

第4章
留学生への情報

Chapter 4:
Information for International Students

Chapter 4. Information for International Student

International students should take every procedure stated in “Chapter 3 II. Residence and Registration Procedures” and this chapter such as Extension of Period of Stay with no omission.

4-1. VISA, Status of Residence and Residence Card

Various procedures for immigration control in Japan are taken based on the Immigration Control and Refugee Recognition Act (hereinafter referred to as the "Immigration Control Act") and other related laws and regulations. International students are required to go through due formalities within a specified period. Failure to comply could result in penalties. You are responsible for keeping your status updated.

(1) VISA

A visa is a necessary requirement with the valid passport for foreign nationals wishing to enter Japan and they can obtain it at the Japanese Embassy or Consulate before coming to Japan.

A visa is an affirmation that shows that the person has a valid passport and is allowed to enter and stay in Japan.

When entering Japan, immigration officers examine foreign nationals to determine the status of residence and duration of residence, which are stamped on the passport. It is only after these procedures that foreign people can enter Japan.



(2) Status of Residence

As a basic mechanism of control on landing and residence, the Immigration Control Act adopts the system of status of residence.

Foreign nationals residing in Japan shall reside subject to the status of residence determined upon landing at a port of entry. Types of status of residence are regulated by the Immigration Control Act according to the nature of activity that foreign nationals engage in while in Japan. Status of residence is printed in the "Landing Permission" seal on the passport. Regardless of the expiry date, status of residence becomes invalid as soon as the person concerned no longer works on the designated activity.



(3) Residence Card

The Ministry of Justice in Japan issues this for foreign nationals who are on mid to long-term residence with permission for residence granted when landing, or when applying for change in status of residence or renewal of residency. When you enter Japan via Narita, Haneda, Chubu (Nagoya) and Kansai (Osaka) airports, besides having a seal of landing verification stamped in your passports, you receive a residence card. When you enter Japan via Komatsu airport, a residence card is sent to the registered address about 10 days after resident registration because residence cards are not issued at Komatsu airport.



In order to prevent forgery, it has an embedded IC chip that contains all or part of the information stated on the card. Foreign nationals who are older than 16 years old must carry their Residence Card at all times. Anyone who fails to carry it may be punished with imprisonment or a fine of not more than 200,000 yen.

●Changes in registered information

Any changes other than the address must be reported at the immigration bureau within 14 days of the day you changed.

● Re-issuance of a residence card

In case your residence card was lost, stolen, defaced or severely damaged, you must apply for reissuance within 14 days of the day when you noticed it (or the day when you re-enter Japan in case you noticed it outside Japan) at the immigration bureau.

You are required to submit a copy of both sides of your updated residence card via email to the International Student Section (ryugaku@ml.jaist.ac.jp) immediately when you received it.

● Handling of Residence Card

All of the international students in JAIST are required to submit a copy of both sides of their residence card to the International Student Section. All the residence card information collected through this process will be used for the following purposes and will not be used for any purpose not stated below.

- Administration of status of residence
- Registration and advising
- Support for students such as in application for scholarship
- Employment of TA, RA, LA, etc.
- Data analysis
- Other administrative tasks

*JAIST has established regulations for personal information management that control and protect personal data properly.

4-2. Extension of Period of Stay

When you plan to stay in Japan longer than the current resident period, you may apply to extend your period of stay. You can apply from three months before the day of expiration.

It is illegal to stay in Japan with an expired residence card. In this case, you are forced to leave Japan under the "departure order system" or via "deportation" from Japan. If you leave Japan via "deportation", you are not allowed to reenter for 5 years.

Please be sure to apply at the Immigration Services Bureau before the date of expiration.

You will need to receive an application form (For Organization, part1 and 2) with an official seal, which is issued by JAIST (International Student Section "ISS").

Flow of procedure

Check the **necessary documents** for application to the Immigration office



STEP1: Ask the ISS by email to issue an "Application form (For Organization, part 1 and 2)"

*JAIST website > Internal Use Only > Important Information for International Students → Extension of Period of Stay

*Submission deadline: Every Monday

*Day of issue: You will receive the form on subsequent Friday if you ask the ISS to issue it by Monday.

*Attach a copy of both sides of your Residence Card and an Academic Record.



Receive an "Application form (For Organization, part 1 and 2)" at the ISS



STEP2: Submit the application documents to the Immigration office



Inspection at the Immigration office *It will take about 2 weeks to 2 months to complete it.



A postcard with inspection result will reach you



Go to the Immigration office to receive the result



STEP3: Submit a copy of both sides of new Residence Card via email to the ISS immediately when you receive it

Necessary documents for application to the Immigration office

① **Application form (For applicant, part 1, 2 and 3)**

※This form can be downloaded from the JAIST website.

JAIST website> Internal Use Only > Important Information for International Students → Extension of Period of Stay

*Use black ink when filling out. Pencil or Erasable ink should not be used. Double-sided printout is not acceptable.

② **Application form (For organization, part 1 and 2)**

*International Student Section makes it.

③ **A photo**

*4 cm long X 3 cm wide

*The photo should be taken within 3 months of application, full-face view directly facing a camera, no hat, clear and without any background images.

*The photo should have the applicant's name on the back and be stuck to the designated part of the application form.

