

2021 Spring Enrollment



International Student Handbook

国立大学法人福島大学 国際交流センター
Fukushima University International Center

What's on the Front Cover?

Welcome to Fukushima University. We are thrilled to have you all here, and sincerely hope that your time in Fukushima will be a memorable and fulfilling one. In addition to academic studies, there are a lot to experience while you are in Fukushima, and just a few of which are introduced on the front page.



The **Waraji Festival** takes place in Fukushima City in early August, which features a parade of Japan's largest twelve-meter long straw sandal (waraji) being carried by over a hundred people.



Sakura (cheery blossoms), one of the most beloved flowers in Japan, burst into bloom in April every year in hundreds of Fukushima's great Sakura viewing spots.



Onsen (Hot spring) is a perfect place for a relaxing time. Each Onsen has its own unique characteristics such as the types of the waters and styles of the baths.



Okiagari Koboshi, a well-known papier-mache toy, is considered to be a symbol of tenacity and good health as it gets back up when pushed down.



Peaches are a hallmark of Fukushima – which already has a reputation as a “fruit paradise” – with twenty percent of Japan's peaches grown here.



Music created by a famous composer from Fukushima City, Yuji Koseki, has been widely used in major events including 1964 Olympic Games and many school songs in Japan. Heard a catchy song at the platform of the Fukushima station? That's his song, too.



Akabeko (red cow in local dialect) is a traditional papier-mache toy based on a legendary cow from the Aizu region.



The **agricultural and livestock products** that come out of Fukushima's diverse natural environment are rich in flavor and variety. **Sake**, using high-quality local water and rice, is produced in more than sixty different sake breweries in the region. Our university also has its own sake brand called Yui !



Soma Nomaoi, a millennium-old ritual and a symbol of Fukushima's samurai spirit, takes place in northern Hamadori every year, where over four hundred samurais in armor mount their warhorses and dash through the fields.



The **Pacific Sea** along the coast of Hamadori region is where warm and cold currents meet, and that makes the area a rich fishing ground. **Inawashiro Lake**, located right at the center of Fukushima, welcomes tourists from all over Japan.



Mt. Bandai, rated one of the top 100 mountains in Japan, is loved for its dramatic beauty, great hiking courses, and world-class ski-resorts. **Mt. Shinobu**, sitting in the middle of Fukushima City, is a symbol of the city.



Fireworks shining in the pitch-dark sky of a summer night, with many locals of all ages in Japanese traditional cloth, Yukata, enjoying it, is a scene that will continue to remain in your memory long after your study abroad program.

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1. Fukushima University International Center (FUIC)

The International Center welcomes consultations from international students concerning their daily life and academic learning. We can provide information and help with procedures regarding such things as residence status, scholarships and local events, help you to understand aspects of university life you may not be familiar with, introduce you to 'buddies', and provide other support to help enrich your experience at Fukushima University. We have a large selection of books on studying abroad, taking language certification examinations, and learning Japanese language and culture, as well as general books in English, which you are welcome to use. If you have any questions during your university life, please contact the International Center first!

Hours: Weekdays 9:00 – 12:30; 13:30 – 17:00 Tel: 024-503-3067

Email: ryugaku @ adb.fukushima-u.ac.jp (Please delete spaces before and after @.)

1-1. Registering at FUIC

As international students generally have no relatives in Japan, the International Center regularly collects and maintains information such as your address. Below are some of the things you are required to do as a student.

Enrolment Confirmation

At Fukushima University, we confirm the address and contact information (enrolment confirmation) of all international students every year. We use it to provide information to international students, and, if necessary, to contact you in case of emergency. Please make sure that we always have your up-to-date contact information. Enrolment confirmation is carried out around July every year.

Departure Notification

At Fukushima University, when international students temporarily return to their home country or travel to a third country, they are required to submit a 'Departure Notification', informing us in writing of the dates of their departure from and return to Japan. The university must have this information as your student visa is issued on the assumption that you are enrolled in Fukushima University. Please submit a Departure Notification at least two weeks before you depart from Japan. Please note that if you do not complete this procedure, you may not receive important information from Fukushima University.

