

Handbook for PUK International Students

1. Upon Enrollment
2. Tuition and Scholarships
3. Student Life
4. Health and Welfare
5. Procedure on Immigration Control Law
6. Before Returning to Home Country
7. Others

1. Upon Enrollment

(1) Eligibility

In the case of entry to Japan, residence status is given from an immigration inspector, depending on the purpose of entry and residence.

Foreigners are allowed to reside in Japan based on their visa status and you will need a **student visa** to study at the university. Therefore please change your residence status immediately at the nearby Immigration Bureau if you reside in Japan with a status other than "student".

You must submit the following:

1. Application for Change of Status of Residence
2. One photo (4cm by 3cm in size, with no hats on and no background scenery)
3. A copy of letter of acceptance
4. Certificate of Finance
5. Passport and Residence Card (if you have)
6. Fee 4,000 yen

Note: You may be asked to submit other documents if needed.

(2) Notification of Place of Residence

Foreigners who qualified to reside in Japan more than 3 months must go through notification (change) of place of residence at your local Ward Office within 14 days of finding a place to live.

About 14 weeks after the procedure, your residence card will be mailed to your address and you must keep your card with you at all times. If you have your card with you, you do not need to carry your passport. Also when you change your address you need to prepare

the Notification of Change of Residence at your previous Ward Office and go to the Ward Office in your new residence area within 14 days.

You must submit the following:

Passport and Residence Card (if you have)

Note: You need to pay the fee 300 yen to get the copy of Certificate of Residence for various procedures.

(3) Registering for National Health Insurance

Foreigners who live in Japan longer than 3 months must register for National Health Insurance. Under the National Health Insurance plan, you need only pay 30 % of your medical expenses. Also, when treatment costs that you received at the same hospital within the same month exceed a certain amount of money, there is a system called "Special Healthcare Expenditure" that the sum exceeded is refunded by request. That system will help you a lot when you have serious disease or hospitalization. Please hand in an "Application for National Health Insurance" to the Ward Office.

You must submit the following:

Passport and Residence Card (if you have)

(4) Establishing a Bank Account

You need to open up an account at bank for withdrawal of tuition or deposit of scholarship payment. Some scholarship appoints the bank.

2. Tuition and Scholarships

(1) Tuition

Tuition is 535,800 yen per year.

However the tuition is exempted for the Japanese-government-sponsored international students, foreign-government-sponsored international students, and exchange students under the agreement of tuition waiver between universities. Also, the payment method is a standing order from a designated bank account and the withdrawal of the tuition will be three times per year and the amount and the date are as follows.

Term	Amount	Withdrawal Date
1 st Term (Apr. – Sep.)	267,900 yen	April 28
2 nd Term (Oct. – Mar.)	267,900 yen	October 28

Note: tuition revision may be carried out during attendance

(2) Tuition Exemption

We have a system that the part of tuition is exempted for the students who have constant marks, apply for the scholarship, and have difficulties for the payment for the financial reasons.

Also part of the tuition is exempted when students have difficulties with payments because of tuition payer's death, disasters, accidents, and a disease.

However the Japanese-government-sponsored international students, foreign-government-sponsored international students, mercury-research-scholarship students, research students and special auditing students cannot apply for the tuition waiver.

(3) Scholarship

Scholarship for the private-fund international students will be informed by e-mail when the application guides arrive. Please note that some scholarship have a short notice for application period. Below is the list of scholarships we usually have.

	Scholarship Name	Application Period	Scholarship per Month
(1)	Mizuno Teijiro Memorial Foreign Student Scholarship Fund	Apr.	MA 50,000 yen
(2)	JASSO Monbukagakusho Honors Scholarship for Privately Financed International Students	Apr.	Undergraduate 48,000 yen Graduate 65,000 yen
(3)	Rotary Suzaki Foundation	May	30,000 yen
(4)	Rotary Yoneyama Memorial Foundation Inc.	Sep.	Undergraduate 100,000 yen Graduate 140,000 yen
(5)	Heiwa Nakashima Foundation	Sep.	100,000 yen
(6)	Japanese Government Scholarship (Research Student)	Nov.	MA 144,000 yen Dr. 145,000 yen
(7)	KOHNAN Asia Scholarship Foundation	Feb.	100,000 yen

(8)	Lions Club International	Mar.	50,000 yen
-----	--------------------------	------	------------

Note: The amount of scholarship may be changed.