④ **Passport, Residence Card and Student ID**

⑤ **Certificate of Enrollment**

*Ma program students : A certificate of the enrollment which is described the standard study period after program decision. (Request in person at Educational Service Section, Educational Affairs Department.)

⑥ **Transcript**

*New students:

A transcript of JAIST and a transcript of the university or Japanese language school that you registered in Japan before entering JAIST.

*Doctoral students who entered via internal entrance exam:

Transcripts of master's and doctoral program of JAIST

*Non-degree seeking students:

A certificate of the enrollment and a certificate of the research contents

*Students who have a period of non-degree seeking student in the academic background in Japan:

A transcript of JAIST, a certificate of the enrollment of non-degree seeking student and a certificate of the research contents.

*Students who repeated a year:

A transcript of JAIST and a "statement of purpose" to provide a clear and easy-to-understand explanations about the situation to the Immigration office.

*Students who returned to school after taking a leave of absence:

A transcript of JAIST and a "Certificate of Absence"

⑦ **Supporting documents for financial conditions**

Case A. You pay for your school expenses and living expenses by yourself.

e.g. a scholarship certificate, a copy of applicant's bank book, bank statement indicating the latest balance of deposit, a copy of pay slip or withholding tax slip for part-time job

Case B. Someone living in your home country gives you financial support via remittance.

e.g. a certificate of remittance from your home country, a copy of your bankbook indicating the remittance or sponsor's bank statement indicating the balance of deposit

Case C. Someone living in Japan gives you financial support

e.g. a certificate of remittance from your sponsor, sponsor's tax statement indicating the total amount of annual income, sponsor's withholding tax slip or a copy of sponsor's bank statement indicating the latest balance of deposit.

⑧ **A 4,000 yen revenue stamp**

*You can purchase it at Kiosk in the Building of the Immigration office or Post office.

<NOTE>

➢You can submit the required documents in either Japanese or English.

➢In some cases, the immigration office may require additional documents.

➢Please be sure to submit a copy of both sides of your new residence card via email to the ISS immediately when you receive it.

4-3. Temporary Leave, Re-entry and Permanent Leave

(1) Notice of Temporary Leave

When you plan to leave Japan temporarily, you are required to inform your supervisor about your travel, get the approval and submit "Notice of Temporary Leave" via email to the International Student Section.

The format can be downloaded from the website:

<JAIST TOP PAGE → Student life → Daily Student life → Notice of Temporary Leave>

(2) Special Re-entry Permit (minashi sainyukoku kyoka)

When you have a valid passport and residence card and have a plan to re-enter Japan to continue your activities within one year after your departure, you are NOT required to apply for a re-entry permit. At departure airport, you need to put a tick on the appropriate check box on the Embarkation and Disembarkation Card "ED Card", and hand it to the immigration officer at the passport control counter.

When you leave Japan with a special re-entry permit, you cannot extend your residence period outside of Japan. If your period of stay expires within one year after the date of departure, you need to confirm that you can re-enter Japan before the expiration of your residence period.

再入国出国記録 EMBARKATION CARD FOR REENTRANT ①
【DEPARTURE】

氏名 Family Name
Name Given Names

生年月日 Day Month Year
Date of Birth

主な渡航先国名 Destination
Flight No./Vessel

出国予定期間
out of Japan

1年以内 1年超2年以内 2年超
Within one year Over one year but within two years Over two years

次のいずれかに□を記入してください。 Please check either one of the boxes below.

☒ 1. 一時的な出国であり、再入国する予定です。
I am leaving Japan temporarily and will return.

☐ 2. 「再入国許可」の有効期間内に再入国の予定はありません。
I do not plan to re-enter Japan while my re-entry permit is valid.

(地方入国管理官署で再入国許可を受けており、その有効期間内に再入国の予定のない方は、記して下さい。)
(Check the box if you do not plan to re-enter Japan while your re-entry permit, which you have obtained at a regional immigration bureau, is valid.)

署名
Signature

官用欄
Official Use Only

(3) Re-Entry Permit

When you have a valid passport and residence card and do NOT plan to re-enter Japan to continue your activities within one year from the date of departure, you MUST apply for a re-entry permit at the immigration office before departure. If you have the permit, you do NOT need to apply for visa at Japanese Embassy/Consulate-general when re-entering Japan.

However, the re-entry permit does not guarantee your landing in Japan. You must be examined by an immigration officer at the landing airport even if you have obtained the permit before leaving Japan.

There are two types of re-entry permits, which allows one re-entry and multiple re-entry permit.

The period of validity for re-entry permits shall be determined within the current permitted period of stay for up to five years (or six years for special permanent residents).

For the application procedure, see the website of the Immigration Services Agency.

Necessary documents for application to the Immigration office

- ① Application Form for Re-entry Permit
- ② A valid passport
- ③ A residence card
- ④ A student ID
- ⑤ A 3,000 yen revenue stamp(single re-entry) /a 6,000 yen revenue stamp(multiple re-entry)

*You can purchase it at Kiosk in the Building of the Immigration office or Post office.

<NOTE>

- >“Re-entry” will be invalid when your period of stay expires. When you plan to travel abroad, please check your period of stay and apply for extension of the period before obtaining the “Re-entry Permit”.
- >You must carry your residence card with you when you leave Japan.