* If you fail to do your Enrolment Confirmation or to submit a Departure Notification, it may affect your scholarship.

These forms can be downloaded from the International Center website.

Fukushima University International Center HP / Form Downloads:

<http://kokusai.adb.fukushima-u.ac.jp/download.html>



1-2. Change or Renewal of Residence Status (Procedures at Immigration Office)

If an international student completes their study or research and finds a job in Japan, or if a person entered Japan as a family member of an international student but wants to enroll in university as an international student, they must apply to the Japanese Immigration Bureau to change their residence status. Or, if an international student wishes to continue their study beyond their period of stay, they must apply for an extension.

The International Center can act as proxy to apply for renewal of residence status for the Immigration Bureau on your behalf; renewal procedures can be done starting 3 months before visa expiration date. Please contact the International Center to apply for a renewal of residence status.

The International Center Website / Residence Status Procedures:

<http://kokusai.adb.fukushima-u.ac.jp/students/qualification.html>



Residence Status Procedures Locations

Location 1 Sendai Regional Immigration Bureau, Koriyama Branch Office 31-26 Kibogaoka, Koriyama City, Koriyama No. 2 Legal Affairs General Government Building 1st floor [TEL] 024-962-7221	Location 2 Sendai Regional Immigration Bureau 1-3-20 Gorin, Miyagino-ku, Sendai City, Sendai No. 2 Legal Affairs Joint Government Building [TEL] 022-256-6076
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Where Can I Get Help?

Foreign Residency General Information Center

This center provides consultation regarding entrance into Japan and residency.

Location: Inside the Sendai Regional Immigration Bureau. [TEL] 0570-01-3904

1-3. Prohibited Behavior

Cheating

The general term for things that should not be done during exams is '*fusei kōi*,' or 'cheating.' An especially serious form of cheating is what is called '*kanningu*' ('cunning') in Japanese: looking at another student's exam paper or looking at written notes you have secretly brought to the exam. The penalty for cheating is extremely severe: you may lose course credits or be expelled from the university. Please remember that the university is a place to learn and to satisfy your intellectual curiosity. We hope you will lead a fulfilling student life during your time at Fukushima University.

Criminal Behavior

Shoplifting and theft (including bicycle theft) are criminal behavior that should not be taken lightly. If it is discovered that you have committed any of these or other crimes, you will be punished not only by the university but also under Japanese law.

Also, please do not engage in prohibited part-time jobs. [See P19, 5-3-3]



1-4. Buddy System (Exchange Students Only)

Our 'buddy system' can help you become accustomed to university life quickly and study effectively. Your buddy will give you individual advice on the Japanese language, study, daily life, etc. You are also encouraged to teach your buddy the language and culture of your own country, so that you can both benefit. Discuss with your buddy what each of you hopes to get out of the relationship, and have fun interacting and supporting each other.



1-5. Scholarships

Scholarships for privately funded international students are determined based on various criteria, such as academic performance and character. The opening of applications will be announced on the international student bulletin board and the university website.

2. Procedures on Moving to Fukushima

2-1. Registration of Place of Residence

Those who live in Fukushima City for 3 months or longer must register the place of residence at the Fukushima city hall within 14 days of moving to the city. If there is a change in your address, name, residence status, or period of stay, please notify the city office within 14 days.



How to Register Your Place of Residence (for Fukushima City Residents.)

Where	What you will do
General Counter, 1F, Fukushima City Hall [TEL] 024-525-3732	Submit a Notification of Moving in. (転入届 Tennyūtodoke)
What to bring	
<ul style="list-style-type: none">■ Residence Card■ Passport	<ul style="list-style-type: none">■ Two photos (4.5cm x 3.5cm)■ Documents that certify family relations (marriage/birth)*. (for those whose family have also come to Japan) <u>*Original documents (something published by an official facility of the country in question) and a Japanese translation.</u>

2-2. Entering National Health Insurance Program

“National health insurance program” provides a necessary insurance benefit in case of illness, injury, childbirth or death. With this insurance, you will only have to pay 30% of medical expenses incurred (the rest is covered by the insurance). Foreigners staying in Japan for 3 months or longer must enter this insurance program, and you have to pay a premium for it. Please consult the municipal office for entry procedures.



