ministry of Justice, Government of Japan

在留期間更新許可申請書 APPLICATION FOR EXTENSION OF PERIOD OF STAY						
法務大臣 殿 To the Minister of Justice						
出入国管理及び難民認定法第21条第2項の規定に基づき、次のとおり在留期間の更新を申請します。 Pursuant to the provisions of Paragraph 2 of Article 21 of the Immigration Control and Refugee Recognition Act, I hereby apply for extension of period of stay.						
1 国籍・地域 Nationality/Region	United States of America		2 生年月日 Date of birth	1988 年 12 月 31 日 Year Month Day		
3 氏名 Name	TURNER ELIZABETH					
4 性別 Sex	男・女 Male/Female		5 配偶者の有無 Marital status	有・無 Married / Single		
6 職業 Occupation	Researcher		7 本国における居住地 Home town/city	Los Angeles, California, USA		
8 住居地 Address in Japan	1-1-1-333, Sendagi, Bunkyo-ku Tokyo 113-0022					
9 電話番号 Telephone No.	N/A		携帯電話番号 Cellular phone No.	090-1234-5678		
10 旅券 (1) 番号 Passport Number	AB1234567		(2) 有効期限 Date of expiration	2030 年 1 月 17 日 Year Month Day		
11 現に有する在留資格 Status of residence	Professor		在留期間 Period of stay	1 year		
在留期間の満了日 Date of expiration	2021 年 4 月 17 日 Year Month Day					
12 在留カード番号 Residence card number	AB12345678CD					
13 希望する在留期間 Desired length of extension	1 year		(審査の結果によって希望の期間とならない場合があります。) (It may not be as desired after examination.)			
14 更新の理由 Reason for extension	Work at Juntendo University					
15 犯罪を理由とする処分を受けたことの有無 (日本国外におけるものを含む。) 有 (具体的内容) Yes (Detail):	Criminal record (in Japan / overseas)) / 無) / NO					
16 在日親族 (父・母・配偶者・子・兄弟姉妹など) 及び同居者 Family in Japan (Father, Mother, Spouse, Son, Daughter, Brother, Sister or others) or co-residents	有 (「有」の場合は、以下の欄に在日親族及び同居者を記入してください。) Yes (If yes, please fill in your family members in Japan and co-residents in the following columns) / No					
続柄 Relationship	氏名 Name	生年月日 Date of birth	国籍・地域 Nationality/Region	同居の有無 Residing with applicant or not	勤務先名称・通学先名称 Place of employment / school	在留カード番号 Residence card number
Brother	John Turner	86/1/22	USA	有・無 Yes / No	Japan University	AB12345678CD
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
				有・無 Yes / No		
※ 31について、有効な旅券を所持する場合は、旅券の身分事項ページのとおり記載してください。 Regarding item 31, if you possess your valid passport, please fill in your name as shown in the passport. 16については、記載欄が不足する場合は別紙に記入して添付すること。なお、「研修」、「技能実習」に係る申請の場合は、「在日親族」のみ記載してください。 Regarding item 16, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet. In addition, take note that you are only required to fill in your family members in Japan for applications pertaining to "Trainee" or "Technical Intern Training".						

(注) 裏面参照の上、申請に必要な書類を作成して下さい。 Note : Please fill in forms required for application. (See notes on reverse side.)

Photo

- Plain Background
- Photo taken within the last 3 months
- No hats
- Clear and sharp

写真

Photo

40mm × 30mm

3. Write your full name as listed on your passport.

8. Address where you live and registered at your local Municipal Office.

9. Write N/A if you do not have a telephone number.

11. - Refer to your
12. Residence Card.

13. Length should match the length of your contract.

16. If you do not have any family members living in Japan circle "No".

Link How to insert circles in Excel.

For applicant, part 2

申請人等作成用 2 I (「高度専門職(1号イ)」・「高度専門職(2号)」・「教授」・「教育」) 在留期間更新・在留資格変更用
(変更申請の場合のみ) For extension or change of status

For applicant, part 2 I ("Highly Skilled Professional(i)(a)" / "Highly Skilled Professional(ii)" (only in cases of change of status) / "Professor" / "Instructor")

17 稼働先 ※ 所在地及び電話番号については、主たる勤務場所の所在地及び電話番号を記載すること。
Place of work For sub-items address and telephone number, give the address and telephone number of your principal place of work.

(1) 名称 Name Juntendo University
所在地 Address 2-1-1, Hongo, Bunkyo-ku, Tokyo 113-8421 JAPAN 電話番号 Telephone No. 03-3813-3111

((2)及び(3)は、稼働先が複数ある場合に記入)
(Fill in (2) and (3) in cases of working a number of places.)

(2) 名称 Name _____
所在地 Address _____ 電話番号 Telephone No. _____

(3) 名称 Name _____
所在地 Address _____ 電話番号 Telephone No. _____

18 最終学歴 Education (last school or institution)

☒ 大学院 (博士) ☐ 大学院 (修士) ☐ 大学 ☐ 短期大学 ☐ 専門学校
Doctor Master Bachelor Junior college College of technology

☐ 高等学校 ☐ 中学校 ☐ その他 ()
Senior high school Junior high school Others

(1) 学校名 Name of school Los Angeles University (2) 卒業年月 2018 年 5 月
Date of graduation Year Month

19 専攻・専門分野 Major field of study (18で大学院(博士)～短期大学の場合) (Check one of the followings when your answer to the question 18 is from doctor to junior college)

☐ 法学 ☐ 経済学 ☐ 政治学 ☐ 商学 ☐ 経営学 ☐ 文学 ☐ 語学 ☐ 社会学 ☐ 歴史学
Law Economics Politics Commercial science Business Literature Linguistics Sociology History

☐ 心理学 ☐ 教育学 ☐ 芸術学 ☐ その他人文・社会科学 ()
Psychology Education Science of art Others(cultural / social science)

☒ 理学 ☐ 化学 ☐ 工学 ☐ 農学 ☐ 水産学 ☐ 薬学 ☒ 医学 ☐ 歯学
Science Chemistry Engineering Agriculture Fisheries Pharmacy Medicine Dentistry

☐ その他自然科学 () ☐ 体育学 ☐ その他 ()
Others(natural science) Sports science Others

(18で専門学校の場合) (Check one of the followings when your answer to the question 18 is college of technology)

☐ 工業 ☐ 農業 ☐ 医療・衛生 ☐ 教育・社会福祉 ☐ 法律
Engineering Agriculture Medical services / Hygienics Education / Social welfare Law

☐ 商業実務 ☐ 服飾・家政 ☐ 文化・教養 ☐ その他 ()
Practical commercial business Dress design / Home economics Culture / Education Others

20 職歴 Employment history

入社		退社		勤務先名称 Place of employment	入社		退社		勤務先名称 Place of employment
年 Year	月 Month	年 Year	月 Month		年 Year	月 Month	年 Year	月 Month	
2018	6	2019	3	Los Angeles University, Post Doc					

(21から23までは「教育」での在留を希望する場合に記入)
(Fill in 21 to 23 when you desire to stay by status of residence "Instructor")

21 教育に係る免許の有無 有・無
Teacher's certificate Yes / No

22 教育しようとする科目に係る実務経験年数 _____ 年
Teaching experience of the subject that you teach Year(s)

23 外国語による教育をしようとする場合は当該外国語により教育を受けた期間 _____ 年
Total period of receiving the foreign language education when you teach the foreign language Year(s)

17. Campus where you are working.

(2) Only if applicable.

21. - Only if applicable.
23. ble.

For applicant, part 3

申請人等作成用 3 I (「高度専門職(1号イ)」・「高度専門職(2号)」・「教授」・「教育」) 在留期間更新・在留資格変更用
(変更申請の場合のみ) For extension or change of status

For applicant, part 3 I ("Highly Skilled Professional(i)(a)" / "Highly Skilled Professional(ii)" (only in cases of change of status) / "Professor" / "Instructor")

24 代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)

1)氏 名 Name	(2)本人との関係 Relationship with the applicant
3)住 所 Address	
電話番号 Telephone No.	携帯電話番号 Cellular Phone No.

以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.
申請人(法定代理人)の署名／申請書作成年月日 Signature of the applicant (legal representative) / Date of filling in this form

Elizabeth Turner 2021 年 3 月 28 日
Year Month Day

注意 Attention
申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。
In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative) must correct the part concerned and sign their name.

※ 取次者 Agent or other authorized person

(1)氏 名 Name	(2)住 所 Address
(3)所属機関等(親族等については、本人との関係) Organization to which the agent belongs (in case of a relative, relationship with the applicant)	電話番号 Telephone No.

21. Hand written signature in your native language and date application submitted.

After Establishing Residence in Japan

Procedures

1. Complete the [Application for Permission to Engage in Activity Other than that Permitted Under the Status of Residence Previously Granted \(Excel !\[\]\(753fc581bf36ea696531758e0f232e1a_img.jpg\)](#)).
2. Present the following items to the Immigration Services Agency of Japan:
 - Application for Permission to Engage in Activity Other than that Permitted Under the Status of Residence Previously Granted
 - Passport
 - Residence Card
 - Employment Certificate, for applicants who have already found a place to work
- The Immigration Services Agency of Japan will review application, which may take between 2 weeks to 2 months.

Application for Permission to Engage in Activity Other than that Permitted Under the Status of Residence Previously Granted

AIRPORT VERSION EXAMPLE

別記第二十九号の四様式(第十九条の二関係)

日本国政府法務省
Ministry of Justice, Government of Japan

資 格 外 活 動 許 可 申 請 書	
APPLICATION FOR PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED	
出入国在留管理局長 殿 To the Director General of the Regional Immigration Services Bureau	
出入国管理及び難民認定法第19条第2項の規定に基づき、次のとおり資格外活動の許可を申請します。 Pursuant to the provisions of Paragraph 2 of Article 19 of the Immigration Control and Refugee Recognition Act, I hereby apply for permission to engage in activities other than those permitted under the status of residence previously granted.	
※ 本申請書により、上陸許可に引き続き資格外活動許可申請を行うことができるのは、上陸の許可により「留学」の在留資格を決定された場合(3月の在留期間を決定された場合を除く。)に限られます。 Persons, who are able to file for this application following acquisition of landing permission, are limited to those who have been granted the status of residence of "Student" based on the landing permission (excluding those who have been granted a period of stay of three (3) months).	
1 国 籍・地 域 Nationality / Region	UNITED STATES OF AMERICA
2 生 年 月 日 Date of Birth	1992 年 12 月 31 日 Year Month Day
3 氏 名 Name (in English)	ELIZABETH TURNER
4 性 別 Sex	男 / 女 Male / Female
申請人の署名／申請書作成年月日 Signature of the applicant / Date of filling in this form	
Elizabeth Turner 2021 年 3 月 15 日 Year Month Day	

21. Hand written signature in your native language and date application submitted.

Application for Permission to Engage in Activity Other than that Permitted Under the Status of Residence Previously Granted AFTER ESTABLISHING RESIDENCE IN JAPAN VERSION EXAMPLE

別記第二十八号様式(第十九条関係)

日本国政府法務省

Ministry of Justice, Government of Japan

資格外活動許可申請書	
APPLICATION FOR PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED	
出入国在留管理局長 殿 Regional Immigration Services Bureau	
To the Director General of the	
出入国管理及び難民認定法第19条第2項の規定に基づき、次のとおり資格外活動の許可を申請します。 Pursuant to the provisions of Paragraph 2 of Article 19-2 of the Immigration Control and Refugee Recognition Act, I hereby apply for permission to engage in activities other than those permitted under the status of residence previously granted.	
1 国籍・地域 Nationality / Region	United States of America
2 生年月日 Date of birth	1993 年 12 月 31 日 Year Month Day
3 氏名 Name	TURNER ELIZABETH
4 性別 Sex	男・女 Male/Female
5 配偶者の有無 Marital status	有・無 Married / Single
6 職業 Occupation	Student
7 住居地 Address in Japan	2-15-6-333, Sendagi, Bunkyo-ku Tokyo 113-0022
電話番号 Telephone No.	N/A
携帯電話番号 Cellular Phone No.	090-1234-5678
8 旅券(1)番号 Passport Number	AB1234567
(2)有効期限 Date of expiration	2030 年 1 月 17 日 Year Month Day
9 現に有する在留資格 Status of residence	Student
在留期間の満了日 Date of expiration	2025 年 6 月 14 日 Year Month Day
10 在留カード番号 Residence card No.	
11 現在の在留活動の内容(学生にあつては学校名及び週間授業時間) Present activity (for student: name of school, lesson hours per week)	Juntendo University, 40 hours per week
12 他に従事しようとする活動の内容 Other activity to engage in	(1)職務の内容 Type of activity ☐ 翻訳・通訳 Translation / Interpretation ☐ 語学教師 Language teaching ☒ その他(未定) Others
(2)雇用契約期間 Term of employment contract	(3)週間稼働時間 Working hours per week ☐ 週額 Weekly ☐ 日額 Daily
(4)報酬 Salary	円(☐ 月額 Monthly)
13 勤務先 Place of employment	(1)名称 Name (2)所在地 Address (3)業種 Type of business ☐ 製造 Manufacturing ☐ 商業 Commerce ☐ 教育 Education ☐ その他 Others
14 法定代理人(法定代理人による申請の場合に記入) Legal representative (in case of legal representative)	(1)氏名 Name (2)本人との関係 Relationship with the applicant (3)住所 Address 電話番号 Telephone No. 携帯電話番号 Cellular Phone No.
以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and correct.	
申請人(法定代理人)の署名/申請書作成年月日 Signature of the applicant (legal representative) / Date of filling in this form Elizabeth Turner 2021 年 3 月 28 日 Year Month Day	
注意 申請書作成後申請までに記載内容に変更が生じた場合、申請人(法定代理人)が変更箇所を訂正し、署名すること。 Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (legal representative), must correct the part concerned and sign their name.	
※ 取次者 Agent or other authorized person	
(1)氏名 Name	(2)住所 Address
(3)所属機関等 Organization to which the agent belongs	電話番号 Telephone No.

