

# Foreword

Welcome to Institute of Science Tokyo!

This Campus Guide contains necessary information for you while studying at Science Tokyo. As there are some systems and procedures that are specific to international students, you should keep this with you.

This Campus Guide is also available at the following URL:

<https://students.isct.ac.jp/en/012/student-life-and-support/international-student-guide>

Please do not hesitate to contact us if you have any questions.

Inquiries:

## **Science and engineering students**

Student Support Division (Ookayama)

Ookayama Campus, Taki Plaza, Floor B1

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Student Support Division (Suzukakedai)

Suzukakedai Campus, J1 Bldg., Floor I

Phone: 045-924-5935

Email: [studentsupport.suzukakedai@adm.isct.ac.jp](mailto:studentsupport.suzukakedai@adm.isct.ac.jp)

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\*Suzukakedai office hours may vary by season.

## **Medical and dental sciences students**

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## 1. Residence Status and Registration Procedures

### 1.1 Residence Card

A residence card is issued at the port of entry to persons entering Japan who have been granted residence status with a period of stay of three or more months. Please carry your residence card with you at all times.

### 1.2 Registration of Address Information

#### (1) Notification of Place of Residence (registration of residence)

After entering Japan, international students are required to report their place of residence to local municipal offices without delay. Submit a Notification of Place of Residence to the office for registration of your residency within 14 days after moving in.

#### (2) Procedures to Be Taken When Changing Residence

##### a. Notify the local municipal or ward office

Whenever you move to a new residence, you are required to notify your local municipal or ward office of the change of address within 14 days after moving in.

##### b. Notify the Student Division and the Student Support Division

###### **Science and engineering students**

- Bachelor's, master's, and doctoral students:

Please change your address on the website (Web System for Students and Faculty).

Additionally, please bring your residence card with the new address to Student Support Division for scanning.

- Research Students, International Exchange Students, International Visiting Students, Japanese Intensive Course Students:

Please bring your residence card with the new address to Student Support Division for scanning.

###### **Medical and dental sciences students**

- Undergraduate, graduate, doctoral, and research students:

Please submit a copy of both sides of your updated residence card that lists the new address to the Student Support Division at Yushima Campus via the following form:

- [Reporting Your Residence Status "Student"](#)

##### c. Change the address registered on your National Health Insurance Card.

Once you have changed your address, you can no longer use the National Health Insurance Card issued with your former address. To change the address, complete the required procedures at the local municipal or ward office for your new address without delay. Please bring your old National Health Insurance Card with you.

##### d. Change the address registered on your bank account.

Please notify your bank of any change of address. Bring your bankbook to the bank where

it was issued and have the address updated. If scholarship recipients fail to do so, their scholarships may not be credited appropriately.

e. Notify the post office.

To receive letters and mail addressed to your former address at your new place, request a mail forwarding service at a post office. Fill in and submit the prescribed form which is available at any post office, and mail will be forwarded to your new address for up to one year. Note that mail cannot be forwarded to overseas addresses; forwarding addresses must be in Japan. Please also note that forwarded mail will take longer to reach you than normal, since it takes some time to redirect mail to a different address.

### 1.3 Change in Information on the Residence Card Other than Place of Residence

If there is any change in the information on the residence card other than the address (e.g., name, date of birth, sex, nationality/region) or termination of the “Student” status of residence (e.g., graduation, withdrawal, etc.), mid-to-long-term residents must report it to a regional Immigration Control office within 14 days of the change. Bring your residence card to the nearest office and complete the necessary procedures. Failing to do so may result in penalties or revocation of status of residence. Once the necessary procedures are completed, a new residence card will be issued. After receiving your new residence card with the updated information, please notify the Student Support Division.

### 1.4 Social Security and Tax Number (Individual Number)

In accordance with the Social Security and Tax Number System (My Number System), all registered residents of Japan are issued a twelve-digit individual number. This number will be required for various types of administrative procedures, including social security and tax procedures, as well as disaster countermeasures. This number is very important for managing personal information, so please do not throw it away or show it to other persons. It is valid for life. The same number will be issued when leaving and re-entering Japan.

### 1.5 Procedures to Be Taken before Traveling Overseas from Japan

#### **Science and engineering students**

Notify the Global Education Division.

- Regular students

Please submit an “Overseas Travel Notice” via Rakrak WF II. For more information, please visit the following website.

<https://www.titech.ac.jp/english/international-student-exchange/students/abroad/procedures>

- Non-regular students

Please submit an “Overseas Travel Notice” via the link below.

- International exchange students and international visiting students:

<https://forms.office.com/pages/responsepage.aspx?id=IbgL9w4edUa->

[MyJ2PTalPdIWxkfUtcZHuwlPMJsm00FUNDhZRUU5RUNSVVIVRU5OWVhINTNZWUNQTy4u  
&route=shorturl](https://www.tmd.ac.jp/english/international/current/Forms/temporary_leave/)

- Non-regular students who are not international exchange or visiting students:

<https://forms.office.com/r/QEHNzkgAKb>

### **Medical and dental sciences students**

Notify the Student Support Division.

• All students

Submit a "Temporary Leave Notice" to the Student Support Division via email. Download the form here:

[https://www.tmd.ac.jp/english/international/current/Forms/temporary\\_leave/](https://www.tmd.ac.jp/english/international/current/Forms/temporary_leave/)

Whenever you travel outside Japan (including travel for vacations and travel to your home country), please ensure that you have travel insurance.

#### 1.6 When Taking a Leave of Absence

Consult with the Student Support Division before deciding to take a leave of absence.

If you take a leave of absence, you cannot remain in Japan under "Student" status, nor are you allowed to work part-time. You must leave Japan promptly or change to an appropriate residence status if you wish to stay.

If you are going to take a leave of absence for more than three months, your "Student" status will be revoked, even if your period of stay remains valid, as you will no longer be considered a student in Japan. When leaving Japan, please return your residence card at the airport. You will need to obtain a new Certificate of Eligibility (COE) to apply for a student visa in order to resume studying at Science Tokyo. The Student Support Division will assist you with the COE application, so please contact us at least three months before your planned date of re-entry to Japan.

#### 1.7 When Studying Abroad

Consult with the Student Support Division before deciding to study abroad.

If you are going to study abroad for more than three months, your "Student" status will be revoked, even if your period of stay remains valid, as you will no longer be considered a student in Japan. When leaving Japan, please return your residence card at the airport.

You will need to obtain a new Certificate of Eligibility (COE) to apply for a student visa in order to re-enter Japan. The Student Support Division will assist you with the COE application, so please contact us at least three months before your planned date of re-entry to Japan.

#### 1.8 When Graduating from Science Tokyo/ Completing a Degree Program

The "Student" status is only valid during your period of enrollment at Science Tokyo. After graduation or completion, you must leave Japan promptly, even if your period of stay still remains valid. When leaving Japan, please return your residence card at the airport.

If your period of stay includes extra time beyond your enrollment for departure preparation, (i.e., if your residence period is significantly longer than your period of enrollment), you cannot change to "Temporary visitor" status for the purpose of such preparation.

If you plan to stay in Japan after graduation/completion, you must change to an appropriate status (see below for examples) and submit a "Notification of Affiliation Change (Leave/Transfer)" to the Regional Immigration Services Bureau within 14 days of graduation/completion, unless you continue your studies at Science Tokyo.

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00014.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html)

- If you are planning to start work: contact the company where you have received a job offer (Naitei) and change your status to "Working."

- If you already have a job offer (Naitei) from a company and want to stay in Japan until your job starts: contact the company and change your status to "Designated Activities (Naitei Taiki)."

- If you want to continue job hunting (regular students only): contact the Student Support Division and apply for a change of status to "Designated Activities (Job Hunting)."

- If you have a letter of acceptance to a graduate school and want to stay until the date of enrollment: contact the Student Support Division and apply for a change of status to "Designated Activities (Shingaku Taiki)."

#### 1.9 When Withdrawing/ Being Expelled from Science Tokyo

If you withdraw or are expelled from Science Tokyo, you cannot remain in Japan under "Student" status and must leave Japan promptly. When departing, please return your residence card at the airport.