How to Enter National Health Insurance Program (for Fukushima City Residents.)

Where	What you will do	What to bring
General Counter, 1F, Fukushima City Hall [TEL] 024-525-3732	Entering national health insurance program.	<ul style="list-style-type: none">■ Residence Card■ Passport

2-3. Nursing Insurance

When nursing is required, this insurance can cover part of the expenses, allowing you to receive services at a smaller cost. Those who are over 40 years old are required to join this insurance and pay premiums. No procedures are required to join, however, in order to make use of the service, an application to the city is required to determine the eligibility.

Fukushima City Home Page / Senior Citizens Welfare Division: [TEL] 024-525-6551

<http://www.city.fukushima.fukushima.jp/tyouzyu-hukushi/kenko/fukushi/kaigohoken/1351/index.html>

2-4. National Pension

The National Pension is a public pension system that provides pension benefits when you grow old, become disabled, or pass away in return of paying contribution payment between the ages of 20 and 60. Regardless of nationality, all registered residents of Japan are obliged to enroll in the National Pension. Students who are enrolled in universities eligible for 'Special Payment System for Students' can apply for exemption from or postponement of contribution payment. To enter in the pension or do related procedures, please go to the municipal office of your residence.

How to Apply for Exemption from National Pension Premiums (for Fukushima City Residents.)

Where	What you will do	What to bring
National Health Insurance & Pension Division Fukushima City 1st Floor [TEL] 024-525-3738	Applying for exemption from National Pension premiums.	<ul style="list-style-type: none">■ Residence Card or Passport■ (if you have one) A document that shows your 'My Number'

2-5. Taking Out the Gakkensai Insurance

There has been cases where international students cause things such as bicycle accidents and are charged for compensation for damages. To be prepared for such cases, it is highly recommended that you take out the Gakkensai Insurance and Comprehensive Insurance for Students Lives Coupled with "Gakkensai". These two types of insurance cover the cost of medical treatment for injuries and compensation for damages that you caused to others etc. in events that happened both in and out of school (including during classes, part-time jobs and internships.)

Where	What you will do	What to bring
The University Co-op counter	Taking out the Gakkensai Insurance (学研災)	ID (Student ID etc.)
Fukushima University International Center (Building S, 1st floor.)	Taking out Comprehensive Insurance for Students Lives Coupled with "Gakkensai"	The receipt for the payment of Gakkensai Insurance (学研災) premium.

*Please be sure to take out the Gakkensai Insurance first, and then you can move on to register Comprehensive Insurance for Students Lives Coupled with "Gakkensai".

Note: What is 'My Number' (Individual Number)?

'My Number' is a 12-digit number assigned to each and every resident in Japan, and it is a very important piece of personal information used in administrative procedures such as taxation and social welfare.



(1) My Number Notification Card

A My Number notification card is used to notify individuals of their My Numbers, and it is mailed to your address. Notification card alone cannot be used as an identification document.

(2) My Number Card

Once you have received My Number notification card mentioned in (1), you can apply for My Number card at the city hall or online. You can use your My Number card as an ID or to acquire certifying documents such as a copy of the residence record at convenience stores.

For more information, <https://www.kojinbango-card.go.jp/en/>

3. Housing

3-1. Accommodations for International Students

International House (Kokusai Kōryū Kaikan)

The Fukushima University International House (Kokusai Kōryū Kaikan), located in Funaba-chō, Fukushima City, is a residence for international students and researchers at Fukushima University. Units are equipped with a bed, desk, chair, closet, refrigerator, and bookshelf. However, you need to purchase your bedding and cooking items yourself. The Kaikan gives priority to international students coming to Fukushima for the first time, so that they can quickly become accustomed to life in Fukushima. As a general rule, the period of stay is one year for exchange students, and half a year for other students.