12. If you have not decided where you will work, write 「未定」("undecided").

Provide the details. If you have decided where you will work.

21. Hand written signature in your native language and date application submitted.

IMMIGRATION SERVICES AGENCY OF JAPAN

NOTIFICATIONS & REPORTS

- Every international student with a resident status of “student” is responsible for submitting a notice to the Immigration Services Agency of Japan about their status.
- Every university is responsible for reporting the status of international students to the Immigration Services Agency of Japan.
- The Immigration Services Agency of Japan checks the notification from international students and the university report, both the notification and report must match.

International Student Notifications

- The following international students must submit Immigration Services Agency of Japan notifications within 14 days of changes to their enrollment status:
 - International students who already have a residence status of “student” and are entering Juntendo University without updating their period of stay.
 - International students who will graduate from Juntendo University.
- Additional Information: [Immigration Services Agency of Japan](#)

Procedures

- Students graduating from Juntendo University
 - [Notification of the Accepting Organization, Left the organization \(Excel !\[\]\(1759ce020dfc4da577c680b799515414_img.jpg\)](#))
- Students entering Juntendo University from a Japanese language school or another university should complete:
 - [Notification of the Accepting Organization, Transfer \(Excel !\[\]\(024ac29d17cdecb0a41b469235e3257d_img.jpg\)](#)), [Example](#).
- Submit the notification to the Immigration Services Agency of Japan or by mail:
 - When submitting the notification by mail, send the filled forms to the following address and enclose a copy of your residence card and write “届出書在中” in red on the face of the envelope:
 - 〒160-0004 東京都新宿区四谷 1-6-1 四谷タワー 14 階東京出入国在留管理局在留管理情報部門届出受付担当
 - If you submit the notification by mail, the immigration office will not send you any confirmation that they received it. Therefore, it is recommended to use a delivery method that provides a tracking record or allows you to confirm the delivery status.

University Reports

- Due to Japanese immigration law, Juntendo University regularly reports each and every international student’s enrolment information including program start date and end date to Immigration Services Agency of Japan.
- Juntendo University must regularly report the following information about students to the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and the Immigration

Services Agency of Japan:

- Those who graduate / complete courses
- Those who leave the university before graduation / course completion
- Those removed from university registration
- Those who are missing
- Those who are absent from school for more than one month since the latest residence status related activity is confirmed.
- If you fail to extend your period of stay, provide a copy of your renewed residence card, or stay in regular contact with the university, you may be reported as missing. In case of not engaging in activities related to your residence status for more than 3 months, your residence status may be forfeited.

Procedures

- International students must update their SpeedVisa account and upload a copy of the front and back of their residence card within 14 days when any of the following occur:
 - Entrance into the university
 - Extension of period of stay
 - Change of residence status
 - Any changes to the information on a residence card
- International students must also register their Juntendo University email address.

NOTIFICATION OF ACCEPTING ORGANIZATION EXAMPLE

参考様式1の3(移籍)
(Accepting organization: transfer)

活動機関に関する届出
NOTIFICATION OF THE ACCEPTING ORGANIZATION

① 届出人 Applicant

英 字 氏 名 ELIZABETH TURNER 性別 Sex MALE
Name on the residence card

生 年 月 日 1992 年 5 月 15 日 国籍・地域 Nationality/Region United States of America
Date of Birth

住 居 地 〒 2-15-6-333, Sendagi, Bunkyo-ku Tokyo 113-0022
Address in Japan

在留カード番号 Residence card No. A B 1 2 3 4 5 6 7 8 C D

在 留 資 格 Student
Status of residence

② 届出の事由(新たな活動機関への移籍)
Item of notification (Transfer to a new organization)

移籍した年月日 2021 年 4 月 1 日
Date of transfer

機 関 の 名 称 移 籍 前 Sato Japanese School 移 籍 後 Juntendo University
Name of the organization Previous Org. New Org.

機 関 の 法 人 番 号 (13桁) 移 籍 前 123456789012 移 籍 後 8010005002330
Corporate number Previous Org. New Org.

機 関 の 所 在 地 移 籍 前 〒 123-4567 (電話 tel.)※
Address of the organization Previous Org. 1-1-1 Sendagi, Bunkyo-ku, Tokyo

移 籍 後 〒 113-8421 (電話 tel.)※
New Org. 2-1-1 Hongo, Bunkyo-ku, Tokyo 03-3813-3111

新たな機関における活動の内容(「留学」の在留資格を除く。)
Details of activities at the new organization (except for the status of residence of "Student")

③ 届出人(本人)の署名 Signature of the applicant

_____ 年 _____ 月 _____ 日
Year Month Day

④ 届出人の連絡先 Contact telephone number of the applicant

電話番号 Telephone No. _____ 携帯電話番号 Cellular phone No. _____

⑤ 提出者(本人以外の者が提出する場合に記入) submitter (in case of representative, agent or other)

氏 名 _____ 本 人 と の 関 係 _____
Name Relationship with the applicant

住 所 _____ 電話番号 _____
Address Telephone or Cellular phone No

⑥ 届出年月日 _____ 年 _____ 月 _____ 日
Date of notification Year Month Day

※ 届出内容の確認のため、連絡させていただく場合があります。

② Date of Transfer: enter the date your enrollment begins.
If you are entering a graduate program the date of transfer will be April 1.
If you are entering as a research student the date of transfer will be the first of the month you start your research.

② Previous Organization: Enter the corporate number, address, and phone number of the previous organization where you were registered. You may need to contact the organization to confirm the corporate number.

② New Organization: Enter the Juntendo University organization corporate number: 8010005002330 and the address and phone number of the campus where you will study.

RESIDENCE STATUS AFTER GRADUATION / COURSE COMPLETION

- A “student” residence status is only effective during the duration of enrolment while at a specific school. After graduation or course completion, even if the period of stay remains effective, international students are NOT allowed to stay in Japan with a “student” residence status. International students must leave Japan and return their residence card to the immigration inspector at the airport.
- In case you will be continuing your stay in Japan, you must change your residence status according.

Going to School in Japan

1. Continuing education at Juntendo University, e.g. Master Program to Doctoral Program
 - If necessary, you need to [extend your period of stay](#).
2. Going to any other academic institution
 - Submit the [Notification of the Accepting Organization \(Left the organization\)](#) (Excel ) to the Immigration Services Agency of Japan. [Example](#)
 - Follow the extension of period of stay instructions at the new institution

Working in Japan

- Consult with your employer and change your residence status to allow you to work legally.

Continuing Job-search in Japan after Graduation / Course Completion

- If you hold a “Student” status and expect to continue your job-search in Japan after graduation /course completion, change your residence status to “Designated Activities.”
- Please note that this is only applicable for official students. Unofficial students such as research students are excluded.
- The “Designated Activities” residence status is effective for 6 months and may be extended once, one year is the maximum length.
- When you finish your job-search or the Designated Activities period comes to an end, you must change your residence status accordingly or else leave Japan before the period of expiration on the residence card.

REVOCATION OF STATUS OF RESIDENCE

- Students who are not present in the university for three months will have their residence status revoked. The last day the university confirmed the presence of the student in the university will mark the beginning of the three month period.

FAMILY VISAS

SHORT TERM STAY

- Family members of Juntendo University international students, researchers, or faculty who will visit Japan for 90 days or less will need to apply for a short term visa.
- The Ministry of Foreign Affairs (MOFA) lists [countries whose nationals have visa exemption arrangements with Japan](#).

Procedures

- Family members of the Juntendo University international students, researchers, or faculty should apply for a short term visa at a Japanese Embassy or Consulate.

MID TO LONG TERM STAY

- Mid to long term residents in Japan are those people who will stay in Japan more than 90 days.
- Family members who will be supported by a mid to long term resident in Japan and will need to apply for a visa with a “Dependent” status of residence.
- Family members are limited to a spouse and children.
- The supporter must file an Application for Certificate of Eligibility (Dependent) for each family member that intends to come to Japan.
- The Application for Certificate of Eligibility (Dependent) is made up of two sections:
 1. “For applicant, parts 1 & 2”
 2. “For supporter, part 1”
- Each Application for Certificate of Eligibility (Dependent) requires the following items:
 - Certificate of registration or document certifying the activity, duration, and position of the supporter
 - Passport photo of the supporter and each Certificate of Eligibility (Dependent) applicant
 - Marriage certificate, birth certificate, or family registration that confirms the relationship between the supporter and the family member
 - Document explaining how the supporter expects to defray expenses
 - Note: The Immigration Services Agency of Japan may request more documents.
- The Certificate of Eligibility (Dependent) application may take several months to complete and the processing time may vary depending upon the number of applications submitted.
- After family members receive the Certificate of Eligibility, they will be able to apply for a visa.
- A Certificate of Eligibility is valid for 3 months.

Procedures

1. Complete the [Application for Certificate of Eligibility \(Dependent\)](#) (Excel ).
2. Present the following items to the Immigration Services Agency of Japan:
 - Application for Certificate of Eligibility (Dependent)
 - Required items that correspond with the Application for Certificate of Eligibility (Dependent)

- Envelope with ¥404 worth of stamps
3. The Immigration Services Agency of Japan will mail the Certificate of Eligibility to the supporter upon completion using the envelope submitted.
 4. Supporters should mail the Certificate of Eligibility to their family members.
 5. Once the family members receive the Certificate of Eligibility, they will be able to complete the visa application.
 6. Report the result of the application to the International Center.

SPECIAL RE-ENTRY PERMIT

- Under the new residency management system, a re-entry permit will not be required for mid to long term residents in Japan as long as they:
 - Possess a valid passport and residence card
 - Plan to return to Japan within 1 year or before their period of stay is set to expire
- Mid to long term residents in Japan may not extend their period of stay while abroad.
- Scholarship students may need to notify the organization that issues their scholarship before leaving Japan.

Procedures

1. Present your Residence Card at your point of departure from Japan.
2. Check the “Departure with Special Re-entry Permission” box, on the Embarkment Disembarkation Card for Reentrant.

再入国出国記録 EMBARKATION CARD FOR REENTRANT ①

WWW 0000000 区分 51

氏名 (漢字) (Name)	氏名 (Family Name)	氏名 (Given Name)
国籍・地域 (Nationality/Region)	生年月日 (Date of Birth)	性別 (Sex) 男 女 Male Female
主な渡航先国名 (Destination)	航空機便名・船名 (Flight No./Vessel No.)	
☐ みなし再入国許可による出国を希望します。 Departure with Special Re-entry Permission. (希望する場合は口にチェックしてください。) (Please check the box.)		
署名 (Signature)		

みなし再入国許可で再入国できる期間は出国の日から1年間又は在留期限までのいずれか短い期間です。(特別永住者は出国の日から2年間です。) Special re-entry permission is valid for 1 year from the departure date or until expiry of the period of stay, whichever comes first. この期間を延長することはできません。 This period of validity cannot be extended.

官用欄
Official Use
Only

バーコード: サンプル
KA7WWW272128571

3. Return to Japan within 1 year or before your period of stay expires.

ADDITIONAL ITEMS

USING EXCEL TO FILL IN THE APPLICATION DOCUMENTS

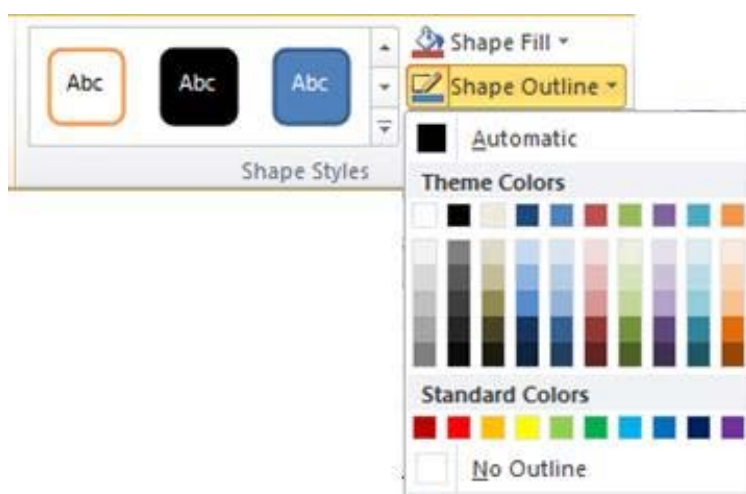
- International students and researchers who ask the International Center to help them complete the certificate of eligibility, extension of period of stay, or change of residence status procedures should submit the application forms to the International Center as excel files.
- The application files have a number of questions that require yes or no answers.
- Please complete the following procedures to indicate your response to a yes or no question on the application documents.