If you plan to stay in Japan to enroll at another university or to work in Japan, please check your status with your new university or company. You must also submit a "Notification of Affiliation Change (Leave/Transfer)" to the Regional Immigration Services Bureau within 14 days of the date of withdrawal/expulsion.

[https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00014.html](https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html)

#### 1.10 Extension of Period of Stay

Undergraduate international students who have acquired less than 25 credits over the past year may not be granted permission to renew their period of stay. (For medical and dental science students, this applies to those who have not acquired the required credits for advancement to the next academic year.) For details, refer to the Science Tokyo website.

<https://students.isct.ac.jp/en/012/student-life-and-support/visa-and-status-of-residence#undergrad>

Find the application procedures and necessary documents for extending your stay or changing your status of residence. Please check the relevant contact points according to your field below.

### **Science and engineering students**

- Students affiliated with the Ookayama Campus:

<https://science-tokyo.enterprise.slack.com/archives/C0806P4U65V>

(Science Tokyo Slack)

- Students affiliated with the Suzukakedai Campus:

<https://science-tokyo.enterprise.slack.com/archives/C08R17KG57G>

(Science Tokyo Slack)

### **Medical and dental sciences students**

[https://www.tmd.ac.jp/english/international/current/visa/visa\\_extension/](https://www.tmd.ac.jp/english/international/current/visa/visa_extension/)

#### 1.11 Applying for Permission to Engage in Activity Other than That Permitted under the Status of Residence Previously Granted

If international students must find a part-time job to pay for their studies or other expenses, they must receive permission to engage in activity other than that permitted under the status of residence previously granted (“Extra-status Activity”) by following the procedures prescribed by the Ministry of Justice. International students are allowed to work up to 28 hours per week (up to 8 hours per day during extended breaks).

If you engage in a part-time job without obtaining permission, your current visa status may be revoked. Furthermore, you may not apply for permission for certain types of jobs (those related to the adult entertainment industry, cleaning duties in pachinko parlors, etc.). Note that TAs, RAs, and tutors employed by Science Tokyo do not need to obtain this permission.

##### (1) Required Documents

###### ① Application Form

The application form can be downloaded from the following link:

<https://www.moj.go.jp/isa/content/930004124.pdf>

###### ② Passport (original)

###### ③ Residence card (original)

##### (2) Where to Apply

Applicants can submit the documents either to the Visa Consulting Service staff or directly to the Immigration Bureau.

If you use the Visa Consulting Service, bring a copy of your passport and Residence Card with you.

##### (3) Application Processing Time

Two weeks to one month

## 2. Visa Consulting Service

Science Tokyo has launched the Immigration and Visa Consulting Service to support international students and researchers with application procedures that concern international residents. On designated days, professionals from a law office will be available at the Student Support Division at Ookayama Campus and Suzukakedai Campus (Suzukake Hall, H1, H2 Bldg., Floor 2) and at the Yushima Student Support Office at Yushima Campus (Building 5, Floor 3). We invite you to make use of this service at your convenience.

Through this service, you no longer need to go to the Immigration Bureau for most types of applications. Consultation is free of charge, but you will need to pay a commission if you use the application service. You are required to make a reservation in advance, and to bring your student ID card every time you use this service. (Your student visa must be valid for at least another 2 weeks.)

Details of when the service is available will be announced at

<https://www.titech.ac.jp/english/student-support/students/international-student/visa>

Reservations can be made from

<http://reservation.attorney-office.com/universities/campuses/2>

### **【Available Services】**

- Certificate of Eligibility (Student, Researcher, Professor, Dependent)
- Extension of visa duration (Student, Researcher, Professor, Dependent)
- Change of status
- Re-entry permit
- Permission to engage in a part-time job

### 3. Japanese Health and Social Insurance Systems

#### 3.1 Join the National Health Insurance System

International students planning to reside in Japan for more than three months are required to join the National Health Insurance System at their local municipal or ward office. Although students must pay insurance premiums, they will only have to pay 30% of medical expenses while under the health insurance coverage.

Insurance premiums differ according to the ward or city, but the basic amount is approximately JPY 30,000 per year. If your annual income is low, you may be entitled to a reduction by applying at your local municipal or ward office, which must be done every year. Typically, the reduced premium is approximately JPY 10,000 per year, but it varies depending on the municipality or ward.

#### Note: Reimbursement for High-Cost Medical Care Payments

If your share of medical expenses incurred in a single calendar month exceeds a certain threshold, you may be eligible for reimbursement for high-cost medical care payments. The threshold varies depending on factors related to your income and age, but for most people, it is around JPY 35,400. To apply, submit an application to your local municipal office, attaching your National Health Insurance Card, receipts issued by the hospitals or pharmacies, and a detailed statement of medical expenses. Application reviews typically take two to three months, but processing times can vary. For details, consult the municipal office or ward office in your area.

#### 3.2 Apply for National Pension Contribution Special Payment System for Students

All people between the ages of 20 and 59 who have a registered address in Japan must be covered by the National Pension system and must pay contributions, regardless of nationality or length of stay. If your income in Japan from the previous year is equal to or less than a specified amount, you may apply for the Special Payment System for Students to request a postponement of contribution payments. You need to file an application for each year with the municipal or ward office. By undergoing this procedure, you establish valid coverage periods that count toward the eligibility requirements for receiving future old-age pension benefits, as well as current benefits if you are accidentally injured and become disabled. For details, visit the Japan Pension Service website, where a sample of the application is available in English.

<https://www.nenkin.go.jp/service/pamphlet/kaigai/gakuseinouhutokurei.html>

#### 4. Disaster and Accident Insurance for Students (Gakkensai) and Personal Liability Insurance for Students (Gakkenbai)

**All Science Tokyo students are expected to purchase certain insurance policies.**

Personal Accident Insurance for Students Pursuing Education and Research (abbreviated in Japanese as Gakkensai) provides aid to students involved in accidents that may occur during their studies or lab work, extracurricular activities, or while commuting to or from campus.

Liability Insurance for Students Pursuing Education and Research (abbreviated as Gakkenbai) compensates costs for property damage or injuries to third parties incurred from accidents during most official Science Tokyo activities.

**Science and engineering students** are required to purchase Gakkensai and Gakkenbai insurance.

**Medical and dental sciences undergraduate students** are required to purchase Gakkensai. Depending on your affiliated school, you may also have to purchase an additional liability insurance policy that covers accidents during medical or clinical training known as Futaibaiseki (Course C “Igakubai”). **Medical and dental sciences graduate students** may purchase either insurance policy at their own discretion.

##### 4.1 Disaster and Accident Insurance for Students (Gakkensai)

<Cases Covered>

(1) Injuries incurred during regular curricular activities (during lectures, experiments, practical training, etc.; preparing for experiments in accordance with your academic supervisor’s instructions; cleaning up, etc.) or during university events

Injuries must require 1 day or more of actual medical treatment to be covered.

(2) Injuries incurred while commuting or moving to Science Tokyo facilities on campus

Injuries must require 4 days or more of actual medical treatment to be covered.

(3) Injuries incurred on campus (in addition to the above case 1, case 2)

Injuries must require 4 days or more of actual medical treatment to be covered.

(4) Injuries incurred during extracurricular activities on and off campus

Injuries must require 14 days or more of actual medical treatment to be covered.

<Types of Indemnity and Amounts>

Type of indemnity	①During regular curricular activities or school events	②During extra-curricular activities	③In school facilities (excluding ①and ②), or while commuting
Indemnity for loss of life	JPY 20 million	JPY 10 million	JPY 10 million
Indemnity for physical disability (maximum)	JPY 30 million	JPY 15 million	JPY 15 million
Indemnity for medical Expenses (up to ¥300,000)	For 1 or more days of actual medical treatment	For 14 or more days of actual medical treatment	For 4 or more days of actual medical treatment
Additional indemnity	JPY 4,000 per day (up to 180 days)		

for hospitalization	
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#### 4.2 Personal Liability Insurance for Students (Gakkenbai)

<Scope of Coverage>

Gakkenbai:

- (1) Injuries from accidents occurring during regular curricular activities and school events and while commuting to and from Science Tokyo
- (2) Injuries from accidents occurring during internships recognized as regular curricular activities, nursing experience activities, practical educational training, and while commuting to and from these activities

Futaibaiseki (Course C “Igakubai”):

- (1) Injuries from accidents occurring during regular curricular activities, including medical-related training (clinical training), and school events and while commuting to and from Science Tokyo.

