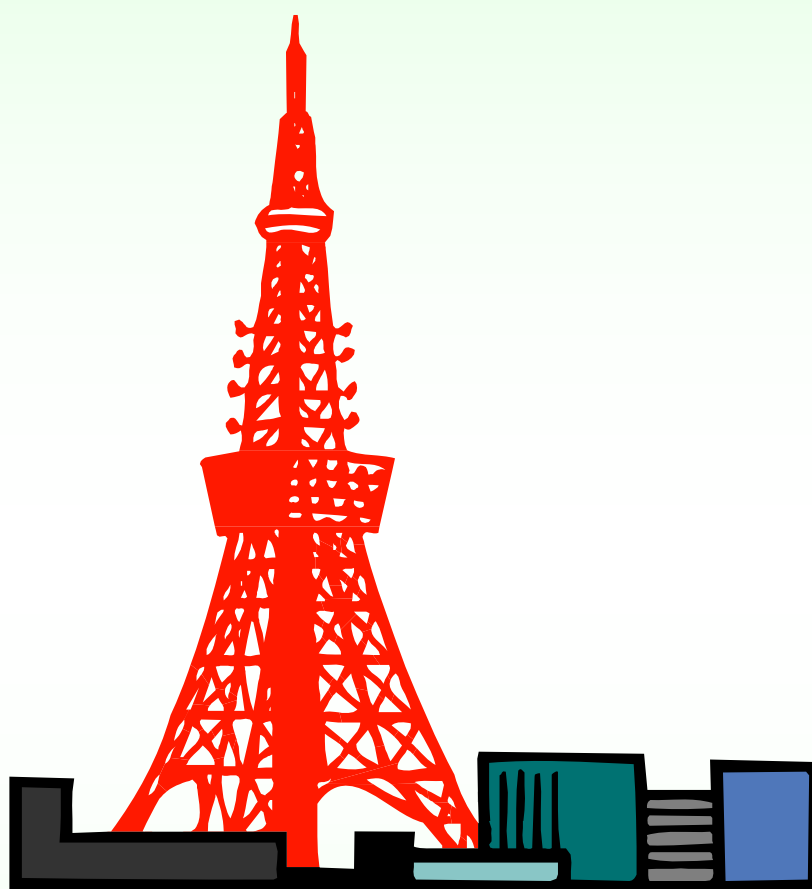


Student Life in Tokyo



財団法人 共立国際交流奨学財団

編集責任 菊川 長徳

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Chapter 1

1. Characteristics of a Japanese House

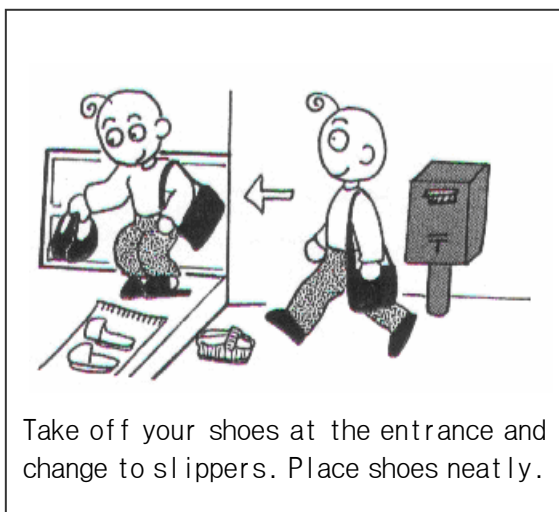


●Take off Your Shoes When You Enter a House

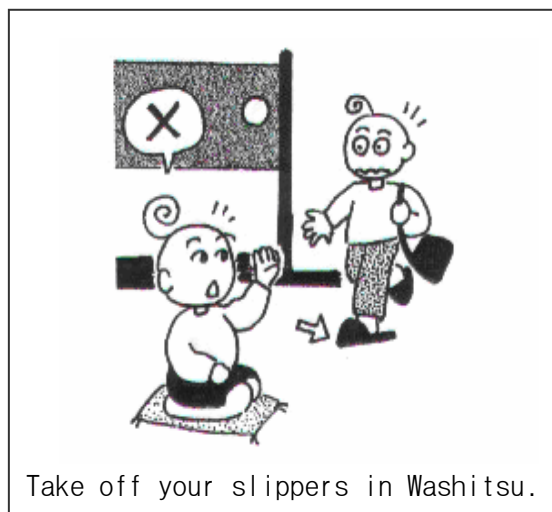
In Japan, you take off your shoes when you go inside a house. This is because Japanese humid climate makes shoes dirty and Japanese people don't want to bring the dirt into a house.

Nowadays many roads and streets are paved and shoes don't get so dirty. However, the fact that people still take off their shoes is a sign that this custom is still alive.

In a dormitory, you usually take off your shoes at the entrance, and wear indoor shoes (slippers) in a cafeteria, and a hall. Please make sure that you have both outdoor and indoor shoes. Shoes that you took off should go in a shoe box or in your room.



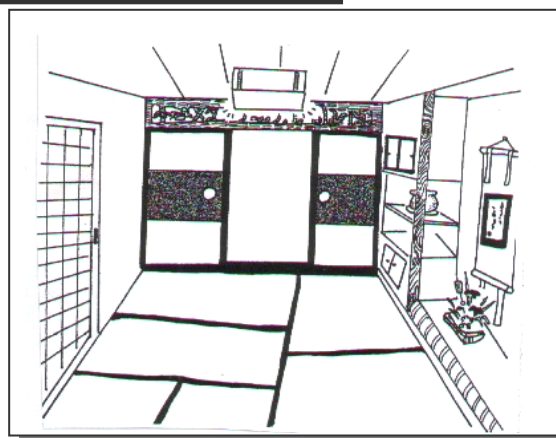
Take off your shoes at the entrance and change to slippers. Place shoes neatly.



Take off your slippers in Washitsu.

●Take off Your Slippers Before Entering a Washitsu.

Please remember to take off any footwear before entering a Washitsu (Japanese-style room with Tatami). There are not many houses today with only Washitsu. The majority of Japanese houses have western-style rooms, so people normally wear slippers in non-Japanese-style rooms.



●Japanese Housing

Housing problems in Tokyo and its surrounding areas are a serious issue,



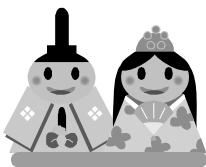
even among Japanese people. The fact that apartments are small and rent is expensive is common. Since most places are not soundproofed, people put up with a bit of noise made by neighbors.

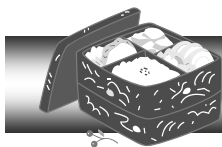
If you are disturbed by some loud noises, please talk to your super, dormitory superintendent, or manager.

●Rooms are Community Facilities In a Sense.

When you decided to move out of the apartment, you have to clean up the room to the original condition it was when you moved in. In a sense, rooms and apartments are community facilities. The room should be kept clean, so that the next resident of the room will use it comfortably.

Please be aware that repair fees will be charged in the case where things are left dirty or damaged.



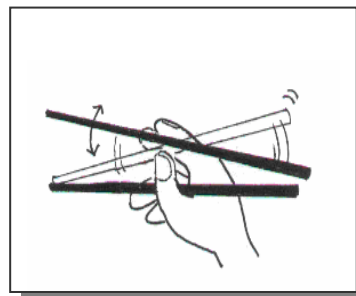


2. Table Manners

Using chopsticks is very important when eating Japanese food. Japanese meal traditionally consists of rice, miso soup, fish and meat dishes, and boiled vegetables. Japanese people eat most dishes with chopsticks.

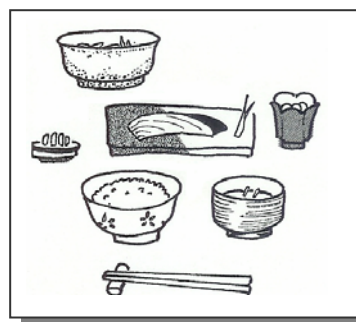
●How to Use Chopsticks Properly

Hold lower chopstick with the ring finger and the thumb, hold upper chopstick with the tip of the index finger, the middle finger, and the thumb. When you pick up the food, move only the middle finger and the index finger. Move only upper chopstick.



●Things to Remember for Table Manners

- Place chopsticks on a chopstick rest.
- Hold a rice or soup bowl with your hand. (This is not the case with flat plates.)
- When having soups, sip them out of the bowl.
- It is a considered manner not to eat all of one dish then move to a next dish, rather to eat every dish in turn so you finish your rice and dishes at the same time.



●Chopstick Taboos

<p>Passing</p>	<p>Sticking</p>	<p>Stabbing</p>	<p>Hovering</p>
Passing food from chopsticks to chopsticks	Sticking chopsticks into a bowl of rice	Stabbing food into chopsticks	Moving chopsticks from dish to dish when choosing what to eat
<p>Licking</p>	<p>Fumbling</p>	<p>Moving</p>	<p>Laying</p>
Licking chopsticks in your mouth	Fumbling into a soup bowl with chopsticks	Moving bowls and plates closer to you with using your chopsticks	Laying chopsticks over a bowl



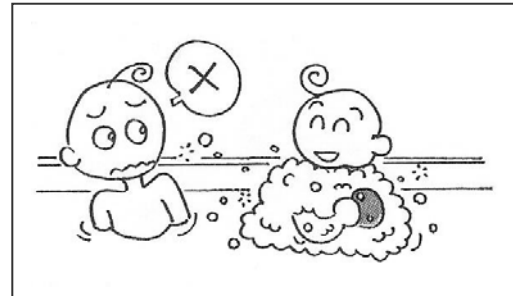
3. How to Take a Bath

Japan has a custom that you take a bath in a huge bathtub with other people. A bath is a place where people not only get clean but also chat with others. A bath is an important place for communication in Japanese culture. Enjoy Japanese baths!

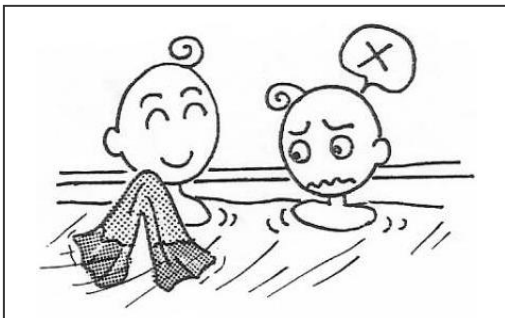
● Things to Remember When Taking a Bath



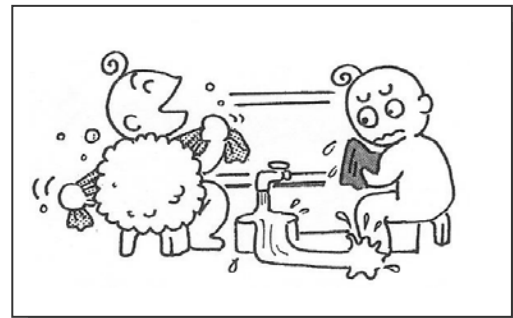
Don't take a bath with your underwear on.



Don't put and use soap in a bathtub.



Don't put a towel in a bathtub.



Don't leave water running.



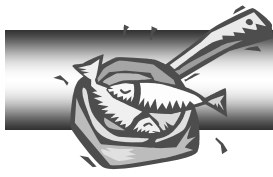
Don't wash clothes.



Dry your body before coming out to the dressing area.



- If you have long hair, try not to get your hair into a bathtub.
- Do not splash water to other people.



4. Manners of Using Kitchen

Japanese Kitchen is designed for Japanese-style cooking such as “boiling” and “grilling” .

●Greasiness in a Kitchen

Kitchens in many wooden apartments are not designed for frying. You should be careful because greasy oil splashes make walls, floors, and kitchen counters greasy and dirty.