(4) Permanent Leave

When you do not have any plans to come back to Japan, you are required to return your residence card to an immigration officer at the passport control counter of the departure airport. If you want it as a memory, the officer will punch a hole in your residence card and give it back to you.

Please be sure to read “List of necessary procedures when you leave JAIST” (See the last page of this chapter) when you plan to leave Japan permanently.

4-4. Change of Status of Residence

When you start doing new activities under another status of residence after quitting your activities under the status of residence "Student", you are required to apply for change of your status of residence at the Immigration office. Because you are considered not to do the activities related to the status of residence "Student" even if your period of stay is still valid.

In case a medium to long-term residents who has the status of residence in Japan has failed to continue to engage in the activity related to the status for three months or more, the status of residence shall be revoked based on the Immigration Control Act. When the revocation of the status of residence is decided, he/she shall be subject to deportation and criminal penalties.

(1) Working for a company in Japan

To work in Japan, you must change your status of residence from "Student" to an applicable status. If your hiring conditions do not meet any of the statuses stipulated in the Immigration Control Act, you are not permitted to work in Japan. Some of the application documents need to be written by the company, please be sure to check the necessary information in advance on the Immigration Services Agency website and consult with a person in charge of personnel Affairs of the company.

(2) Continuing job-hunting activities

In order to continue job-hunting activities after completion of the master's/doctoral program at JAIST, you have to apply for change of your status of residence to "Designated Activities". Students who have not been participating in any job-hunting activities until completion and non-degree seeking students are NOT eligible to apply for this status.

JAIST issues a recommendation letter in consideration of the student's job-hunting activities. If you cannot show that you have done enough activities, JAIST does not issue the letter for you.

Please keep emails correspondences with companies because applicants are required to submit the documents that shows contents of the job-hunting activities at the Immigration office. In some cases, application to the Immigration office may be denied.

For the information on issuing recommendation letter, please contact the Career Support Section during your enrollment period.

For the application documents, check the website of Ministry of Justice.

Necessary documents for application to the immigration office

① Application for Changes of Status of Residence [U Others]

*Free copies of the form are available at the Immigration office or on the website of the Immigration Services Agency.

JAIST website > Internal Use Only > Important Information for International Students → Other Important Information

*Only the applicant parts are necessary, the Organization part is not necessary.

② A photo

*4 cm long X 3 cm wide

*The photo should be taken within 3 months of application, full-face view directly facing a camera, no hat, clear and without any background images.

*The photo should have the applicant's name on the back and be stuck to the designated part of the application form.

③ Passport and Residence Card

④ Supporting documents for financial conditions

⑤ Certificate of Completion of JAIST

⑥ Recommendation letter from JAIST

⑦ Documents which shows applicant's job-hunting activities

⑧ A 4,000 yen revenue stamp

*You can purchase it at Kiosk in the Building of the Kanazawa Branch office or post office.

<NOTE>

>You can submit the required documents in either Japanese or English.

>In some cases, additional documents may be requested by the Immigration office.

>Please be sure to submit a copy of both sides of your updated residence card to the Career Support Section immediately when you receive it.

(3) Engaging in activities related to management of business or remuneration

If you engage in these activities without changing your status of residence "Student", you may be subject to punishment or deportation.

4-5. Permission for Part-time Employment

An international student with the status of residence of "Student" is NOT permitted to work in Japan. If you wish to work part-time, you must obtain permission called "Shikakugai katsudo kyoka (Permit to Engage in Activity other than that Permitted by the Status of Residence Previously Granted)" at the immigration office BEFORE starting working.

Necessary documents for application to the immigration office

- ① Application form (Available on the website of the Immigration Services Agency).
JAIST website > Internal Use Only > Important Information for International Students → Permission for Part-time Employment
 - ② A document clarifying the contents of activities related to the application.
 - ③ A residence card
 - ④ A passport
- *Free of charge

<NOTE>

- > Permit allows you to work for 28 hours per week maximum (exceptionally 8 hours a day during spring, summer and winter breaks).
 - > You can NOT work while you are on leave at JAIST.
 - > You can work on JAIST campus as a Researcher, Teaching assistant (TA), Research assistant (RA), Laboratory assistant (LA) and such without the permit.
 - > You could face a fine or even a deportation should you work without a permit or beyond the working limit*.
- *You are strictly prohibited to work in entertainment and amusement business, and sex-related business by the Immigration Control and Refugee Recognition Act and related regulations. This includes washing dishes or cleaning in hostess bars, nightclubs, cafes that serve food and drink to customers while entertaining them.

4-6. Leave of Absence, Revocation of Status of Residence and

Deportation from Japan

(1) Leave of Absence

The residence of status of "Student" is authorized to those who engage in study and research activities at educational institute. If you have a leave of absence, you are NOT considered to satisfy the condition of "Student" during that period and you are NOT allowed to continue to stay in Japan under the Immigration Control and Refugee Recognition Act.

Engaging in part-time jobs during the period of leave of absence is also NOT allowed.

Note that violation of these rules will result in revocation of the residence of status.

If you need to stay in Japan with justifiable reason while you have a leave of absence, consult at the Immigration office about changing the status of residence in advance.