#### 4.3 Premiums

##### Science and engineering students

Classification	Term	Premium (Sum of Gakkensai and Gakkenbai premiums)
Undergraduate Students	4-year coverage	JPY 4,660
Master's Students	2-year coverage	JPY 2,430
Doctoral Students	3-year coverage	JPY 3,620
Research Students, International Exchange Students, and International Visiting Students	1-year coverage	JPY 1,340

Students need to pay the total amount of Gakkensai and Gakkenbai premiums together (as shown in the table).

##### Medical and dental sciences students (all amounts in JPY)

Term	Gakkensai premium			Student liability premium
	Basic charge	Commuting accident	Contact infection	Igakubai
1-year coverage	¥650	¥350	¥20	¥500
2-year coverage	¥1,200	¥550	¥40	¥1,000
3-year coverage	¥1,800	¥800	¥50	¥1,500
4-year coverage	¥2,300	¥1,000	¥70	¥2,000

5-year coverage	¥2,800	¥1,250	¥80	¥2,500
6-year coverage	¥3,300	¥1,400	¥100	¥3,000

Term and premiums vary depending on your major.

#### 4.4 Joining the Insurance

##### **Science and engineering students**

Fill out the insurance application form and pay the premiums at a post office by the enrollment procedure date. Students who are advancing to a higher degree or changing programs (such as from a master's to a doctorate, or from being a researcher to becoming a master's student) need to go through the application procedure again. As a general rule, students must join before enrollment starts. Insurance premium payments are not accepted via overseas remittance, and international students are required to complete payment and necessary procedures immediately after arriving in Japan.

##### **Medical and dental sciences students**

Fill out the insurance application form and send it to the Student Support Division at Yushima Campus via email ([studentinsurance.md@adm.isct.ac.jp](mailto:studentinsurance.md@adm.isct.ac.jp)). Please note that liability insurance (Futaibaiseiki) offered for students in the medical and dental sciences fields is Course C, Igakubai. The Student Support Division will confirm the details and then provide you with information to make the bank transfer.

#### 4.5 Claiming Insurance

##### **Science and engineering students**

Should you be involved in any of the abovementioned accidents, please notify the Student Support Division immediately. We will provide you with the necessary support to claim indemnity. If you have any questions, please contact the Student Support Division (email: [studentinsurance.se@adm.isct.ac.jp](mailto:studentinsurance.se@adm.isct.ac.jp)).

##### **Medical and dental sciences students**

Please email the Student Support Division ([studentinsurance.md@adm.isct.ac.jp](mailto:studentinsurance.md@adm.isct.ac.jp)).

#### 4.6 Car Insurance

All cars and motorcycles must be covered by the compulsory automobile liability insurance. As it only covers compensation for third parties for bodily injury in the case of an accident and does not cover property damage or injury to the driver, it is highly recommended that voluntary automobile insurance be obtained.

## 5. Medical Checkup

### 5.1 Medical Checkup and Medical Certificate

- The medical checkup is offered to all students in spring in order to help them find and prevent any health-related problems. Please make sure to get it done every year.
- Students entering in fall are required to undergo the fall checkup of that year, and in the spring of the following year. For dates and other information, please visit the website below:

**Science and engineering students**

<https://www.titech.ac.jp/english/student-support/students/health/annual>

**Medical and dental sciences students**

<https://www.tmd.ac.jp/hsc/about/schedule/> (Only in Japanese)

- Students who require a medical certificate for scholarships, employment, dormitories, advancing to another degree program, etc. must undergo the medical checkup.
- A copy of the medical certificate can be obtained from an automated certificate issuance machine. However, this does not apply to students who did not take the medical checkup for that year. For any questions, please contact the Student Healthcare Center.

### 5.2 Special Medical Examination

- Undergraduate students in their fourth year and above, graduate students, and any research students who are exposed to ionized radiation and organic solvents in labs are recommended to undergo a special medical examination that takes place in the spring and fall. If this applies to you, please coordinate with your supervisor. Note that this medical examination is different from the medical checkup explained above.

**Science and engineering students**

<https://www.titech.ac.jp/english/student-support/students/health/special>

**Medical and dental sciences students**

<https://www.tmd.ac.jp/hsc/guide/checkup/> (only in Japanese)

## 6. Counseling and Support System

### 6.1 Student Guidance Room

The Student Guidance Room and Student Support Center provides guidance and counseling to help students deal with various problems such as school work, future careers, interpersonal relations, etc. in both Japanese and English. Privacy is strictly protected. Approximately 30 faculty members on each campus are assigned as advisors. Please feel free to contact the Student Guidance Room at the Ookayama or Suzukakedai campuses or the Student Support Center on Yushima Campus for more information.

#### **Science and engineering students**

<https://www.titech.ac.jp/english/enrolled/counseling/guidance.html>

#### **Medical and dental sciences students**

<https://www.tmd.ac.jp/english/stdc/>

#### ◆ Student Guidance Room on Ookayama Campus

Location: [80th Anniversary Hall, Floor 1, Room 102](#)

Hours: Monday to Friday, 10 a.m. to 12 noon, 1 p.m. to 5 p.m.

Phone: 03-5734-2060

Fax: 03-5734-2060

Email: [gakusei.soudan1@jim.titech.ac.jp](mailto:gakusei.soudan1@jim.titech.ac.jp)

#### ◆ Student Guidance Room on Suzukakedai Campus

Location: Daigaku Kaikan (Suzukake Hall), H2 Building, Floor 1

Hours: Monday to Friday, 9 a.m. to 5 p.m.

Phone: 045-924-5888

Fax: 045-924-5889

Email: [gakusei.soudan2@jim.titech.ac.jp](mailto:gakusei.soudan2@jim.titech.ac.jp)

#### ◆ Student Support Center on Yushima Campus

Location: Building 5, Floor 3

Hours: Monday to Friday, 9 a.m. to 5 p.m.

Phone: 03-5803-4571 (extension: 4959)

Email: [scenter.stc@tmd.ac.jp](mailto:scenter.stc@tmd.ac.jp)

### 6.2 Student Life Coach Consultations

Student Life Coaches offer support on all aspects of your academic life. Please visit us if you have any concerns regarding your campus life, course selection, or study plans. Consultations are available in English.

◇How to arrange a consultation

● Face-to-face consultation:

Please visit either the counter on Floor B1 of Taki Plaza or the Student Life Coach Room on the first floor of the Suzukakedai Library. Reservations are not necessary. Please feel free to stop by at any time during our office hours.

● Consultation via email or Zoom:

Please send us your name, student ID number, affiliated School, Department, or graduate major, and the topic for consultation by email to the address below. If you would like to have an online consultation, please provide a few dates/time slots that suit your schedule by email. We will arrange a session on a mutually convenient time and date.

Contact: [conciierge.info@jim.titech.ac.jp](mailto:conciierge.info@jim.titech.ac.jp)

◆ Ookayama Campus

Location: Taki Plaza, Floor B1 (Student Support Center)

Hours: Monday to Friday\*, 9:15 a.m. to 5:15 p.m.

\*Closed on weekends, public and school holidays.

◆ Suzukakedai Campus

Location: Suzukakedai Library, Floor 1 (in the rear, on the right side)

Hours: Tuesdays and Wednesdays\*, 9:30 a.m. to 4 p.m. (closed from 11:15 a.m. to 12:15 p.m. for lunch)

\*Closed on weekends, public and school holidays. Please visit the Student Life Coach website for details.

<https://www.titech.ac.jp/english/student-support/students/counseling/conciierge>

### 6.3 International Student Support Desk

As an international student, you can seek help from the Student Support Center with any questions or concerns you may have, such as:

- What does this letter from the ward office or bank say?
- What is the correct way to throw away trash?
- Why is my health insurance more expensive than last year?
- What do Japanese people usually do or say in this situation?