●Ventilation

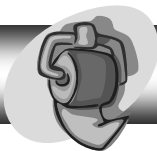
When you use gas in the kitchen, you should ventilate.

●Wipe off Oil Splashes

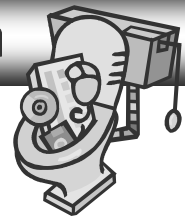
If you leave greasy oil splashes, it will leave grease stains. To avoid that, try to wipe and clean the kitchen every time you use it.

●Cover with Aluminum Foil

If you are reluctant to clean the kitchen every time you cook, covering a kitchen counter and walls with aluminum foil is a better way to keep the kitchen free of grease.

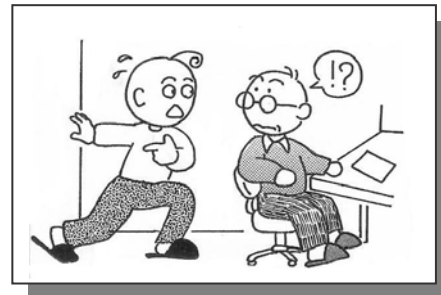


5. Manners of Using Restroom



◆Attention!

- Flush the toilet after you use. (Don't waste water.)
- Don't flush anything other than toilet papers into a toilet.
- Contact your landlord or dormitory superintendent immediately when you clog the toilet, or the toilet overflows, or it's not flushing.





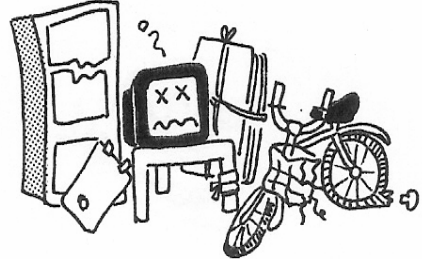


6. How to Take Out the Garbage

● Separating Garbage (flammable/non-flammable/bulky garbage)

In Japan, garbage must be separated into the designated categories and taken out on specified days at the specified collection site. Other than that, the garbage truck won't collect your garbage. There might be some differences in the way of separating garbage according to the area you live in.



<p>[Flammables]</p> 	<p>Fish, vegetables, and other garbage, papers, cigarette butt, sanitary napkins, clothing, etc.</p> <p>Use a semi-transparent polyethylene plastic bag and make sure to seal it off so that it doesn't smell.</p>
<p>[Non-flammables]</p> 	<p>garbage not suitable for burning: plastics, metals, glasses, ceramics, rubber, leather, blades, needles, light bulbs, spray cans, etc.</p> <p>Use a transparent bag so that the contents can be seen. Put needles in a can or bottle. Wrap light bulbs and broken glasses in paper and write 『キケン』(KIKEN-dangerous) on the paper. Spray cans must be used up or punched a hole before throwing away.</p>
<p>[Bulky garbage]</p> 	<p>Furniture, electrical goods (except items designated by the Home Appliance Recycling Law), etc. Size for 30 cm - 1.8 m.</p> <p>A charge and an application required.</p> <p>※Air-conditioners, televisions, refrigerators, and washing machines should be recycled by the Home Appliance Recycling Law. Please contact the retail shop where you purchased or the Home Appliance Recycling Information Center.</p>

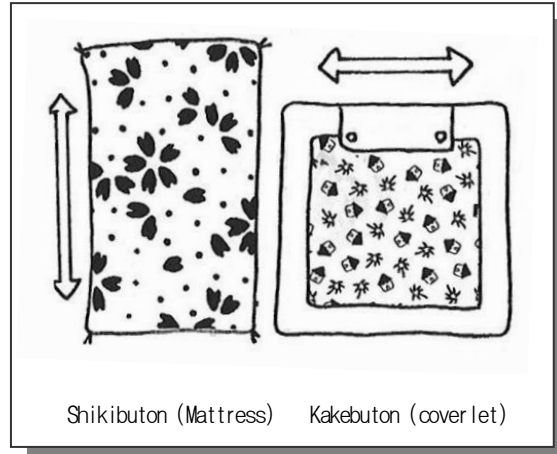
◆ Please Note !

There are some cities and communities where newspapers, magazines, cans, bottles, pet bottles, batteries, and other items are collected to recycle.

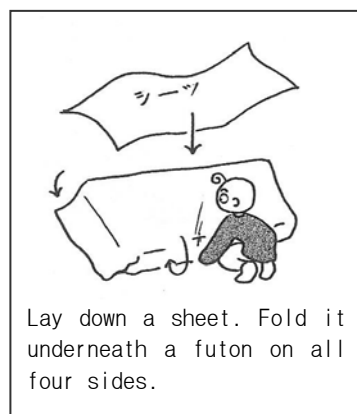


7. How to Use Futon

“Futon” is a Japanese-style sleeping mattress. Recently, many Japanese use western-style beds, however “Futon lovers” still make up the majority. Beds are equipped in most dormitory rooms. But you may have an opportunity to use a futon in a Japanese-style room. Here is the instruction of how to use a futon.



●How to Lay Out a Futon



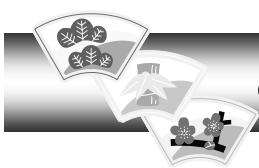
●How to Care for a Futon

Because Japan has high humidity, it is sometimes necessary to air futons outside in the sun. If you are using a bed, air kakebuton (coverlet) and pillow.



More about Washitsu

“oshiire”, Japanese-style closets, in Washitsu are used for storing. ①When you get up in the morning, fold up the futon and store in the oshiire. ②In daytime, when the futon is stored in the oshiire, washitsu can be used as a dining room with a setting table down and also as a reception room for guests. ③At night, by laying out the futon on tatami, washitsu becomes a bed room again. The secret to a washitsu's variety usage lies in the oshiire and the futon.



8. Other Important Manners in Japan

●Smoking Manners—Smoking while walking and throwing cigarette is prohibited.

Throwing away trash or cigarette butts in public and smoking while walking is prohibited in some wards in Tokyo. In the designated non-smoking area, smoking is banned not only while walking but also standing and even sitting down. Offenders will be fined.



◆Wards and cities in Tokyo that prohibit smoking while walking (as of 2006)

Chiyoda-ku, Suginami-ku, Ota-ku, Shinagawa-ku, Itabashi-ku, Chuo-ku, Setagaya-ku, Shinjuku-ku, Koganei city : There also are areas in Saitama prefecture and Chiba prefecture.

●Cell Phone Manners

- On a train, a bus, or other public transportation, set your cell phone to “manner mode” and refrain from talking.
- In quiet places such as restaurants and hotel lobbies, lower your voice or go outside to talk.
- In museums and movie theaters, turn off your cell phone.
- In hospitals and other medical facilities, using a cell phone is not allowed because it may affect medical equipments.
- Using a cell phone while walking or riding a bicycle is very dangerous. It's better to stop to use a cell phone.



●Telephone Manners

①Make sure you have the right number.

e.g.) もしもし、^{たなか}田中さんのお宅ですか? (Is this Tanaka-san's House?)

②Tell your name first and ask for the person who you would like to talk to.

③If the person who you would like to talk to is not available,

leave a message. e.g.) ^{でんわ}電話があったことをお伝えください。
(Please tell him/her that I called.)

Leave your phone number with the message.



④If the answering machine picks up, leave your name, message, and your phone number. Try not to hang up without saying anything.

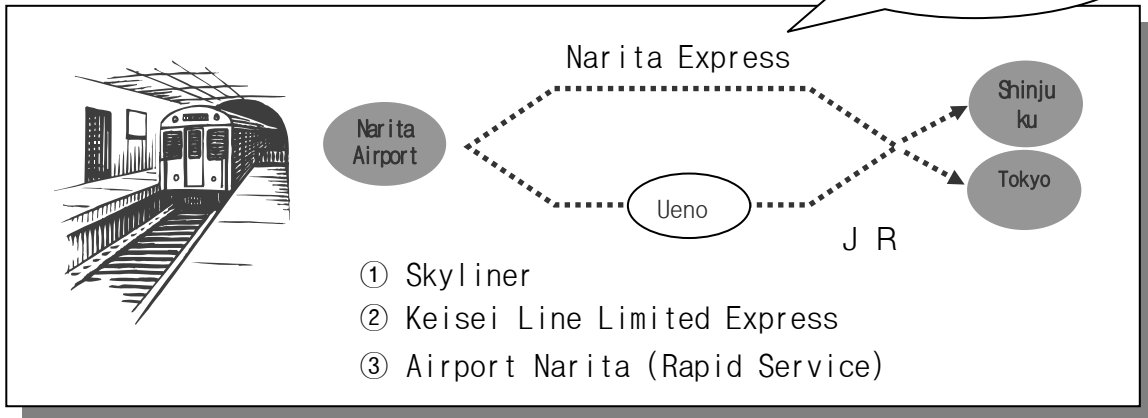


Chapter 2

1. Transportation to/from the Airport and Tokyo

●Narita Airport ⇔ Tokyo

★Rail

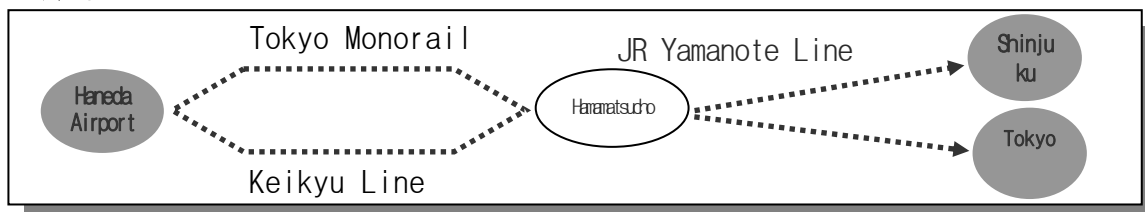


★Airport Limousine Bus: Tel.03-3665-7220 (Reservation Center)

Terminal Bus Stop Number		Destination
Terminal 1	Terminal 2	
1, 10	7, 17	Tokyo City Air Terminal, Tokyo Station, Ikebukuro, Nihonbashi, Mejiro/Kudan/Korakuen, Ginza/Shiodome, Shibuya, Rinkai Fukutoshin(Ariake/Odaiba)
2, 11	6, 16	Shinjuku, Akasaka, Shiba, Tachikawa
3, 12	5, 15	Haneda Airport, Yokohama City Air Terminal,
4, 13	4, 14	Ebisu/Shinagawa, Hachioji, Chofu Station, Seiseki Sakuragaoka Station, Minami Osawa Station, Keio Tama Center Station, Shin Urayasu, Tokyo Disney Resort, Soka Station/Shin Koshigaya Station

●Haneda Airport ⇔ Tokyo

★Rail



★Airport Limousine Bus: Tel.03-3665-7220 (Reservation Center)

Please contact them for detail.

2. Transportation in Tokyo



●Rail



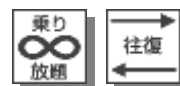
	Ticket ⁽¹⁾	Commuter Pass	Suica	PASSNET	Coupon Ticket ⁽²⁾
J R	○	○	○	×	○
Tokyo Metro	○	○	×	○	○
Other Trains	○	○	×	○	○

(1) **Ticket** : Valid for only the day of the purchase

(2) **Coupon Ticket** : 11 tickets for the price of 10. Valid for 3 months from the day of the purchase.

