

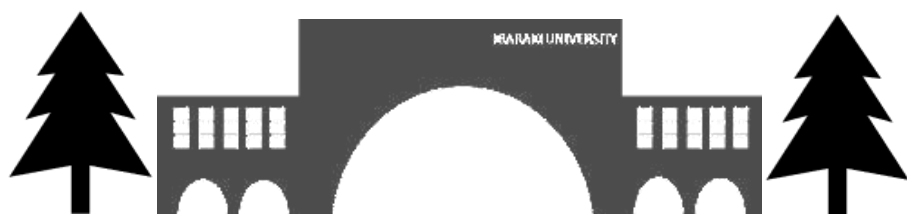
外国人留学生のためのガイドブック

茨城大学

グローバル
教育センター

International Exchange Student GUIDEBOOK

Ibaraki University
Global Education Center
2020



Important NOTICES AND Announcements

1 Educational Affairs Portal System

Important notices from the University are posted to the “Notices” section of the Educational Information Portal System (Dream Campus). Please check this regularly.

<https://idc.ibaraki.ac.jp/portal/>



2 Phone calls & emails from the University

Important notices from the University are sent to students’ official e-mail address (**your student id @vc.ibaraki.ac.jp**). Please check your account regularly.

If the university office or a college member needs to contact you urgently, they will call you. Please ensure you answer their call.

3 Students who do NOT have an official email address

Research students, special audit students and non-degree students do not have an official email address. For these students, notices are sent to the e-mail address they used to register in the educational information portal system.

4 Disaster safety verification emails

In the event of earthquake, typhoon, or major incident, Ibaraki University will send out an email to confirm that all students are safe. Please ensure that you check for and reply promptly to any emails from ibarakiuniv@mamail.jp.

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1. Introduction

1.1. Ibaraki University Student Code of Conduct

Students of Ibaraki University should observe the following principles in their daily conduct and behavior.

1. Basic Principles

- 1) Students should be mindful that they are students of Ibaraki University, an institution supported by the local community. They should consider carefully what the University can do to contribute to society and should actively involve themselves in society.
- 2) Students should respect the personality and character of individuals and should not do anything that makes others feel uncomfortable.
- 3) Students should observe all laws and rules of society.

2. Study and Research

- 1) Students should study diligently, strive to find the truth, and work hard in all that they do. They should aim to be exemplary human beings with deep, extensive knowledge and skills, who are able to distinguish right from wrong for the good of society.
- 2) Students should respect and cherish the knowledge accumulated within the University, as a place for the mutual development of learning and intelligence.
- 3) Students should conduct themselves with honesty and integrity in their research activities, trusted by society and mindful of what is expected of them.

3. Student Life

- 1) Students should participate actively in university life and the local community to create rich human relationships.
- 2) Students should conduct themselves correctly and appropriately, live healthily and pursue life with vigor and enthusiasm.
- 3) Students should flatly refuse any invitation to take part in any organizations that are harmful to society or that are involved in improper business dealings.
- 4) Students should make use of the Ibaraki University Guidebook to ensure their university life is both fulfilling and enjoyable.

Ibaraki University Guidebook

<https://www.ibaraki.ac.jp/student/guidebook/>



1.2. History of Ibaraki University

Founded on May 31, 1949, Ibaraki University was formed from a merger between Mito High School (Mito Koto-Gakko), Ibaraki Normal School (Ibaraki Shihan-Gakko), Ibaraki

Juvenile Normal School (Ibaraki Seinen Shihan-Gakko) and Taga Technical Specialists' College (Taga Kogyo Senmon-Gakko). It began with three colleges: the College of Literature and Science, the College of Education and the College of Engineering. The Faculty of Agriculture was established in 1952 and is now a comprehensive university with five faculties and five graduate schools.

1.3. School badge

A school badge was created to mark the founding of the school in 1949. It was designed by Takeo Daido of the College of Education.

It features the characters for "University" (大学) in a pattern of wild rose leaves.



1.4. University logo

As well as the school badge, there is also a University logo. This logo is used for PR and advertising purposes as a symbol for the University. The lowercase letter "I" in the initials of Ibaraki University represents "Academic Light (灯)".



Designer: Koichi Sato (Koichi Sato Designers)

2. Calendar

The annual calendar is available on the University website.

<https://www.ibaraki.ac.jp/education/academicyear/>



2.1. Two-semester system

Ibaraki University has a two-semester system. The graduation period and calculation of GPA are based on two semesters, with classes over the year divided into four quarters.

Month	4	5	6	7	8	9	10	11	12	1	2	3
	First Semester						Second Semester					
Guidance etc.	Classes				Summer Break	Classes				Spring Break		
	1st Quarter		2nd Quarter			3rd Quarter		4th Quarter				

2.2. iOP quarter

The iOP (internship Off-campus Program) takes place in the third quarter of the third year.

Information on iOP

http://www.lae.ibaraki.ac.jp/general_education/iop/index.html





Main iOP programs (External Study)

Category	Sub-category
Overseas training	Language training
	Overseas study
Internships	Domestic internships
	Overseas internships
Service learning	Volunteer activities
Development study	Problem-solving seminars
	Independent research
	Tutorials

3. Information on University classes

3.1. Course Registration

Mandatory and elective subjects for each of the Colleges and courses.

Basic education subjects

“Curriculum Guide for Basic Education Subjects”
<http://www.lae.ibaraki.ac.jp/list/index.html>



Specialized subjects of each College/Graduate school

Please read the "Guidelines" carefully for each College and Graduate School.

Educational Information Portal System (Dream Campus)

<https://idc.ibaraki.ac.jp/portal/>



Syllabus search

<https://idc.ibaraki.ac.jp/portal/Public/Syllabus/SearchMain.aspx>



3.2. Graduation (Completion of course)

The individual Colleges and Graduate Schools determine the number of credits required for graduation. Please check the “Course Completion Requirements” carefully for each College/Graduate School.