Procedures

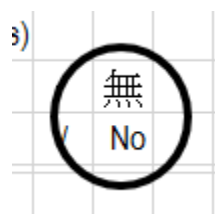
- Select the "Insert" tab in excel.
- Select the "Shape" icon.
- Select the circle icon.



- Make a circle.
- Select "No Outline" for "Shape Fill" and black for "Shape Outline".
- Adjust the size of the circle to indicate your response.



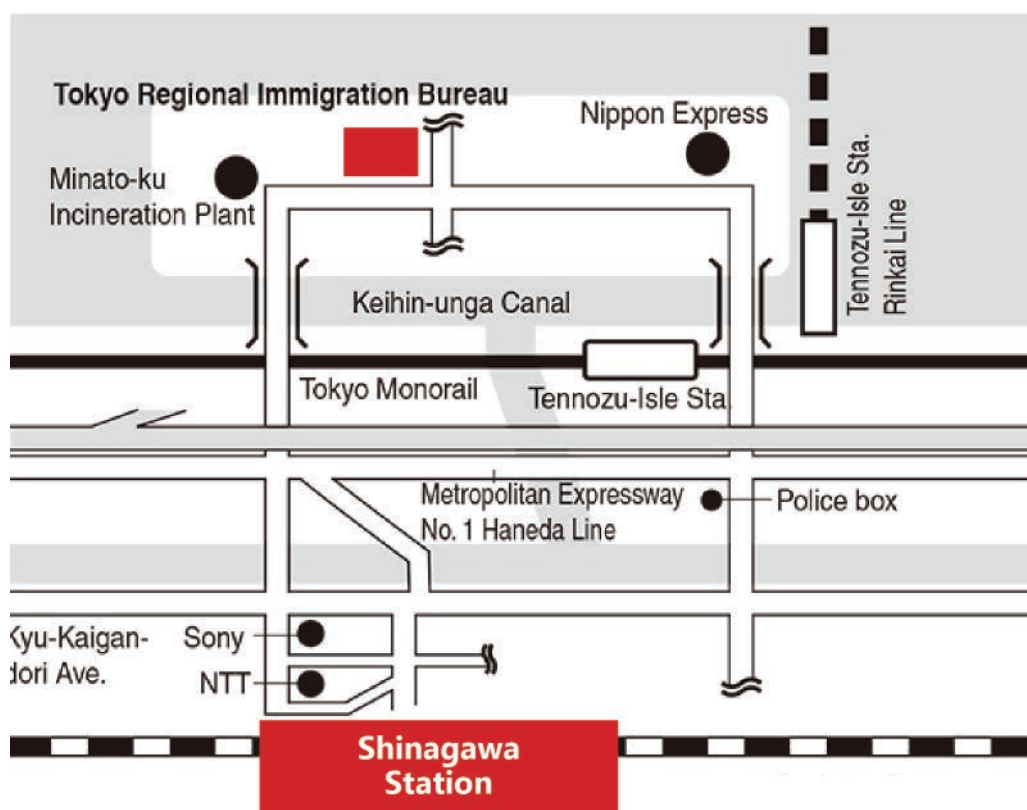
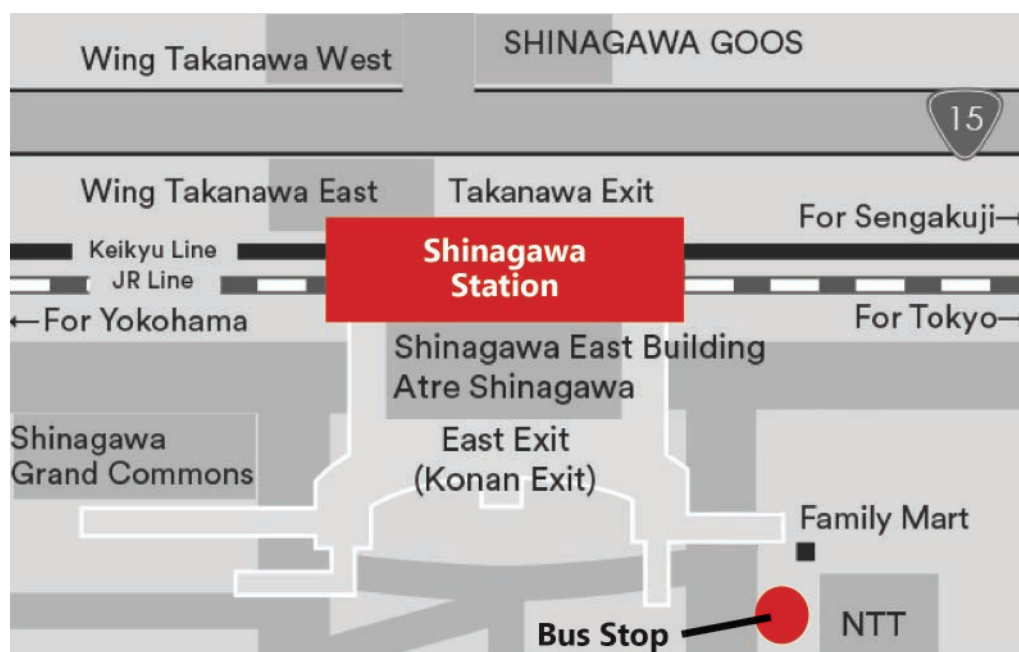
Sample



IMMIGRATION SERVICE AGENCY OF JAPAN ACCESS

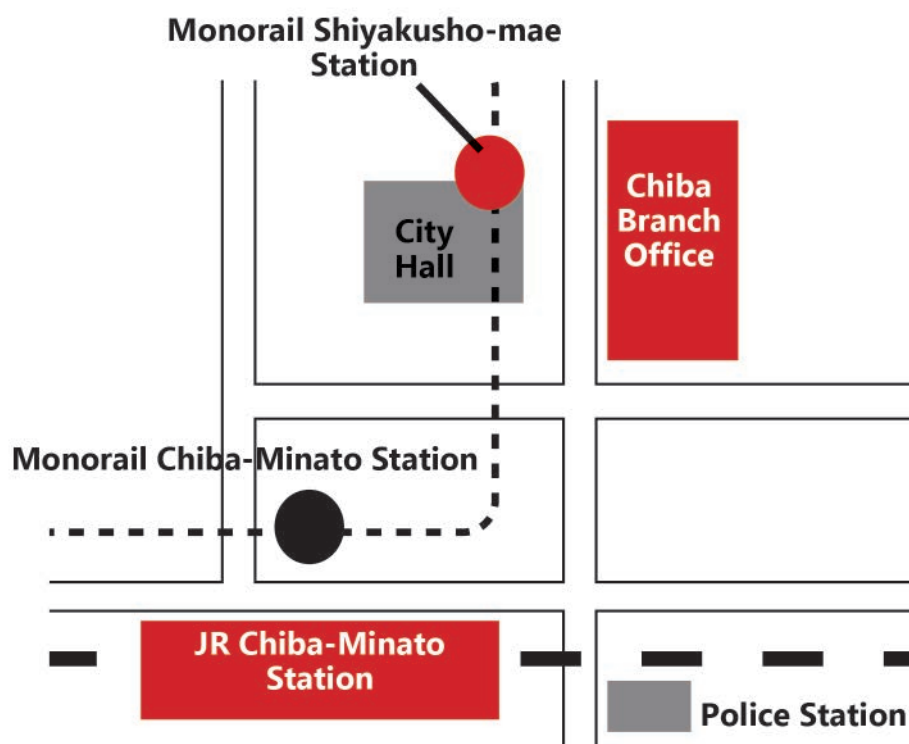
Tokyo Regional Immigration Bureau

- Address: 5-5-30 Konan, Minato-ku, Tokyo, 108-8255, [Google Map Link](#)
- Go to Shinagawa Station.
- Take Toei Bus Route 99 (5 stops, 8 minutes, ¥ 210)



Chiba Branch Office

- Address: 260-0026 Chuo Community Center, 2-1 Chiba-minato, Chuo-ku, Chiba City, Chiba Pref., [Google Map Link](#)
- Tokyo Regional Immigration Chiba Branch Office located on the first floor of Chiba Central Community Center
- From Monorail Shiyakusho-mae Station, 2 minute walk
- From JR Chiba-Minato Station, 10 minute walk



MUNICIPAL OFFICE

NATIONAL HEALTH INSURANCE

- Mid to long term residents who will stay in Japan for at least 3 months must be covered by National Health Insurance (NHI).
- NHI applicants must apply at the Municipal Office of the ward where they completed their Notification (Change) of Place of Residence procedures.
- NHI users will only have to pay 30% of their medical costs. Depending on age there may be exceptions.
- NHI users must pay insurance premiums relative to their income listed on their tax report in the previous fiscal year and their age.
 - Even if students or researchers did not earn an income in the previous year, they must submit a tax report (特別区民税・都民税申告書) in February every year to ensure their premiums do not increase. In the case students or researchers do not submit a tax report their insurance premiums may increase.
- NHI allows users to pay their insurance premiums and medical costs one of two ways:
 1. Make payments at select convenience stores and banks.
 2. Have the payments directly withdrawn from their personal bank accounts.
- NHI users will receive an NHI card, which they will need to present when they receive medical service in Japan
- Mid to long term residents in Japan who are full time staff at Juntendo University will have their National Health Insurance premiums directly withdrawn from their salary.
- Mid to long term foreign residents must pay all their insurance premiums and notify the Municipal Office they will be withdrawing from the National Health Insurance before leaving Japan.

Registration Procedures

1. Go to the Municipal Office.
2. Fill in the National Health Insurance application at the Municipal Office.
3. Present the following items to the Municipal Office's National Health Insurance department:
 - Passport
 - Residence Card
 - National Health Insurance application
 - [Document on the following page, if necessary to assist with the procedures.](#)
4. Receive the National Health Insurance card that will look similar to the card on the following page:



- Later, check your mail. You will receive insurance premiums that looks similar to the document below. You can pay the premiums at a convenience store.

あなたの世帯の保険料額 (平成 年4月~平成 年3月) (円)										年度保険料の算出式				文京区国民健康保険料通知書		あなたの世帯の保険料を下記のとおり決定(変更)しましたので通知します。	
区分	算定基礎額	所得割額	人数	均等割額	保険料額	合計	算出式	基礎分	支援金分	合算分	平成 年度	平成 年 月 日	文京区長	公印	通知書番号	通知書添付理由	
基礎分(医療)							基礎分(医療)										
支援金分							支援金分(保険料軽減・料率)										
合算納付金分							均等割額(一人あたり円)										
							最高割込額(1世帯円)										

※保険料は加入月数で計算しています。
 ※年度途中で65歳に到達する方の年満分保険料は、到達する月の前月分までの保険料を年度内に分割してお支払いいただきます。

※加入者、加入月の内訳は2枚目をご確認ください。

この通知は平成 年 月 日 現在のものです。

文京区国民健康保険課 電話 03-3812-7111(代表) 内線2633~2636

_____区役所ご担当者様

(Your) Municipal Office

住民異動届書を提出しました。

I completed the address registration procedures on the second floor.

国民健康保険への加入手続きをお願いします。

I would like to register for the Japanese National Insurance. (Show them your: 1. Insurance Application and 2. Residence Card, and 3. Passport)

昨年、日本に【1. 住んでいました】 / 【2. ないので、収入がありません】。

Last Year, 【1. I lived in Japan】 / 【2. I did not live in Japan last year and therefore did not have an income in Japan.】 (Cross out the invalid option.)

保険料は、昨年の日本国内における収入額に応じて決定する旨承知して おります。

I understand that the insurance premiums are based on the amount of money I made in Japan the previous year.

2 月・3 月頃に所得の申告を行います。

I understand that I will need to submit a tax form around February / March reporting the amount of money I made during the previous fiscal year.

保険料の支払いはコンビニや郵便局で可能である旨理解しております。

I understand that I can pay insurance premiums at a convenience store or post office.

よろしくお願い致します。

Thank you for your help.

After you complete the procedures the person helping you will give you the National Insurance Card and ask you to check the information on the card. After checking card, which is all in Japanese, please sign and date the application indicating you received the card from the office.

NATIONAL PENSION SYSTEM

- Mid to long term residents who will stay in Japan for at least 3 months and are over the age of 20 must register in the [Japan Pension Service](#) after completing their Notification (Change) of Place of Residence procedures.
- Mid to long term residents will receive a Pension Handbook, a small blue notebook, in the mail following their address registration.