●One-Day Passes

- **Tokyo Metropolitan District Pass** : J R Line only. Unlimited use in Tokyo Metropolitan District Area for one day. (730yen)
- **Tokyo Round Tour Ticket** : Unlimited use of JR Line, Tokyo Metro Line, buses in Tokyo Metropolitan District Area for one day. (1,580yen)
- **Toei Subway/Tokyo Metro One-Day Pass** : Unlimited use of Toei Subway and Tokyo Metro Line for one day. (1,000yen)
- **Tokyo Metro One-Day Open Ticket** : Unlimited use of Tokyo Metro Line for one day. (710yen)
- **One-Day Pass** : Unlimited use of Toei streetcars, buses, or subways for one day. (700yen)
- **Odaiba/Ariake Excursion Pass** : Unlimited use of Yurikamome Line, Rinkai Line, Water Bus for one day. (900yen)
- **Holiday Pass** : Unlimited use of JR Line, Tokyo Monorail, Rinkai Line for one day. (2,300yen)



●Bus



You take a ticket as you get on the bus and pay the fare shown on the board as you get off. Break a bill into changes before you pay.

★ **Midnight Bus** : There's only a few buses late at night.

★ **Bus Card** : If you are a bus user, get a bus card. This card can be used on buses with the sign "Bus Card Vehicle" in Tokyo, Kanagawa, Saitama, and Chiba prefectures. (1,000yen, 3,000yen, 5,000yen)

●Taxi

Take one at a taxi stand usually located by train stations.

Get in a taxi from left side of the car. If you are alone, take a seat at the back. The fare costs 660 yen for first 2km, and increase by 80yen for every additional 274m.

















*The fare varies according to the size of vehicles.

*There's an additional charge between 11p.m. and 5a.m..



3. Finding a Place to Live

● Here are 8 Types of Housing. Who Resides Depends on Status of Residence

Student Dormitories (Boys/Girls)	Most Residents are students. Great environment for study. Meals provided at most student dormitories. Dormitory superintendent and matrons take good care of you. You have to follow curfew and other regulations. [college] [pre-college]    
School Dormitories	School dormitories are divided into two categories. One is for all students, and the other one is only for international students. Not many schools have their own dormitories. Please inquire your school office. [college]    
Company Dormitories	Some company dormitories are open to students. Please check school's bulletin board. Meals are provided at many company dormitories and rent is reasonable. [college]   
Apartments	Renting a room of a wooden or steel building. Rent costs less than condominiums. Approximately 70% of international students in Tokyo rent apartments. [college] [pre-college]
Condominiums	Reinforced concrete building with 3 or more stories. They are usually airproofed and soundproofed. [college] [pre-college]
Weekly Apartments	Designed for temporary residents. Accepts from one-day stay. Deposit, key money, and guarantor are not required. Fully furnished. [college] [pre-college]  
Room Sharing	Sharing a room with other people. Make sure everyone gets their own room. You get to live a bigger room with less expense. [college] [pre-college] 
Lodging	Renting in a room of a landlord's house. You will live with his/her family and in some cases, other lodger. You will feel more secure than living by yourself.   [college] [pre-college]



: Furnished



: Meals Included



: Security



: Reasonable

● Things to Remember When Looking for a Place to Live

★ It's difficult for non-Japanese speakers to rent a room.

You should go to a real estate agency with your Japanese friend, guarantor, or someone who speaks Japanese.



★ It costs 5 or 6 times of the rent when signing a contract.

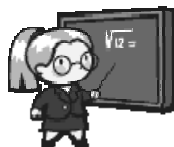
When you sign a contract to rent a room, you have to pay the rent, the deposit money, the key money, and the real estate agent's commission. Plus, you should prepare for a set of furniture because most rooms are not furnished.

★ Taking about an hour to school is quite normal in Tokyo.



4. How to Look for a Place to Live

● Research Yourself



■ **Internet**– Search for student dormitories and real estate agencies.

★ Visit real estate agencies around the area where you would like to live.



★ Visit and ask the companies or organizations that operate student dormitories.

● Check Housing Information Daily

■ Check the school bulletin board or contact International Student Section in your school.



■ Buy housing magazines, or get free housing information magazines available at stations.



◆ It is highly recommended that you go and take a look at the room before signing a contract.



5. Terms Used When Signing a Contract

Rent (YACHIN)	Rent is paid monthly. Generally, the payment must be made by the end of a month.
Deposit (SHIKIKIN)	To cover nonpayment and damaging on the room, deposit is required. Generally, it is equivalent to 1 to 2 months of the rent. When you move out, the deposit will be refunded after the cleaning and repairing charges are subtracted.
Key Money (REIKIN)	It is equivalent to 1 to 2 months of the rent. Not refundable.
Common Service Fee (KYOEKIHI)	It is a monthly charge for using electricity, water, and maintenance of share facilities like stairs, halls, and restrooms.
Real Estate Agents' Commission (CHUKAI-TESURYO)	It is a payment to the real estate agency. It is equivalent to 1 month of the rent.
1R, 1K	1R : one bedroom. Kitchen is in the same room. 1K : one bedroom. Kitchen is separated.



6. Tips When Signing a Contract

●Make Sure That You Understand Before Signing.

Legal terms are always difficult to understand. Once you sign a contract, the terms and conditions stated will be effective immediately. So, you have to comprehend the contract before signing and sealing. If there is anything that you don't know what it means, ask your school or friends who are familiar with Japanese matters.



●Japanese Guarantor is Required for Renting an Apartment.

When you look for housing through real estate agency, you need a guarantor for renting an apartment. The guarantor must be self-supported. If a person does not have an income, he/she is not qualified for a guarantor.

When you fail to pay the rent or repairing charge, the guarantor is legally responsible for the payment. Therefore, the guarantor must be someone who knows you well.



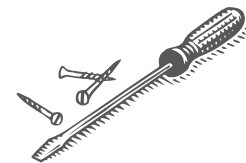
●The Period of Contract is Generally Up to 2 Years.

●Sharing or Subletting the Room is Prohibited.

No other person can live in the room than persons listed on the contract. If you would like to live in an apartment with someone else, you need to notify the real estate agency and the landlord in advance for agreement and permission.

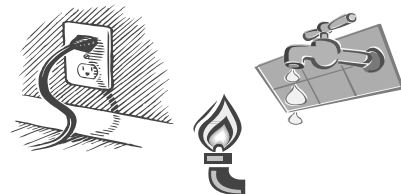
●Do Not Remake the Room.

You can not remake the room without permission from the landlord. If there is a need to remake or renovate, you must let the landlord know beforehand.



●There are Rules When Moving Out.

On the contract, it is clearly stated how long in advance you have to notify the landlord when you are planning to move out. Generally, residents must notify their landlord 1 month in advance before moving out. If the sudden notification is made, the resident will have to pay the rent for extra month whether or not he/she still stays in the room. When you are moving out, conditions of the room have to be the same as when moving in. Also, do not forget to settle your last payment of electricity, gas, water, telephone, and cell phone bills.



7. Internet Access/Furniture/Home Appliance/Bicycle

●Getting Internet Access



① Choosing an Internet Service Provider

To have Internet Access, you need to sign a contract with the Internet service provider. There are many Internet Service Providers with different services and price plans. Pick one that fits your needs.

② Apply to the provider.

Application can be made via mail, fax, or Internet.

◆Most dormitories provide Internet access. Submit the application to the dormitory superintendent. Ask for detail.

●Purchasing Furniture and Home Appliance

★Go to recycling shops.

Recycling shops sell secondhand furniture, clothing, and other goods.



★There are recycling centers operated by wards and cities. You could also find furniture and other goods there with reasonable prices.

●Home Appliance



In spring when school year starts, there are big sales at most electricity stores.

●Bicycles

★Before buying a bicycle: you need to let the dormitory superintendent know that you are planning to own one. Also check if there is a parking space available.



★Leaving your bicycle on a street obstructs pedestrian. Sometimes it may be towed. Use public parking for bicycles.

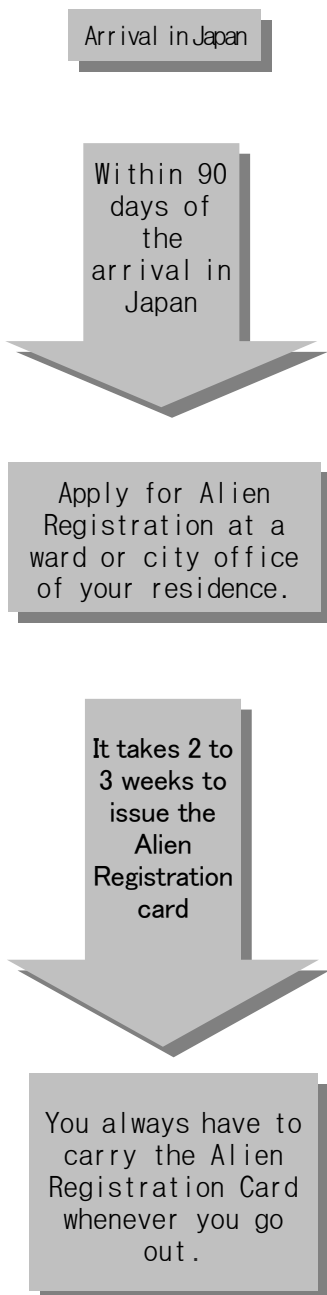
◆There is parking for free of charge. Parking fee usually costs about 100yen. There's a monthly pass available about 1,500 yen. Also coupon tickets are available.

Chapter 3

1. Alien Registration

● Alien Registration must be made within 90 days of the arrival in Japan

Those who arrive in Japan and leave within 90 days do not need to register.



★ **Where to register** : A ward or city office of your residence

★ **Required Items** :

- ① Passport
- ② 2 photos
(4.5cm×3.5cm, taken within last 6 months)

◆ **Attention** : You will be asked both the home address of your country and the address in Japan. If you need to leave Japan during the process of the registration, you must obtain the re-entry permit. You can not receive mails unless you are registered as an alien resident.

★ **Validity**

Valid for 5 years. After 5 years, you will need to renew the Alien Registration card.

(If living over a year with status of RYUGAKU or SHUGAKU)

★ **After getting the Alien Registration card**...

- You always have to carry the Alien Registration Card whenever you go out.
- Have your registration number written down somewhere just in case you lose your card.



“Relief from Japanese Income Tax”

International students may claim the relief from Japanese Income Tax under the provisions of the Income Tax Convention. Check the National Tax Agency’s website for detail. Application is also available.

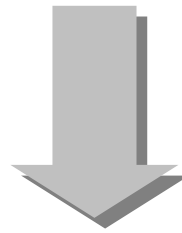
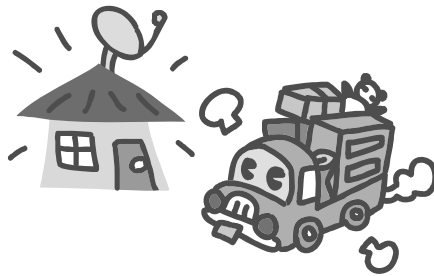


2. Registration of Changes

●When Should I File the Registration of Changes?

- ★When your address changes
- ★When your status of residence changes from “SHUGAKU (pre-college student)” to “RYUGAKU (college student)”
- ★When the period of stay changes
- ★When your passport number and expiration date change

When any Information on Alien Registration card changes



You have to go to the ward or city office.
(within 14 days of the change)

★Required Items

- ①Alien Registration card
- ②Passport (only when the status and the period of stay change)

◆When you moved to another ward or city, go to the ward or city office of your new residence.

Note!

When you moved, don't forget to submit a Notification of Change of Address form to the post office, so your mail will be forwarded to your new address for one year.





3. Renewing Alien Registration

Alien residents must renew the Alien Registration card every 5 years. Renewal should be made within 30 days of the day written on the card at the ward or city office.

Required Items

①Passport ②Alien Registration card ③2 photos



4. Returning the Alien Registration Card

●When to Return the Alien Registration Card

★When you go back to your country after graduation.



★When you study abroad to another country



You must return your Alien Registration Card.

★Where to Return :
At the airport or port of departure



◆If you forgot your Alien Registration card...