Please contact the Student Educational Affairs Section at your College or Graduate School if you have any queries.

3.3. Regular exams and submission of reports

Students taking class exams or submitting reports should follow their teacher’s instructions. Failure to comply with instructions may incur a penalty or disciplinary action, including the possibility of having to withdraw from the course. Please read the following rules carefully before writing a report or taking an exam.

3.3.1. Rules for taking exams

1. Students who are more than 30 minutes late for the start of an exam will not be allowed to take the exam.
2. Students are not allowed to leave the examination room until at least 30 minutes have passed since start of the exam.
3. Students must place their ID card at the top corner of their desk. If you forget to bring your student ID with you, you will not be able to take the exam.
4. The only items that you may place on your desk during an exam are a student ID card, pencils, pens, eraser and a clock. Pencil cases or clock with calculators are not allowed unless the teacher gives permission. Items that are not allowed on the desk should be placed out of sight in a bag as instructed by the teacher.
5. If you wish to use items such as a handkerchief, tissues or eye drops during an exam check with your teacher first. These are allowed, provided that the teacher gives permission beforehand.
6. Cellphones should be switched off in the examination room and placed out of sight in a bag.
7. The following actions are strictly prohibited. (Including any actions that may be construed as falling under the following).
 - A. Asking another person to take an exam in your place
 - B. Using a piece of paper with answers written on it; using a book or device that is not approved by the teacher to look up information
 - C. Looking at another person’s answers; asking another person for answers.
 - D. Not following instructions from the teacher
 - E. Assisting others to do any of the actions in A-D
 - F. Any other actions that prevent or impede a fair and proper exam process
8. Unless otherwise instructed by the teacher, rules 1-8 should be followed for all exams, including class quizzes.
9. For any other matters not covered in rules 1-8, students should consult their teachers and follow their instructions.

3.3.2. Rules for writing reports

The following actions are strictly prohibited when writing graded reports.

- A. Using false data for writing a report
- B. Omitting to cite the source when quoting something written by another person, such as a book or information found on the internet
- C. Submitting a report written by someone else and falsely claiming it as your own work
- D. Assisting others to do any of the actions in A-C
- E. Any other actions that prevent or impede a fair and proper grading process

3.3.3. Penalties for failure to observe the rules

Students who fail to observe the rules for doing exams or writing reports, or who assist other students in non-compliance with these rules, are liable to be penalized in accordance with the academic regulations of Ibaraki University.

In this event, no credits are awarded in the semester to the student for the classes for which he/she was in violation of the rules.

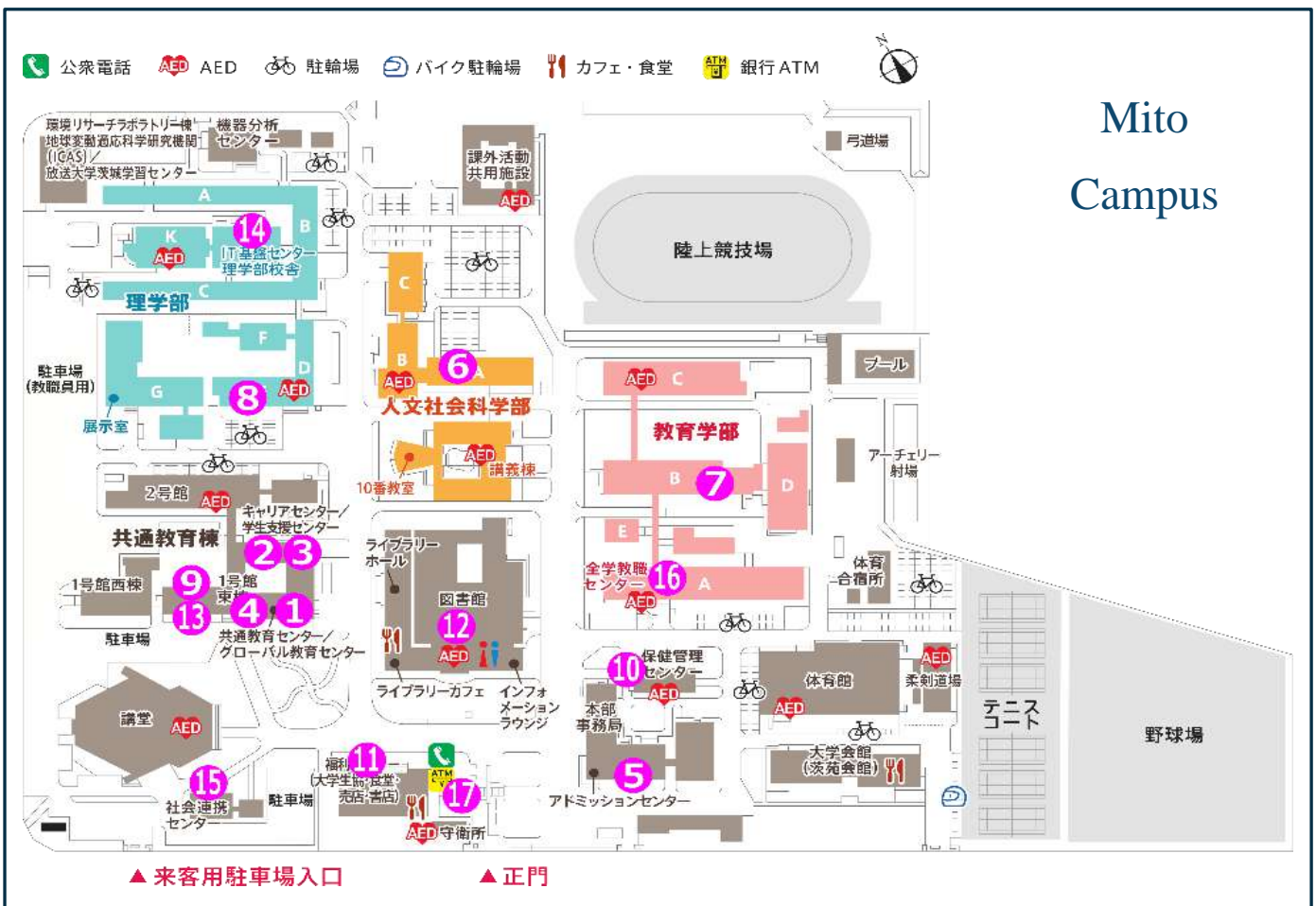
The GP for classes where no credits are awarded is counted as “0.” This is used for the semester GPA and the total GPA.