- People registered in the system must make monthly payments. The monthly payments are based on the income the person received the previous year.
- The Municipal Office where you registered your address manages your Japanese Pension.
- Go to your local Municipal Office to confirm your Japan Pension Status.

Payment Exemptions

- International students and researchers who do not receive a salary may qualify for payment exemptions.
 1. International students will need to file a Special Payment System for Students application.
 2. International researchers will need to file a Contribution Payment Exemption System application.
- The Municipal Office accepts payment exemption requests for the following periods:
 - Past payments: due within 2 years of the date of the application
 - Future payments: due up to June of the following year.
- After submitting the exemption request the Municipal Office will submit your request to the Japan Pension Service.
- The Japan Pension Service will review applications and notify the Municipal Office of the result and the Municipal Office will notify applicants of the results.

Procedures

- Present the following items to the Municipal Office's National Pension department:
 - Passport
 - Residence Card
 - Individual (My) Number Card
 - Japanese Pension Book
 - Juntendo University ID or Enrollment Certificate
 - Corresponding application, available at the Municipal Office

Lump-sum Withdrawal Payments

- International researchers and faculty members who have had the Japanese pension coverage periods for six months or longer may apply for withdrawal payments if they leave Japan.
- Mid to long term residents who withdraw from the system will not retain the benefits of the coverage in the case they return to Japan.
- The amount of money available for return is dependent on the length of coverage.

Procedures

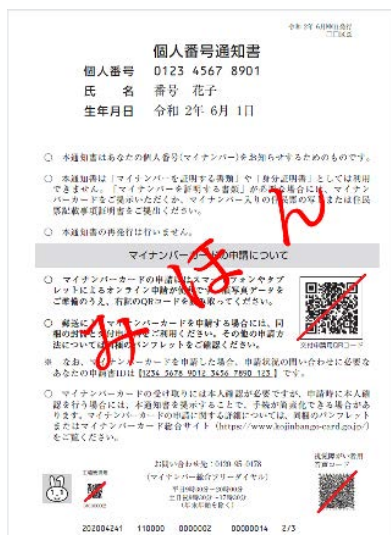
- For the most up to date procedures please refer to the [Lump-sum Withdrawal Payments section on the Japan Pension Service website](#). Instructions are provided in a number of languages.

INDIVIDUAL NUMBER CARD (MY NUMBER CARD)

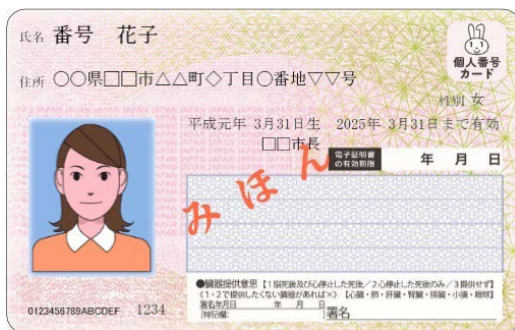
- All mid to long term residents in Japan will receive an **Individual Number** in the mail 2-3 weeks after registering their address at their local Municipal Office.
- The Japanese government designed the Individual Number to give every resident in Japan one number to track their history in relation to government procedures. For example, National Health Insurance, Japanese Pension, and taxes procedures may require the number.
- The Individual Number Card contains information that should be kept safe.
- Mid to long term residents who arrived in Japan before May 25, 2020
 - Received a **Notification Card**, which listed their Individual Number in the mail.



- Starting May 25, 2020 the Japanese government ended the Notification Card system.
- The Notification Card does not qualify as personal identification.
- Existing Notification Cards will remain valid as long as the information listed on the current card does not change. Terms of validity may change in the future.
- Mid to long term residents who arrived in Japan after May 25, 2020
 - Will receive an Individual Number Notification Report, which lists their Individual Number in the mail.



- The Individual Number Notification Report does not qualify as proof of a person's individual number and may not be used as personal identification.
- The post office must deliver the Notification Card or the Individual Number Notification Report directly to all resident. The postal service will return the card or notification report to the Municipal Office if not received directly. In this case, you need to go to the Municipal Office to pick up the Notification Card.
- Mid to long term residents can apply for an [Individual Number Card](#), which qualifies as personal identification and lists their Individual Number, by either going to their Municipal Office or completing the [online application and procedures](#).
 - The information inputted into the Individual Number Card application must match the information listed on the Residence Card of a mid to long term resident. Contact your Municipal Office if there is a difference between the information.
- The individual Number Card contains your "name," "address," "date of birth," "sex," and "My Number (the Individual Number)".
- Below is what the Individual Number Card looks like:



- The Individual Number Card allows holders to:
 - [Submit the following residence status related applications online:](#)
 - [Extension of Period of Stay](#)
 - [Change of Residence Status](#)
 - [Permission to Engage in Activity Other than that Permitted Under the Status of Residence Previously Granted](#)
 - Complete their tax report online.
 - Request issuance of a Residence Certificate from a convenience store
 - Use the card as proof of their Individual Number.
- If you are working part-time, you will need to notify your employer of your individual number.
- **Warning:** the Residence Card date of expiration and the Individual Number Card validation period are the same.
 - Renew your Individual Number Card before the validation period ends,
 - if possible around a week after receiving your new Residence Card.
 - if you do not receive your new Residence Card before the Individual Number Card validation period ends you should still renew your Individual Number Card before the validation period ends.

- The Municipal Office will give you a temporary Individual Number Card and a new Individual Number Card once you receive your new Residence Card.

RE-ISSUANCE OF A MY NUMBER CARD AND INDIVIDUAL NUMBER CARD

- In the case residents lose their Notification Card of Individual Number Card they should complete the following procedures as soon as possible to avoid potential problems relating to identity theft.

Procedures

- Report the loss of to the
 - Individual Number Card Call Center (in case of lost Individual Number Card)
 - Police, and record the receipt number they issue.
 - Local municipal office and apply for re-issuance.

TAXES

- Taxes are calculated based on the amount of income earned between January 1 - December 31.
- Failing to pay taxes may affect the residence status of a mid to long term resident and may result in additional tax payments.
- National Health Insurance premiums are calculated based upon the amount of income earned during the previous year and in the case a tax report is not submitted National Health Insurance premiums may increase. Mid to long term residents who did not earn an income in Japan the previous year must submit a Special Tax Report to their local Municipal Office by March 15 indicating how they supported themselves without a salary.
- In addition to the information listed below there are many different conditions relating to taxes. Mid to long term residents should be sure to check with the municipal office where they registered their address, their local tax office, or the [National Tax Agency website](#) for additional information.

Income Tax

- Income taxes are due between February 16 - March 15 following the previous year.
- The National Tax Agency collects income taxes.
- Many employers in Japan withhold income taxes from the salary of their employees automatically and as a result, employers do not need to file their own income taxes.
- If income taxes are not withheld from the salary of an employee they must submit an income tax report to their local tax office.
- Mid to long term residents should check with their employer about whether they need to submit a tax report.
- Information about how to complete a tax report may be found on the following [link](#).
- Mid to long term residents who have multiple part-time employers may need to submit their

own income tax report. Mid to long term residents should check with their employers about what is possible.

- If mid to long term residents leave Japan and no longer plan to live in Japan they must file their tax return before leaving Japan at the local tax office where you registered your address.
 - More information about the procedures above may be found on the following [link](#).

Residence Tax

- Municipal offices require anyone who received an income in the previous fiscal year in Japan to pay a residence tax.
- The amount of the residence tax varies depending on the prefecture and municipal the taxpayer lives in.
- In some cases, employers will withhold the residence tax from the salary of their employees.
- In the case the residence tax is not withheld, tax payers will receive the amount they must pay for their residence tax from their municipal office.
- The payment may be made in one lump sum payment or divided into multiple payments.
- Tax payers must go to their local municipal office to adjust their payment method.

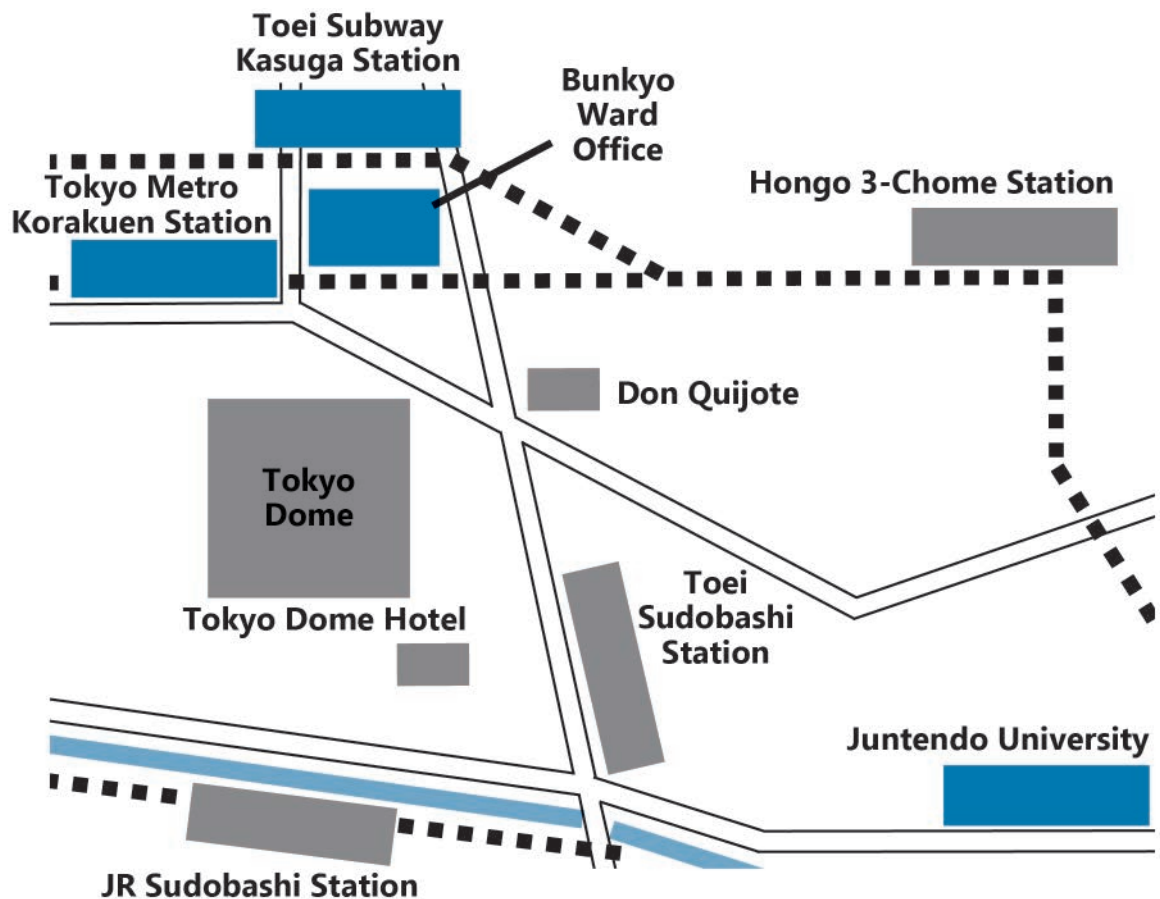
Taxes in Home Country

- Some mid to long terms residents in Japan may have to report or pay taxes based on their income in Japan to their home country. Check with the tax agency of your home country to determine the necessary procedures.