Single person units (Monthly accommodation fee: ¥8,900, Number of units: 38)

Student Dormitories

There are two male dormitories – Kisaragi Dormitory and Shinobu Dormitory - and one female dormitory – Aoi Dormitory - in the university campus. All rooms are Western-style, private, and equipped with an electric panel heater, steel desk, bed, bookshelf, etc.



Monthly accommodation fee: ¥7,800.

Noda Residence

Fukushima University's staff housing, the Noda Residence, has some units for international students. These are reserved for families or 2-or-3 persons of the same sex. As a general rule, the period of occupancy is one year, but renewal is possible up to a maximum of two years.



Monthly accommodation fee: ¥10,000 per unit

Apartments

The University Co-op and real estate agents can arrange apartments for international students. Apartments normally include a kitchen, bath, and toilet, and cost about 35,000 to 45,000 yen per month in Fukushima City. Apartments are unfurnished, so you must buy furniture and household items yourself. When renting an apartment, it is common to make a lump-sum payment for “key money” and a security deposit, in addition to the monthly rent. The amount of the lump-sum payment is equivalent to about three to four months' rent.

3-2. Housing in Japan (Apartment rental contracts, etc.)

These are some of the things you need to be aware of if you live in an apartment.



Apartment Rental Contracts (Guarantors)

If you wish to rent an apartment in Japan, you will need a “guarantor.” Fukushima University will serve as a guarantor for international students who meet the following conditions:

■ Conditions

1. The name of all people living in the apartment must be stated in the apartment rental contract.
2. All people named in the condition [1] must join the Comprehensive Renters’ Insurance for Foreign Student Studying in Japan.
3. Rent and utilities must be paid on time.
4. You must abide by what is written in the contract.

For general procedures, please contact the International Center.

Comprehensive Renters’ Insurance for Foreign Student Studying in Japan

This insurance covers a variety of unexpected situations related to living in an apartment, including damage to the apartment and accidents that occur while living in the apartment or while traveling. For details, please refer to the website below. To apply, please visit the International Center.

JEES Comprehensive Renters’ Insurance for Foreign Student Studying in Japan

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



Where to do	What you will do	What to bring
Fukushima University International Center	Application procedures to JEES Comprehensive Renters’ Insurance for Foreign Student Studying in Japan	<ul style="list-style-type: none">■ Student ID■ Information on the apartment you plan to rent. (Temporary contract etc.)

Characteristics and Points to Be Aware of Regarding Japanese Apartments

- In many cases, in addition to the rent, you will be charged a security deposit (to cover the cost of cleaning and/or repairing damage after you move out), key money (an introduction fee) and brokerage fee.
- In most cases, you have to enter contracts for electricity, gas, and water yourself.
- In most cases, apartments are unfurnished. In addition to furniture, electrical appliances, lighting equipment, gas stoves, futons, etc. must be prepared by the renter.



About Living In and Moving Out of an Apartment

- Be sure to pay your rent on time. (Generally, if you fall two months behind in your rent payments, you will be evicted.)
- It is a “contract violation” for a person not named in the apartment rental contract to live in the apartment. If a new person is moving in, be sure to inform the landlord and have the contract changed.

* Violation of either of the above points may affect your scholarship.

- Be sure to separate and put out your garbage according to the rules of your neighborhood.
- Do not disturb your neighbors by making loud noise at night (loud music, parties, etc.)
- When you plan to move out, you should give your landlord or the real estate agency at least one month’s advance notice (sometimes two months’ advance notice is required). This must be done in writing. Giving late notice will usually result in having to pay extra rent.
- When you move out of the apartment, you must leave it empty – just as it was when you rented it. In addition, if the walls of the apartment or any other things have been damaged, you will have to pay the costs of repair separately.

Please note that if the above rules are not observed, or the real estate agent frequently contacts the university due to violation of these rules, the university will not act as your guarantor when it comes time to renew the rental contract.

Things to Take Care in Life at Apartments in Japan.