4. Contact phone numbers

Mito Campus

	Inquiries	Area of responsibility
(1)	General Education Center	029-228-8415 Basic education/university-wide education program
		029-228-8065 Certificates
(2)	Student Support Center	029-228-8067 Temporary absences, leaving/returning to university
		029-228-8055 Extra-curricular activities; incidents and accidents.
		029-228-8060 Student dormitories, GAKKENSAI insurance
		029-228-8067 Exemption of tuition fees
		029-228-8059 Scholarship (for Japanese students)
(3)	Career Center	029-228-8797 Job counseling, internships
(4)	Global Education Center	029-228-8593 Overseas study support, scholarships (for foreign students), International House
(5)	Accounts, Financial Affairs Division, Finance Department	029-228-8561 Payment of tuition fees
(6)	Student Educational Affairs Section, College of Humanities and Social Sciences	029-228-8102 Specialized Subjects, College of Humanities and Social Sciences
(7)	Student Educational Affairs Section, College of Education	029-228-8204 Specialized Subjects, College of Education
(8)	Student Educational Affairs Section, College of Science	029-228-8332 Specialized Subjects, College of Science
(9)	General Consultations	029-228-8595 Drop in for general consultations
(10)	University Health Center	029-228-8082 Medical issues; check-ups/examinations/first aid; health consultation, mental health consultation
(11)	University Co-op	029-225-3384 Support for accommodation and part-time work
(12)	Library	029-228-8076 Library available for student use

(13)	Barrier-Free Office	029-228-8499 Barrier-free consultation services (e.g. students with physical disabilities)
(14)	Center for Information Technology(Mito)	029-228-8750 PCs, campus IT network and information security
(15)	Social Collaboration Center	029-228-8585 Community activities, projects
(16)	Center for Teacher Education	029-228-8816 Education courses (teaching license)
(17)	Gatekeeper	029-228-8035 Emergency contact (holidays/night-time)