MUNICIPAL OFFICES ACCESS

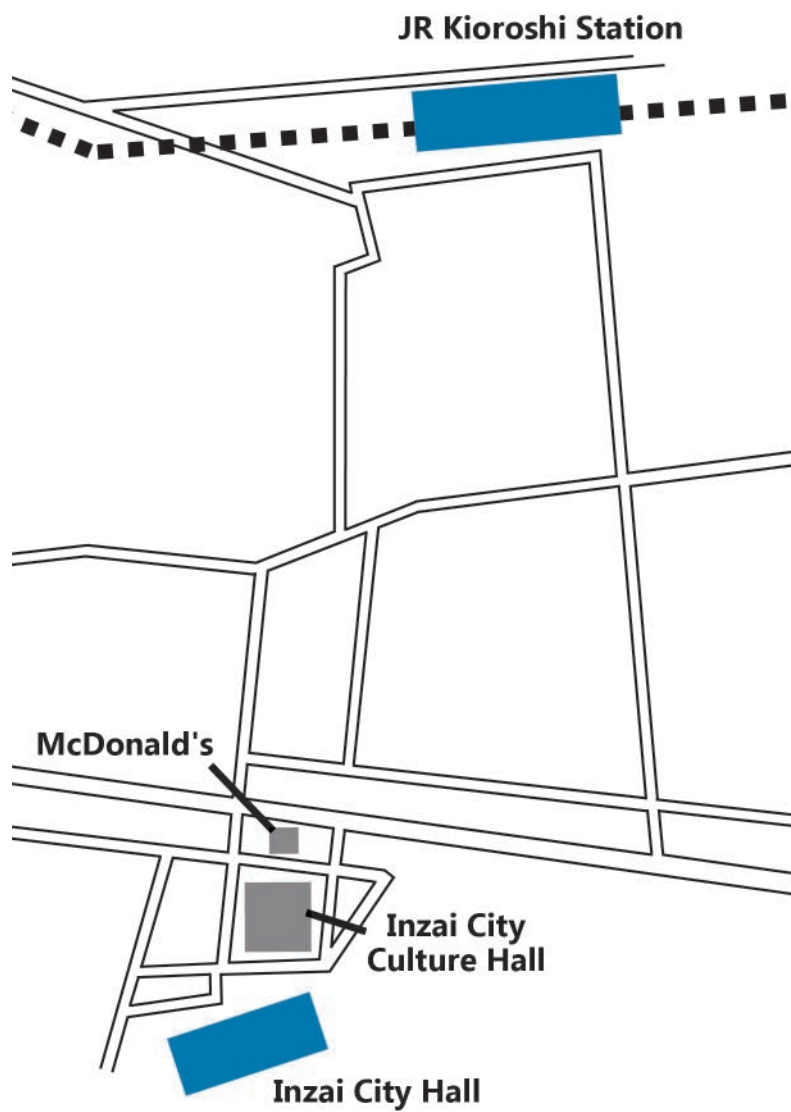
Bunkyo Ward Office

- Address: 1-16-21 Kasuga, Bunkyo-ku, Tokyo, 112-8555, [Google Map Link](#)
- From Nambokui Line Korakuen Station a 1 minute walk
- From Marunouchi Line Korakuen Station a 3 minute walk
- From Juntendo University a 17 minute walk



Inzai City Hall

- Address: 2364-2, Omori, Inzai-shi, Chiba, [Google Map Link](#)
- From JR Kioroshi Station a 15 minute walk



EMERGENCIES

EARTHQUAKES & DISASTER SAFETY

- [Tokyo Metropolitan Government - Disaster Preparation Manual](#).
- [Bunkyo-ku Municipal Office - Disasters Measures pamphlet](#)
- [NHK - Multilingual Emergency Updates](#)
- [Japan Meteorological Agency - weather, earthquake, tsunami, and volcano updates](#).
- [Japan National Tourism Organization - "Safety Tips" app](#)
- Many embassies provide travel alerts and warning notices to their citizens if they register their travel information with the embassy. Messages range from severe weather alerts to security notices.

IN CASE OF EMERGENCIES

- Emergency phone lines are open 24 hours 7 days a week.
- All calls are free and may be made from public telephones.
- English speaking operators are available.
- People unaware of their address should provide the operator with near by landmarks.
- When describing what happened to the operator try and talk as calmly as possible.
- See the [In Case of Emergency Figure](#) for basic Japanese phrases that may be helpful in the case of an emergency.

Emergency Notification Procedures

- International students, researchers, and faculty involved with any of the emergencies listed in this section should contact Juntendo University International Center (JUIC, juic@juntendo.ac.jp, 03-3813-3795), their administrative office, and supervisor as soon as possible.
- JUIC will help resolve any issues that may be a result of the emergency.

AMBULANCE / FIRE: DIAL 119

- General Information
- The 119 operator takes calls for both ambulances and fires, inform the operator from the start which you will need help with.
- For information about fire prevention refer to [Tokyo Fire Department's](#) multilingual pages, languages include: English, Chinese, Korean, Thai, and Filipino.

Ambulance

- Dial 119 in the case of you need an ambulance for a sudden illness or severe injury.

- Inform the operator of the following:
 - You need an ambulance
 - What happened
 - Where you will need services
 - Your name
 - Your phone number
- Have your residence card, passport, and health insurance card ready before the ambulance arrives.
- Someone should wait outside to help guide the ambulance to where the assistance is needed.

Fire

- Inform all of the people around you that there is a fire.
- Dial 119.
- Most fire department emergency operators have the ability to trace the callers destination, as long as the call is not made from a cell phone. If you do not know your address, stay on the line until the operator confirms your address.
- Inform the operator of the following:
 - There is a fire
 - What is on fire
 - Where the fire is occurring
 - Your name
 - Your phone number
- Most fire departments have the ability to trace phone calls from land lines.
- In the case the you become engulfed by a fire cover your mouth with a wet towel to prevent smoke inhalation and crouch low while escaping.

TRAFFIC ACCIDENT / CRIME: DIAL 110

- The 110 operator takes calls for both traffic accidents and crimes.

Traffic Accident

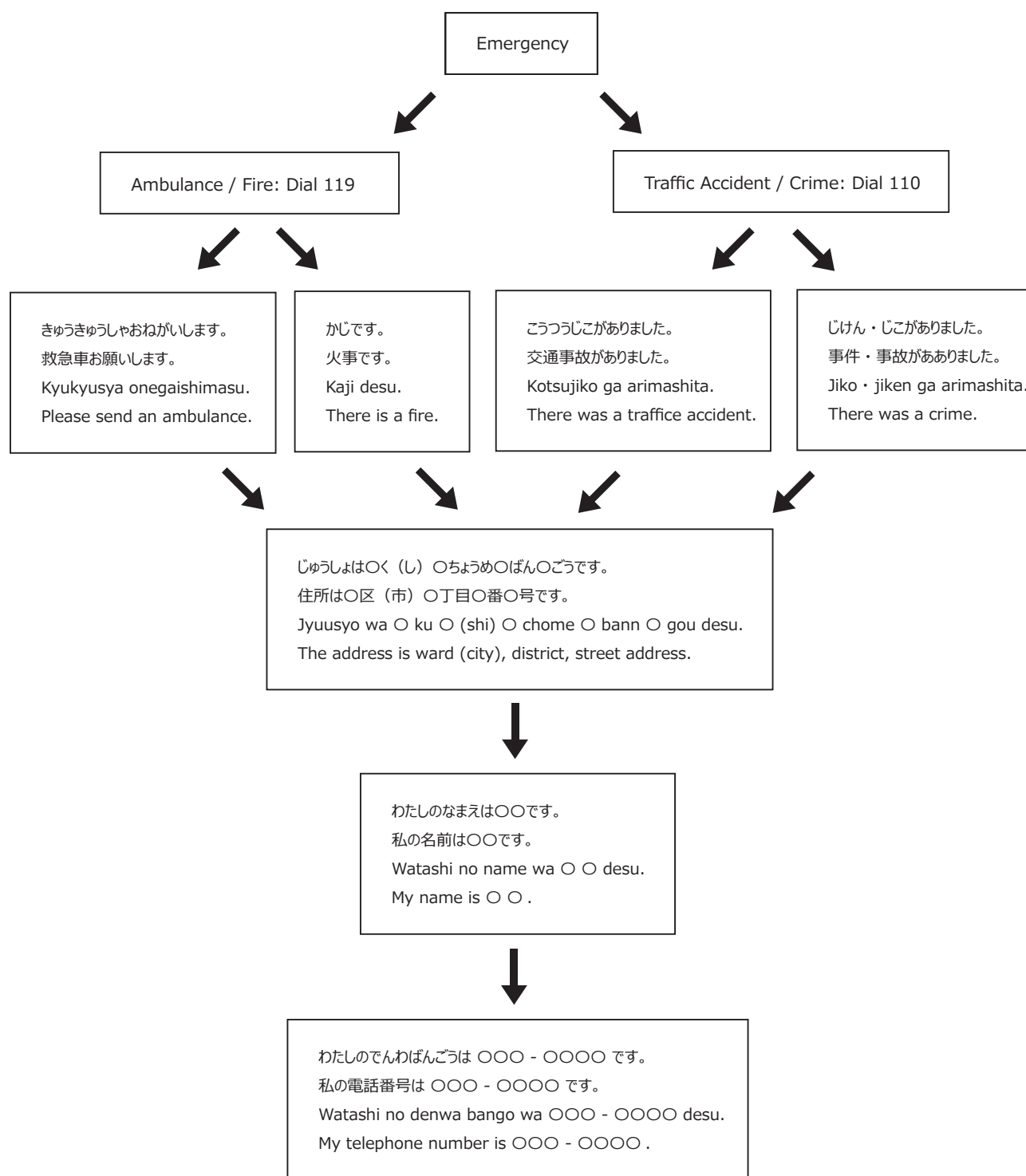
- Dial 110 in the case of a traffic accident. No matter what the severity of the traffic accident may be.
- Inform the operator of the following:
 - What happened
 - Where you are, including any landmarks
 - Your name and phone number
- Dial 119 in the case you experienced any injuries.
- Make sure that both you and the party involved in the accident wait until the police arrive before resolving the issue and leaving the site of the accident.
- Wait until the police arrive to exchange information.

- The police will issue a traffic accident certificate (kotsujiko-shomeisho, 交通事故証明書), which you may need for insurance purposes.
- If you need to go to the hospital following the accident be sure to receive a medical certificate (shindan-sho, 診断書).

Crime

- If you have been affected by a crime and need urgent assistance dial 110.
- Inform the operator of the following:
 - What happened
 - Where the crime occurred
 - Your name and phone number
- In the case that your wallet was stolen, make sure to contact your bank and cancel any credit cards that you may have had in the wallet.

Figure: In Case of an Emergency



Asking for an English Operator

えいごがはなせるかたはいらっしゃいますか。
英語が話せる方はいらっしゃいますか。
Eigo ga hanaserukata wa irasshyaimasuka.
Is there someone who can speak English?

Juntendo University Related Contacts

Juntendo University International Center: 03-3813-3795
Make sure to know how to contact your:

- Supervisor and
- Campus Administrative Office

JAPANESE LAW & CRIME

- While in Japan international students and researchers must abide by Japanese law and university policy. Failure may result in criminal punishment or expulsion from the university.
- International students and researchers should read the [Tokyo Metropolitan Government Office for Promotion of Citizen Safety Foreign Resident Manual](#) for more information about Japanese manners, rules, and laws.
- Be careful to not to break any of the following Japanese laws or commit or get involved in any of the following crimes to prevent unintended trouble.

Residence Card

- Mid to long term residents must carry their Residence Card at all times. If police stop a mid to long term resident and they do not have their residence card they may be subject to a fine. If lost complete an [application for a lost residence card](#) immediately.

Residence Status

- Mid to long term residents in Japan [must abide by the terms of their residence status](#). If necessary mid to long term residents should [extend their period of stay](#), [change their residence status](#), or [apply for part time employment permission](#). Failure to maintain residence status may result is deportation.

Part-Time Student Employment

- “Student” resident status holders are not allowed to engage in paid activities unless they apply for permission from the Immigration Services Agency of Japan.
- Permission will allow mid to long term resident with a “student” residence status for a period of at least 6 months to apply to work at a part time job for a maximum of 28 hours per week during the school year. During extended holidays students may work 8 hours per day, however the student may not exceed 40 hours per week.
- Students are prohibited by law from engaging in businesses such as: pachinko parlors, mahjong stores, game centers, cabaret clubs, host clubs, or any sex industry.

Municipal Office Registration

- Mid to long term residents in Japan must [register their address](#) and register in the [National Health Insurance Program](#) and [National Pension System](#) at their local Municipal Office.

Multiple Occupancy

- Before having someone start to live with you, contact your landlord or real estate agency.
- If you fail to report that someone is living with you to your landlord or real estate agency you are violating your lease.

Drinking

- Japanese law prohibits drinking under the age of 20.
- Do not encourage anyone underage to drink.
- Do not drink to intoxication or encourage others to drink to intoxication.
- If you are out drinking with someone and they lose consciousness [dial 119 immediately and report the medical emergency](#).

Smoking

- Japanese law prohibits smoking under the age of 20.
- Many neighborhoods have designated smoking areas and may have fines for walking while smoking.

Drugs

- Japanese law prohibits the use or possession of illegal drugs.
- Prescription drugs that may be legal in the home country an international student or researcher may be illegal in Japan, including some pain relievers.
- Even if the prescription drugs are legal there may be limitations in terms of the amount allowed to carry into Japan.
- Before bringing or sending any drugs to Japan, be sure to check the [Ministry of Health Labour and Welfare website](#) to confirm whether the drugs are legal in Japan and if so the acceptable quantity.

Scams

- Be careful not to get involved in any type of scam.
- While [telephone scams are the most common](#), [scams may take a number of different forms](#), including [email job offers and job search websites](#).
- View the following [link](#) for examples of how scams may introduce themselves.

Bicycles

- Japanese law requires all bicycles in Japan must be registered to their owner.
- Starting April 2020 everyone who rides a bicycle in Tokyo must have bicycle insurance.
- Everyone in Japan must follow the bicycle safety rules.
- For more information about bicycle registration, insurance, and safety rules, please refer to the [Bicycle Section](#).

Trash

- The trash regulations depend upon each municipal.
- To dispose of large trash, [large trash tickets](#) must be purchased.

Social Media

- Social media accounts should not harm others or bring the university into disrepute.
- Japan has laws against stalking on social media.