You may be subjected to an investigation. Please make sure to bring it with you.

●What is a Certificate of Registered Matters?

“A Certificate of Registered Matters” is an official proof of the information on the Alien Registration. This certificate serves as a resident card and is required when you make various procedures. Required Items are: your Alien Registration card and seal (if you have one.)



5. Reissuing the Alien Registration Card

● Submit a report of lost property.

Go to the nearest police station of your residence or where you lost your card.



Submit a report of lost property.

◆ Attention :

You have to go to a police station and fill out the necessary documentations. This procedure cannot be made over the telephone.

You follow the same procedure when you lost your passport or wallet.

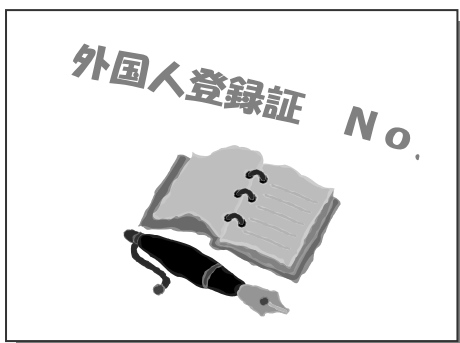


● Apply for reissuing the Alien Registration card within 14 days of lost or stolen.

Go to the ward or city office where you registered your Alien Registration and apply for reissuing.

★ Required Items

- ① Passport
- ② 2 photos (4.5cm×3.5cm)



If you can give your registration number for reissuing, the procedure will be made smoothly and quicker. Have your registration number written down.



6. National Health Insurance

Alien Registration



Joining the National Health Insurance

It saves you medical expenses when you get sick.

Those who registered as an alien resident and are planning to stay in Japan more than one year must join the National Health Insurance.

Without it, medical expenses will cost excessively.

Joining the National Health Insurance is required for foreign students.

【Health Insurance System for International Student (RYUGAKU)】

★National Health Insurance

When you go to a doctor, your payment will be 30 % of the total medical expense.

e.g.) When the medical expense is 10,000 yen

→ your payment will be 3,000 yen.



★Medical Expenses Reimbursement

Japan Student Services Organization (JASSO) provides the medical expenses assistance by reimbursing you for your medical expense.

△Those who have joined insurance : **35%** of your medical expense.

△Those who don't have insurance : **70%** of your medical expense.

e.g. : When your payment is 3,000 yen, 35% (70%) will be reimbursed.

If you use both the National Health Insurance and this assistance, your total payment will be 20% (30%). You make the payment at the hospital and then apply for the Medical Expenses Reimbursement.

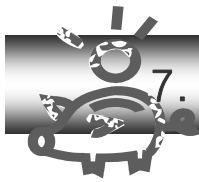
★Health Insurance System Provided by Universities

Some universities have their own medical treatment system. Please ask the International Student Section in your university.



●Qualifications for Health Insurance

- ① “RYUGAKU (college student)” status of residence
- ② Having joined the National Health Insurance
- ③ Going to a doctor with your insurance card
- ④ Submitting your insurance card at the doctor's reception desk
- ⑤ Obtain and fill out the form of Foreign Students Medical Expense Subsidy System and submit it to the International Student Section of your school.



7. Procedures and Premiums for National Health Insurance

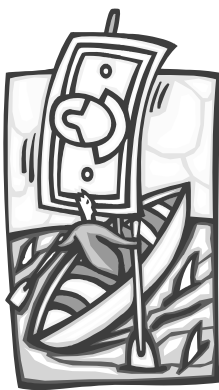
●Where to Join?

National Health Insurance Section in the ward or city office where you registered the Alien Registration.

You should apply as soon as you arrive in Japan.



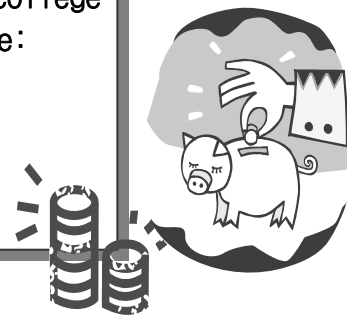
●Required Items



★Students with “RYUGAKU (College Student)” status of residence: Your Alien Registration card

★Students with “SHUGAKU (Pre-college Student)” status of residence:

Your Alien Registration card
It may be required to submit the certificate of enrollment that indicates your period of stay.



●Insurance Premiums

★In Tokyo metropolitan area (23 wards), it is about 2,500 yen per month for those who don't pay the resident's tax. (as of 2004)

★Whether or not you have income from part-time jobs, you must file your tax return at the ward or city office.

Attention: If you fail to pay the insurance premiums, your National Health Insurance will be invalid. Don't forget to pay the premiums by the due date.

●When You Move

Go to the ward or city office of your new residence.
Submit your old insurance card and get the new one.



●When You Return to Your Country

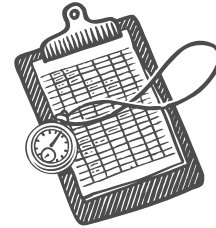
Don't forget to withdraw from the National Health Insurance at the city or ward office where you joined it.



8. When You Get Sick

●Types of Hospitals

- ★National and Municipal hospitals
- ★Private hospitals
- ★Medical centers of national, public, and private universities
- ★Medical facilities operated by individual doctors



Don't forget to bring your insurance card.

●Consultation Hours

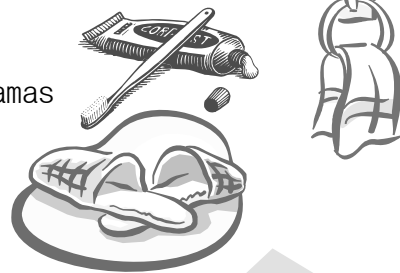
If you go see a doctor after consultation hours, an extra fee will be charged and the receipt may not be issued.

◆Emergency

If you have an emergency such as sudden illness and injury, the medical treatment can be given at emergency hospitals at any time. Call 119 for an ambulance.

●You need to bring things listed below when hospitalized.

- ①Alien Registration card ②Insurance card
- ③Seal (If you have one) ④Underwear, pajamas
- ⑤Towels, toothbrush ⑥Slippers
- ⑦Sanitary goods for women etc...



◆Deposit and Guarantor Are Required When Hospitalization

In many cases, a deposit and a guarantor are required when you are hospitalized. The amount of a deposit varies by hospitals. (It's often no more than 100,000 yen) When you pay the medical expenses, the deposit will be refunded in exchange of the receipt of the deposit. Make sure you keep the receipt.





9. Opening a Bank Account

Choose a bank which is convenient for you like the one near your home or one that has many branch offices.



Required Items:

- ①Alien Registration card ②Seal

Period of stay
must be over 6
months.

◆Please Note!

You cannot open an account with your passport because it doesn't indicate your address in Japan. At major banks (Mizuho, Tokyo MitusbishiUFJ, Risona, Mitsuissumitomo), your period of stay should be over 6 months. If you want to open an account immediately, a post office is better. Seal is required for opening an account at a post office.

●Types of Account



There are saving account, checking account, and term deposit account. The saving account is better for regular use such as deposit and withdrawal, automatic withdrawal of public utility bills, money remittance.



●International Money Remittance

★**Wire Remittance** : Fastest way, but most expensive.

(3,000yen to 5,000yen per transaction)

★**Money Order** : A bank issues a money order. It will be mailed to the recipient, and the recipient receives money in exchange for the money order at a bank. (It takes more than 2 weeks and charges about 3,000yen.)

★**Postal Remittance** : You make a documentation procedure at a bank. The recipient receives money at a bank. (It takes 1 to 2 weeks and charges about 2,500yen to 4,000yen.)

◆Business Hours(It varies according to the offices.)

Bank <Desk> Mon.- Fri. 9:00-15:00 <ATM> Mon. - Sun. 8:00-22:00

Post Office <Postal Service> Mon.- Fri. 9:00-17:00

<Saving Service> Mon.- Fri. 9:00-16:00

<ATM> Mon.- Sun. 8:00-21:00

* International money transfer takes about 2 to 3 hours.

* ATMs at convenience stores can be accessed for 24 hours. Extra Fee is charged.

Chapter 4

1. Sickness and Serious Injury

In case of sudden
sickness with
serious pain!
serious injury!

119




When You Call for an Ambulance...



- ★ Give the exact location.
- ★ Give the condition of the patient.
- ★ When you are calling from a public pay phone, you must press the red emergency call button first, and dial 119.

Example Conversations

Disaster and Emergency Information Center	Reporter 
KAJI DESUKA ? KYUKYU DESUKA? (Is it fire or emergency?)	KYUKYU DESU. (It's emergency.)
DOUSHIMASHITAKA ? (What happened?)	HITO GA TAOREMASHITA. (Someone fell down on the street.) ONAKA GA ITAI DESU. (I have a stomachache.) KEGA SHIMASHITA. (I got injured.)
BASHO WA DOKODESUKA? (What's the location?)	〇〇KU △△CHOU DESU. EKI NO HIGASHIGUCHI NO CHIKAKU DESU. (It is 〇〇KU △△CHOU, near the east exit of the station.)
DENWA BANGOU OSHIETE KUDASAI. (Your phone number, please.)	1234-5678. (When you are calling from the public pay phone, you should tell the exact location written on the phone.)
ANATA NO ONAMAE WA? (Your name, please)	(Tell the name who is reporting.)

An Ambulance arrives in 5 to 6 minutes



Information → Fire Department Telephone Information Service
Tokyo 23 wards : TEL 03-3212-2323
Other areas around Tokyo : TEL 0425-25-0119



2. Robbery and Loss



- ★Tell your name and address.
- ★Tell what happened.
- ★When you are calling from a public pay phone, press the red emergency call button first and dial 110.



◆When you got robbed or your valuable belongings got stolen.

- ① Go to a police station
- ② Submit the report.
- ③ The police station will issue a loss filing proof.



●If You Lost Your Passport

Go to a police station and get a loss filing proof.
Then Go to the embassy to apply for reissuing the passport.



●If You Lost Your Bank Card, Bank Book, or Seal

Notify the bank immediately. The bank will prevent from an unauthorized cash payment.



●If Your Bicycle Got Stolen

Go to the nearest police station to report it.
You should register the crime prevention registration.
If not, your bicycle will be harder to find.

Point : Always park your bicycle at a parking and don't leave it there for long days.

(* 50% of stolen occurs when it's not locked.)





3. Fire

● Fire Prevention

★**Cigarettes** — Carelessness of cigarettes is one of the major causes for a fire. Never smoke without an ashtray around. Make sure to put out the cigarette completely. Never smoke in bed.



★**Heaters and Kotatsu** — Do not put flammable things near heaters and *Kotatsu*. Do not refuel or move stoves while using



★**Electric Cords** — Unplug the cords after use. Make sure there's no dust on outlets and cords. Don't put any heavy things on cords. Don't overuse a multiple outlet extension plug.



● In Case There's a Fire...

Alert your neighbors by shouting "FIRE!" Do not try to put out a fire by yourself.



★Call 119. Tell them "there's a fire" and give the exact location.

★**Know how to use a fire extinguisher.**

You should know how to use a fire extinguisher just in case of fire. Here's the instruction below.

Remove the safety pin.



Detach the hose and point it at the origin of a fire.



Squeeze the handle and shoot it



◆ Another danger you should know

Smoke is more harmful than a fire. Specialists say that one of the major causes of death is carbon monoxide poisoning. Put a wetted towel or handkerchief around your mouth and nose.