◇How to arrange a consultation

● Face-to-face consultation:

Please come to the International Student Support Desk on the B1 Floor of Taki Plaza

● Consultation via email:

Please contact us at [internationalstudentsupport@jim.titech.ac.jp](mailto:internationalstudentsupport@jim.titech.ac.jp)

Location: Taki Plaza Floor B1

Office Hours: Monday to Friday, 9:30 a.m. to 4 p.m.

Note: The support desk may close temporarily for events and in case of emergency. It also closes on public holidays and school holidays.

Email: [internationalstudentsupport@jim.titech.ac.jp](mailto:internationalstudentsupport@jim.titech.ac.jp)

#### 6.4 Student Accessibility Services

Student Accessibility Services ensures that students with disabilities have access to education and university life at Science Tokyo. If you are experiencing difficulties and need support, please call, email, or visit us.

Information provided during consultations will not be disclosed to third parties without the prior consent of the concerned individual.

##### **Science and engineering students**

Hours: Monday to Friday, 10 a.m. to 5 p.m.

(closed weekends, public holidays, and during summer and winter holidays at Science Tokyo)

Phone: 03-5734-2989

Email: [barrierfree@jim.titech.ac.jp](mailto:barrierfree@jim.titech.ac.jp)

<https://www.titech.ac.jp/english/student-support/students/counseling/barrierfree>

##### **Medical and dental sciences students**

Hours: Monday to Friday, 9 a.m. to 5 p.m.

(closed weekends, public holidays, and during summer and winter holidays at Science Tokyo)

Phone: 03-5803-4571 / 4959

Email: [scenter.stc@tmd.ac.jp](mailto:scenter.stc@tmd.ac.jp)

<https://www.tmd.ac.jp/english/stdc/student-support/>

#### 6.5 Telephone Consultation Service

Friendly and reliable former Science Tokyo professors offer counseling for students by phone and email. If you have a problem but find it difficult to visit other help desks, please call or email the Telephone Consultation Service. Face-to-face and Zoom meetings can also be provided whenever necessary. Privacy is strictly protected.

Hours: Mondays, Tuesdays, Wednesdays, and Fridays from 10 a.m. to 5 p.m.

Phone: 03-5734-2134 (Extension: 2134)

Email: [denwa.soudan@jim.titech.ac.jp](mailto:denwa.soudan@jim.titech.ac.jp)

(Please email us if you would like to book a meeting in advance.)

<https://www.titech.ac.jp/english/student-support/students/counseling/telephone>

## 6.6 Health Consultation and Counseling Services at the Student Healthcare Center

The Student Healthcare Center/Health Administration Center provides consultation services by doctors and nurses at Ookayama, Suzukakedai and Yushima Campuses, to answer questions about mental and physical health, medicines, and to give advice on the results of medical checkups. To arrange a consultation, please visit our website or call the number below for an appointment. The Student Healthcare Center also provides support from qualified counselors (clinical psychologists) to help students who face challenges in their personal and campus life. Consultations are available in English.

Hours: Monday to Friday, 8:30 a.m. to 5:15 p.m. (closed on national and New Year holidays)

◇Ookayama Campus

03-5734-2057, 2065 (Location: Ookayama Student Healthcare Center)

◇Suzukakedai Campus

045-924-5107 (Location: Suzukakedai Student Healthcare Center, G3 Bldg., Floor 2)

• Please visit the Student Healthcare Center website for more details.

<https://www.isct.ac.jp/en/001/about/organizations/student-healthcare-center>

Hours: Monday to Friday, 8:45 a.m. to 5 p.m. (closed on national and New Year holidays)

◇Yushima Campus

03-5803-5081 (Location: Health Administration Center, Building 5, Floor 2)

• Please visit the Health Administration Center website for more details.

<https://www.tmd.ac.jp/english/hac/>

## 6.7 Tutoring System

International students enrolled at Science Tokyo in the science and engineering fields can receive support from tutors (Japanese or experienced international students recommended by academic supervisors) for three months after arrival in Japan (undergraduate students can receive support for up to eight months). Tutors help with daily life in Japan (paperwork at municipal offices, finding housing, etc.) and provide other advice.

## 7. Certifications

### 7.1 Academic Transcripts and Certificates of Enrollment for Current Students

#### Science and engineering students

- Regular Students (degree-seeking undergraduate and graduate students)

Certificates can be issued from an automated certificate issuance machine (located on Floors B1 and B2 of Taki Plaza at Ookayama Campus, and on the 1st floor of the J1 Building at Suzukakedai Campus). You will need your student ID card.

Doctoral students who completed their master's program at Science Tokyo can also obtain bachelor's and master's academic transcripts from the automated certificate issuance machine.

Master's students who completed their bachelor's program at Science Tokyo can also obtain bachelor's academic transcripts from the automated certificate issuance machine.
- Privately Funded Research Students

A certificate of enrollment can be issued from an automated certificate issuance machine. Please visit the following website for further information.

<https://www.titech.ac.jp/english/student/students/certificates/automatic>
- MEXT Scholarship Research Students, Japanese Intensive Course Students, International Exchange Students, and International Visiting Students

A certificate of enrollment can be issued from an automated certificate issuance machine. Please visit the following website for further information.

<https://www.titech.ac.jp/english/student/students/certificates/automatic>

#### Medical and dental sciences students

\*All certificates issued from an automated certificate issuance machine (located on the 3rd floor of Building 5 at Yushima Campus) are in Japanese. If you need certificates in English, please visit the Yushima Student Office. See the following website for further information.

[https://www.tmd.ac.jp/faculties/graduate\\_school/kyoumuka/#anchor21](https://www.tmd.ac.jp/faculties/graduate_school/kyoumuka/#anchor21) (only in Japanese)

- Regular Students (degree-seeking undergraduate and graduate students)

A certificate of enrollment (in Japanese) can be issued from an automated certificate issuance machine. You will need your student ID card.

Please visit the Yushima Student Office to obtain a certificate of enrollment (in English) and academic transcripts (in Japanese and English). Note that it may take up to a week to issue a certificate in English, so apply early.
- Non-degree Students (research students)

Please visit the Yushima Student Office to obtain a certificate of enrollment (in Japanese and English). Also, instead of academic transcripts, please apply for a Certification of Research Contents (in Japanese and English).

### 7.2 Certificates for Individuals Who Have Graduated or Completed Their Studies

#### Science and engineering students

- Former regular students (degree-seeking undergraduate and graduate students)

See the website below:

<https://www.titech.ac.jp/english/student/alumni/certificates>
- Former Privately Funded Research Students

The Student Division at Taki Plaza on Ookayama Campus issues certificates of period of enrollment, which takes three business days, whether in English or Japanese. Individuals are responsible for the postage incurred for domestic and overseas mail.
- Former MEXT Scholarship Research Students and Japanese Intensive Course Students

The Student Support Division at Taki Plaza on Ookayama Campus issues certificates of period of enrollment, which takes three business days, whether in English or Japanese. Individuals are responsible for the postage incurred for domestic and overseas mail.

- Former International Exchange Students, and International Visiting Students

The Global Education Division issues certificates of period of enrollment only. It takes three days, whether in English or Japanese. Individuals are responsible for the postage incurred for domestic and overseas mail.

#### **Medical and dental sciences students**

- All former students

See the website below (only in Japanese).

[https://www.tmd.ac.jp/faculties/graduate\\_school/kyoumuka/#anchor21](https://www.tmd.ac.jp/faculties/graduate_school/kyoumuka/#anchor21)

\*For former non-regular students (research students), the Yushima Student Office issues certificates of past enrollment, which takes about one week, whether in English or Japanese. Individuals are responsible for the postage incurred for domestic and overseas mail.

### 7.3 Scholarship Certificates

#### **Science and engineering students**

The Student Support Division (Taki Plaza, Floor B1) issues MEXT Scholarship Certificates.

Students at Suzukakedai Campus can request certificates at the Student Support Division on Suzukakedai Campus, and will receive the certificate one week later, whether in Japanese or English.

If you need certificates for JASSO (Honors Scholarship), Tsubame scholarships, or other privately funded scholarships, please make a request at the Student Support Division on Ookayama Campus (Taki Plaza, Floor 1) or Suzukakedai Campus. It takes one week to be issued.

#### **Medical and dental sciences students**

The Yushima Student Support Office (Yushima Campus, Building 5, Floor 3) issues MEXT Scholarship Certificates.