3. Student Life

(1) Advisor

Each international student has an advisor to ask advice for studying, going on graduate schools, and overall student life.

(2) Extracurricular Activities

We have many student clubs as a part of the students' voluntary extracurricular activities. The circle activities will help you to learn specialized knowledge and technique, and will be a perfect place to deepen the interchange with the Japanese students. It is significant in your studying abroad life to participate in circle activities depending on your ability and hobby.

As the extracurricular activities circles, we have 20 sport-related circle groups and 30 culture-related circle groups. Culture-related circles include "International Club", which enjoy the interchanging with international people including our international students. Please join the club if you're interested.

(3) International Exchanges

We have various international exchange programs including the interchange events for our Japanese students and international students, and welcome parties for the international students in Kumamoto. In addition, please participate actively in the various interchange events carried out in Kumamoto because you can interact with local people in a variety of ways.

(4) Bicycle, Motorcycle, and Cars

If you plan to drive a car and motorcycle, you need Japanese Driver's License or International Driver's License. When driving without a driver's license, you will be punished heavily. In addition, when you drive, having the compulsory automobile liability insurance is required, but this is not applicable to the material damage. The amount of compensation when you raise an accident in Japan is so expensive that we recommend you to have a voluntary insurance in addition.

In the Japan, the vehicles including the bicycle keep to the left side of the road. In addition, please be careful enough because a fine is

inflicted when you violate traffic rules. Even when you ride a bicycle, the drink-driving is an object of the punishment, and Putting up your umbrella, and riding a bicycle with two people are prohibited, too. In addition, please register your bicycle when you get one from someone else or buy a new one because it might be considered to be a theft bicycle without security registration.

(5) Emergency Contact Number

When a sudden illness / a serious injury, When a fire occurred	119
When encountered a traffic accident, When involved in an incident	110
When lost something, When robbed	Shinhoka Police Station, Kumamoto Prefectural Police 096-367-5923

(6) Garbage Collection

Kumamoto City collects garbage separated into the categories and each category has its own collection day. You need to pay a fee for the collection of bulky waste and electrical appliances.

Take out your garbage to the designated site by 8:30 a.m. on the specified collection day. Do not put your garbage out the previous night because cats, crows, and other animals might tear open the bags and scatter the garbage. This may cause trouble for your neighbors. Also, make sure to use authorized bags, which you can purchase at supermarkets or convenience stores, or else they won't collect your garbage.

4. Health and Welfare

(1) Medical Examination

Medical examinations are carried out for all the students to plan our students' health maintenance and promotion. This medical examination is determined by the School Health Law, so make sure to take a medical examination. When necessary, as a result, we will inform you to take a detailed examination. We will follow you up by introducing the medical institution, a health guidance, and lifestyle guidance.

In addition, a medical examination certificate issued by the university is necessary for a job hunting, but we cannot issue a certificate if you do not undergo a medical examination.

(2) Personal Accident Insurance for Students Pursuing Education and Research (PAS) / Liability Insurance coupled with PAS

This insurance is provided, at an affordable rate, to the students in the event of unexpected accidents during their educational and research activities while at university. All the PUK students need to have the insurance at the time of entrance to university. Students have had several traffic accidents during commuting to and from university and accidents during the circle activities. In addition, you are not allowed to participate in internships or field work activities when you do not have the insurance.

(3) Health Center

When you feel sick or injured on campus, you can go to the Health Center to have a first-aid treatment or take a rest. Also you can feel free to consult the staff when you have some troubles in your school life.