Harassment

- International students and researchers who experience any type of harassment, such as sexual, academic, power, or maternity should feel free to contact the International Center.

ESSENTIAL REFERENCES

LIVING EXPENSES

ESTIMATED MONTHLY EXPENSES

SPENDING	JPY
Rent	30,000 - 70,000
Utilities	8,000 - 12,000
Food	30,000 - 50,000
Insurance	1,000 - 3,000
Transportation	5,000 - 12,000
Phone	3,000 - 10,000
Entertainment	5,000 - 20,000
Miscellaneous	5,000 - 20,000
TOTAL	87,000 - 197,000

ESTIMATED PRICES OF DAILY ITEMS

ITEMS	JPY
Rice (5 kg)	3,800 - 4,500
Onigiri (1)	130 - 200
Milk (1L)	200 - 260
Eggs (10)	250 - 350
Lettuce	150 - 300
Coffee (1 pack)	400 - 700
Toilet Paper	400 - 600
Detergent	400 - 700
T-Shirt	1,000 - 2,000

Retail Stores & Supermarkets

- [Don Quixote](#) - retail store
- [Hanamasa](#) - supermarket
- [Okay](#) - supermarket
- [Olympic](#) - supermarket
- [Gyomu Super Halal Food](#) - supermarket
- 100 yen stores:
 - [Can Do](#)
 - [Daiso](#)
 - [Seria](#)

HOUSING

University Housing

- Juntendo University International Center is able to provide international students and researchers who expect to become graduate students with housing in [Dormitory Sendagi](#) and [Dormitory Ochanomizu Hijiridai](#) if housing openings are available.
- For inquiries about all other university related dorms contact the Juntendo University Personnel Affairs Department.

- In general, many of the university housing options are off campus.

Housing Outside of Juntendo University

- See the following [link](#) for more information about housing options outside of Juntendo University.

Multiple Occupancy

- The lease you signed to rent your apartment:
 - Indicates who may live in the apartment
 - May indicate how many people may live in the apartment
 - One room apartments typically do not allow more than one resident.
- If you are thinking of having someone start to live with you, you must contact your landlord or real estate agency.
- If you receive permission to have multiple occupancy
 - You may need to adjust your housing contract.
 - The person who starts living with you must complete the notification of change of address procedures at the Municipal Office.
- If you fail to complete the procedures for multiple occupancy associated with your housing contract, you are violating your housing contract and there is the possibility
 - You may be evicted from your residence because your landlord may nullify your contract.
 - You may experience an increase in rent and a penalty for not completing the procedures sooner.
 - In the case of an accident the person who is living with you may not be covered by the housing insurance for their losses.
- Before having someone start to live with you, contact your landlord or real estate agency.
- If you fail to report that someone is living with you to your landlord or real estate agency you are violating your lease.

Guidebooks

- [Ministry of Land, Infrastructure, Transport and Tourism Apartment Search Guidebook](#)
- [Ministry of Land, Infrastructure, Transport and Tourism Rental Property application and Contract Guidebook](#)
- [Ministry of Foreign Affairs Guide to Living in Japan](#)
- [National Federation of Real Estate Transaction Associations Guidebook for Tenants](#)

WATER, ELECTRICITY, & GAS

- Many places in Japan do not include utilities in the rent.
- Residents may need to contact each service provider individually and arrange for their utilities

to be turned on.

Payment Procedures

1. Pay for your utilities at select convenience stores, banks, and ATMs.

Below an example of a utility bill.

The image shows a sample utility bill from the Tokyo Metropolitan Government Bureau of Waterworks. It includes fields for account number, customer name, address, and usage details. The bill is marked with '見本' (Sample) stamps in several places. The usage section shows water and sewerage consumption for a specific period, with associated charges.

2. Arrange for utility payments to be directly withdrawn from your bank account.

WATER

- [Tokyo Metropolitan Government Bureau of Waterworks](#) is the water provider in the Tokyo Metropolitan area.
- Water bills will be sent once every 2 months.
- Accounts may be handled from the Bureau of Waterworks's [水道局お客さまセンター](#) page, only available in Japanese.

ELECTRICITY

- [Tokyo Electric Power Company \(TEPCO\)](#) is the main electric provider for the Kanto Region of Japan.
- Electric bills will be sent once every month.
- In the case a circuit shorts the circuit breaker will trip and the electricity supply will be cut automatically, re-duce the number of electrical appliances being used and reset the circuit breaker.
- Accounts may be handled from TEPCO's [Start, Stop, Move Service Guide Menu](#) page.
- An example of how to read the electricity bill may be found on the following [link](#).
- Electricity in Japan is different from many countries. Electric supply in Japan is 100 volts. The electric current in Japan is 50 - 60 Hertz. Mid to long term residents may need an electric adapter to use electric devices from their home country in Japan.
 - Electric Adapter for: B3 Type (Malaysia/Egypt/Singapore), BF Type (UK/Argentina/Thailand), C Type (Italy/Switzerland/Spain), CB Type (Brazil), SE Type (France/Germany/Sweden), O Type (Australia/Philippines), and 02 Type (China):
 - [Amazon](#)
 - Yodobashi Camera [online store](#) or [store located in Akihabara](#), [Google Map link](#)

GAS

- Tokyo Gas is the main gas provider for Tokyo.
- Gas bills will be sent once every month.
- There are two types of gas in Japan:
 1. City Gas (都市ガス)
 2. Propane Gas (LP Gas, プロパンガス)
- Accounts may be handled through Tokyo Gas's [procedure page](#).

BANK ACCOUNTS, ATMS, & CREDIT CARDS

BANK ACCOUNTS

- Most banks are open between 9:00 - 15:00.
- Mid to long term residents in Japan who would like to open a bank account in Japan may be required to live in Japan 6 months before opening an account.
- The Japan Post Bank does not require applicants live in Japan 6 months prior to opening an account.
- Bank account holders may set up their accounts to have monthly payments, such as their utilities, directly withdrawn from their accounts.
- Checking accounts are not available in Japan.
- Many Japanese banks issue bank passbooks, which may be used to withdraw money.



- Bank account holders should protect their bank books, cash card, and pin numbers.
- Bank account holders who lose their bank book or cash card should contact their bank immediately.

JAPAN POST BANK

- The [Japan Post Bank \(JP Bank\)](#) is a part of the [Japan Post](#).
- The JP Bank is open between 9:00 - 16:00 on weekdays.
- The JP Bank allows mid to long term residents in Japan to open an account after they acquire a residence card and submit a Notification (Change) of Place of Residence at their Municipal Office.

HOW TO OPEN A JAPAN POST BANK ACCOUNT

Procedures

1. Complete and print out the Japan Post Bank [online application](#) before going to the bank.
2. Go to a JP Bank. Some branches may require people to make a reservation in advance.
3. Present the following materials to open a Japan Post Bank account:
 - Printout of the above online application
 - Passport
 - Residence Card
 - Seal, if you have one
 - Juntendo University ID, letter of acceptance, or enrollment certificate
4. After opening a bank account with the Japan Post Bank you will initially receive a passbook.
5. You may use the passbook at ATM machines to access your account and withdraw money.
6. A cash card will be sent to your registered address two weeks after you open the account.

CREDIT CARDS

- People who would like to apply for a Japanese credit card should research where they wish to apply and be aware of all the conditions associated with the credit card before applying.
- Credit card applicants will be screened before receiving a credit card, the process may take more than a month.
- Applying for a credit card does not guarantee applicants will be accepted.
- Mid to long term residents should make sure they have access to a credit card in their home country before coming to Japan to ensure they are able to open and pay for accounts that may require a credit card after entering Japan, since they may not be able to get a credit card after coming to Japan.
- Japan Post Bank and 7-Eleven convenience store ATMs accept Visa, Mastercard, American Express, Diners Club, Discover, JCB, and 中国銀聯 credit and debit cards, which may be used to withdraw money.

RECEIVING MONEY FROM ABROAD

- [JP Bank](#) - people with a Japan Post Bank account can receive money sent from overseas, either through their Japan Post Bank integrated account or giro account.
- [PayPal](#) - people with PayPal accounts can send money internationally to an existing Paypal account.

PHONE

- Before getting a phone number in Japan residents must:
 - Submit the [Notification of Change of Address to the Municipal Office](#)
 - Have a credit card

- Mid to long term residents just arriving in Japan should have a credit card from their home country that they may use to pay for their monthly bill. Often times mid to long term residents are not able to get a credit card in Japan after their arrival. In some cases, mid to long term residents may not be able to get a credit card until six months after their arrival.
- If you bring a mobile phone from your home country and purchase a SIM card in Japan, you can purchase only the SIM card.
- Many telecommunications companies offer three types of SIM cards:
 - SIM for data communication
 - SIM with SMS function, and
 - SIM with voice call function.
- Individual prices will dependent on the provider, minutes, data plan, and other factors.
- International students and researchers may want to use [Skype](#), a free online service, to make international phone calls.
- Many people in Japan use the app [LINE](#) ([Apple](#), [Android](#)) to communicate with texts and phone calls.

POSTAL SERVICES

- [Japan Post](#) offices are typically open between Monday through Friday, 9:00 - 17:00, check with the Japan Post for the specific hours of each location.
- Japan Post provides a [Practical Guide](#) for International Students on their website in English, Chinese, and Korean.

POST OFFICE VOCABULARY AND SYMBOLS

- 〒 : a postal mark
- 都道府県 : four types of Japanese prefectures
- 市区町村 : four types of Japanese municipalities
- 速達 : an express letter
- 特定記録 : a way to send registered mail
- 簡易書留 : a way to send registered and insured mail, up to ¥50,000 will be insured
- 一般書留 : a way to send registered and insured mail, the contents will be reimbursed in the case that the letter is not delivered
- 現金書留 : a way to send money in the mail
- 親展 : a label that indicates only the person addressed should open the letter

MAIL BOXES IN JAPAN

- Japanese mail boxes have two slots.

- The slot on the left side, labeled 手紙 and はがき is for letters and postcards.
- The slot on the right side, labeled 大型郵便, 速達郵便, 電子郵便, and 国際郵便 is for mailing large letters, express mail, electronic mail, and international mail.



DELIVERY NOTICES

- Japanese delivery services will deliver packages that are too big to fit into a mail slot directly to the addressee.
- When there is no one at a residence to receive a package, the delivery service will leave a delivery notice with information about how to request the package be redelivered.
- There is no additional service charge.
- The delivery service notice may have a notification deadline.

Procedures

1. Contact the delivery service and arrange the time that you would like to receive the package.
2. Be present when the delivery service redelivers the package.
 - Sample of a JP POST delivery notice below.

[illegible]

FORWARDING MAIL WHEN MOVING

- The Japan Post has a system in place that allows people when they move to have their mail forwarded from their previous address to their new address for one year.
- People interested in using this service may register before or after they move.

Procedures

1. To register, complete the Japan Post's Address Change Notification Form (転居届) at a Japan Post office or on the Japan Post's e 転居 page, only available in Japanese.

TRANSPORTATION

COMMUTER PASSES

- Commuter passes (teikiken, 定期券) may be purchased for railways and buses.
- There are two types of commuter passes.
 1. Regular Commuter Passes
 2. Student Commuter Passes
 - Students in a Juntendo University undergraduate or graduate program will be eligible to receive a further discount.
 - International researchers and international research students are not eligible to receive the discount.
 - The discount is only redeemable if students complete an application at a ticket window.
- The length of the passes vary, running for periods of 1, 3, or 6 months.
- The longer the length of the pass the greater the discount.
- Riders who lose their commuter pass, may have their pass reissued if they report their loss, within 14 days, to the transportation company that issued the card. The card will not be re-issued on the same day the report is filed.

Procedures

- Purchase a commuter pass from designated ticket machines labeled 定期券, these machines have an English option. Students must go directly to a ticket office and present the following items to receive a commuter pass with a student discount:
 - Commuter pass application, available at the ticket office
 - Student ID
- Riders who lose their commuter pass should visit the ticket office of the transportation company that issued the card and present the following items to receive their reissued commuter pass:
 - Lost ticket application, available at the ticket office window
 - Passport or Residence Card
 - ¥1,000 (¥500 for the deposit and ¥500 for the reissuing fee)

LONG DISTANCE DISCOUNTS

- Undergraduate and graduate students who are enrolled in Juntendo University and go on a long distance trip over 101 km using the Japan Railways (JR) are eligible for a 20% discount when they present a Student Discount Certificate (Gakuwarisho, 学割証).
- The student discount may be used with other transportation companies. Check directly with the company to see if student discounts will be accepted.

Procedures

1. Go to the Student Affairs Department (Gakuseika, 学生課) to receive a Student Discount Certificate Request Form (Gakuwarisyo Koufunegai, 学割証交付願).
2. Turn the completed the Student Discount Certificate Request Form into the Student Affairs Department.
3. The Student Affairs Department will issue the Student Discount Certificate.
4. Present the following items to the ticket office of the transportation company:
 - Student ID
 - Student Discount Certificate (Gakuwarishou, 学割証)
5. Purchase the ticket.