- You must take off your shoes when you enter a Japanese apartment. (If the flooring or tatami mats are damaged, you will have to pay to have them repaired or replaced.)
- Don't affix large posters to the walls or damage walls by excessive use of thumbtacks, etc. (If walls are damaged, you will have to pay to have them repaired.)
- Please refrain from keeping a pet. (The renter is responsible for damage caused by pets.)
- Clean the kitchen area frequently. (If you don't, stains will become hard to remove.)
- Air out the apartment regularly. (There have been cases where wallpaper had to be replaced due to mold caused by humidity.)
- Be extra careful when using gas or electric heaters or stoves, etc. (Causing a fire can result in you being subject to criminal penalty and liable for damages.)

NOTE: What does it mean to “Restore an apartment to its original condition?”

Take a look at the pictures. These are photographs of an apartment an international student of Fukushima University was renting, taken at the time he/she moved out. When the apartment was first rented, it was undamaged and clean. You can surely judge whether this apartment was well taken care of or not.



Wallpaper peeling off,
floor damage



Wall damage (caused by a pet)



Floor damage

If you rent an apartment, you will have to restore it to its original condition when you move out. This is always written in the contract. The international student who rented the apartment shown in the pictures was charged ¥243,902 when he/she moved out. This is close to the cost of half a year's tuition. To prevent this from happening to you, please take good care of the apartment you rent and keep it clean.

4. Everyday Life

4-1. Banking

By opening a savings account at the post office or a bank, you can make deposits, withdrawals, and remittances; automatically pay utility bills; and make credit card payments.



How to Open/Close a Bank Account.

Where	at a bank or post office	
What you will do	Opening a bank account	Closing a bank account
What to bring in general* *varies depending on the bank / post office.	<ul style="list-style-type: none">■ Residence Card■ passport■ resident certificate or National Health Insurance card■ Inkan seal■ deposit	<ul style="list-style-type: none">■ bank passbook■ cash card■ ID■ Inkan seal

4-2. Mobile Phone

You can buy a mobile phone and sign up for a plan at a mobile phone shop or on the website of a mobile carrier. The required documents vary depending on the carrier, but usually you will need a resident certificate, residence card, passport, student ID card, National Health Insurance card, bank passbook, credit card, etc. If you have just arrived in Japan, you may be asked for a deposit at the time you sign a contract.



These are some of the mobile carriers you can buy a low-cost SIM card.

- AHAMO: <https://www.ahamobile.jp/>
- UQ Mobile: <https://www.uqwimax.jp/>

4-3. Public Services

In order to use public utility services (electricity, gas, water), you need to complete procedures in advance. Please contact your landlord or real estate agent before proceeding.

- Tohoku Electric Power Co., Inc.: [TEL] 0120-175-266 <https://www.tohoku-epco.co.jp/>
- Fukushima Gas: [TEL] 024-534-2176 <https://www.f-gas.co.jp/>
- Fukushima City Waterworks Bureau: [TEL] 024-526-0735
<https://www.city.fukushima.fukushima.jp/suidou/>



It is safe to drink the tap water in Fukushima.

4-4. Being a Member of a Community

As a student, you are a member of the community. Your lifestyle and behavior will be seen as representing the behavior of Fukushima University students. So please be sure to follow the rules where you live and wherever you go.

Alcohol and Smoking

In Japan, drinking alcohol and smoking are only permitted for people over the age of 20.



Loud Noise is a Nuisance to the Neighborhood

You will be living in one of the university's student residences or an apartment. Particularly if you live in an apartment, local people will be your neighbors. Playing loud music or having noisy late-night parties are called 'nuisance to the neighborhood' ('kinjo meiwaku') and are unwelcome. Such behavior can result in new international students not being able to rent an apartment, so please don't do it.



4-5. Driving Cars and Riding Motorbikes

Getting a Driver's License

To drive a car or ride a motorcycle in Japan, you need a valid license. (Japanese law may not recognize an International Driving Permit). If you drive a car or ride a motorbike without a valid license, you may be subject to a penalty of up to 1 year in prison or a fine of up to 300,000 yen.

There are two ways to get a driver's license in Japan:

1) Getting a Japanese driver's license in Japan

To obtain a driver's license, please contact your local driver's license center.