(2) Revocation of Status Residence

Revocation of Status of Residence is a system that the Minister of Justice can revoke the status of residence when it turns out that it falls under the reason for revocation. Cases that the status of residence shall be revoked are prescribed in the Immigration Control Act, the followings are some of the examples.

- > The foreign national staying in Japan with the status of residence of Student(留学) has failed to continue to engage in the activity corresponding to that status for three months or more (excluding the case that the foreign national has a justifiable reason not for engaging in the activity).
- > The foreign national has failed to notify his/her place of residence to the Minister of Justice within 90 days from the day that they obtained the permit of residence.
- > The mid to long-term resident has notified a false domicile to the Ministry of Justice.

When the status of residence is revoked, you are urged to leave within the specified period up to 30 days voluntarily or deportation procedures start immediately.

(3) Deportation from Japan

The Immigration Services Agency will forcibly deport foreign nationals if they have illegally entered Japan, have stayed beyond their period of stay or have fallen under any other factors as stipulated in Article 24 (Deportation), Immigration Control Act.

If you leave Japan via "deportation", your landing permission in Japan is denied for 5 years from the date of deportation (or 10 years from the date of deportation depending on the circumstances).

4-7. Inviting Family Members from your home country

In order to invite your family from your home country, you are responsible for the entire family's living expenses besides your own tuitions and expenses. It is not easy to complete graduate school programs while supporting your family. You need to take care of all procedures in Japanese, for example, to take your family member to a doctor and/or to let them enroll in elementary schools, nursery schools or kindergartens. Before inviting your family to Japan, you need to carefully consider the situation and discuss with your supervisor to make a feasible research schedule. When you are ready to invite your family to Japan, take the necessary procedures.

You need to acquire a certificate of eligibility, "Dependent", for your family. Only your spouse and any children that you have been supporting are eligible for this certificate. Also, you must prove that you have stable financial income to support your family.

To obtain the certificate of eligibility, you need to go to the Immigration office and apply for a "Certificate of Eligibility for a Status of Residence", on behalf of your family. The process takes 4 to 8 weeks, however it depends on countries how fast you can obtain the certificate, so please inquire of the Japanese Embassy in your home country about detailed information. The International Student Section doesn't apply on behalf of the applicant.

If a member of your family wishes to engage in any employment, whether it is full time, part-time or temporary, he/she has to apply for "Permission to Engage in an Activity Other than that Permitted by the Status of Residence Previously Granted" in advance.

【Application Documents】

- ① Application Form for Certificate of Eligibility (available on the Immigration Services Agency website)
- ② Proof of your relationship with the family members who will join you
**One of the following documents indicating the relation under your country's laws:
A copy of an applicant's family register, marriage certificate for spouse, and/or birth certificates for children.
- ③ A copy of your Residence Card or your passport
- ④ Proof that you will be able to support your family throughout their stay in Japan
 - Privately financed students should submit their bank statement indicating balance of deposit or a duplicate copy of remittance from home country.
 - Japanese Government (Monbukagakusho) scholarship students should submit Certificate of Monbukagakusho Scholarship Student.
- ⑤ A certificate of studentship issued by JAIST
- ⑥ 1 photo (4cm×3cm) of each family member taken within 3 months of the day of application
- ⑦ A self-addressed envelope affixed with a 404-yen stamp (for the recorded delivery purpose)

Note: In some cases, additional documents will be requested by the Immigration office.

4-8. Bringing animal products, vegetables or fruits into Japan from overseas

Regardless of the quantity and the way of transportation (baggage, personal belongings, and parcel), Japanese law bans imports of meat and other animal products(※), vegetables or fruits without a government-issued inspection certificate from the exporting country.

※Animal Products : Any type of meat/organ, Processed products containing meat (Examples :Jerky, ham, sausages, bacon, meat buns, dumplings etc.) , Eggs etc.

● You must ask your family and acquaintances outside Japan not to send meat products, vegetables or fruits to Japan.

(Meat products brought illegally are disposed at the airport quarantine.)

● You must not purchase meat products, vegetables or fruits from overseas on the Internet.

Reference :

Animal Quarantine Service of the Ministry of Agriculture, Forestry and Fisheries

<https://www.maff.go.jp/aqs/english/product/import.html>

4-9. Driving in Japan

Driving a car or a motorcycle is a major responsibility and accompanies great risks and costs. For this reason, JAIST strongly recommends international students not to own these vehicles and to use public transportations. Please get correct information necessary for driving in Japan at appropriate public agencies.

(1) Cars

1) Valid driver's license in Japan

If you wish to drive a car in Japan, you need to have one of the driver's licenses listed below. If you drive without a license, you will be fined even if you do not have an accident. Driving without a valid driver's license may cause you to face an expensive fine.

- ① A Japanese driver's license
- ② An International driving permit issued by a country belonging to the Geneva Convention (refer to P.59)
* Note: The permit holders must stay in their countries for a certain amount of time before coming to Japan.
- ③ A foreign driver's license issued by Switzerland, Germany, France, Belgium, Monaco or Taiwan
(The Japanese translation made by those who are designated by cabinet order should be attached.)
* Please ask JAF (Japan Automobile Federation) about the Japanese translation.
JAF Ishikawa Branch Address: 4-8 Shinbohon, Kanazawa Tel: 076-249-1252
Website: <http://www.jaf.or.jp/e/>

2) Permitted period for driving in Japan

- ① Japanese driver's license has its valid period written on the license.
- ② International driving permit and ③ Driver's License issued by the aforementioned countries are valid in Japan only for one year maximum.
The shorter period will be applied when the period written on the license/permit is compared with the period the driver has been in Japan. If those who legally stays in Japan with the status of residence for more than 3 months leave and re-enter Japan within 3 months, the above mentioned one year duration never start newly.