SUICA/PASMO

- Suica and PASMO cards are transportation smart cards (IC card) that when charged with money allow riders to use public transportation without having to purchase individual tickets.



- Suica, PASMO, Kitaca, manaca, TOICA, PiTaPa, ICOCA, Hayakaken, nimoca, and SUGOCA are 10 transportation IC cards used throughout Japan. These transportation IC cards cover the majority of transportation companies in Japan.
- Suica and PASMO cards are the transportation IC cards issued by transportation companies in the Kanto area.
- The 10 national transportation IC cards are interchangeable, allowing riders to access almost all of the transportation companies in Japan with just one of the smart cards.
- Transportation companies that issue commuter passes may require a specific transportation IC card.
- Commuter passes may be reissued in the event that they are lost, refer to the Commuter Pass

Procedures.

- Suica and PASMO cards require an initial deposit of ¥ 500.
- Suica and PASMO cards may also be used to make purchases at designated stores and vending machines.

Procedures

- To receive a Suica and PASMO card go to a railway ticket office or ticket machine.
- To receive the initial deposit made for the Suica and PASMO card return the card to a train station ticket office.

BICYCLES

- Japanese law requires all bicycles in Japan must be registered to their owner.
- Registration costs ¥ 500 and requires personal identification.
 - People who purchase a bicycle in Japan need to register their bicycle at the store where they made the purchase.
 - People who receive a bicycle from someone must register the bike in their own name. Registration may be complete at a bicycle store.
- Starting April 2020 everyone who rides a bicycle in Tokyo must have bicycle insurance. Bicycle insurance is similar to car insurance. In the case of an accident the insurance company will cover the costs of injuries to the rider and any people accidentally harmed in the accident. Coverage depends on the type of insurance.
- While riding a bicycle people must abide by the following rules:
 - Yield to pedestrians.
 - Obey traffic signals.
 - Use a headlight when riding a bicycle at night.
 - Do not ride under the influence of alcohol.
 - Do not use an umbrella while riding a bicycle.
 - Do not use headphones while riding a bicycle.
 - Do not use a cell phone while riding a bicycle.
 - Do not ride a bicycle parallel with another bicycle.
 - Do not ride on sidewalks unless indicated and if ride on sidewalks ride slowly and yield to pedestrians.
 - Do not ride double, with the exception of children under six who ride in a child seat and wear a helmet.
 - Ride on the left side of the road.
 - Park bicycles in designated areas.

TRASH & CLEANING

- The Japanese trash collection system is very strict.
- Mid to long term residents should check with the trash regulations of their municipality and comply with the procedures when disposing of their trash. The following [link](#) details how the Bunkyo Ward classifies trash.
- Municipals require residents to schedule pick ups for large trash items and purchase large trash tickets corresponding with the item being thrown away. To schedule a pick up and see how much the pick up costs view the [Bulky Waste Reception Center website](#).
- Large trash tickets may be purchased at convenience stores and placed on trash.



- Residents living in Juntendo University housing should check with the dormitory superintendents for more information about dormitory trash regulations.
- Residents should clean their rooms before their departure.

ADDITIONAL REFERENCES

WEATHER

- The following sites provide everyday weather:
 - [Japan Meteorological Agency](#)
 - [Weather Channel](#)
- For an overview of the climate and weather according to seasons please check out the following [link](#).

CULTURAL SHOCK

- Culture shock, you have probably gone through this series of emotions before just in a different context. Japanese culture shock will have its own unique experience. In the beginning, the honeymoon, your eyes might be as wide as an anime character. As you get used to things you might start feeling as though your thoughts are similar to a rush hour train in the summer with no air conditioning, cramped, stressed, and uncomfortable. You might start wishing you weren't here. With a little more time and experience, gradually you will gain a better understanding of the things around you and gain a better feel for how to navigate the situation. You might even end up yelling at your friends when they wear shoes into your home past the entrance.
- The following breaks down each stage of culture shock:
 1. Honeymoon
 - Paradise, everything and every day is good. Eating ramen, getting free tissues, realizing everything is so clean, doesn't get much better than this and you still have a long list of things you want to do. Japan is the best place ever type of feeling.
 2. Rejection
 - After a couple months though maybe the novelty of Japan is starting to wear off. The funny Japanese advertisements you see are still funny, just, you know it's going to take you around 15 minutes to translate everything and even then you may not understand the cultural context behind the meaning. You're realizing how difficult it may be to become a part of Japan. Your previous energetic stride may now look more like a Japanese business man who just wants to go home.
 - And every now and then you too feel like going home. Don't worry this is natural.
 - Everyone gets this feeling, to different degrees, and you probably have had this feeling before as well just in a different context. There are a couple of things to focus on during this period:
 - A. Your health: don't let this feeling affect your health, easier said than done, but eating healthy, getting enough sleep, exercising, and relaxing when you have the chance will go a long way towards helping you feel better.
 - B. Your attitude:
 - I New situations bring about good and bad experiences. After the honeymoon period the bad experiences may start to become more prevalent. At this time the important thing is to be positive about the bad experiences. Many times bad experiences provide greater learning opportunities. We're not staying rush into bad situations, but if you do face challenges, approaching the obstacles with a positive attitude will put you in a better position to find a solution.
 - II Comparing your Home with Japan:

The way things are done in Japan may be different than the ways things may be done back home. Do not forget where you came from, but be open to understanding the reasons why things are done the way they are in Japan.

Telling everyone you meet about the different between your home and Japan may not be the best way to approach things.

- C. Your relationships: If you have come to Japan with a spouse or if you are in a long distance relationship be sure to think about how your situation is affecting them. The people closest to you are living their lives too and they may need your support or your wellbeing may affect them as well.
 - If you experience any problems that you are not able to handle by yourself or feel overwhelmed that is completely natural feeling as well. Please contact the Health Management Office or Juntendo University International Center anytime. Solutions may not develop all of a sudden and make take time. Please seek support if needed.
3. Adjustment
- Now what, you have a challenge. This challenge may never be won and you won't get an award for your accomplishments, but this is something that you will need to take care of if you want to stay in Japan. So, how do you adjust? You probably already have the answer, the following just details a couple of ways to make this transition.
 - A Maintaining your health, attitude, and relationships will go a long way towards putting yourself in a mental state ready to adjust.
 - B Support, this comes in a numerous forms, below are a few:
 - I Groups: meeting both Japanese and other international people in Japan, who share your same interests whether they be sports, hobbies, or spiritual will go a long ways towards helping you make new connections while maintaining a part of yourself from back home.
 - II Family and friends from home: even if home is far away and you are not able to go home very often maintaining connections with your family and friends from back home may help you adjust.
 - III Food from back home: while sushi eating every day may be someone's dream and an onigiri (rice ball) is great way to get filled up quick, you probably miss your home cooking. Searching the internet for restaurants and supermarkets that sell food from back home might go a long way towards helping you get some of the feelings you may be missing.
 - C Learn Japanese and try to understand Japan, hint they're connected:
 - I Japanese language: learning Japanese for most people is pretty hard. The combination of thousands of characters and complex grammar rules makes Japanese hard, you cannot get no breaks.
 - II Japanese values and rules: understanding why Japanese people have certain values and rules and the cultural context behind these actions will help give purpose to your actions.
 - If you start to understand Japanese culture and society it may start to at least provide context around the need for certain language. Understanding the importance Japanese people place on greetings and formalities might even make you curious

about all of the ways you could greet someone based on different situations.

- Whether you're on your way to becoming Japanese or finding your perfect medium as an international person in Japan, adjustment will be key to enjoying Japan. As you start to understand why people do the things they do, such as sorting the trash to save the environment because 73% of Japan is mountainous, the questions you previously had will help you see why and how things are unfolding the way they are. Maybe you even start to inadvertently use Japanese mannerisms, such as bowing when you talk to someone on the phone. Anything is possible.
- Another potential exists that after returning home you may even miss some of the things from Japan and want to come back.

ADJUSTING TO LIFE IN JAPAN

- International students provided the following suggestions about adjusting to life in Japan and Junterndo University.

General

- In every new situation or environment, be watchful and attentive to the details, you will learn a lot just by observing.
- 勉強する時間とアルバイトのバランスを注意しなければなりません。日本に来る目標を心に刻んだ方がいいです。
- One polite reminder for future students, I saw many foreign people (students, researchers, tourists) who visit Japan short term or long term who had trouble with adjusting to daily life, food and social environment. However, they had some things in common according to my observations. They had prejudice and antipathy towards the things that are new or different to them. Japanese people definitely understand and respect that it is alright to have different opinions, beliefs or ways of doing things. Even if there are things you are unfamiliar with; before building your opinion on anything, please try to understand the people and the logic behind the subjects and of course be respectful even if you do not understand or do not agree.
- 海外に来て、同じ国の人と一緒にいたがることは理解できますが、そうすると留学の意味がなくなります。できるだけ地元の人と一緒に交流したほうがいいと思います。
- Learn to cook, especially if you are a Muslim living in Japan.
- 奨学金をいただいたらただお金のことでなく、財団から私たちに深い信頼もあります。お互いに大事に持つ、積極的に財団のイベントに参加してください。もらった後の言動は申請する時の話と一致すべきです。
- Make friends, whoever and wherever you can, you will need them.

Japanese Language and Culture

- First of all, it's the language that comes first when we have to adjust ourselves in any place. So

my advice to those students willing to study and come in Japan is to learn some basic Japanese from the home country before coming to Japan, I believe it will be very helpful from the day we arrive and to adjust life in Japan.

- To live and study in a foreign country means adapting to that country's culture and lifestyle.
- まずうまくコミュニケーションをすること。そのために英語ではなく日本語はどうしても必要です。日本の文化を理解することも必要です。
- Master the Japanese language will greatly improve your personal relationships, academic achievement and daily life in Japan.
- 日本語は大切。
- Learn Japanese culture and customs before coming to Japan.
- 外国人として、日本語がそんなにうまくないと思いますが、遠慮なくて日本語を使って下さい。私たちは外国人なので、日本語をちょっと間違っても、先生たちが怒らなく、教えてくれると思います。
- Japanese culture was always a part of my life even before I came to Japan. Therefore, I think I adjusted right away. For those who wish to come Japan. I suggest them to learn about culture and traditions before coming to Japan. However, I strongly warn them not to follow random, unspecified information lurking on the internet. Interviews, journals, documentaries or news that present cultural events that take place are better and accurate sources of information.
- First of all, you should learn Japanese language and Japanese culture in order to facilitate your life in this country.
- 大事なことは母国で最低 (JLPT N3 合格) 中級レベルぐらいは勉強して来る必要があるかなと私的には思います。なぜならば、先輩とか上司とかに何かを言われたときとか何か頼まれたときに、良くわからないですけど、怖くて もう一度聞かずに、自分が思ったままやってしまうので、余計なことが生じてしまうのです。もちろん 外国人だから 母語話者の話しを 100%理解することは難しいですが、何言われても「いつも」、「はい、はい」ばかりではなくて、お話しの内容を大体理解できて、分からないところを聞くようにしないといけいないということを今後の留学生達にアドバイスしたいと思います。ちなみに、私も現在 JLPT N2 持ってますけど、これからもどんどん頑張らないといけないのです。
- Learn Japanese language, as quickly and as much as possible. Never argue with anyone, and don't have any strong opposing opinion, if you have anything contradicting to say, use the word "Maybe".
- 日本がメールで通信する方法に適応する必要があると思います。初めて教授と連絡を取る時も、研究室のメンバー間の情報共有、コミュニケーションも、ほとんどがメールで行っています。だから、メールの正しい書き方はとても重要だと思います。

Lab and Department Environment / Academics

- Each laboratory has their own unique rules and norm. Make sure that we understand these things and try as much as we can to follow all those rules and norms. Never feel hesitate to ask something that we don't know especially to our lab-mate or supervisor.
- 研究室の活動を積極的に参加し、要するに誰でも簡単に話して見ます。
- We should have to notice the emails from the Department and Graduate School office regularly.

We may have to submit a report after taking some lectures, or sometimes they announce the seminar and learning opportunity when it's important.