2) Switching to Japanese license

If you have a valid driver's license issued in a country other than Japan and can prove the conditions (a) and (b) below, you are eligible to switch your driver's license to a Japanese license:

- (a) Your home-country driver's license must not have expired.
- (b) You must have lived in your home country for at least 3 months after acquiring your license for that country.

Please contact your local driver's license center for more information.

Fukushima Prefecture Police: <https://www.police.pref.fukushima.jp/04.menkyo/04.menkyo.html>

NOTE: Motor Vehicle Insurance

When you drive a car or motorcycle, please be sure to take out both of the following kinds of insurance.

(1) Liability insurance

This insurance is compulsory. It is the minimum insurance that you must have to cover injured parties in the event that you cause a traffic accident. It is illegal to drive in Japan if you don't have this insurance.

(2) Voluntary insurance

This insurance covers injuries and damage that are not covered by compulsory liability insurance. If you cause a traffic accident, compulsory liability insurance alone usually does not provide sufficient coverage. If the costs of injury or damage are high, they can seriously affect your life, so be sure to get this insurance.

4-6. Bicycles

Registering for Crime Prevention

You do not need a license to ride a bicycle. However, be sure to register your bicycle for crime prevention. Also, if someone gives you a bicycle, be sure to change the registration to your own name. Please contact your local police station to change your bicycle registration. (Changing registration also requires the cooperation of the person who gave you the bicycle.)



Insurance

There has been cases where international students cause bicycle accidents and are charged for compensation for damages they made. To be prepared for this kind of event, it is highly recommended that you enroll in Gakkensai and Comprehensive Insurance for Students Lives Coupled with "Gakkensai". (See P8, 2-5 for more information.)

NOTE: What is an abandoned bicycle?

Bicycles are sometimes abandoned at garbage pick-up locations or by the side of the road. Such not-being-used bicycles are called "abandoned bicycles." We don't know why they are there, but they belong to someone else. If you use one of these bicycles, it is "theft," and you become a bicycle thief.

In some cases, abandoned bicycles are bicycles that have been stolen by someone and then abandoned after being used. In order to avoid raising unnecessary suspicion, it is best to never use an abandoned bicycle.



4-7. Garbage Disposal

Although the specifics vary depending on where you live, it is the norm in Japan for garbage to be sorted and disposed of on set days. The categories of garbage to be sorted are listed below. In the case of Fukushima City, large items cannot be thrown away unless you apply for a pick-up in advance. A fee is charged for throwing away some large items.



Garbage Categories

Burnable garbage	Examples: kitchen waste, paper, wood scraps, clothing
Non-burnable garbage	Examples: metal, broken glass, small household appliances
Recyclable garbage	Examples: beverage cans and bottles, PET (plastic) bottles
Oversized garbage	Examples: Furniture, mattresses, etc.
Items that cost money to throw away	Examples: air conditioners, TVs, refrigerators, washing machines, etc.

* For details, please check the website of the municipality where you live.

How to put out and sort household garbage:

<http://www.city.fukushima.fukushima.jp/gomi-genryou/kurashi/recycling/gomidashi/1156.html>



NOTE: What's this??

Question: Can you guess what this is?



Answer: It's the net at a garbage pick-up location.

At the places where garbage is put out to be picked up, you will find a large net to be used to cover the garbage. This is to prevent food waste from being eaten and scattered by animals and birds (especially crows). When you put out the garbage, please cover it with the net. And, of course, don't forget to separate your garbage!

5. Part-time Jobs

International students (persons with a residence status of “International Student”) are staying in Japan for the purpose of academic study. Therefore, in order to work part-time, you must separately obtain “Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted.”



5-1. Applying for Permission to Work Part-time

Applications for Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted should be filed at the regional Immigration Bureau office in the area you live. (For those living in Fukushima, this is the Koriyama Branch Office of the Sendai Immigration Bureau). The International Center can act as proxy and apply for this permission for the Immigration Bureau on your behalf once a month. If you would like to apply through the International Center, please see the link below to check what documents are required and contact the Center.