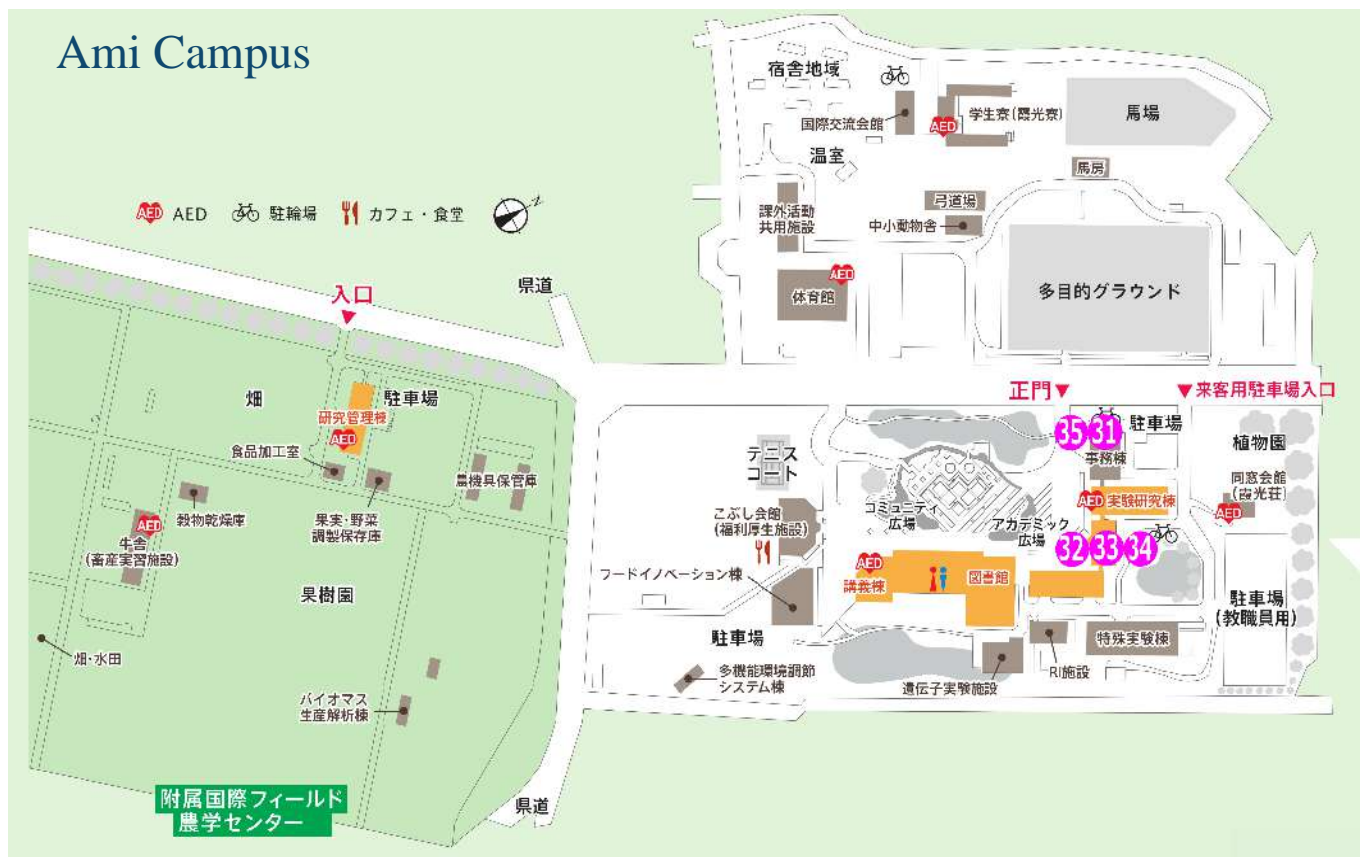
Hitachi Campus

Inquiries	Area of responsibility
(21) Student Educational Affairs Section, College of Engineering	0294-38-5011 Student relations
(22) Ibaraki University General Consultations Hitachi branch	0294-38-5232 General consultations
(23) Health Office, Faculty of Engineering	0294-38-5019 Medical issues; check-ups/examinations/first aid; health consultation, pastoral consultation
(24) Center for Information Technology (Hitachi)	0294-38-5014 PCs, campus IT network and information security
(25) Gatekeeper	0294-38-5299 Emergency contact (holidays/night-time)



Ami Campus

	Inquiries	Area of responsibility
(31)	Student Educational Affairs Section, College of Engineering	029-888-8519 Student relations
(32)	Ibaraki University General Consultations Ami branch	029-888-8691 General consultations
(33)	Health Office, Faculty of Engineering	029-888-8529 Medical issues; check-ups/examinations/first aid; health consultation, pastoral consultation
(34)	Center for Information Technology Ami	029-888-8623 PCs, campus IT network and information security
(35)	Security	090-4751-9601 Emergency contact (holidays/night-time)



5. General consultations



Want to talk to someone but don't know who to ask?



Whatever your concerns or worries.

Want to talk to someone but don't know who to ask?

- General consultations (9) Branches (22) (32) p10-14

If you want to talk to another student

- Tutors p15

University matters, student life

- Supervisors p15
- Global Education Center (4) p16



Help on your queries and concerns

Class matters

- Basic subjects → General Education Center (1)
- Specialized subjects → College Student Educational Affairs Sections (6) (7) (8) (21) (31)

Certificates

- Scholarships Mito > Global Education Center (4) Hitachi and Ami > Student Educational Affairs Sections (21) (31)
- Student certificates, certificates of expected graduation (regular students), medical certificates Certificate issuing machines (1)
- Other certificates Mito > General Education Center (4) Hitachi and Ami > Student Educational Affairs Sections (21) (31)

Exemption of tuition fees, deferred payments

- Student Support Center (2)

Temporary absences, leaving/returning to university

- Mito > (1) General Education Center (1) Hitachi, Ami > Student Educational Affairs Sections (21) (31)

Incidents and accidents

- Mito > Student Support Center Center (1)
- Hitachi, Ami > Student Educational Affairs Sections(21) (31)

Job hunting

- Career Center (3)

Status of residence

- Global Education Center (4) p16
- Immigration Bureau (Mito branch)
- Hitachi, Ami > Student Educational Affairs Sections (21) (31)

Mental and physical health

- University Health Center (10)
- Hitachi, Ami > Health Offices (23) (33)

"Barrier free" matters

- Barrier Free Office (13) p16

Harassment

- Counsellor p17
- University Health Center (10)
- Hitachi, Ami > Health Offices (23) (33)
- General consultations (9) Branches (22) (32) p16

5.1. Supervisors and student representatives

Each College has different advisers, such as heads of year and supervisors, who are available for students to talk to. You should feel free to discuss any issues with your studies, university life or any other general concerns that you may have.

If you are unsure whom to consult, ask your College Student Educational Affairs Section.

5.2. Tutors

Tutors are students who help overseas students with study matters and university life. Individual tutors are available for consultations with overseas students on a wide range of matters. There is also an international exchange common room (Mito, Ami) and an international exchange salon (Hitachi), where international and Japanese students can interact together. Tutors are there during the lunch break and are available for consultation if required.

If you have any inquiries about tutors, please ask the Global Education Center on the Mito campus or the Student Educational Affairs Section on the Hitachi and Ami campuses.

5.3. General consultations drop in

Each campus has a General Consultation drop in room (“Ibadai-nandemo” room). Students can drop by for a chat if they have any issues or concerns to discuss and are unsure whom to ask. Feel free to ask about anything you like.

If you’re worried about speaking in Japanese, you can take a tutor or a friend along with you. Student privacy is guaranteed for all these consultations.

You may be referred to other contacts appropriate to the subject matter of the consultation.

<https://www.ibaraki.ac.jp/education/studentssupport/anything/>



5.4. Barrier Free Office

There is a Barrier Free Office on each campus for students with disabilities.

If necessary, we will raise any issues required with the University Health Center and the relevant College in order to give you a proper response.

<http://ssc.lae.ibaraki.ac.jp/counselling/barrier-free/>



5.5. University Health Center

Doctors, nurses and counsellors are available at the Health Center to help you with all physical and mental health matters.

Regular students are asked to have a medical check-up in April every year. The schedule for this is published on the website.

<http://www.health.ibaraki.ac.jp/index.html>



5.6. Global Education Center

Global Education Center advisers are always available for consultations with international students. You should feel free to discuss any issues with your studies, university life or any other general concerns that you may have.

Global Education Center consultations

<http://cge.lae.ibaraki.ac.jp/about/consultation.html>



Renewals of residence permits are handled by the Global Education Center on the Mito Campus, and by the Student Educational Affairs Section on the Hitachi and Ami campuses.

5.7. Career Center

Career Center staff are happy to talk to students about job hunting and internships. Students can book a meeting time in the Ibaraki University CareerNavi.

Ibaraki University CareerNavi

<https://sp.uc.career-tasu.jp/login/>

<http://career.admb.ibaraki.ac.jp/index.html>



5.8. Harassment Counsellor

If you have experienced harassment of any sort at the University or in relation to your research, or you have been a victim of sexual harassment, please contact the Harassment Counsellor.