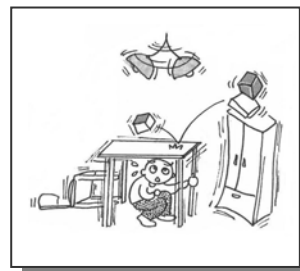
4. Earthquake

Earthquakes occur frequently in Japan. Those who have never experienced an earthquake may be shocked at first, but big earthquakes seldom happen. When an earthquake occurs when you are outside, you should watch out any object falling down from buildings and evacuate open spaces such as parks. Here are the tips if an earthquake occurs when you are inside the house.

● Things to Remember When Earthquake Occurs

① When you feel the place shaking, go under a desk.

Find a spot where you can protect yourself from falling objects or furniture. Secure your head. Stay there until the quake stops. You better stay inside than rushing outside.



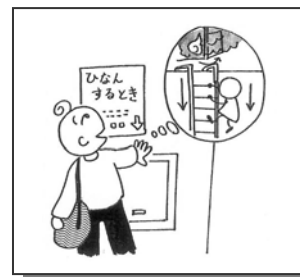
② Put out any fires quickly.

One of the main causes of death when earthquakes is burned to death. Turn off every heating devices (gas, stove, heater, etc). Have the fire extinguisher ready and keep water in the bathtub in case of fire.



③ Secure the exit by opening a door or window

You don't want to get stuck in a room. To evacuate, secure the exit by opening a door or window. Put some objects so that the door or window doesn't get closed.



④ Collect information when quake stops

You can get information from TV or radio. Sometimes it informs you the evacuation place for each district



◆ Providing is preventing.

Have the emergency set ready. Backpack is better because you can use your both hands. It should include water, canned food, flashlight, clothing, medicine, radio, etc.

5. Traffic Accidents

Traffic accidents may happen between a motor bicycle/car and a pedestrian.

●When You Involve in a Traffic Accident

- ★When someone is injured
 - Call 119 for an ambulance.
- ★Call 110 → File an “Traffic Accident”
 - Get the name, address, and phone number of the persons involved in the accident
 - Give your name, address, and phone number.
 - Report the accident to the police and have them determine the accident.
- ★Ask your Japanese friend, teacher, or guarantor for advice.
- ★If the person involved in the accident get injures,
 - You may be responsible for the medical expenses and compensation.



Whether you are a victim or an assailant, negotiating compensation for damages and medical expenses regarding the traffic accident is very complicated.



- ★Ask Japanese who know you well.
- ★Ask counseling centers for an advice.



Counseling Center for Traffic Accident (Tokyo Residents Only)

Regarding traffic accident's problems such as accident compensations, the way of private settlement, insurance procedures, etc

TEL : 03-5320-7733

Hours : 9:00-17:00 (Monday-Friday excluding National Holidays)

● In Case of an Accident...

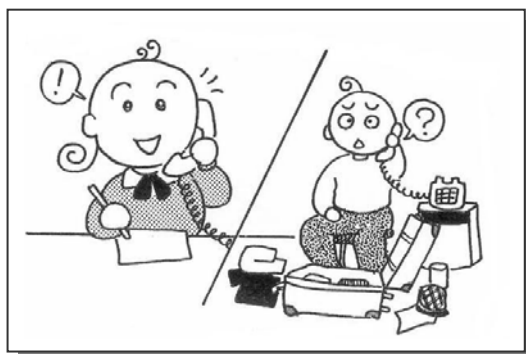
Mutual Aid System for Traffic Accidents

(KOTSU SAIGAI KYOSAI SEIDO)

Some wards and cities of Tokyo provide the traffic accident mutual aid system. If you register the Alien Registration, you are eligible to join.



System	Some wards in Tokyo provide you the benefit when you involve in a traffic accident. The fee is 500yen per year. The benefits payable are divided into 9 grades depending on how serious the injury is.
Application Desk	“Kotsu Saigai Kyousai Madoguchi” in the ward or city office of your residence.



◆ Disaster Mutual Aid Systems

★ Disaster and Accident Insurance for Students (Gakusei Kyoiku Kenkyu Saigai Shogai Hoken)

This insurance system provides compensation for injuries during study and research activities such as in a class or on the way to/from school. Contact your school office for detail.

★ Comprehensive Lodging Insurance for International Students

This insurance insures unexpected damages caused by disasters such as fire, earthquake, etc. It also protects the guarantor (your friend or professor) against unexpected troubles. The premium is affordable (7,500yen for one year).

Chapter 5

1. Change of the Status of Residence/Extent the Period of Stay/Reentry Permit

● Make Sure These Points Below Before You Apply!

★ Extension of Period of Stay

The period of extension

“College student” → 2yrs or 1year

“Pre-college student” → 1yr or 1/2 yr

★ Changing Status of Residence

This is when a student with

“pre-college” status of

residence enters university.

You must make these changes at least **2 weeks before** the expirations date.
Once it expires, your stay in Japan becomes illegal.

● If You Have Any Problems or Questions, Contact Below!

Immigration Information Center for Foreigners

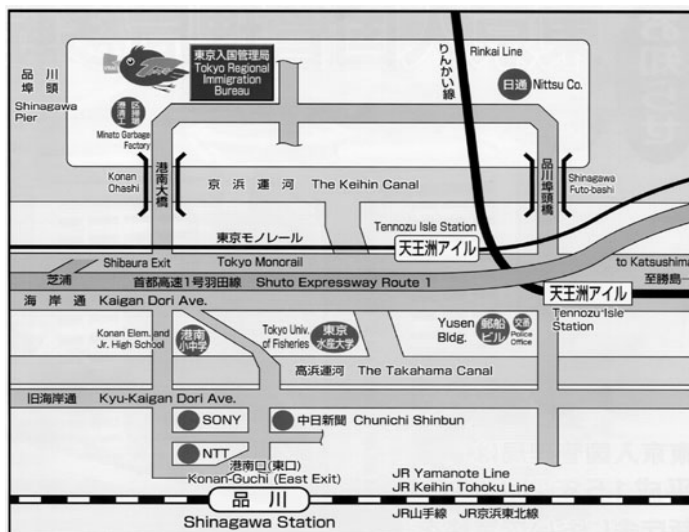
Location : Tokyo Regional Immigration Bureau (See the map below.)

TEL : 03-5796-7112

Hours : Monday through Friday 09:30-12:00, 13:00-16:00

Language : English, Chinese, Korean, Spanish, Portuguese, etc

Tokyo Regional Immigration Bureau



▲ Address

5-5-30 Konan,
Minato-ku, Tokyo

▲ Tel

03-5796-7111

▲ Access

① JR Shinagawa Sta.,
Konan exit → Take a bus
“Shinagawa Futo
Junkan” and get off at
“Tokyo Nyukoku
Kanrikyoku Mae”
② 15 minutes walk from
Tennouzu Isle Sta.,
Tokyo Monorail or Tokyo
Rinkai Line.

●Application for Extension of Period of Stay

Those who have over 6 months till it expires can apply 2 months prior to the date of expiration.

The day you apply, the application form and documents are only accepted
→ In 2 or 3 weeks, the result will be mailed to you.

Required Items 【“College student” status of holder】

- ① Application form of extension of stay (available at the Immigration Bureau)
- ② Passport
- ③ Alien Registration card
- ④ Certificate of enrollment (issued by school)
- ⑤ Transcript (issued by school)
- ⑥ Documents certifying ability of payments for school expenses and living expenses
- ⑦ 4,000 yen for the application fee

Required Items 【“Pre-college student” status of holder】

- ① Application form of extension of stay (available at the immigration bureau)
- ② Passport
- ③ Alien Registration card
- ④ Certificate of enrollment (issued by school)
- ⑤ Transcript, Attendance record (issued by school)
- ⑥ Documents certifying ability of payments for school expenses and living expenses
- ⑦ 4,000 yen for the application fee

●After Approving the Extension of the Period of Stay

→Bring your passport and Alien Registration card and register at the ward or city office of your residence within 14 days.



●When Your Passport Expires...

Go to the embassy of your country and apply. ※It takes about 2 weeks.

- ① Old Passport ② Application Form (Available for download)
- ③ Alien Registration card or a copy of it ④ 2 photos
- ⑤ Fee : The amount varies from countries.

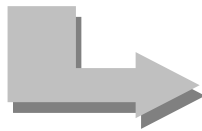
※Bring your new passport and Alien Registration card to an Immigration Bureau and forward information to the new passport.⇒ Bring your new passport and Alien Registration card to the ward office and register your new passport number.

●Changing the Status of Residence

“Pre-college student” status of residence has to be changed to “College student” when the holder is accepted to university or special training school. It takes 1 to 3 months.

【Required Items】

- ① Application form for changing the status of residence (available at an immigration bureau)
- ② Passport
- ③ Alien Registration card
- ④ Copy of the letter of acceptance (indicating the content of study and the number of hours of lectures per week for research and auditor students)
- ⑤ Documents certifying ability of payments for school expenses and living expenses
- ⑥ 4,000 yen for the application fee



【After the change of status is approved】

→ Bring your passport and Alien Registration card and register at the ward or city office of your residence.

●Applying for Reentry Permit

When you leave Japan temporarily to go to your home or visit another country during holidays

- You have to obtain the “permission for re-entry” before you leave Japan.
- In an urgent situation, you may apply at Narita Airport on holidays.

【Approval】 An approval for re-entry permit is given on the day you apply.

【Required Items】

- ① Application form for reentry permit (available at the immigration bureau)
- ② Passport
- ③ Alien Registration card
- ④ 3,000 yen for single reentry
6,000 yen for multiple reentry

! Please Note !

If you do not get the permission for re-entry, you will have to apply for a new visa for entry upon your return to Japan.

2. Part Time Job

Students with “college student” or “pre-college student” are not allowed to work.
→Apply for “permission to engage in activity other than that permitted under the status of residence previously granted” . Once you get this permission, it's effective whether or not you change jobs.

【Required Items】

- ① Application form (available at immigration bureau)
- ② Passport
- ③ Alien Registration card ④ Free of Charge
- ⑤ A document material that proves the intended activity as indicated on the application form



●Working Conditions (Hours・Industries)

- △ “college student” :28 hours per week
(8 hours a day during holiday season)
- △Research Student, Auditor elective course student:
14 hours per week (8 hours a day during holiday season)
- △ “pre-college student” : 4 hours a day

Working at bar, cabaret, pachinko machine and in entertainment and amusement industries is prohibited even as dish washer or cleaner!!

●Tips When You Get Part Time Job

★Write down your working conditions

Get the documents that indicate the working days, working hours, the day of payment, the way of getting payment, the employer's name, phone number, etc. Keep the help-wanted ad of the paper is also good.

★Keep record the number of days and hours you have worked and the amount of your payment you have earned.

●Accidents at Work...

The Workmen's Accident Compensation Insurance system provides benefits when an employee has an accident at work or on the way to/from work and home.

●Consulting Services

★Tokyo Metropolitan Labor Consultation Center : TEL 03-5211-2346

★Lawyers Association for Foreign Laborers Rights : TEL 03-5371-0766

●Part-time Job Information Center

★Tokyo Employment Service Center for Foreigners : TEL 03-3204-8609
(Monday-Friday 8:30-17:15)

3. Working in Japan

●You Must Change Your Status of Residence When You Work in Japan.

Application starts from January. You should apply as soon as you can. The procedure takes time to be completed.

Required Items

- ①Passport
- ②Alien Registration card
- ③Application form
- ④Resume with your academic and career backgrounds
- ⑤Certificate of Graduation or Certificate of Expected Graduation

Required Items from your employer

- ⑥Copy of employment contract with your job description, the period of employment, and the amount of wage
- ⑦A certified copy of the company registration and the company's balance sheet
- ⑧Corporate pamphlet

Application can be Submitted By Yourself or the Company



4. Information Centers of Immigration Bureau in Tokyo

There are information centers of immigration bureau where you can apply for reentry permit, permission to engage in activity other than that permitted under the status of residence previously granted, etc.