- Please keep in touch with other faculty members and colleagues of the same department and laboratory. It is good to participate in their activities and events since it will help you very much to fasten your language skill and social skill.
- Be proactive and do not hesitate to ask for help if you need. Finally, if you are invited for some extracurricular activity, accept it.
- 他人との約束とすべての締切日を守ることが大切です。指導教員や先輩を尊重し、意見が異なっても適切な表現を選ぶことも大切です。研究室の生活や研究の雰囲気になじむためには、日本語のレベルを上げることが非常に重要です。自分の研究に集中し、研究能力を向上させるために一生懸命勉強してください。
- Try to understand the different criteria and behaviors. Try to follow the rules in your school and lab. Keep good relationship with your classmate and group members. Share your time, experience with your friends and lab members. Do not be alone.
- Regarding to laboratory work, you should arrange effectively your schedule and respect the time. If there are any question, it should be better to ask your supervisor or your department members without hesitation.
- Always show you are a hard-working, honest and sociable person where you study and live.
- ルールを守ること。郷に入っては郷に従え。先生の指示通り、または規則を守って行動することは大事です。そして人に迷惑をかけることは絶対してはいけません。
- According to my experiences until now; every teacher, staff and student in Juntendo University is friendly. Also up until now, people I met outside of Juntendo University environment were also polite and helpful. Although I did not have trouble at all; one advice I can give for sure is; communication is the key. And Japanese people are real listeners for sure. If you have trouble, any trouble about daily life, studies, financial etc. talk to your supervisor, teachers or seniors. It will definitely turn out to be alright.
- Get to know the lab rules. Not every lab has the same rules, and most often these rules are not written anywhere, one has to figure them out. Leave only after your supervisor leaves, that's an unwritten rule in Japan. Feel free to ask about cultures and norm to seniors, but in case of questions regarding your experiments, try to find answers through google or literature first, before asking the seniors.

MENTAL HEALTH

- International students provided the following suggestions for how they manage their mental health.

Being Social, Sharing Experiences, & Asking for Advice

- Living abroad is not always easy. To maintain mental and social well-being, I keep in touch with

my friends in Japan and usually meet at least once a month. I also participate in some social activities of people from same country. I join a language exchange program once a week. Since the social support from family is important for the international students, I always have a phone call with my family and sharing some problems if I want to.

- 1 番の問題は寂しさだと思っておりますので、周りの日本の方とよく話すこと。たまに、言いにくい部分もちろんありますが、同じ国から来た先輩に言ってみれば、相手はきっと昔、同じ悩みを持ったかもしれないので、きちんと話を聞いてくれるし、改善策も考えてくれるはずです。また、話しかけやすい日本人の友だちに言ってみれば、相手は自分の悩みや戸惑いを熱心に解決してくれると思います。
- Having a lot of friends is helpful, especially international students having the same language or similar issues, talking to them helps a lot. Talking to family every day is kind of a must.
- 問題があれば友達とちゃんと相談します。自分で無理しないでください。
- Keep a good relationship with your lab members. And keep in touch with your family. Try to join the group activities.
- 両親と電話する、同じ国の人と一緒に遊びに行く。
- As you will work mostly in your office or your lab, try to make a strong bonding with your lab mate. Even if you have language barrier, if you follow all the office or lab norm, there will be no problem. Know any written or unwritten rules in your lab. And do not hesitate to ask a question to your lab mate or your senior for something you don't really understand. Loneliness is a big enemy of foreign student. Make friends as much as you can with either Japanese or foreign student at your neighborhood or any place you know. It's also good to build a connection with a person from your home country. Gather together and share your problem. Maybe you can get a good insight or at least you will feel relieve just by sharing your daily life problem. If you have any obstacle regarding to your research, go consult with your supervisor. Don't be silent and don't be shy, because if you get lost too long or making a wrong things without any correction, probably it will be difficult to get back to the right track.
- 生活でも、勉強でも、なんか問題があれば、友だちや先生たちに相談した方がいいだと思います。一人で海外に留学することは大変ですが、寂しい時と苦しい時もあるって、そして、そばに支える人がいるから、きが晴れるはずだと思います。
- Keep in touch with friends/family.
- Only time that I felt depressed since I came to Japan was, the time of State of Emergency due to new corona virus. I could not go to the University, I could not go outside etc. Then again, communication was the key. My supervisor and members of laboratory asked me how I am doing regularly. We talked through phone or video calls which was quite helpful.

Hobbies

- Reserve some time for your hobbies on your schedule (like reading a book, take care of a plant, enjoy music or movies).
- I have a hobby of gardening and it helps me relaxed in some ways. I love to stay quiet with nature.
- 好きな音楽を聞く 自国のドラマを見る

- Japanese culture is very rich, so it is possible to experience a lot of delicious food or enjoyable events. There are many arts you can try and continue practicing. For example, I had always practiced origami, during the time of State of Emergency, it was fun to try it with too many different types of origami paper (origami paper is very hard to find in my country). This is just an example, but if you search, I am sure you will find something that is enjoyable for you or suits you for sure. If you are lost about where to start; you can always ask your supervisor or seniors from University for advice. That way you can have the chance to experience their hobbies together.

Health, Exercise, & Travel

- Practice physical activities regularly.
- 時間があるときに日帰り旅行に出かけます。
- I think physiological health affects mental health; therefore, taking care of your body is important. Eat well, sleep well and include physical activity to your life.
- 私は朝食を毎日食べるようにしています。できるだけ夜更かしせずに、睡眠時間を 7 時～8 時間ぐらい取っています。週 1～2 回、家の近くにある公園の周りを大体 30 分ぐらいジョーキングしています。
- I usually do morning walk nearby place which not only helps to maintain physically but also benefits psychologically.
- 適度な運動をすることが大切だと思います。医者や研究者は、脳力だけではなく、体力も必要です。私の場合は、よく夜に走っています。これも私の人生を豊かにし、外国での孤独を感じられないようになりました。
- Wake up early to breathe fresh air, sleep as early as you can.
- I sometimes travel alone or with a close friend.

Focus & Reflect

- 毎日 15 分程度瞑想 (Meditation) するようにしています。
- 自分の研究に集中します。
- 日記を書く。
- 人生逆旅の如し、我も亦是れ行人。外国の生活はいろいろ大変ですが、自分の判断を乱れず、目標に集中して頑張ることは大事です。何によりもいつも心のケアをし、安全を十分に留意してください。心配もし過ぎず、油断もしないでください。うまく行けない時は自分を否定しやすいと思いますが、他人と比べず、世界唯一の自分を大事にすることはなによりです。地球は丸いものです。終わりに見える所は、次の始まりに過ぎないです。必要なことはただ一つ、辛抱強く頑張り続けていくことです。

WELL-BEING & SUPPORT RESOURCES

- The following support services are available in Japan for those who would like to talk to someone or need assistance. Many of these services are multilingual and offer support via phone, chat, or messaging apps. If you are feeling isolated, concerned, or just need someone to talk to, please consider reaching out.

- **Cotree**
 - Languages: English and Japanese
 - Features: Counseling available in English. Anonymous consultations.
 - Cost: Free of charge for up to two consultations per person per month
 - Consultation Hours: 24 hours a day, including weekends and public holidays
 - To use the online counseling service, please register as a new member using the link below.
 - [Registration Website \(Japanese\)](#)
- **Yoriso Hotline**
 - Languages: Support available in 10 languages
 - Features: Offers consultations via phone and social media messaging apps—especially helpful if you cannot make a phone call.
 - [Visit Website \(Japanese\)](#)
- **Tokyo English Lifeline (TELL)**
 - Languages: English
 - Features: Mental health support available by phone and online chat.
 - [Visit Website](#)
- **Wakanavi Tokyo Consultation**
 - Languages:
 - Phone and LINE: Japanese
 - Email and in-person: English, Chinese, Korean
 - Features: Support for young people and students living in Tokyo.
 - [Visit Website](#)
- **Cabinet Office Loneliness & Isolation Support**
 - Languages: Available in 10 languages
 - Features: Centralized information and chatbot guidance for those facing loneliness or isolation in Japan.
 - [Visit Website \(English\)](#)
- **Tokyo Multicultural Portal Site**
 - Languages: Various languages
 - Features: Useful information for foreigners living in Tokyo, including daily life, administrative procedures, and support services.
 - [Visit Website](#)

SOCIAL MEDIA

- International students and researchers may use social media, however they should take precautions and be responsible to avoid becoming a victim or potentially harming others.
- International students or researchers who potentially harm others through social media accounts may face explosion or contract termination.
- Do not become a victim

- be careful not to disclose personal information
- be careful to check the privacy setting of the social media account, as many companies change policies frequently.
- be careful to avoid potential scams that may attempt to steal personal information
- be careful of payments associated with social media
- Do not be a perpetrator, posts on social media
 - should not violate Juntendo University policies and Japanese law
 - should not bring the Juntendo University into disrepute
 - should not infringe upon the property rights or privacy of others.
 - should not harm others or bring potential danger to others
 - should be sensible and avoid potential misunderstanding
 - should communicate positively, not negatively
- Japanese law
 - criminalizes actions including sending messages repeatedly via social media to recipients who do not want to receive them, as well as repeatedly commenting on blogs and social media accounts against their wishes.
 - empowers prosecutors to bring charges against individuals who engage in online stalking even when the victim has declined to bring a criminal complaint, in recognition of the fact that some victims may feel intimidated into silence.
 - enforces a maximum prison term of one year for online stalking crimes.
- Please contact Juntendo University International Center in the case you have a problem relating to a social media account. The International Center will help you with the problem or suggest the who may potentially be of more help.

FOOD AND ALLERGIES

Allergies

- Buckwheat found in soba, most frequently used in soba noodles, has the potential to cause allergic reactions. In serious cases, the anaphylactic shock can be life threatening similar to the allergic reaction some people have to peanuts. People have eaten soba without knowing they had a soba allergy and had an allergic reaction. Please be careful when trying soba the first time.
- [Food Allergy Card for Download](#)
- [Quick Guide: Know And Understand Food Allergies In Japan](#)
- [Food Allergies in Japan: How to Enjoy Traveling Safely with a Food Allergy or Intolerance](#)

Halal Food

- [HalalJapan.jp](#)
- [Gyomu Super Halal Food](#)

- [Facebook Halal Japan](#)
- [Hala Navi](#)
- [Halal Media Japan \(Japanese\)](#)

INTERNATIONAL STUDENT EVENTS

- Juntendo University International Center holds events for international students and researchers.
- The International Center will email international students and researchers about upcoming events.
- Photos from past events may be found on the following [link](#).

JUNTENDO UNIVERSITY LINKS

- [Juntendo University English Website](#)
- [順天堂だより](#)
- [Good Health Journal](#)

ADDITIONAL RESOURCES

Living in Japan Guidebooks

- [The Ministry of Justice Guidebook on Living and Working](#)
- [Tokyo International Communication Committee Life in Tokyo: Your Guide](#)
- [Japan Student Services Organization Student Guide to Japan](#)

Manners and Customs in Japan Guidebooks

- [Tokyo Metropolitan Government Manners & Customs Handbook](#)
- [Japan Tourism Agency Manner Awareness Video for Foreign Tourists Visiting Japan](#)
- [Keio Train Manners and Awareness](#)

Foreign Residents Support Center

- The [Foreign Research Support Center](#) is a government contact point that provides consultation services and support for foreign residents for issues including immigration and visa services, human rights, legal support, labour support, and employment services.
- Yotsuya Tower, 1-6-1, 13F, Yotsuya, Shinjuku-ku, Tokyo 160-0004, Japan, [Google Map Link](#)

JAPANESE REFERENCES

JAPANESE LANGUAGE CLASSES

- Please check with the Department of Academic Affairs for the most up to date information.
- The following Japanese language classes are available to Juntendo University international students and researcher:
 - **Beginner's Japanese** ①
 - For students and researchers who do not know any Japanese
 - Time: Wednesdays, 16:00 - 17:30
 - Place: Online (Zoom)
 - Faculty: Kyoritsu Foundation Japanese Language Academy

JAPANESE LANGUAGE LINKS

- App: Google Translate: [Apple](#), [Android](#)
- Translation website: [DeepL](#)
- Translation website: [Google](#)
- Translation website: [weblio](#)
- Large language model: [ChatGPT](#)
- Large language model: [Bard](#)
- Translation website: [Jim Breen's WWWJDIC dictionary service](#)
- Japanese Grammar: [Visualizing Japanese Grammar from George Washington University](#)
- Japanese Grammar: [Takoboto](#): Japanese Grammar Database
- Japanese Grammar: [Nihonogonomori](#) Japanese language and JLPT YouTube Channel

JAPANESE LANGUAGE TEXTBOOKS

- Japanese language textbooks are available in the Academic Media Center (Library), located in Century Tower, South Side, 9th Floor, Section: 36.810. 日本語

JAPANESE LANGUAGE PROFICIENCY TEST (JLPT)

- The [Japanese Language Proficiency Test \(JLPT\)](#) evaluates and certifies proficiency in Japanese of non-native speakers.
- The JLPT is held two time a year in July and December.

- Applicants can register for the JLPT on the [Japan Educational Exchange Services \(JEES\) website](#).

JUNTENDO UNIVERSITY INTERNATIONAL CENTER

(JUIC)

- [Juntendo University Global Page](#)
- [Juntendo University International Center Facebook Page](#)
- Email: juic@juntendo.ac.jp
- Telephone: +81-(0)3-3813-3795
- Address: Hongo 2-1-1, Bunkyo-ku, Tokyo 113-8421, JAPAN
- Location: Hongo Campus, Century Tower, North Side, 5th floor
- JUIC is open during the following times:
 - Monday - Friday: 9:00 - 17:10
 - Saturday: 9:00 - 13:00 (except the second Saturday of the month)