3) How to switch your country's driver's license to a Japanese driver's license

Non-Japanese who registered as a resident in Japan must switch his/her domestic driver's license to a Japanese national driver's license during the validity period if he/she plans to drive in Japan.

To apply for switching, applicants must fulfill the following two requirements.

- * Your domestic driver's license must be valid.
- * You must have at least three months of driving experience in your home country.

An advance reservation for application is required. Contact the Ishikawa Driver's License Center about necessary application documents. Please make an appointment by telephone. After passing the aptitude test, the written test for driving and traffic regulations and the driving skill test, a Japanese license will be issued.

For more information, visit the following website.

Website: <http://www2.police.pref.ishikawa.lg.jp/>

Ishikawa Driver's License Center

Address: 2-1 Higashikagatsume, Kanazawa Tel: 076 - 238 - 5901

(Click “運転免許” → Click “外国運転免許証の切替え (How to Exchange Your Foreign Driver's Licence for a Japanese Driver's Licence)”)

*If you do not speak Japanese, please be accompanied by an interpreter.

*If you want to visit the center by public transport, please check the access information on the above website.

4) Driving school

Driving schools in Japan provide support in order to get a Japanese driver's license. Schooling usually costs about 300,000 yen. You cannot get a driver's license just by graduating from a driving school. You will have to pass the tests at the Ishikawa Driver's License Center after schooling to get a license.

The following driving school has their school bus service. The nearest bus stop is the same as the JAIST shuttle bus stop (High-Tech Center). The driving school information is available at the JAIST convenience store on campus.

Hokuriku-chubu Driving School

Address: 239 Kamiyasuda-machi, Hakusan

Telephone: 076-277-0033

(2) Motorcycles, moped and Bicycles

1) Motorcycles (over 50 cc engine displacement)

If you have an international driving permit for motorcycles (limited to a permit issued in a country belonging to the Geneva Convention), you can drive a motorcycle in Japan. The condition of its extension is the same as the case of a car. If you wish to acquire a Japanese driver's license for motorcycles (three types: small, mid, big size), you must finish schooling at a driving school and take the examinations at the Ishikawa Driver's Licensing Center and pass them.

2) Moped (*Gentsuki-Bike*)

Go to the Ishikawa Driver's Licensing Center and take some written examinations to acquire a license for moped.

3) Bicycles

In order to protect your bicycle from theft, be sure to write your name and address on it, and lock it (double lock it if possible) whenever you leave it. When you buy a bicycle, register the bicycle at the shop.

When you see an abandoned bicycle, do not take it home. You will be charged with theft even if you simply move the bicycle.

(3) Traffic Rules in Japan

In Japan cars drive on the left side of the road, and pedestrians walk on the right side, facing on coming traffic. There are strict penalties for driving without a license, driving under the influence, driving while on the phone, and speed violations. Especially in the case of drunk driving, not only the driver but also fellow passengers will face a heavy fine. It is important to familiarize yourself thoroughly with all the traffic signs in Japan and observe the traffic rules indicated by those signs.

JAF (Japan Automobile Federation) has traffic rulebook in Chinese, English, Portuguese and Spanish. The Student Affairs Department keeps it in Chinese and English.

You can purchase a translated rulebook by mail order, at the digital bookstore or at the following JAF branch:

JAF Ishikawa Branch

Address: 4-8 Shinbohon, Kanazawa Telephone: 076 - 249 - 1252

Website: <https://english.jaf.or.jp/>

Violating the Road Traffic Law is a serious crime, and you will be disqualified from driving and sometimes your Alien Registration card will be revoked. In addition, if you are a perpetrator of the accident, you will receive a severe penalty and pay a huge sum of indemnity.

(4) Traffic Accidents

If you are involved in a traffic accident, whether it is caused by you or by other persons, please follow the following instructions:

- ① Move the vehicle out of the way to a safe place so as not to disrupt the traffic, and turn off the engine.
*This is to prevent other traffic from running into the vehicles which were involved in the accident.
- ② If anyone is injured, dial **119** for an ambulance. Carry any injured persons to safety as quickly as possible. Provide first-aid until the doctor or ambulance arrives.
*When administering first-aid, try not to move the injured any more than necessary. If the person has head injuries, do not move them.
- ③ Report the accident immediately to the police (dial **110**), providing information such as the location of the accident.

Note:

- Exchange names, addresses, and telephone numbers with the driver involved and check his/her driver's license.
- If there are witnesses, write down their names, addresses, and telephone numbers.
- Call your insurance company as soon as possible.
- See a doctor, even if you feel that you are all right. You are required to tell the doctor that you were involved in a traffic accident.
- You also need to inform the Student Affairs Department, JAIST (dial 0761-51-1932).