●Tachikawa Branch Office 042-528-7179

Resident inspection and airport inspection

(Hours) 9:00-12:00, 13:00-16:00

(except Saturdays, Sundays, and national holidays)

Take No.12 bus from Tachikawa Sta.
(JR Chuo Line) or 15 minutes walk from
Nishi Kunitachi Sta. (JR Nanbu Line)

●Saitama Branch Office 048-851-9671

Resident inspection

(Hours) 9:00-12:00, 13:00-16:00

(except Saturdays, Sundays, and national holidays)

7 minutes walk from Saitama Shin Toshin
Sta.(JR Keihin Tohoku Line) or 3 minutes
walk from Kitayono Sta. (JR Saikyo Line)

●Chiba Branch Office 043-242-6597

Resident inspection and port inspection

(Hours) 9:00-12:00, 13:00-16:00

(except Saturdays, Sundays, and national holidays)

2 minutes walk from Shiyakusho Mae Sta.
(Chiba Urban Monorail) or 10 minutes walk
from Chibaminato Sta. (JR Keiyo Line)

5. Other Information Centers

●Shingaku Shiryokan

URL : www.dai-go.co.jp

Open Hours :

Mon.-Fri. 10:00-19:00

Sat. 10:00-16:00

(Closed on Sundays and National Holidays)

★Information on special schools, Universities, graduate schools in Japan. Examination Information, Consultation on study, housing, part time jobs, etc. Internet access and dictionaries available



●Information Center for International Education (JASSO)

URL : www.jasso.go.jp/ryugaku/

TEL : 03-5520-6131(Press 9121 for staff member)

ACCESS : 5 minutes walk from Fune no kagakukan Station (New Transit Yurikamome)

Consultation Hours : Mon-Fri 9:30-17:00 (except national holidays) *Reservation required.

Languages : Japanese, English

★School information (Universities/graduate schools). Consultation on scholarships

●Tokyo YWCA Consulting Office for Foreign Students

URL : www.tokyo.ywca.or.jp/ryugakusei/

TEL : 03-3293-1233 (Direct)

ACCESS : 5 minutes walk from JR Ochanomizu Sta. or Shinjochanomizu Sta.

Consultation Hours : Mon-Fri 13:30-17:30 (except Wednesday and holidays)

Language : Japanese

★Providing information about student life in Japan.

Consultants are the members of Tokyo YWCA "Japanese Mothers for International Students" Movement.

●Tokyo Metropolitan Government Consultation Service for Foreigners

ADDRESS : No.1 Building (3rd Floor), Tokyo Metropolitan Government,
2-8-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo

ACCESS : 10 minutes walk from JR Shinjuku Station

2 minutes walk from Tochomae Station (Tokyo Subway Oedo Line).

★Consultation on problems related to daily life such as medical, law, tax, and so on.

Language	TEL	Date	Consultation Hours
English	03-5320-7744	Mon-Fri	9:30-12:00, 13:00-17:00
Chinese	03-5320-7766	Tue/Fri	
Korean	03-5320-7700	Wed.	

Chapter 6

1. Driving in Japan

●Converting a Foreign License to a Japanese One... (In Tokyo)

Place of Examination	Fuchu Driver's License Testing and Issuing Center Samezu Driver's License Testing and Issuing Center Koto Driver's License Testing and Issuing Center	
Date	Weekdays (except National holidays and the yearend and New Year's holidays)	
Time	8:30-15:00 (except 11:00-13:00)	
Fee	Application	Ordinary Vehicle 2,400yen Moped 1,650yen Others 3,300yen
	Issuance	2,100yen
	Other Fee	200yen
Required Items	<ul style="list-style-type: none"> •Valid Driver's License of your county •Japanese translation of the license (issued by JAF or embassies) •Alien Registration card •Passport •Photo (3cm×2.4cm) 	
Eligibility	<ul style="list-style-type: none"> •18 years of age or above (16 years of age or above for motorcycle, 20 years of age or above for large-sized motorcycle) •Must have stayed for over 3 months after obtaining the license of the country •Eyesight of both eyes: 0.7 or above for ordinary car and motorcycle •Eyesight of both eyes: 0.8 or above for large-sized motorcycle 	
Examination	Paper test, Driving test, Eye Test (If you hold the certain countries, you can get a license without taking a paper test and driving test.)	
Others	It's better to bring documents that show your driving history and period of stay such as your old licenses, etc. ★Those who are exempt from driving test can also go to Koto Driver's License Testing and Issuing Center. ★Applying Large-sized motorcycle must be after obtaining ordinary vehicle's license.	

★Fuchu Driver's License Testing and Issuing Center

3-1-1 Tama-cho Fuchu-shi, Tokyo

Tel: 042-362-3591

★Samezu Driver's License Testing and Issuing Center

1-12-5 Higashi-Oi Shinagawa-ku, Tokyo

Tel: 03-3474-1374

★Koto Driver's License Testing and Issuing Center

1-7-24 Shinsuna Koto-ku, Tokyo

Tel: 03-3699-1151

* You should contact them first about translation of the license.



2. Use Libraries

There are National, Tokyo Metropolitan, and Ward libraries.
You can borrow books, CDs, and VHS tapes. Also you can use reading rooms.

●National Diet Libraries

You have to request materials before reading.
It might take some time.
Request time is 18:00 (16:00 on Sat.)
Photocopying also needs to be requested.

Obtain a User Card.
Submit a
Application form
with your ID.

★Reading and photocopying are accepted. Borrowing is not.

★To read materials that moved to Kansai-kan such as Asian references,
an application is needed for ordering a photocopy.

★Open Hours : 9:30-19:00 (17:00 on Saturdays)

★Access : Nagatacho Station Exit 2 (Yurakucho Line), Nagatacho Station Exit 3
(Hanzomon Line and Namboku Line), Kokkaigijidomae Station Exit 1 (Marunouchi Line)

●Tokyo Metropolitan Libraries

★Hibiya Library

* Lending services to individuals (those who live, work, go to school in Tokyo)
Newspapers, periodicals, audio-visual services are available at this library
TEL 03-3502-0101 1-4 Hibiya Koen Chiyoda-ku
Opening Hours: 10:00-20:00 (17:00 on Saturdays and Sundays)

★Central Library

* Reference Only. No Lending. No Reading Room.
Research Purpose
TEL 03-3442-8451 5-7-13 Minami-Azabu Minato-ku
Opening Hours: 10:00-21:00 (17:30 on Saturdays and Sundays)

★Tama Library

* Reference Only.
TEL 042-524-7186 6-3-1 Nishiki-cho, Tachikawa-shi
Opening Hours: 9:30-19:00 (17:00 on Saturdays and Sundays)

●Ward Libraries

• Adachi : Chuo 5813-3740
• Edogawa : Chuo 3656-6211
• Kita : Chuo 3912-8566
• Shibuya : Chuo 3403-2591
• Sumida : Azuma 3612-6048
• Chuo : Kyobashi 3543-9025
• Nakano : Chuo 5340-5070
• Minato : Minato 3437-6621

• Arakawa : Marineru 3807-9221
• Ota : Ota 3758-3051
• Koto : Koto 3640-3151
• Shinjuku : Chuo 3364-1421
• Setagaya : Chuo 3429-1811
• Chiyoda : Chiyoda 3264-2111
• Nerima : Harigacka 5383-6500
• Meguro : Yakumochu 5701-2795

• Itabashi : Chuo 3967-5261
• Katsushika : Katsushika 3607-9201
• Shinagawa : Shinagawa 3471-4667
• Suginami : Chuo 3391-5754
• Taito : Chuo 5246-5911
• Toshima : Chuo 3983-7861
• Bunkyo : Masagocho 3815-6801

★Check closing date before you go ! !

3. Era(Japanese Year) Table

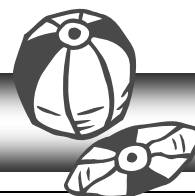
It starts with *Taika* in 645.

After Meiji era, the name of era changes only upon imperial succession.
In 1979, this became the law called *Gengo* law.

Era	Year	Era	Year	Era	Year
平成 18 年	2006	昭和 63 年	1988	昭和 45 年	1970
平成 17 年	2005	昭和 62 年	1987	昭和 44 年	1969
平成 16 年	2004	昭和 61 年	1986	昭和 43 年	1968
平成 15 年	2003	昭和 60 年	1985	昭和 42 年	1967
平成 14 年	2002	昭和 59 年	1984	昭和 41 年	1966
平成 13 年	2001	昭和 58 年	1983	昭和 40 年	1965
平成 12 年	2000	昭和 57 年	1982	昭和 39 年	1964
平成 11 年	1999	昭和 56 年	1981	昭和 38 年	1963
平成 10 年	1998	昭和 55 年	1980	昭和 37 年	1962
平成 9 年	1997	昭和 54 年	1979	昭和 36 年	1961
平成 8 年	1996	昭和 53 年	1978	昭和 35 年	1960
平成 7 年	1995	昭和 52 年	1977	昭和 34 年	1959
平成 6 年	1994	昭和 51 年	1976	昭和 33 年	1958
平成 5 年	1993	昭和 50 年	1975	昭和 32 年	1957
平成 4 年	1992	昭和 49 年	1974	昭和 31 年	1956
平成 3 年	1991	昭和 48 年	1973	昭和 30 年	1955
平成 2 年	1990	昭和 47 年	1972	昭和 29 年	1954
平成元年	1989	昭和 46 年	1971	昭和 28 年	1953

* 平成(Heisei), 昭和(Showa)

4. Japanese National Holidays



Jan. 1	がんにつ 元日(New Year's Day)	3 rd Mon. in Jul.	うみ ひ 海の日(Marine Day)
2 nd Mon. in Jan.	せいじん ひ 成人の日(Coming of Age Day)	3 rd Mon. in Sep.	けいろう ひ 敬老の日(Respect of the Aged Day)
Mar. 21	しゅんぶん ひ 春分の日(Vernal Equinox Day)	Sep. 23	しゅうぶん ひ 秋分の日(Autumnal Equinox Day)
Apr. 29	しょうわ ひ 昭和の日(Showa Day)	2 nd Mon. in Oct.	たいいく ひ 体育の日(Health and Sports Day)
May 3	けんぽうきねんび 憲法記念日(Constitution Memorial Day)	Nov. 3	ぶんか ひ 文化の日(Culture Day)
May 4	みどりの日(Greenery Day)	Nov. 23	きんろうかんしゃ ひ 勤労感謝の日(Labor Thanksgiving Day)
May 5	こどもの日(Children's Day)	Dec. 23	てんのうたんじょうび 天皇誕生日(The Emperor's Birthday)

5. Public Sports Facilities

At public sports facilities, you can enjoy swimming, playing ping-pong and tennis, and other sports at reasonable prices. Ask a ward office which one is near your home. Exercise is good for you! Anyone who lives, works, goes to school in Tokyo can use the facilities below.

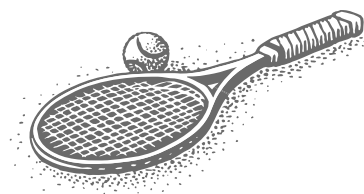
●Shinjuku-ku Sports Center

★TEL : 03-3232-0171

10 minutes walk from JR Takadanobaba Sta.

★Fee : 400yen(coupon tickets available)

Heated pool, Roller skates,
Kendo, Karatedo, Ping-pong,
Badminton, Judo, Aikido,
Training.