Alternatively, you are welcome to come to the University Health Center for a consultation.

Harassment Counsellor

<https://www.ibaraki.ac.jp/education/studentssupport/harassment/>



6. Procedures and Certificates

6.1. Change of address and telephone number

If the address or phone number registered at the time of your enrollment changes, please register the new details on the Education Affairs Information Portal (Dream Campus).

Please also register the new details if your emergency contact information changes (e.g. for family members in your home country).

6.2. Student enrollment certificates, results certificates, expected graduation certificates, medical certificates (automatic certificate issuing machine)

You can obtain regular student enrollment certificates, results certificates, certificates of expected graduation and medical certificates from a certificate issuing machine if you have a student ID card.

If you need help using these machines, Mito Campus students should ask the General Education Center and Hitachi and Ami Campus students should ask the Student Educational Affairs Section.

The automatic certificate machines are available as follows:

During semesters: 8:00AM - 6:00PM Monday-Friday

During breaks: 8:30AM - 5:15PM Monday-Friday

Not available on Saturdays, Sundays, public holidays, New Year holiday period and when the University office is closed. The machines may also be occasionally unavailable at short notice.

6.3. JR student discount certificate (from certificate issuing machine)

Regular students can buy JR train tickets at student discounts (Research students, non-degree students and special audit students are not eligible for this discount).

You can obtain a student discount certificate (*gakuwari*) from a certificate issuing machine using your student ID card. Show this whenever you buy a JR ticket

6.4. If your certificate is not available from a machine

For enrollment or results certificates for research students and special audit students, or certificates in English, Mito Campus students should ask the General Education Center and Hitachi and Ami Campus students should ask the Student Educational Affairs Section.

6.5. Scholarship certificates

For scholarship certificates for international students, Mito Campus students should ask the Global Education Center and Hitachi and Ami Campus students should ask the Student Educational Affairs Section.

6.6. Overseas travel

If you are traveling abroad (outside Japan) while a student here, please submit an “Overseas Travel Information Form/Private Travel Notification.”

Please submit these to the Global Education Center on the Mito Campus, and the Student Educational Affairs Section on the Hitachi and Ami Campuses.

Overseas Travel Information Form / Private Travel Notification

<https://www.ibaraki.ac.jp/student/notification/voyage/>



6.7. Withdrawing from university; temporary absence; returning to university; transferring college

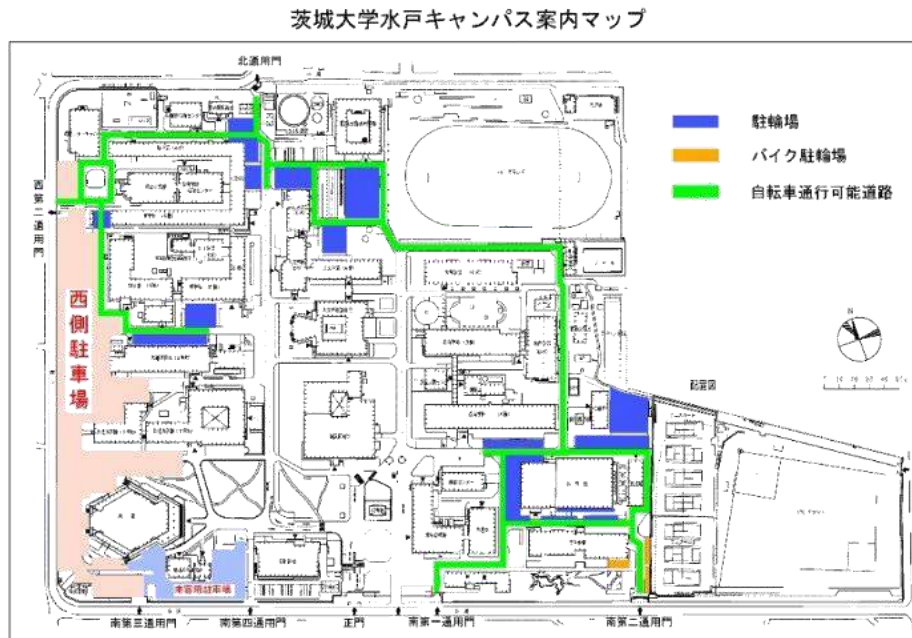
Please talk to your academic supervisor beforehand if you are considering leaving university because of illness or for any other specific reason (e.g. withdrawal from your course), or if you are not going to attend classes for a period of two months or more (temporary absence), or if you are resuming classes after a period of absence. The process is handled by the General Education Center on the Mito Campus and the Student Educational Affairs Section on the Hitachi and Ami Campuses.

If you wish to change your college or the course you are studying (transfer of college or course), please talk to your academic supervisor beforehand. There is a screening process for students who wish to transfer. For more details, please ask the Student Educational Affairs Section in your college.

7. Campus facilities

7.1. Bicycle parking/bicycle toll road

Mito Campus has a dedicated bicycle entrance as well as a cycle path. Please ride your bike slowly and carefully along the green line (cycle path). On campus, bicycles must be parked in bicycle parking lots when not in use.



7.2. Libraries and Learning Commons

Please check the University website for the opening dates and times for campus libraries.

<http://www.lib.ibaraki.ac.jp/guide/calendar/>

The Learning Commons is a place for collaborative and group learning. Food is not allowed, but you can bring in drinks with lids.

<http://www.lib.ibaraki.ac.jp/>

In addition to the library, there are areas in the West Hall on the ground floor of the General Education Building that can be used for joint study and group study sessions.

At Ami Campus, there is also a Learning Commons on the 2nd floor of the Food Innovation Building.



7.3. Student commons

The Student Commons on the ground floor of the General Education Building, next to the Student Support Center, can be used for meetings such as official clubs and societies or student events. For bookings, please make a reservation at the Student Support Center.

7.4. Student lounge

Each college building has a student lounge where you can get together or hold small group meetings.