(5) Insurances

If you cause an accident when you drive a car, you might have to pay expensive compensation for the injury or damage. (The National Health Insurance does not apply in the case of accidents, regardless of whether you are a victim or a perpetrator.) The amount of compensation may become several hundred million yen if you are involved in a fatal accident. **When you buy a car or a motorcycle, take out a voluntary-insurance policy to prepare for an accident.** Please note that voluntary-insurance is different from compulsory automobile liability insurance (compulsory insurance). Compulsory insurance only applies to the accidents involving people and has a limit. A voluntary-insurance covers the shortages of the compulsory insurance or covers the damaged objects. Most insurances limit the coverage only to the eligible drivers. Please be well-informed about the details of your insurance, and do not lend your vehicle to a person who is not eligible for the insurance coverage. If a person who is not eligible for insurance has an accident, this insurance will not cover the cost associated with the accident.

- ① Victims claim compensation against the driver for all damages caused by the accident. However, if any fault lies with the victim, compensation will be reduced correspondingly.
- ② If the driver has a voluntary insurance-policy, the driver's insurance company will negotiate with the victim. If the victim and the driver decide to settle the matter by themselves without the negotiation of an insurance company, the company may not pay compensation.
- ③ Agree to a settlement out of court only after confirming that the compensation offered by the insurance company of the driver is reasonable.

(6) Compulsory Automobile Inspection & Automobile Tax

Any car or motorcycle of 250cc or more displacement is required by law to have a compulsory inspection (called "*shaken*") every two years (A brand new car has three years before the first inspection). The compulsory insurance is also checked then and automatically extended by paying the premium. Motorcycles under 250cc are not under the same system, thus users of motorcycles under 250cc should check and extend the period of the validity of the insurance. Users must keep in mind the expiration date of the insurances and renew them on time. If it is found that you ride a motorcycle without a valid compulsory insurance, administrative punishment such as fine may be imposed.

If anyone who owns a car, a motorcycle, or a moped, you must pay an automobile tax on May every year. You will be billed accordingly.

(7) Garage Certificate & Parking on Campus

When you purchase a car, you also need a certification of parking space. If you wish to apply for a garage certificate, it is possible only for municipal JAIST parking users, so please do so at Nami City Property management section.

In the case you buy/receive a friend's car, there are certain procedures, so please contact a car dealer.

(8) Signboards etc.

| | | | |
|--------------------------|--------------------------------|--|--|
| Stop | Maximum Speed Limit | Railway Crossing | Pedestrians Only (1) Road designated for the exclusive use by pedestrians (2) Roads for use by pedestrians |
| One Way | No Parking | No Entry for Vehicles | Proceed Only to Designated Directions (Vehicles must not proceed in any direction other than that shown on the sign) |
| Slow Down | Road Closed | | |
| No Overtaking | Stop Line | Bicycles and Pedestrians Only (1) Roads designated for the exclusive use by bicycles and pedestrians. (2) Closed to vehicles other than bicycles. (3) Designated pedestrian roads where bicycles are permitted to travel. (4) Indicates that bicycles may travel on the sidewalk. | |

(9) List of the Geneva Convention countries

The International Driving Permit whose countries are not listed below is not valid in Japan.

June 27, 2022

| | | | | | | | |
|-------------|----------------------------------|--------|---------------|---------|-------------------------------|-------------------------------|-----------------------------|
| Asia | Philippines | Africa | Cote d'Ivoire | Europe | Finland | America | Cuba |
| | India | | Lesotho | | Portugal | | Ecuador |
| | Thailand | | Madagascar | | Austria | | Argentina |
| | Bangladesh | | Malawi | | Belgium | | Chile |
| | Malaysia | | Mali | | Poland | | Paraguay |
| | Singapore | | Niger | | Ireland | | Barbados |
| | Sri Lanka | | Rwanda | | Hungary | | Commonwealth of Dominica |
| | Cambodia | | Senegal | | Romania | | Guatemala |
| | Laos | | Sierra Leone | | Iceland | | Haiti |
| | Republic of Korea | | Togo | | Bulgaria | | Trinidad and Tobago |
| Middle East | Brunei Darussalam | Europe | Tunisia | | Malta | Pacific | Venezuela |
| | Turkey | | Uganda | | Albania | | Jamaica |
| | Israel | | Zimbabwe | | Luxembourg | | New Zealand |
| | Syria | | Namibia | | Monaco | | Fiji |
| | Cyprus | | Burkina Faso | | San Marino | | Australia |
| Africa | Jordan | Europe | Nigeria | America | Vatican | Special Administrative Region | Papua New Guinea |
| | Lebanon | | U.K | | Kyrgyz Republic | | Hong Kong |
| | United Arab Emirates | | Greece | | Georgia | | Macao |
| | South Africa | | Norway | | Czech Republic | | French Overseas Territories |
| | Central African Republic | | Denmark | | Slovak Republic | | Aruba |
| | Egypt | | Sweden | | Republic of Slovenia | | Curacao |
| | Ghana | | Netherland | | Lithuania | | Saint Martin |
| | Algeria | | France | | Republic of Croatia | | Cayman Islands |
| | Morocco | | Italy | | Principality of Liechtenstein | | Isle of Man |
| | Botswana | | Russia | | Republic of Estonia | | Guernsey |
| | Republic of the Congo | | Serbia | | U.S.A. | | Jersey |
| | Democratic Republic of the Congo | | Montenegro | | Canada | | Gibraltar |
| | Benin | | Spain | | Peru | | Territories of U.S.A. |