●Tokyo Metropolitan Gymnasium

★TEL : 03-5474-2114

A4 Exit of Kokuritsukyogijo Sta., Edogawa Line
Sendagaya Sta., JR Chuo Line•Sobu Line

★Fee : Indoor pool 600yen

Training room 450yen

Track and field 200yen

★Hours : 9:00-21:00

●Shibuya-ku Sports Center

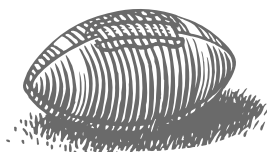
★TEL : 03-3468-9051/2

6 minutes walk from Hatagaya Sta. Keio Line

★Fee : 400yen

★Hours : 9:00-21:00

Volleyball, Basketball,
Badminton, Ping-pong, Judo,
Kendo, Kyudo, Archery, Training,
Pool, etc.



●Edogawa-ku Sports Center

★TEL : 03-3675-3811

7 minutes walk from Nishikasai Sta., Tozai Line

★Fee : 200yen

Coupon ticket 1,000yen (6 tickets)

★Hours : Weekdays 9:00-23:00

Ping-pong, Badminton, Volleyball
Basketball, Training room,
Indoor pool, etc.

●Other Sports Centers

★Ota ward : Omori Sports Center TEL : 03-5763-1311
(Training room 330yen)

★Katsushika ward : Katsushika Sogo Sports Center TEL : 03-3691-7111
(Training room, Track and field 300yen / 2hours)

★Kita ward : Kirigaoka Gymnasium TEL : 03-3908-2316
(Training room, Track and field 300yen)

6. Student Dormitory Information

Kyoritsu International Foundation

Address : 2-18-8 Soto-Kanda, Chiyoda-ku, Tokyo

TEL : 03-5295-0205

Access : 6 minutes walk from Ochanomizu Sta. (JR Chuo Line·JR Sobu Line)

5 minutes walk from Ochanomizu Sta. (Marunouchi Line)

URL : <http://www.kif-org.com/>

Consultation : Student dormitories, Information on Japanese universities and other schools.

Language : Japanese, Korean, Chinese, English

Hours : Monday-Friday 9:00-12:00, 13:00-17:30

Kyoritsu Maintenance Co., Ltd. (For International Students)

Address : 2-18-8 Soto-Kanda, Chiyoda-ku, Tokyo

TEL : 03-5295-7889

Access : 6 minutes walk from Ochanomizu Sta. (JR Chuo Line·JR Sobu Line)

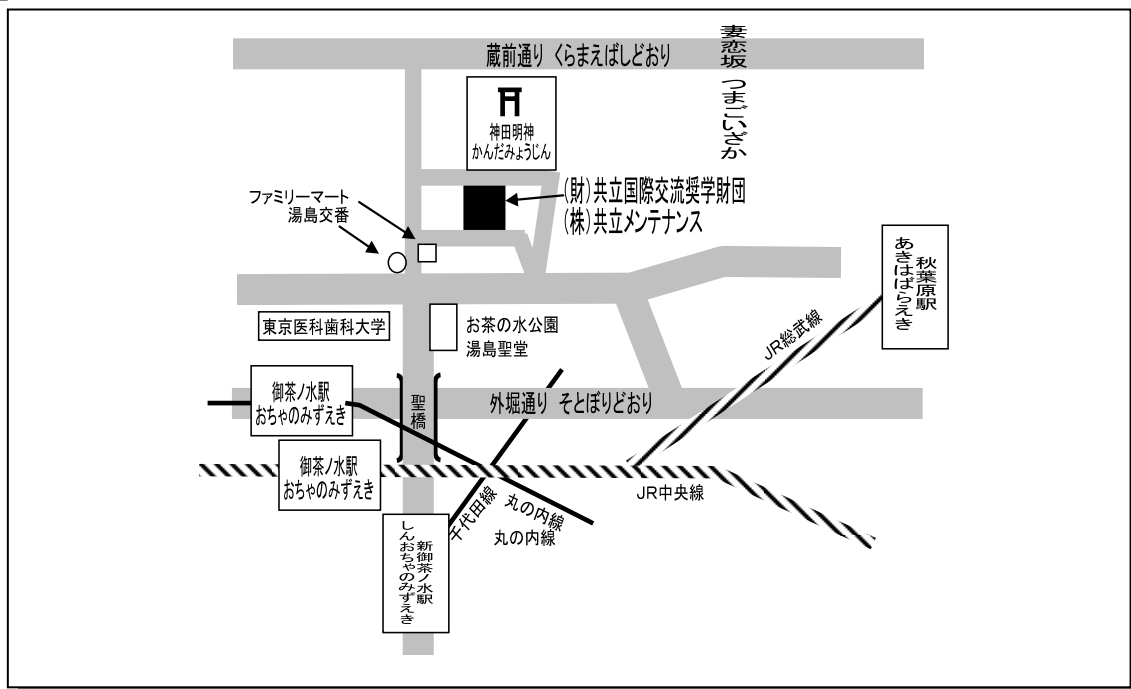
5 minutes walk from Ochanomizu Sta. (Marunouchi Line)

URL : <http://www.gakuseikaikan.com/>

Consultation : Student dormitories

Language : Japanese, Chinese, English

Hours : Monday-Friday 9:00-12:00, 13:00-17:30



7. Ward and City Offices in Tokyo

【Ward Offices】 (As of January 1, 2006)

Adachi Ward Office	http://www.city.adachi.tokyo.jp/
〒120-8510 1-17-1 Chuo-Honmachi, Adachi-ku	Tel:03-3880-5111
Arakawa Ward Office	http://www.city.arakawa.tokyo.jp/
〒116-8501 2-2-3 Arakawa, Arakawa-ku	Tel:03-3802-3111
Itabashi Ward Office	http://www.city.itabashi.tokyo.jp/
〒173-8501 2-66-1 Itabashi, Itabashi-ku	Tel:03-3964-1111
Edogawa Ward Office	http://www.city.edogawa.tokyo.jp/
〒132-8501 1-4-1 Chuo, Edogawa-ku	Tel:03-3652-1151
Ota Ward Office	http://www.city.ota.tokyo.jp/
〒144-8621 5-13-14 Kamata, Ota-ku	Tel:03-5744-1111
Katsushika Ward Office	http://www.city.katsushika.lg.jp/
〒124-8555 5-13-1 Tateishi, Katsushika-ku	Tel:03-3695-1111
Kita Ward Office	http://www.city.kita.tokyo.jp/
〒114-8508 1-15-22 Ojihoncho, Kita-ku	Tel:03-3908-1111
Koto Ward Office	http://www.city.koto.lg.jp/
〒135-8383 4-11-28 Toyo, Koto-ku	Tel:03-3647-9111
Shinagawa Ward Office	http://www.city.shinagawa.tokyo.jp/
〒140-8715 2-1-36 Hiromachi, Shinagawa-ku	Tel:03-3777-1111
Shibuya Ward Office	http://www.city.shibuya.tokyo.jp/
〒150-8010 1-1 Udagawacho, Shibuya-ku	Tel:03-3463-1211
Shinjuku Ward Office	http://www.city.shinjuku.tokyo.jp/
〒160-8484 1-4-1 Kabukicho, Shinjuku-ku	Tel:03-3209-1111
Suginami Ward Office	http://www.city.suginami.tokyo.jp/
〒66-8570 1-15-1 Asagayaminami, Suginami-ku	Tel:03-3312-2111
Sumida Ward Office	http://www.city.sumida.tokyo.jp/
〒30-8640 1-23-20 Azumabashi, Sumida-ku	Tel:03-5608-1111
Setagaya Ward Office	http://www.city.setagaya.tokyo.jp/
〒54-8504 4-21-27 Setagaya, Setagaya-ku	Tel:03-5432-1111
Taito Ward Office	http://www.city.taito.tokyo.jp/
〒10-8615 4-5-6 Higashiueno, Taito-ku	Tel:03-5246-1111
Chiyoda Ward Office	http://www.city.chiyoda.lg.jp/
〒02-8688 1-6-11 Kudanminami, Chiyoda-ku	Tel:03-3264-2111
Chuo Ward Office	http://www.city.chuo.lg.jp/
〒04-8404 1-1-1 Tsukiji, Chuo-ku	Tel:03-3543-0211

Toshima Ward Office	http://www.city.toshima.tokyo.jp/
〒70-8422 1-18-1 Higashiikebukuro, Toshima-ku	Tel:03-3981-1111
Nakano Ward Office	http://www.city.tokyo-nakano.lg.jp/
〒64-8501 4-8-1 Nakano, Nakano-ku	Tel:03-3389-1111
Nerima Ward Office	http://www.city.nerima.tokyo.jp/
〒76-8501 6-12-1 Toyotamakita, Nerima-ku	Tel:03-3993-1111
Bunkyo Ward Office	http://www.city.bunkyo.lg.jp/
〒12-8555 1-16-21 Kasuga, Bunkyo-ku	Tel:03-3812-7111
Minato Ward Office	http://www.city.minato.tokyo.jp/
〒05-8511 1-5-25 Shibakoen, Minato-ku	Tel:03-3578-2111
Meguro Ward Office	http://www.city.meguro.tokyo.jp/
〒53-8573 2-19-15 Kamimeguro, Meguro-ku	Tel:03-3715-1111

【City Offices】

Akiruno City Office	http://www.city.akiruno.tokyo.jp/
〒97-0814 350 Ninomiya, Akiruno-shi	Tel:042-558-1111
Akishima City Office	http://www.city.akishima.tokyo.jp/
〒96-8511 1-17-1 Tanaka-cho, Akishima-shi	Tel:042-544-5111
Inagi City Office	http://www.city.inagi.tokyo.jp/
〒206-8601 2111 Higashinaganuma, Inagi-shi	Tel:042-378-2111
Ome City Office	http://www.city.ome.tokyo.jp/
〒98-8701 1-11-1 Higashiome, Ome-shi	Tel:0428-22-1111
Kiyose City Office	http://www.city.kiyose.tokyo.jp/
〒204-8511 5-842 Nakazato, Kiyose-shi	Tel:042-492-5111
Kunitachi City Office	http://www.city.kunitachi.tokyo.jp/
〒86-8501 2-47-1 Fujimidai, Kunitachi-shi	Tel:042-576-2111
Koganei City Office	http://www.city.koganei.lg.jp/
〒84-8504 6-6-3 Honcho, Koganei-shi	Tel:042-383-1111
Kokubunji City Office	http://www.city.kokubunji.tokyo.jp/
〒85-8501 1-6-1 Tokura, Kokubunji-shi	Tel:042-325-0111
Kodaira City Office	http://www.city.kodaira.tokyo.jp/
〒87-8701 2-1333 Ogawa-cho, Kodaira-shi	Tel:042-341-1211
Komae City Office	http://www.city.komae.tokyo.jp/
〒201-8585 1-1-5 Izumihoncho, Komae-shi	Tel:03-3430-1111
Tachikawa City Office	http://www.city.tachikawa.tokyo.jp/
〒90-0022 3-2-26 Nishiki-cho, Tachikawa-shi	Tel:042-523-2111