College of Humanities and Social Sciences: Building A, Building C

College of Education: Building A

College of Science: Building B

College of Engineering: Building E1

College of Agriculture: Experimental Research Building, Kobushi Kaikan

7.5. International Student Exchange Room

The campuses have an international exchange room (Mito, Ami) or an international exchange salon (Hitachi), where international and Japanese students can meet and interact. Tutors are available here during the lunch break for consultations with international students.

Other than at lunch break, these areas are available for general use. Please check the opening hours on the notice boards for each room (for Ami Campus, please ask at the Student Educational Affairs Section).

7.6. Center for Information Technology (University network)

Regular students are given an official email address from the University and can use the campus' wi-fi connection. Other students should apply for campus wi-fi access to the IT Center through their academic supervisor.

Please contact the Center for Information Technology for any queries about the campus IT network and official email addresses.

7.7. University Hall (Shien Kaikan)

At Shien Kaikan on Mito Campus, there is a free lounge on the first floor and a reservation-only meeting room on the second floor. You can reserve the meeting room at the Student Support Center.

7.8. Cafeterias, cafes

There are two cafeterias on Mito Campus: the co-op cafeteria and Shien Kaikan cafeteria. There is a cafe on the first floor of the library.

Both Hitachi and Ami have a co-op cafeteria.

7.9. Work out room

There is a workout room in the gym on Mito campus. Students who wish to use the workout room should apply at the Student Support Center. Before use, students must have a safety briefing to show them how to use the equipment.

8. Extra-curricular activities

8.1. Club activities

Please see the website for official clubs at Ibaraki University. These activities are a good opportunity to interact with Japanese students, so students are strongly encouraged to find some clubs that interest them.

<https://www.ibaraki.ac.jp/education/activity/circle/index.html>



9. Tuition fees, scholarships

9.1. Payment of tuition fees

Check the relevant documents and the University website to find out when your tuition fees are due.

<https://www.ibaraki.ac.jp/student/payment/>



9.2. Exemption of tuition fees, deferred payments

There is support available for students who have difficulty in paying their tuition fees for economic reasons (research students and non-degree students are not eligible to apply for this).

There is a set period for application to this system. Please check the details carefully if you wish to apply.

- Application for exemption to pay tuition fees (exemption)
- Application for deferral of tuition fees (deferral)

<https://www.ibaraki.ac.jp/student/economicssupport/exemption/index.html>



Details of any briefing sessions on this will be posted on the notice board of the information portal system and sent out by official email.

9.3. Scholarships

9.3.1. Reservation candidates for the Japan Student Services Organization (JASSO) International Student Reservation Program

Following application, students complete the enrollment process at the beginning of April. Details of the process will be posted on the Dream Campus information portal and sent out by official email.

9.3.2. Scholarships provided by private scholarship organizations

Details of scholarships from organizations providing grants for university entry will be posted on the Dream Campus information portal and sent out by official email. Application criteria and grant conditions vary by organization. The number of students eligible for these scholarships is limited.

10. Insurance

10.1. National Health Insurance

International students living in Japan must enroll in the National Health Insurance system. You can apply for National Health Insurance at the City Hall. Monthly insurance premiums must be paid at a bank or convenience store using a payment slip

If you subscribe for National Health Insurance and need hospital treatment, your medical fees are discounted by 70% if you show your National Health Insurance Card.



<https://www.city.mito.lg.jp/001245/001355/index.html>

10.2. Gakkensai (Accident insurance); Gakkenbai (Liability insurance)

All Ibaraki University students must subscribe to *Gakkensai* and *Gakkenbai* insurance. For more information, Mito Campus students should ask at the Student Support Center and Hitachi and Ami Campus students should ask at the Student Educational Affairs Section.



<http://www.jees.or.jp/gakkensai/index.htm>

10.2.1 Student education and research insurance for disasters and accidents (Gakkensai)

This insurance covers personal injuries during class, extracurricular activities, or accidents on your way to or from the University.

10.2.2. Student education and research liability and accident insurance (Gakkenbai)

This insurance covers you if you cause an injury to someone else or damage someone else's property during a class or extracurricular activity, or while on your way to or from the University.

10.3. Overseas student insurance

The insurance in 10.2 only applies for University classes and activities.

Also, if you have an accident or fall ill while studying abroad, you may not be able to cover all your expenses with the insurance in 10.1 and 10.2 alone.

Students are recommended to obtain overseas student insurance to cover them for the entire period of their study overseas.

Students subscribing to *Gakkensai* insurance in 10.2 are also eligible to subscribe to *Inbound futaiagakuso* (Comprehensive personal liability and accident insurance for inbound students). For those who wish to apply, Mito Campus students should ask at the Student Support Center and Hitachi and Ami Campus students should ask at the Student Educational Affairs Section.

11. Status of residence

11.1. Residence card

Please ensure you carry your residence card with you at all times.

11.2. Notification of residence

If you change your address, please notify this at City Hall. You are required to do this at the city office of your previous address as well as your new address.

11.3. Change or renewal of status of residence

Please go to the Immigration Bureau to change your status of residence or amend your period of stay.

Mito Campus students should ask the Global Education Center and Hitachi and Ami Campus students should ask the Student Educational Affairs Section for any documents required and for any sections that need to be filled out by the organization to which the student is affiliated.

Renewal procedure

<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-3.html>



Submission

http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU_KOSHIN/zairyu_koshin10_18.html



Guidelines for renewing your residence permit

http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri07_00058.html



11.4. Permission for activities other than those permitted by the status of residence (temporary work)

If your residency status is “Student”, in principle you cannot do anything other than study or research-related activities.

If you need to work part-time, you should apply for a permit at the airport upon arrival in Japan, or else at the Immigration Bureau.

You can work part-time for up to 28 hours a week (up to 8 hours a day during summer and spring breaks).