- MEXT: Please refer to the following website:

[https://www.tmd.ac.jp/english/international/current/MEXT\\_Scholarship/Certificate/](https://www.tmd.ac.jp/english/international/current/MEXT_Scholarship/Certificate/)

There is no certificate issued for a Science Tokyo SPRING Scholarship. You may use the Acceptance Letter of Science Tokyo SPRING instead. Contact the Yushima Student Support Office ([kousei.adm@ml.tmd.ac.jp](mailto:kousei.adm@ml.tmd.ac.jp)) if you have any questions. If you need certificates for JASSO and JICA scholarships, please make a request at the Global Education Division at Yushima Campus (Building 1, Floor 4).

## 8. Administrative Divisions in Charge of Student Affairs

Contact list for administrative services

### Science and engineering students

#### International Students

Service/Item	Division in Charge	Ext.	Location
• Privately funded scholarships	Student Support Division	3014	Taki Plaza, Floor 1, Ookayama Campus
• Dormitories		7648	Taki Plaza, Floor B1, Ookayama Campus
• Extension of the period of stay		3013	
• MEXT Scholarship Students • Japanese Intensive Course Students (certificates, etc.)		3013 7667	
• Privately Funded Research Students (certificates, etc.)	Student Division	3006	Taki Plaza, Floor 1, Ookayama Campus
• Entrance examination application	Admissions Division	3990	West Bldg. 8E, Floor 2, Rm 212, Ookayama Campus
• International Exchange Students • International Visiting Students (certificates, etc.)	Global Education Division	3027	Main Bldg., Floor 3, Rm 321 Ookayama Campus

#### Students at Ookayama Campus

Service/Item	Division in Charge	Ext.	Location
• Academic transcripts for undergraduate students*	Student Division	3004 7641	Taki Plaza, Floor 1, Ookayama Campus
• Certificates of enrollment for graduate/undergraduate students*			
• Course registration			
• Academic transcripts for graduate students*		3005 7642	
• Certificates of enrollment for graduate/undergraduate students*			
• Course registration			
• Exemption from enrollment fees and tuition	Student Support Division	3014	Taki Plaza, Floor 1, Ookayama Campus
• Disaster and Accident Insurance for Students ( <i>Gakkensai</i> )	Student Support Division	7648	Taki Plaza, Floor B1, Ookayama Campus

#### Students at Suzukakedai Campus

Service/Item	Division in Charge	Ext.	Location
• Certificate of enrollment*	Student Division	5933	Building J1, Floor 1, Suzukakedai Campus
• Academic transcript*		5934	
• Course registration			
• Exemption from enrollment fees and	Student Support	5935	

tuition • Disaster and Accident Insurance for Students ( <i>Gakkensai</i> )	Division		
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\*Students can obtain the certificates marked with an asterisk (\*) from an automated certificate issuance machine using their IC-embedded ID cards. Graduate Research Students and Non-Degree Students, who are not issued such a card, can obtain certificates at the service desks. Certificates of course completion are also issued at the service desks.

### Medical and dental sciences students

#### International Students

Service/Item	Division in Charge	Ext.	Location
<ul style="list-style-type: none"> <li>Privately funded scholarships</li> <li>Dormitories</li> <li>"Student" status of residence (COE, extension of period of stay, changing status)</li> <li>Privately Funded Research Students (Period A application)</li> <li>MEXT Scholarship Students</li> </ul>	Yushima Student Support Office	4944	Building 5, Floor 3, Yushima Campus
<ul style="list-style-type: none"> <li>Privately Funded Research Students (Period B application, certificates, etc.)</li> </ul>	Student Division	4676 4679	Building 1, Floor 1, Yushima Campus
<ul style="list-style-type: none"> <li>Entrance examination application</li> </ul>	Admissions Division	4924	Building 1, Floor 1, Yushima Campus
<ul style="list-style-type: none"> <li>Japanese Intensive Course Students (certificates, etc.)</li> <li>International Exchange Students</li> <li>International Visiting Students (certificates, etc.)</li> </ul>	Global Education Division	4957	Building 1, Floor 4, Yushima Campus

#### Students at Yushima Campus

Service/Item	Division in Charge	Ext.	Location
<ul style="list-style-type: none"> <li>Academic transcripts for graduate students</li> <li>Certificates of enrollment for graduate/research students*</li> <li>Course registration</li> </ul>	Student Division	4676 4534	Graduate School Building 1, Floor 1
<ul style="list-style-type: none"> <li>Academic transcripts for undergraduate students</li> <li>Certificates of enrollment for undergraduate students*</li> <li>Course registration</li> </ul>		5120 5121	School of Medicine Building 3, Floor 6
		5411 5104	[School of Dentistry] Building D South, Floor 2
<ul style="list-style-type: none"> <li>Exemption from enrollment fees and tuition</li> </ul>	Student Support Division	-	Building 5, Floor 3, Yushima Campus

• Disaster and Accident Insurance for Students ( <i>Gakkensai</i> )			
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\*Students can obtain the certificates marked with an asterisk (\*) from an automated certificate issuance machine using their IC-embedded ID cards. Research students can obtain certificates at the service desks.

## 9. Accommodations

Students can live in dormitories operated by Science Tokyo, private companies, or in private apartments or shared houses. Please find the type of room that best suits your student life here in Japan.

For detailed information on dormitories, please check the Science Tokyo website.

<https://students.isct.ac.jp/en/012/student-life-and-support/dormitories-and-accommodation>

Please be aware that all fees listed may be subject to change.

### 9.1 Exclusive Dormitories for New International Students

#### **Science and engineering students**

Science Tokyo has exclusive dormitories for new international students.

The following three dormitories for new international students each have private rooms equipped with an air conditioner, bed, desk, and closet. The kitchen, shower, washing machine, toilet, etc. are shared.

#### (1) Umegaoka Dormitory (Umegaoka, Aoba-ku, Yokohama City)

[Eligibility] Students

[Period of Stay] 1 year

[Number of Rooms] 50 single rooms and 10 double rooms

[Entrance Fee] JPY 20,000

[Monthly Fee] JPY 20,000 for single, double

[Common Service Fee] JPY 7,500 for single, double

#### (2) Shofu Dormitory (Matsukazedai, Aoba-ku, Yokohama City)

[Eligibility] Male Students

[Period of Stay] 1 year

[Number of Rooms] 46 single rooms, 5 double rooms, and 1 triple room

[Entrance Fee] JPY 20,000

[Monthly Fee] JPY 20,000 for single, double, JPY 25,000 for triple

[Common Service Fee] JPY 7,500 for single, double, and triple

#### (3) Komaba International House (Komaba, Meguro-ku, Tokyo)

[Eligibility] Students

[Period of Stay] 1 year

[Number of Rooms] 70 rooms

[Entrance Fee] JPY 32,200

[Monthly Fee] JPY 30,000

[Common Service Fee] JPY 9,500

However, due to the limited number of rooms, we are not able to assign a room to all new students. When vacancies occur, application information (reservation number) will be sent to newly enrolling international students who are eligible to move in about 1.5 months prior to their enrollment (in February for April enrollment and in July for September enrollment). Please send a reply stating

whether you wish to apply or not. If you don't receive the application information, you can't apply for these three dormitories (Umegaoka, Shofu, and Komaba). If you don't receive the information but wish to live in a dormitory, please apply for other dormitories.

## 9. 2 Other Dormitories

### **Science and engineering students**

There are 6 dormitories which Science Tokyo currently operates. You can apply for any of these 6 dormitories before or after coming to Science Tokyo. Each private room is equipped with an air-conditioner, bed, desk, and closet. For more information, please check the page below for the list of Science Tokyo dormitories for students.