Health Center locates in front of the West Lecture Hall, the 1st floor of Faculty of Letters Building. Opening hours: Monday through Friday, 9:00 a.m. to 12:20 p.m. and 13:20 p.m. to 17:00

5. Procedure on Immigration Control Law

(1) Extension of Period of Stay

International students can only stay in Japan for the period stated on their visa (3 months / 6 months / 1 year / 1 year 3 months / 2 year / 2 year 3 months / 3 year / 3 year 3 months / 4 year / 4 year 3 months). However if you need to stay longer than the period, you can apply for an extension of your stay. After having received PUK's proof, you need to submit an application at the Kumamoto Office, Fukuoka regional Immigration Bureau. You can submit the application up to 3 months before the term of validity of your stay expires. We advise you to be responsible and finish your procedure earlier so as not to forget the term of validity of your visa.

You must submit the following:

1. Application of Extension of Period of Stay (with a proof from PUK)
2. Passport
3. Residence Card

4. Fee 4,000 yen
5. Certificate of Student Status (Certificate of your duration as a research student)
6. Official Transcript (Certificate of your scholastic performance as a research student)
7. Certificate of Finance (Copy of bankbook, certificate of scholarship)

(2) Change of Status

When you look for employment in Japan after graduation, you need to change the status of your visa to "Designated Activities Visa" even when you still have the term of validity of your "Student Visa". If the extension of your period of stay is approved once more, you can stay in Japan for one year after graduation.

Other than the documents on page 1, you need to submit a letter of Recommendation on the continued job hunting (issued at Student Affairs Division) and the documents to prove that you are still looking for employment.

(3) Re-entry Permits

International students in possession of a valid passport and a residence card who will be leaving Japan for home countries or other countries on temporary business and re-entering Japan within 1 year of their departure will, in principle, not be required to apply for a re-entry permit. It is called a Special Re-entry Permit System. When you leave Japan, be sure to tick the column indicating your intention of departure by the Special Re-entry Permit System on an ED card.

If you're leaving Japan more than 1 year, you need to get the permission of your re-entry at the Kumamoto Office, Fukuoka regional Immigration Bureau. If you leave Japan without the procedure, you need to acquire visa newly for re-entry.

You must submit the following:

1. Application for Re-entry Permit
2. Passport
3. Residence Card
4. Fee 3,000 yen (only once) / 6,000 yen (several times)

(4) Permit for Part-time Employment

Foreigners who stay in Japan with student visa are not allowed to work and you need to get the permission at the Kumamoto Office, Fukuoka regional Immigration Bureau if you engage in part-time work.

You must submit the following:

1. Application for Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted.
2. Passport
3. Residence Card

●Part-time work approved for international students

-Please look for part-time work within the follows.

-You are able to work part-time for up to 28 hours a week.

While on a long-term vacation, you are able to work up to 8 hours each day.

-It is required that you do not engage in any adult entertainment business.

6. Before Returning to Home Country

(1) Returning your National Health Insurance card

Please make sure to return your National Health Insurance Card to the Ward Office.

(2) Closing your bank accounts

Please make sure that the scholarship for the last month is paid before closing your account at the bank.

(3) Moving out of housing

Please inform the landlord of your moving day one month before the moving day. Your deposit may not return when you forget to contact the landlord. Also, please make sure to inform the Kyushu Electric Power, the water department, a gas company, a cell-phone service company, internet provider, etc of your moving day beforehand, and ask to adjust the fees.

You need various procedures other than above when you return home, but in particular, please do not forget the procedure of the payment

(4) Going home temporarily

Please inform the Student Affairs Division when you go home on a long-term vacation while at PUK.

7. Others

- (1) Kumamoto Office, Fukuoka regional Immigration Bureau
Address: Kumamoto Second Joint Government Bldg.,
3-1-53 Oe, Chuo-ku, Kumamoto
TEL: 096-362-1721
- (2) Kumamoto Higashi Ward Office
Address: 16-30 Higashi-hon-machi, Higashi-ku, Kumamoto
TEL: 096-367-9111