<http://www.immi-moj.go.jp/tetuduki/zairyuu/shikakugai.html>

<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-8.html>



11.5. Temporary departures from and re-entry to Japan

11.5.1. Overseas Travel Information Form / Private Travel Notification

If you temporarily leave Japan during your period of overseas study

(1) Let your academic supervisor know

(2) Submit an Overseas Travel Information Form / Private Travel Notification

Mito Campus students should submit these to the Global Education Center; Hitachi and Ami Campus students should submit these to the Student Educational Affairs Section.

<https://www.ibaraki.ac.jp/student/notification/voyage/>



11.5.2. Special re-entry permit

If you plan to return to Japan within one year of leaving the country and before your period of residence ends, you should apply for a special re-entry permit at immigration control at the airport upon departure.

Fill in the "Re-entry and Departure ED Card" at the airport and show your ED card and residence card at immigration control.

If you do not meet the requirements for a Special Re-entry Permit, you should consult the Immigration Bureau as soon as possible.

<http://www.immi-moj.go.jp/tetuduki/zairyuu/minashisainyukoku.html>



11.6. Status of residence during a leave of absence from university

If you take a temporary leave of absence, even if there is time remaining on your student visa, you will have to return to your home country. If you need to stay in Japan during your leave of absence, you must apply to change your status of residence to one that suits your reason for staying.

11.7. Status of residence after graduation

If you live in Japan after graduation, you must apply to change your status of residence according to your planned activities in Japan, even if you have time remaining on your student visa.

Please note that if you do not make this change, you will be deemed to be an illegal alien.

11.8. Status of residence for seeking employment

Regular international students who look for employment in Japan after graduation, can change their status of residence to “Designated activities (to continue seeking employment).”

Mito Campus students should ask the Global Education Center and Hitachi and Ami Campus students should ask the Student Educational Affairs Section for the letter of recommendation that is required for changing their status of residence.

http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU_HENKO/zairyu_henko10_21_10.html



11.9. Status of residence when moving to another university

If your status of residence is “Student” and you get a job in Japan after graduating or go to another university or graduate school in Japan, you must notify the Immigration Bureau within 14 days of leaving Ibaraki University.

<http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri1000014.html>



You can submit your notification at the Immigration Bureau, or else by post or online.

<https://www.ens-immi.moj.go.jp/NA01/NAA01S/NAA01STransfer?hdnGng=L1>



11.10. Tokyo Immigration Bureau (Mito branch)

There is an Immigration Bureau branch office in Mito in Ibaraki Prefecture.

Mito Legal Affairs Joint Government Bldg. 1F, 1-1 Kitamicho, Mito City,
Ibaraki Prefecture

[Tokyo Regional Immigration Services Bureau | Immigration Services Agency of Japan \(isa.go.jp\)](http://isa.go.jp)

For any issues that cannot be handled at the Mito Immigration Bureau branch, please go to the Tokyo Immigration Bureau.

<http://www.immi-moj.go.jp/soshiki/kikou/tokyo.htm>



12. Daily Life

12.1. Lost and found (On and off-campus)

Lost or forgotten items at the University are kept in the office of the building where they are found. Otherwise, they are kept at the security desk.

For all lost and found items off University premises, please go to the nearest police station.

12.2. Theft and burglary

Please take the following precautions to protect against the possibility of theft of goods or money, or of being mugged or attacked.

- Please keep your valuables safe when you go out (securely on your person if you take them with you).
- Keep your bicycle securely locked when not in use.
- Don't walk alone late at night.
- Don't walk alone on a street if there is no-one else around.
- Always keep the entrance door to your apartment locked.
- If someone comes to your apartment, check to see who it is before opening the door (If you are unsure, do not open the door).

Call the police (110) to report a crime. In addition, Mito Campus students should notify the Student Support Center, and Hitachi and Ami Campus students should notify the Student Educational Affairs Section.

12.3. Traffic accidents

Bicycles, cars and motorcycles are convenient, but can also cause traffic accidents. Please take care when driving or walking along the road to ensure that you are not involved in an accident, or that you do not cause an accident.

If you are involved in an accident, call the police (110) and the fire service (119) immediately and help anyone who is injured or needs assistance. Notify the police (110) even if it is only a small accident. In addition, Mito Campus students should notify the Student Support Center and Hitachi and Ami Campus students should notify the Student Educational Affairs Section.

If you have any inquiries related to an accident, including legal matters and discussions post-accident with any other parties involved (e.g. handling an out of court settlement (settlement with the other party)), you can discuss these at the accident consultation office. This service is free of charge.



<https://www.pref.ibaraki.jp/somu/nishise/kenminfukushi/kotsuujiko/kotsuujiko.html>

12.4. Malicious business practices, religious recruitment activities

Fraudulent business practices that involve deceiving people into paying money are on the rise among university students. These include fake invoices in spam email, multi-level marketing schemes and phishing scams.

If you have been affected by any of these, please contact the Consumer Affairs Office or Consumer Affairs Center immediately. In addition, Mito Campus students should notify the Student Support Center and Hitachi and Ami Campus students should notify the Student Educational Affairs Section.

<http://www.kokusen.go.jp/map/>

Consumer hotline 188

Consumer Affairs Center, Ibaraki Prefecture 029-225-6445



Also be aware of the activities of religious cult groups. Solicitations to join religious organizations may be dressed up as invitations to a study group or an interesting club or society. Do not give your phone number away to groups you don't know.

If you notice any suspicious activity, students should notify their academic supervisor (Mito Campus students can also notify the Student Support Center and Hitachi and Ami Campus students can notify the Student Educational Affairs Section).

12.5. Drug addiction

Substances such as stimulants and *kiken* drugs are bad for you, both physically and mentally. Just using these once can lead to addiction and repeated use which may be difficult to resist.

Please avoid using these substances at all times.

12.6. Using the internet and social media

The internet is very convenient, you must be extremely careful when using it.