<https://students.isct.ac.jp/en/012/student-life-and-support/dormitories-and-accommodation/dormitories#minamishinagawa-house>

#### (1) Senzokuike House (Minamisenzoku, Ota-ku, Tokyo)

[Eligibility] Female Students and Female Researchers

[Period of Stay] 1 year (extension is possible for 1 year only)

[Number of Rooms] 102 rooms

[Entrance Fee] JPY 57,500

[Monthly Fee] JPY 65,000 (including common service fee)

#### (2) Minamishinagawa House (Minamishinagawa, Shinagawa-ku, Tokyo)

[Eligibility] Male Students and Male Researchers

[Period of Stay] 1 year (extension is possible for 1 year only)

[Number of Rooms] 165 rooms

[Entrance Fee] JPY 55,000

[Monthly Fee] JPY 62,500 (including common service fee)

#### (3) Ookayama House (Ookayama, Meguro-ku, Tokyo)

[Eligibility] Female Students, Female Researchers

[Period of Stay] 1 year

[Number of Rooms] 8 rooms

[Entrance Fee] JPY 42,500

[Monthly Fee] JPY 50,000 (including common service fee)

#### (4) Nagatsuta House (Nagatsuta Minamidai, Midori-ku, Yokohama City)

[Eligibility] Students and Researchers

[Period of Stay] Within the standard length of your study

[Number of Rooms] 124 rooms

[Entrance Fee] JPY 31,500

[Monthly Fee] About JPY 43,000 (including common service fee)

For residents, a free shuttle bus runs between Nagatsuta House and Suzukakedai campus.

#### (5) Suzukakedai House (Minamitsukushino, Machida City, Tokyo; Tsukushino, Machida City,

Tokyo)

[Eligibility] Students and Researchers

[Period of Stay] Within the standard length of your study

[Number of Rooms] 54 rooms

[Entrance Fee] JPY 30,000

[Monthly Fee] About JPY 34,000

(6) Minami-Tsukushino House (Minamitsukushino, Machida City, Tokyo)

[Eligibility] Students and Researchers

[Period of Stay] Within the standard length of your study

[Number of Rooms] 36 rooms

[Entrance Fee] JPY 38,000

[Monthly Fee] About JPY 40,000

### **International students in the medicine and dental sciences fields (Yushima or Konodai campuses)**

You can apply for the two dormitories below (Ichikawa and Minami-gyotoku International House) up to five months before your preferred move-in date (before or after coming to Science Tokyo). Each private room is equipped with an air-conditioner, bed, desk, and closet. For more information, please check the page below for the list of Science Tokyo dormitories for students.

<https://students.isct.ac.jp/en/012/student-life-and-support/dormitories-and-accommodation/dormitories>

For Ichikawa International House, priority is given to new MEXT scholarships students.

Applications are available only when there are vacancies.

(1) Ichikawa International House (Ichikawa City, Chiba)

[Eligibility] Students

[Period of Stay] 1 year

[Number of Rooms] 35 single rooms, 11 couple rooms and 5 family rooms

[Room Cleaning Fee] JPY 34,650 for single and JPY 55,000 for couple, family

[Monthly Rent] JPY 5,900 for single, JPY 11,900 for couple and JPY 14,200 for family

[Internet Fee] JPY 1,100

\*The above amount excludes water, electricity, and gas.

(2) Minami-gyotoku International House (Ichikawa City, Chiba)

[Eligibility] Students

[Period of Stay] 2 years

[Number of Rooms] 15 rooms

[Room Cleaning Fee] JPY 16,500~33,000 (charged when you move-out)

[Monthly Fee] JPY 46,500

\*The above amount excludes water, electricity, gas, internet, and other managing charges.

You can also apply for two other student dormitories after arriving at Science Tokyo: Satomi Dormitory and International Student Dormitory (women's dormitory). Each private room is equipped with an air-conditioner, bed, desk, and closet. For more information, please check the page below for the list of Science Tokyo dormitories for students.

<https://students.isct.ac.jp/en/012/student-life-and-support/dormitories-and-accommodation/dormitories>

For these dormitories, priority is given to undergraduate students. Applications are available only when there are vacancies.

(1) Satomi Dormitory

[Eligibility] Students

[Period of Stay] 2 years

[Number of Rooms] 70 rooms

[Room Cleaning Fee] JPY 34,650

[Monthly Fee] JPY 17,800

\*Water, electricity, and gas are not included. Residents are responsible for paying utility fees.

(2) International Student Dormitory (Women's dormitory)

[Eligibility] Female Students

[Period of Stay] 1 year

[Number of Rooms] 50 rooms

[Room Cleaning Fee] JPY 34,650

[Monthly Fee] JPY 5,900

\*Water, electricity, and gas are not included.

### 9.3 The Science Tokyo Affiliated Dormitory (Kawasaki City, Kanagawa)

Science Tokyo has partnered with a private company to provide two dormitories, Kajigaya International Dormitory and Dormy Miyazakidai. Each private room has an air conditioner, bed, desk, closet, and bookshelf.

[Eligibility] Male Students

[Period of Stay] Within the length of your study

[Number of Rooms] Kajigaya International Dormitory: 60 rooms

Dormy Miyazakidai: 116 rooms

[Entrance Fee] JPY 100,000 [Deposit] JPY 50,000

[Room cleaning fee, etc.] About JPY 40,000

[Monthly Fee] About JPY 71,000 (with meals)

### 9.4 Tokyo International Exchange Center (TIEC) (Aomi, Koto-ku, Tokyo)

TIEC is a dormitory operated by the Japan Student Services Organization (JASSO). Each private room has an air-conditioner, shower, toilet, washroom, bed, desk, chair, bookshelf, and refrigerator. Please see the link below for more information.

<https://students.isct.ac.jp/en/012/student-life-and-support/dormitories-and-accommodation/dormitories-recommended>

[Eligibility] Graduate Students

[Entrance Fee] Same as the Monthly Fee

[Monthly Fee] Single A Building w/o kitchen: JPY 35,000

Single B Building with kitchen: JPY 52,000

Couple or Family type C Building: JPY 74,500

Couple or Family type D Building: JPY 86,500

[Application method] Apply through the Student Support Division.

\* Medical and dental sciences students may apply through the Yushima Student Support Office.

[Application period] Apply about 2 months prior to the day you wish to move in.

Tokyo International Exchange Center

<https://www.jasso.go.jp/en/ryugaku/kyoten/tiec/residence/index.html>

## 9.5 Company Dormitories

Some private companies rent empty rooms in their dormitories to international students, under the auspices of the Foundation of Corporate Friendship Network for Foreign Students.

Student residents are provided a private room at one of the dormitories, but the facilities differ depending on the company that rents out the room.

[Eligibility] Single and privately funded research students who satisfy the following conditions:

- Regular students (degree-seeking undergraduate and graduate students with a College Student Visa)
- Have a high level of Japanese language ability
- Can attend seminars and lectures held by the Foundation of Corporate Friendship Network for Foreign Students

[Monthly Fee] Around JPY 10,000 to JPY 34,000 (certain dormitories provide two meals)

[Application method] Students wishing to live in a company dormitory should register with the Student Support Division. (Applications are accepted in May and November each year.)

If there is a vacant room, we will call for applications on the website. Those who wish to move in should apply to the Student Support Division.

We will have an interview with each applicant at Science Tokyo and provide a recommend to the Foundation of Corporate Friendship Network for Foreign Students.

## 9.6 Private Apartments and Shared Houses

### (1) Guarantor

In Japan, a guarantor is required when signing a lease contract for an apartment or house. If you are not able to find anyone to be your guarantor, you can use one of the many private guarantee companies available. Please try to find a company that best suits your needs.

<https://www.iad.titech.ac.jp/housing/en/>

## (2) Housing Support

Science Tokyo Housing Support can assist students or researchers searching for rooms. We provide information and news from rental property websites, companies, and real estate agencies. Please check the Science Tokyo website for more details.

<http://www.iad.titech.ac.jp/housing/en>

## (3) Science Tokyo COOP

The Science Tokyo COOP offers a private apartment introduction service. If you rent an apartment introduced by COOP, a real estate agent fee is not required.

### **Science and engineering students**

Science Tokyo COOP: <https://www.univcoop.jp/isct-t/index.html> (Japanese only)

In addition, there are many shared houses in the Tokyo metropolitan area. In general, the contract procedure for shared houses is simpler than that for renting apartments.

## 9.7 Rules for Living in Japan

There are various rules and customs for living in dormitories or apartments in Japan. All international students are expected to follow the rules and observe good manners. At the bottom of the following web page, you can find tips for avoiding trouble and enjoying a fulfilling student life.