Refer to Metropolitan Police Department : https://www.keishicho.metro.tokyo.jp/multilingual/english/traffic_safety/drivers_licenses/geneva.html

4-10. Nagoya Regional Immigration Services Bureau Kanazawa Branch Office

Nagoya Regional Immigration Services Bureau Kanazawa Branch Office

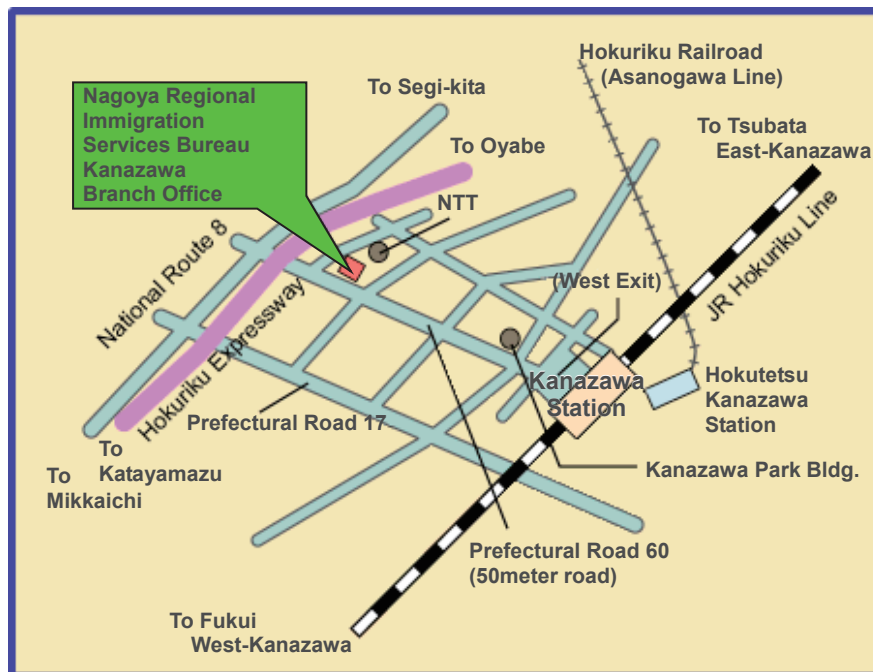
Address: 3-4-1 Sainen, Kanazawa, ISHIKAWA 920-0024

1st floor of Kanazawa Eki-nishi Godo-Chosha

Office hours: 9:00-12:00 and 13:00-16:00 on weekdays

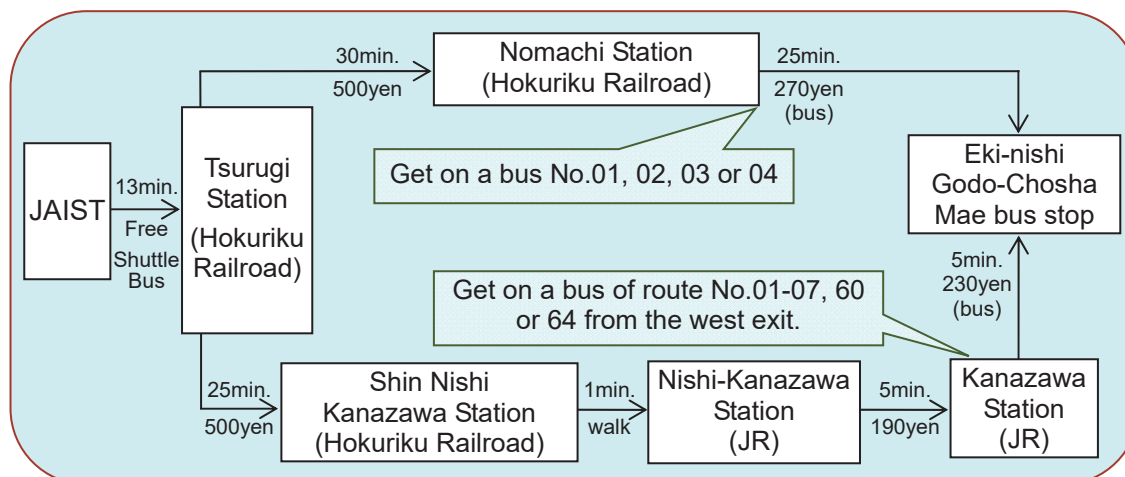
Closed: Saturdays, Sundays, national holidays, year-end and new-year holidays (December 29 to January 3)

TEL: 076-222-2450



※You can take a bus to the Kanazawa Branch Office from Nomachi Station. The timetable is available at the International Student Section.

Access from JAIST



Information regarding immigration is available in phone announcement by the Nagoya Regional Immigration Services Bureau. For this service, please contact the following.

Immigration Information Center (NAGOYA)

Address: 5-18 Shoho-cho, Minato-ku, Nagoya, AICHI 455-8601

Office hours: 8:30-17:15 on weekdays

Closed: Saturdays, Sundays, national holidays, year-end and new-year holidays (December 29 to January 3)

TEL: 0570-013904 (in English, Korean, Chinese, Spanish etc.)