Tama City Office	http://www.city.tama.tokyo.jp/
〒206-8666	6-12-1 Sekido, Tama-shi Tel:042-375-8111
Chofu City Office	http://www.city.chofu.tokyo.jp/
〒182-8511	2-35-1 Kojima-cho, Chofu-shi Tel:042-481-7111
Nishitokyo City Office	http://www.city.nishitokyo.lg.jp/
〒188-8666	5-6-13 Minami-cho, Nishitokyo-shi Tel:042-464-1311
Hamura City Office	http://www.city.hamura.tokyo.jp/
〒205-8601	5-2-1-2291 Midorigaoka, Hamura-shi Tel:042-555-1111
Hachioji City Office	http://www.city.hachioji.tokyo.jp/
〒192-8501	3-24-1 Motohongo-cho, Hachioji-shi Tel:042-626-3111
Higashikurume City Office	http://www.city.higashikurume.lg.jp/
〒203-8555	3-3-1 Honcho, Higashikurume-shi Tel:042-473-5111
Higashimurayama City Office	http://www.city.higashimurayama.tokyo.jp/
〒189-8501	1-2-3 Honcho, Higashimurayama-shi Tel:042-393-5111
Higashiyamato City Office	http://www.city.higashiyamato.lg.jp/
〒207-8585	3-930 Chuo, Higashiyamato-shi Tel:042-563-2111
Hino City Office	http://www.city.hino.tokyo.jp/
〒191-8686	1-12-1 Shinmei, Hino-shi Tel:042-585-1111
Fuchu City Office	http://www.city.fuchu.tokyo.jp/
〒183-8703	2-24 Miyanishi-cho, Fuchu-shi Tel:042-364-4111
Fussa City Office	http://www.city.fussa.tokyo.jp/
〒197-8501	5 Honcho, Fussa-shi Tel:042-551-1511
Machida City Office	http://www.city.machida.tokyo.jp/
〒194-8520	1-20-23 Nakamachi, Machida-shi Tel:042-722-3111
Mitaka City Office	http://www.city.mitaka.tokyo.jp/
〒181-8555	1-1-1 Nozaki, Mitaka-shi Tel:0422-45-1151
Musashino City Office	http://www.city.musashino.lg.jp/
〒180-8777	2-2-28 Midorimachi, Musashino-shi Tel:0422-51-5131
Musashimurayama City Office	http://www.city.musashimurayama.tokyo.jp/
〒208-8501	1-1-1 Honmachi, Musashimurayama-shi Tel:042-565-1111

8. Asian Countries' Embassies in Japan

India	Embassy of India in Japan (http://www.embassy-avenue.jp/india/index-j.html)
〒102-0074	2-2-11 Kudanminami, Chiyoda-ku Tel:03-3262-2391/7
Indonesia	Embassy of the Republic of Indonesia in Japan (http://www.indonesian-embassy.or.jp/)
〒141-0022	5-2-9 Higashigotanda, Shinagawa-ku Tel:03-3441-4201
Vietnam	Embassy of the Socialist Republic of Viet Nam in Japan (http://www.vietnamembassy.jp/index_j.html)
〒151-0062	50-11 Motoyoyogimachi, Shibuya-ku Tel:03-3466-3311
Cambodia	Royal Embassy of Cambodia in Japan (http://www.cambodianembassy.jp/)
〒107-0052	8-6-9 Akasaka, Minato-ku Tel:03-5412-8521/2
Singapore	Embassy of the Republic of Singapore in Japan (http://www.mfa.gov.sg/tokyojpn/)
〒106-0032	5-12-3 Roppongi, Minato-ku Tel:03-3586-9111
Sri Lanka	Embassy of the Democratic Socialist Republic of Sri Lanka in Japan (http://www.lankaembassy.jp/)
〒108-0074	2-1-54 Takanawa, Minato-ku Tel:03-3440-6911/2
Thai	Royal Thai Embassy in Japan (http://www.thaiembassy.jp/)
〒141-0021	3-14-6 Kamiosaki, Shinagawa-ku Tel:03-3447-2247
Korea	Embassy of the Republic of Korea in Japan (http://www.mofat.go.kr/ek/ek_a001/ek_jpjp/ek_02.jsp)
〒106-8577	1-2-5 Minamiazabu, Minato-ku Tel:03-3452-7611/9
China	Embassy of the People's Republic of China in Japan (http://www.china-embassy.or.jp/jpn/)
〒106-0046	3-4-33 Motoazabu, Minato-ku Tel:03-3403-3388
Nepal	Embassy of Nepal in Japan (http://www.nepal.co.jp/embassy.html)
〒158-0082	7-14-9 Todoroki, Setagaya-ku Tel:03-3705-5558/9
Pakistan	Embassy of the Islamic Republic of Pakistan in Japan
〒106-0047	2-1-18 Minamiazabu, Minato-ku Tel:03-5421-7741
Bangladesh	Embassy of the People's Republic of Bangladesh in Japan (http://www.bdembjp.com/letter-j.htm)
〒153-0063	4-15-15 Meguro, Meguro-ku Tel:03-5704-0216

Philippines	Embassy of the Republic of the Philippines in Japan (http://www.tokyo.pe.org/)
〒106-8537	5-15-5 Roppongi, Minato-ku Tel:03-5562-1600
Brunei	Embassy of Brunei Darussalam in Japan
〒141-0001	6-5-2 Kitashinagawa, Shinagawa-ku Tel:03-3447-7997
Malaysia	Embassy of Malaysia in Japan
〒150-0036	20-16 Nanpeidai-cho, Shibuya-ku Tel:03-3476-3840
Myanmar	Embassy of the Union of Myanmar in Japan (http://www.myanmar-embassy-tokyo.net/)
〒140-0001	4-8-26 Kitashinagawa, Shinagawa-ku Tel:03-3441-9291/4
Maldives	Honorary Consulate-General of the Republic of Maldives
〒113-8507	Kaga Electronics Co.,LTD. 2-2-9 Hongo, Bunkyo-ku Tel:03-4455-3144
Mongolia	Embassy of Mongolia in Japan (http://www.mongemb-jp.com/)
〒150-0047	21-4 Kamiyamamachi, Shibuya-ku Tel:03-3469-2088
Laos	Embassy of the Lao People's Democratic Republic in Japan
〒106-0031	3-3-22 Nishiazabu, Minato-ku Tel:03-5411-2291/2
Bhutan	Royal Bhutanese Embassy to Japan
Tel:(91-11) 2688-9807/9	

(20 countries as of 2006)



Kyoritsu International Foundation

Offering Support and Assistance for Asian International Students

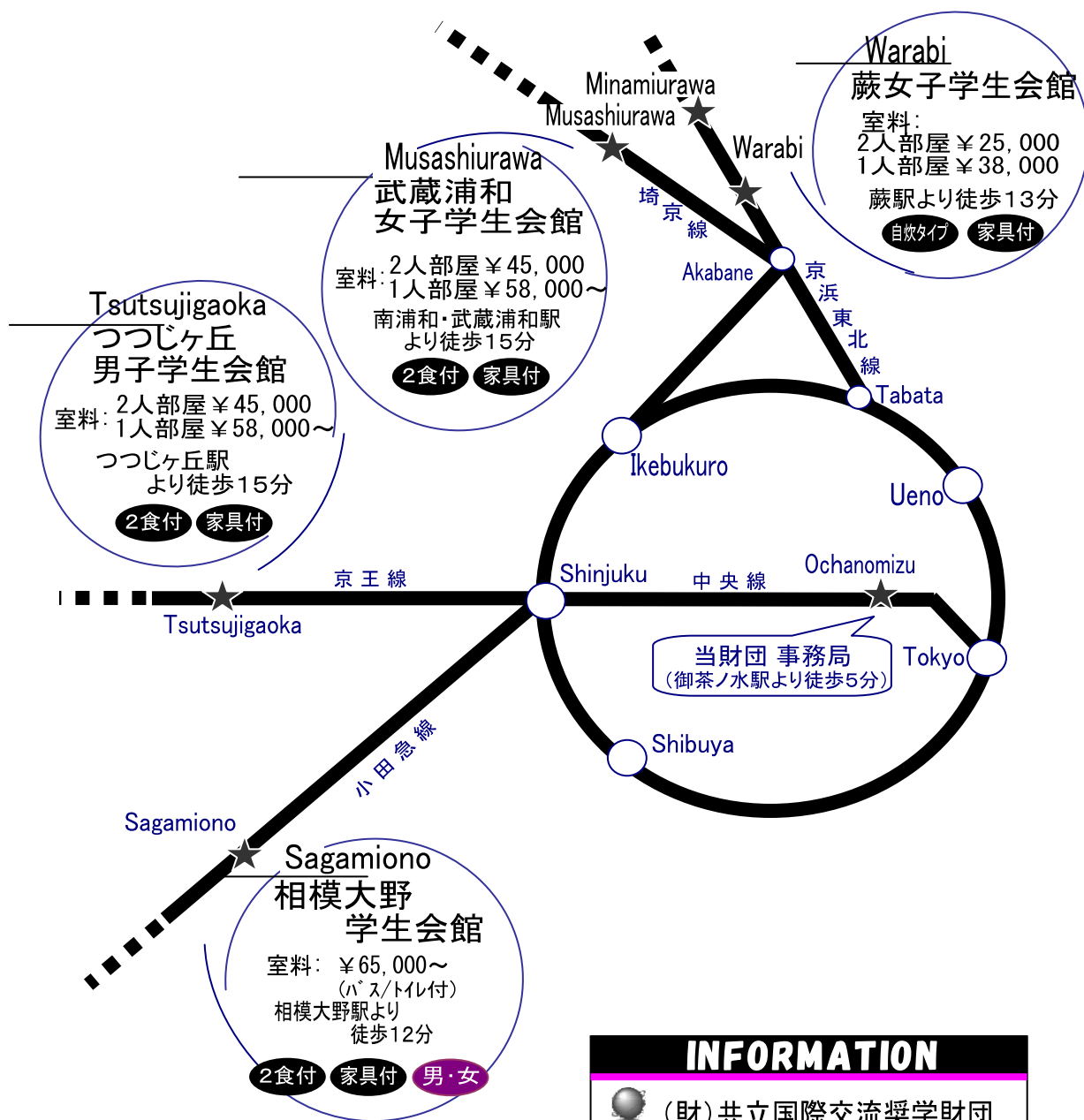
■ Study Abroad	● Holding 「Career Up Japan Fair in Korea・Shanghai」 (Japanese Communication Contests, Selecting scholarship students (Korea), Introducing educational institutions.)
■ Scholarship	Kyoritsu International Foundation Scholarship 15 students Period : 2 years Amount : 100,000yen/month Kyoritsu Maintenance Co.,Ltd Scholarship 15 students Period : 1 year Amount : 60,000yen/month
■ Student Dormitories	● Warabi Girl's Student Dormitory・Musashi-urawa Girl's Student Dormitory Tsutsujigaoka Boy's Student Dormitory・Sagami-chuo Student Dormitory
■ Information on Daily Life	● Information on scholarships, student life, etc. ● Publishing and distributing publications 『Student Life in Tokyo』, 『Student Life in Japan』 etc.
■ International Exchange	● Study trips for international students ● Support international exchange activities
■ Education	● Nisshin Academy Japanese School ● Tokyo Therapist Arts
■ Job Searching	● Offering assistance for job searching ※ Publishing 『Kyoritsu Sakura』



■ Check our website for more information about study trips (Hokkaido, Okinawa, etc), our scholarship→ <http://www.kif-org.com/index.html>
If you have any questions about daily life, feel free to contact us.

- Head Office 2-18-8 Soto-Kanda, Chiyoda-ku, Tokyo 〒101-0021
TEL 03-5295-0205 FAX 03-5295-0206
- Seoul Office Room 804, Baik Nam Bldg. 188-3, 1-ka, Eulji-ro, Jung-ku, Seoul, Korea 〒100-191
TEL (+82)02-757-2343・2344 FAX (+82)02-775-9997
- Shanghai Office No.400 Putuoqu Yichuan Road, Shanghai, China 〒200065
TEL (+86)021-56-5440
- Nisshin Academy Japanese School
6-13-2 Soto-Kanda, Chiyoda-ku, Tokyo 〒101-0021
TEL 03-5846-7580 FAX 03-5818-0458
- Tokyo Therapist Arts
8th floor Builnet-kan2 6-17-2 Ginza, Chuo-ku, Tokyo
〒104-0061
TEL 03-3546-1211 FAX 03-3546-1135

学生会館ロケーションマップ



INFORMATION



(財) 共立国際交流奨学財団

tel・03-5295-0205

fax・03-5295-0206

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 お気軽にお問い合わせください。

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