<https://students.isct.ac.jp/en/012/student-life-and-support/dormitories-and-accommodation/independent-living>

## 10. Commuter Passes and Student Discounts

Commuter passes, which may be good for a period of one, three, or six months, are a form of discounted travel. There are two kinds of commuter passes: student commuter passes and ordinary commuter passes. The cost of a student commuter pass is lower than that of an ordinary commuter pass.

### 10.1 Regular Students (degree-seeking undergraduate and graduate students)

Regular students (degree-seeking undergraduate and graduate students) are eligible for a student commuter pass. You will be requested to show a Commuter Pass Purchase Certificate (Tsuugaku-teikiken-kounyu-shoumeisho) and your student ID card when purchasing the pass. Under Japanese law, Commuter Pass Purchase Certificates can only be issued for the least expensive route between the station nearest your home and the station nearest your campus. Hence, you will not be able to purchase a student commuter pass to travel to your part-time job or other destinations.

Commuter Pass Purchase Certificates are issued (the number of copies is limited) from automated certificate issuance machines at Ookayama, Suzukakedai, and Yushima Campus. Note that your student ID card is required, so you must collect it in person. You will need to keep the Certificate after using it to purchase a commuter pass, as it will be valid for the duration of your enrollment.

Regular students can also buy discounted student tickets. (Discounted student tickets are for journeys over 100 km one-way on JR lines, and cost 20 percent less than the regular fare. For details, please ask the staff at any JR station.) When purchasing a discounted student ticket, you will be requested to show a Student Discount Certificate (Gakuwarishou) and your student ID card. You can get the Student Discount Certificate from an automated certificate issuance machine.

### 10.2 Non-Regular Students (Graduate Research Students, Japanese Intensive Course Students, International Exchange Students, and International Visiting Students)

Non-regular students are permitted to purchase a student commuter pass for Tokyu lines only. Non-regular students cannot purchase discounted student tickets.

#### ◆ Administrative Divisions in Charge of Issuing Certificates

Student Status	Division in Charge
• Privately Funded Research Students	Student Division at Ookayama (in Taki Plaza) Student Division at Suzukakedai Student Division at Yushima
• MEXT Scholarship Research Students • Japanese Intensive Course Students*	Student Support Division at Ookayama Student Support Division at Suzukakedai Yushima Student Support Office *Medical and dental sciences students: Global Education Division
• International Exchange Students, International Visiting Students	Global Education Division

## 11. Inviting Family Members to Japan

### 11.1 Procedures for Inviting Family Members to Japan on Short-Term Tourist Visas

If you would like to invite family to Japan on tourist visas, please contact the Japanese embassy or a travel agency in your home country for information on how to apply. For stays of 90 days or less, it is possible to apply for a "Temporary Visitor" visa. Depending on the status of the mutual visa exemption agreement between Japan and the country concerned, a visa may not be required for a short-term stay for tourism purposes.

### 11.2 Procedures for Inviting Your Family to Reside with You

If a foreign student wishes to invite family to reside with him/her in Japan, the student must obtain a Certificate of Eligibility beforehand. When applying for a Certificate of Eligibility, you are advised to contact the Immigration Bureau in advance and prepare the necessary documents. You will always be required at the very least to submit your certificate of enrollment at Science Tokyo, your scholarship certificate, and a copy of the contract for your apartment.

Documents required for application can also be found on the following page.

<https://attorney-office.com/japanvisa/ac-forms-en>

Please also refer to the section "Visa Consulting Service" on page 5.

### 11.3 Accommodation for You and Your Family

Some company dormitories and public housing only provide single rooms. Moreover, some private apartments do not allow children. You should collect all the relevant information when looking for accommodation for you and your family.

## 12. Use of the Libraries

Science Tokyo has four libraries: Ookayama Library, Ochanomizu Library, Konodai Library and Suzukakedai Library.

You need a student card to use the libraries. For those who do not own one despite being affiliated with Science Tokyo, we can issue a library card for you. Please bring a form of identification (hard copy) issued by Science Tokyo to the circulation counter.

For general library usage guidelines, refer to the following website.

<https://www.library.isct.ac.jp/en/>

[Ookayama and Suzukakedai Libraries]

<https://www.libra.titech.ac.jp/en>

[Ochanomizu and Konodai Libraries]

[https://www01s.ufinity.jp/tmd\\_u\\_lib/?lang=english](https://www01s.ufinity.jp/tmd_u_lib/?lang=english)



## 13. Career Support

### 13.1 Student Career Support Services

The Student Success Support Room and Student Support Center provide career support services by coordinating with faculty members in each Department. All services are open to international students and some are available in English.

#### (1) Career Counseling

##### **Science and engineering students**

Career advisors will respond to all of your career-related queries in both English and Japanese. Every week, each of our four career advisors spends a day on duty at the Ookayama Campus and the Suzukakedai Campus.

- Example of Concerns Discussed in Career Counseling
  - Is it possible for international students to work in Japan?
  - What is a normal process for finding employment in Japan?
  - Do you have any tips for successful interviews?
  - What should I do to get a job in my field/in an unrelated field?

You can choose either face-to-face counseling or online counseling. You can schedule an appointment from 30 days to 1 hour before the counseling session. However, counseling sessions after 5 p.m. are reserved for appointments made on the same day. Additionally, for same-day appointments, reservations will close by 4 p.m.

You can only book one appointment at a time.



Please refer to the following website or the QR code for reservation.

<https://www.titech.ac.jp/english/student-support/students/career/counseling>

##### **Medical and dental sciences students**

Individual counseling (face-to-face, online, or by phone) with a career advisor is available at Yushima Campus. Reservation by email required. See the website below for detailed reservation instructions:

[https://www.tmd.ac.jp/english/stdc/cms\\_reserve/](https://www.tmd.ac.jp/english/stdc/cms_reserve/)



#### (2) Career Support Events

##### **Science and engineering students**

Career-related events of the Student Support Center are mainly held in Japanese. You can find some events in English that are focused on international students and can learn the basics of job hunting in Japan.

Please refer to the following website or the QR code for career support

<https://www.titech.ac.jp/english/student-support/students/career/events>



events.

##### **Medical and dental sciences students**

[https://www.tmd.ac.jp/campuslife/career/9\\_6010c69a3aae8/school\\_6012062eb2d07/](https://www.tmd.ac.jp/campuslife/career/9_6010c69a3aae8/school_6012062eb2d07/)

(Only in Japanese)



### (3) Science Tokyo Job Hunting Guidebook

The Science Tokyo Job Hunting Guidebook is available in both Japanese and English at the Career Information Room. The English guidebook provides basic knowledge about job hunting in Japan for international students and mainly focuses on job hunting at companies located in Japan, and does not include information on employment overseas. It focuses on important points that international students should be aware of and information unique to Science Tokyo students.

#### 13.2 Employment Support in Science and Engineering Departments

For decades, faculty members and administrative staff in each science and engineering department of Science Tokyo have provided students with information and detailed employment advice based on their respective fields of expertise. We highly recommend that you contact the relevant personnel in your department.

Please refer to following website or the QR code for the job-placement advisor in your department.

<https://www.titech.ac.jp/english/student-support/pdf/362a970480c08170422be34962626b8a-1.pdf>



## 14. Bulletin Boards

All important notices, summons, etc. issued by Science Tokyo will be posted on bulletin boards located on all campuses. Please make sure to check the bulletin boards so as not to miss any important notices and news for applications, etc.

In addition to the section related to international students, make sure you carefully look at the sections allocated for each year and for summons.

The latest information will be posted on the official website and sent via Slack, so make sure not to miss it.

<https://www.titech.ac.jp/students/board> (Japanese only)

<https://students.isct.ac.jp/en/news>

Bulletin boards are located in the following places:

Ookayama Campus

- Next to the Wood Deck

Suzukakedai Campus

- Lobby and Bulletin Board for International Students in J1 Bldg., Floor 1

Yushima Campus

- Bulletin boards located in Building 5, Floor 3 and Building 1, Floor 4

## 15. Application for Privately Funded Scholarships

Privately funded scholarships are divided into two types: one requires a recommendation from a university, and the other requires no recommendation. The application process differs for the two types. Detailed information about both kinds of scholarships is announced on the Science Tokyo website. Please check it regularly in order not to miss out on any information.