*03-5796-7112 (from IP, PHS, Overseas)

E-mail: info-tokyo@i.moj.go.jp

<http://www.immi-moj.go.jp/english/info/>

List of necessary procedures when you leave JAIST

※Please contact the ISS about the procedures when you are temporarily away from JAIST for long period.

1. When you return to your home country after leaving or quitting JAIST

| What | When | Note |
|---|---|--|
| Immigration Bureau | | |
| <input type="checkbox"/> Return a residence card | at passport control counter | |
| City Office | | |
| <input type="checkbox"/> Notice of moving out "Tensyutsu todoke" | from 14 days before the departure date | You need to take your residence card and National Health Insurance card. |
| <input type="checkbox"/> Return a National Health Insurance card | from 14 days before the departure date | If you take tax return procedure, you need to show your residence card and a document which shows the departure date, e.g. air ticket. |
| <input type="checkbox"/> Withdrawal procedure of National Pension | from 14 days before the departure date | You need to take your residence card and National Pension Handbook |
| JAIST | | |
| <input type="checkbox"/> Send a photo of the page which shows departue stamp on the passport | Immediately after departure | Send it to the International Student Section by email |
| <input type="checkbox"/> Return a Student ID card | Before leaving JAIST | Return it to the Student Welfare Section |
| Post Office | | |
| <input type="checkbox"/> Inform the post office of your departure to stop receiving postal matters. | Before leaving JAIST | You need to take your residence card with you. |
| JAIST Housing | | |
| <input type="checkbox"/> Moving out procedure | Follow the email notice for the details | Contact: Student Welfare Section |
| <input type="checkbox"/> Cancel a gas contract | Before moving out of JAIST Housing | Contact: YUSHIN Co. TEL:076-252-6131 |
| <input type="checkbox"/> Clean up your trash <i>*Do not leave any trash inside or outside of your room!</i> | Before moving out of JAIST Housing | Contact: Student Welfare Section *Take large size refuse to Nomi Bika Center |
| Bank | | |
| <input type="checkbox"/> Close a bank account | Before leaving Japan | You need to take your bank book, Inkan, and residence card to the counter. |

2. When you continue to stay in Japan after leaving or quitting JAIST

① Move to another city from the current city of residence

| What | When | Note |
|---|---|---|
| Immigration Bureau | | |
| <input type="checkbox"/> Change a residence status | Before completing the program at JAIST | Contact: International Student Section |
| <input type="checkbox"/> Submit a form of "Notification of the accepting organization" | Before completing the program at JAIST | Contact: International Student Section |
| City Office | | |
| <input type="checkbox"/> Notice of moving out "Tensyutsu todoke" | Within 14 days before moving out | Contact: City office of your moving out *You need to take your residence card and National Health Insurance card with you to the office. |
| <input type="checkbox"/> Notice of Moving in "Ten-nyu todoke" | Within 14 days after moving in | Contact: City office of your moving in |
| JAIST | | |
| <input type="checkbox"/> Return a Student ID card | Before leaving JAIST | Return it to the Student Welfare Section |
| Post office | | |
| <input type="checkbox"/> Notice of moving in "Tenkyo todoke" | Immediately after moving in | You need to take your residence card that your new address is described in. |
| JAIST Housing | | |
| <input type="checkbox"/> Moving out procedure | Follow the email notice for the details | Contact: Student Welfare Section |
| <input type="checkbox"/> Cancel a gas contract | Before moving out of JAIST Housing | Contact: YUSHIN Co. TEL:076-252-6131 |
| <input type="checkbox"/> Clean up your trash <i>*Do not leave any trash inside or outside of your room!</i> | Before moving out of JAIST Housing | Contact: Student Welfare Section *Take large size refuse to Nomi Bika Center |

② Continue to live in the present address

| What | When | Note |
|---|---|--|
| Immigration Bureau | | |
| <input type="checkbox"/> Change a residence status | Before completing the program at JAIST | Contact: International Student Section |
| <input type="checkbox"/> Submit a form of "Notification of the accepting organization" | Before completing the program at JAIST | Contact: International Student Section |
| City office | | |
| <input type="checkbox"/> Notice of moving out "Tenkyo todoke" | Within 14 days after moving | Contact: City office *You need to take your residence card and National Health Insurance card with you to the office. |
| JAIST | | |
| <input type="checkbox"/> Return a Student ID card | Before leaving JAIST | Return it to the Student Welfare Section |
| Post office | | |
| <input type="checkbox"/> Notice of moving "Tenkyo todoke" | Immediately after moving | You need to take your residence card that your new address is described in. |
| JAIST Housing | | |
| <input type="checkbox"/> Moving out procedure | Follow the email notice for the details | Contact: Student Welfare Section |
| <input type="checkbox"/> Cancel a gas contract | Before moving out of JAIST Housing | Contact: YUSHIN Co. TEL:076-252-6131 |
| <input type="checkbox"/> Clean up your trash <i>*Do not leave any trash inside or outside of your room!</i> | Before moving out of JAIST Housing | Contact: Student Welfare Section *Take large size refuse to Nomi Bika Center |

International Student Section ryugaku@ml.jaist.ac.jp
Student Welfare Section gakusei@ml.jaist.ac.jp
Japan Advanced Institute of Science and Technology