Never share any personal information about yourself or others online. You are solely responsible for the content you send out on social media. Make sure that you do not post anything that may be harmful or hurtful to others. Be aware that once you post a message, it can be widely accessed and cannot be erased. In addition, even if you post something anonymously, the original sender of a message can always be traced.

12.7. Post

If you move, you can send a "Notification of change of address" to the post office. Your mail will be re-directed to your new address for one year. This service is free of charge.

<https://www.post.japanpost.jp/service/tenkyo/>



12.8. Garbage disposal

In Japan, garbage is divided into three categories: “burnable garbage,” “non-burnable garbage,” and “recyclable garbage.” Each category is collected on specified days of the week.

Use the designated garbage bags according to the type of garbage. Garbage bags can be purchased at supermarkets and convenience stores.

The rules for separating and disposing of garbage differ depending on the city or town where you live. Please check these carefully and be sure to follow the rules.

Mito

https://www.city.mito.lg.jp/001133/001186/p020636_d/fil/shinbunbetsu_pamphlet.pdf



Hitachi

<https://www.city.hitachi.lg.jp/shimin/007/002/001/p050290.html>



Ami

<http://www.town.ami.lg.jp/0000000324.html>



13. In the event of an emergency

13.1. Police (Incidents and accidents)

Notify the police immediately in the event of a crime, burglary or accident. Call **110**.

13.2. Fire service (Fire, injury or sudden illness)

Notify the fire department immediately in the event of a fire, a serious injury, or if a person falls sick. Call **119**.

When you call you will be asked, “Are you calling about a fire or for an ambulance?” You need an ambulance if a person is injured or sick.

13.3. Earthquakes; typhoons

Small earthquakes are a regular occurrence in Japan. Always be aware that there is a possibility of a larger earthquake at any time.

When you go to bed, make sure you are not near any furniture that could fall over or large objects that could fall on top of you.

If you have a family, have a plan for how you will contact each other if you are separated, and for where you will meet.

In the event of a major earthquake, make sure you protect yourself from falling or toppling objects, whether you are inside or outside.

Make sure you put out any flames immediately so a fire does not spread.

If a large typhoon is imminent, keep up to date with information online as necessary. Evacuate quickly if the situation is dangerous.

If a nearby river is on the brink of overflowing, do not approach the river on your own under any circumstances to check the water level.

If you are going to a disaster shelter, check up on your neighbors and evacuate with them.

If you have evacuated because of a major earthquake or typhoon, make sure you let the University know and contact the embassy in your country.

Check the information posted on the University website in the event of a disaster. <https://www.ibaraki.ac.jp/index.html>



13.4. Emergency contacts

13.4.1 Disaster safety verification email

In the event of major disaster, Ibaraki University will send out an email to confirm that everyone is safe. Reply promptly to any messages from ibarakiuniv@mamail.jp.

13.4.1. Emergency contacts

Save the University contact details information on your mobile phone in case you need to contact us urgently in the event of an accident or incident.

Please contact the Student Educational Affairs Section on weekdays and the security office on each campus on holidays and at night.

Mito	Weekdays	Student Educational Affairs Section, College of Humanities and Social Sciences	029-228-8102
		Student Educational Affairs Section, College of Education	029-228-8204
		Student Educational Affairs Section, College of Science	029-228-8332
		Student Support Center	029-228-8055
		Global Education Center	029-228-8593
	Evenings & Holidays	Gatekeeper	029-228-8035
Hitachi	Weekdays	Student Educational Affairs Section, College of Engineering	0294-38-5011
	Evenings & Holidays	Gatekeeper	0294-38-5299
Ami	Weekdays	Student Educational Affairs Section, College of Agriculture	029-888-8519
	Evenings & Holidays	Security	090-4751-9601

14. Support services for international students after returning home

The Global Education Center will keep you in touch with University affairs and information, even if you have graduated or completed your course.

Contact ryusodan@ml.ibaraki.ac.jp



15. Checklists: Arrival in Japan; Returning home to your native country

15.1. Checklist after arrival in Japan

- Procedure for moving into your new accommodation
 - Moving in agreement
 - Electricity, water and gas contract
- Procedure for City Hall
 - Residency registration
 - National Health Insurance: procedure for reducing insurance premiums
 - National Pension: procedure for deferral of insurance premiums

15.2. Pre-departure check list (returning home)

- University
 - Notify your academic supervisor of the date of your return home
 - Inquire about procedures for returning home at the Global Education Center and the Student Educational Affairs Section
 - For instance, if you need your results certificate in English, you should request this at least one month in advance.
- Apartment and accommodation
 - Notify your caretaker at least one month before you return home to arrange your move out and to settle your rent.
 - Arrange to terminate your electricity, water and gas contract. Ensure you settle any outstanding charges.
 - Arrange to terminate your mobile phone and internet access contract. Ensure you settle any outstanding charges.

- Bank
 - Close your bank account. Make sure you clear any charges to your account (credit card, etc.) and wait for any payments into your account (wages for part-time work, etc.) before closing the account.
- City Office
 - Submit notification of moving out.
 - Stop your National Health Insurance subscription and settle balance.
 - Stop your National Pension scheme payments and settle balance.
- Residence Card
 - Return your residence card at airport immigration control on your day of departure.

16. Change of address check list

- Post Office
 - Notification of change of address
- City Office for previous address
 - Submit notification of moving out.
 - Stop previous National Health Insurance subscription.
- City Office for new address
 - Submit notification of moving in.
 - Start new National Health Insurance.
 - Change address for National Pension scheme.

Ibaraki University, Center for Global Education

2-1-1 Bunkyo, Mito, Ibaraki, Japan 310-8512

TEL 029-228-8593 IOIU@ml.ibaraki.ac.jp

[Website] <http://cge.lae.ibaraki.ac.jp/>

[Facebook] <https://www.facebook.com/ibadai.cge>

[YouTube] <https://www.youtube.com/user/ibaryusen/>