### 15.1 Privately Funded Scholarships That You Can Apply for Directly (Scholarships that do not require university recommendation)

Anyone who fulfills the application requirements stipulated by the scholarship foundations can apply for these scholarships.

Most scholarship foundations send information to the Student Support Division. We will announce this information on the Science Tokyo website.

<https://students.isct.ac.jp/en/news?tab=112>

### 15.2 Privately Funded Scholarships That Require a University Recommendation

If you want to apply for scholarships requiring university recommendation, you will have to register first. Registered students will be ranked in accordance with the “Recommendation Criteria for Privately Funded Scholarships.” Based on this ranking system, a selection committee organized by academics of Science Tokyo will decide on the applicants to recommend.

Registration starts in September every year and you can register anytime during the year. For newly enrolling students, we accept registration any time after you get your Student ID.

Registration will be valid until September of the following year.

Details are available on our website.

#### **Science and engineering students**

<https://www.titech.ac.jp/english/student-support/students/tuition/scholarships/recommendation>

#### **Medical and dental sciences students**

[https://www.tmd.ac.jp/english/international/current/International\\_Student\\_Scholarship/Scholarship\\_Registration/](https://www.tmd.ac.jp/english/international/current/International_Student_Scholarship/Scholarship_Registration/)

## 16. Science Tokyo Tsubame Scholarship for Doctoral Students

Tokyo Tech, one of the parent institutions of Science Tokyo, established the Tsubame Doctoral Student Scholarship in 2019 for doctoral students.

The Tsubame Scholarship for Doctoral Students aims to reduce the financial burden on academically outstanding students so that they may concentrate on pursuing their doctoral studies. The financial assistance is intended to prevent motivated students from missing out on the opportunity to study at the Institute.

### 16.1 Eligibility (Science and engineering students only)

Students who enrolled in a doctoral degree program in or after April 2018 are eligible to apply.

Doctoral students are not eligible if any of the following is true:

1. They receive financial aid from programs that do not permit funding from other sources (e.g., recipients of the JSPS Research Fellowship for Young Scientists, MEXT Scholarship students, recipients of overseas government scholarships, Science Tokyo Program for Development of Next-Generation Front-Runners with Comprehensive Knowledge and Humanity (Science Tokyo SPRING), Science Tokyo Program for Development of Co-creative Experts towards Top-level AI Research (Science Tokyo BOOST)).
2. They receive income as working adults (e.g., regular employees of a company, individuals who own a business).
3. They have exceeded the standard duration of their doctoral studies.

### 16.2 Scholarship Amount

Scholarship amount (annual)	
1st-year doctoral students	JPY 480,000 (standard scholarship)
2nd- and 3rd-year doctoral students	JPY 480,000 (standard scholarship) Or JPY 635,400 (special scholarship*)

\*Students who show outstanding academic performance and research achievements will be granted a special scholarship in their second and/or third years. Approximately 20% of second and third-year scholarship recipients will receive the special scholarship.

### 16.3 Application

Please read the following website carefully, prepare the required documents, and apply to the Student Support Division.

<https://www.titech.ac.jp/english/student-support/students/tuition/tsubame-scholarship>

## 17. Useful Information

### 17.1 Foreign Language Medical Information Service

#### ◆Medical Information Net “Navii”

The website can be translated into multiple languages, allowing users to search for medical institutions nationwide (hospitals, clinics, dental clinics, midwifery centers) and pharmacies based on various criteria (available medical specialties, diseases, treatments, foreign languages, etc.).

Languages: English, Chinese, Korean

<https://www.iryuu.teikyouseido.mhlw.go.jp/znk-web/juminkanja/S2300/initialize>

#### ◆Tokyo Metropolitan Health and Medical Information Center

Tokyo Metropolitan Health and Medical Information Center is a service which provides medical information in multiple languages. Information about the Japanese medical system and medical institutions that provide treatment in foreign languages is available.

Languages: English, Chinese, Korean, Thai, Spanish

Phone: 03-5285-8181

Hours: 9 a.m. to 8 p.m. daily

#### ◆Emergency Translation Services

Emergency Translation Services are provided at medical institutions in Tokyo for foreign patients who do not speak Japanese and experience difficulties in receiving medical care during emergency visits

Languages: English, Chinese, Korean, Thai, Spanish, French

Phone: 0570-099283

Hours:

English, Chinese:

24 hours a day

Korean, Thai, Spanish, French:

Monday to Friday, 5 p.m. to 8 p.m.

Weekends and public holidays: 9 a.m. to 8 p.m.

Pre-registration:

[https://www.hokeniryo.metro.tokyo.lg.jp/iryo/iryo\\_hoken/gaikokujin/interpreter/kyukyutsuyaku](https://www.hokeniryo.metro.tokyo.lg.jp/iryo/iryo_hoken/gaikokujin/interpreter/kyukyutsuyaku)

### 17.2 Information Service for Foreign Residents

Both of the centers below provide telephone and face-to-face counseling on immigration, citizenship, work, and other issues related to daily life in Japan to foreigners.

#### ◆Foreign Residents' Advisory Center, Tokyo Metropolitan Government

Address: No.1 Building, 2-8-1 Nishi-shinjuku, Shinjuku-ku, Tokyo

Language	Phone	Days (excluding national holidays)	Hours
English	03-5320-7744	Monday to Friday	9:30 a.m. to 12 noon 1 p.m. to 5 p.m.
Chinese	03-5320-7766	Tuesdays, Fridays	
Korean	03-5320-7700	Wednesdays	

◆ Kanagawa Plaza for Global Citizenship, Kanagawa Prefectural Government

Address: 1-2-1 Kosugaya, Sakae-ku, Yokohama

Language	Phone	Days (excluding national holidays)	Hours
English	045-896-2895	1st, 3rd, 4th Tuesday	9 a.m. to 12 noon 1 p.m. to 5 p.m. (reception closes at 4 p.m.)
Chinese		Thursdays / 1st Tuesday	
Korean		4th Thursday	
Portuguese		Wednesdays / 4th Friday	
Spanish		Fridays	
Vietnamese		1st, 2nd, 3rd Fridays	
		3rd Tuesday	

<https://www.earthplaza.jp/ep/english/genconsul.html>

### 17.3 General Information Center for Foreign Residents

The Foreign Residents Information Center was established by the Immigration Bureau to respond to inquiries from foreign nationals concerning entry and residence in Japan. Assistance is available in Japanese, English, Chinese, Korean, Spanish, Portuguese, Vietnamese, and other foreign languages. Please feel free to call.

Phone: 0570-013904

Hours: Monday to Friday, 8:30 a.m. to 5:15 p.m.

<https://www.moj.go.jp/isa/consultation/center/index.html>

### 17.4 Traffic Rules in Japan

Lately, the number of the bicycle accidents has greatly increased. Please be aware of traffic rules as accidents can have a devastating impact on the lives of those involved.

National police agency website “Traffic safety guidelines for pedestrians and cyclists”

English: [https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic\\_safety\\_en.pdf](https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic_safety_en.pdf)

Chinese: [https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic\\_safety\\_cn.pdf](https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic_safety_cn.pdf)

#### (1) Anti-theft registration

When riding a bicycle at night, you may be stopped by police who will ask to see your residence card or other form of identification and check if you have a bicycle anti-theft registration sticker.

If the police find that the bicycle is registered in someone else's name, you may be detained at a police box for a long time, and possibly even charged with theft. To avoid this unpleasant experience, take the following precautions:

- When purchasing a bicycle, be sure to register it at the store (the fee is ¥660).
- If you receive a bicycle from a friend, fill out a "transfer of ownership" certificate together, then take the document to a bicycle dealer to re-register the bicycle in your name.
- Never ride an abandoned bicycle.

## (2) Automobile and bicycle insurance

If you plan to drive a car or ride a motorcycle, be sure to purchase an automobile insurance policy, since causing a traffic accident could make you liable for pay a large amount of compensation to any victims. Even if you only intend to drive during a summer vacation trip or other short-term occasion, we strongly recommend that you buy insurance. Automobile policies can be purchased directly from an insurance company or through the University Co-op.