For more information:

<http://kokusai.adb.fukushima-u.ac.jp/students/eligibility.html>



NOTE: If you violate the conditions of Activity Other Than That Permitted under the Status of Residence Previously Granted

Violation of the conditions of Activity Other Than That Permitted under the Status of Residence Previously Granted constitutes “illegal employment,” which is punishable by imprisonment for up to 1 year, a fine of up to 2 million yen, or even deportation. In addition, your Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted may be revoked. For more information, please refer to the Japanese Immigration Bureau website.

Of course, violation also means punishment by the university, so please don't do it.

5-2. Keeping Relevant Documents

Please be sure to keep the following documents, which are relevant to your part-time job. You will need them when applying for renewal of residence status for the Immigration Bureau.

- Employment Contract (Make sure you receive this from your employer and check the contents thoroughly)
- Written record showing hours and days you worked.
- Payslip (If you are paid by bank transfer, your bankbook can also be used for the above mentioned procedure.)

5-3. Before You Begin a Part-time Job

On starting a part-time job, please keep the following points in mind.

1) Study Comes First

Please make sure that the hours you spend at your part-time job do not interfere with your university study.

2) Part-time Job Hours

You are allowed to work part-time for up to 28 hours a week (up to 8 hours a day during long holidays). (Working longer hours than this is a violation of your Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted.)

3) Prohibited Part-time Jobs

You are not allowed to engage in the following kinds of part-time jobs:

- Entertainment and amusement related: bars, hostess bars, cabarets, pachinko parlors, game arcades, mahjong parlors, etc., including advertising (e.g., distributing tissue or flyers) for such businesses*

* Entertainment and amusement includes eating and drinking establishments where men or women serve alcohol or provide other customer services to members of the opposite sex. Even when the work is dishwashing, cleaning or distributing tissue or flyers, you are not allowed to work in the above-listed places.

- Work that violates social morals
- Pyramid schemes, multilevel marketing

5-4. Acting Responsibly

As a Student of Fukushima University

If you cause trouble to others in your part-time job, this will hinder the ability of other Fukushima University students to find part-time jobs in the future. When you are working part-time, please don't forget that you are a student of Fukushima University. As a rule, the university is not responsible for any injuries caused by part-time work, so please be careful.

6. Tax

International students who are mid or long-term residents are required to pay income tax and resident tax the same way as Japanese nationals depending on your income level.



Income Tax

Income tax - one of the national taxes and paid to the state - is levied on all income you earn between January 1st and December 31st of the year in question. To declare one's earnings, Income tax returns (確定申告 Kakutei Shinkoku) are filed between February 16 and March 15th of the succeeding year.

Resident Tax

Resident tax - one of the local taxes and paid to the prefecture or municipality where you live - is calculated based on your income over the preceding year.

6-1. What International Students Have to Do Regarding Income Tax and Resident Tax.

Students with multiple part-time jobs or sources of income.

If you have multiple part-time jobs or several sources of income, you have to file an income tax return (確定申告 Kakutei Shinkoku) at the local tax office and pay your income tax yourself during the period mentioned above. If you file an income tax return, you may sometimes receive a refund of part of your income tax.

Students with one part-time job.

For those with one part-time job, usually your employer deducts income tax from your wages each month, which constitutes tax payment. However there are many cases where employees need to file an income tax report themselves. Here is a simple way to find out whether you need to file an income tax report yourself or not. If you have received a Gensen Chōshū Hyō (源泉徴収票, withholding tax statement) from your employer, it means that your employer has already deducted income tax from your wages and you do not need to file an additional income tax report yourself. On the other hand, if you have not received Gensen Chōshū Hyō and it is not going to be issued, you have to file an income report yourself as it

means income tax has not been deducted from your wages.

Students without income

If you have no income in a one-year period (from January 1st to December 31st), you are exempt from paying income tax and resident tax for that year. However, to receive this exemption, you have to file an income status report (Shunyū Jōkyō Moushidesho 収入状況申出書) to the municipality where you live. There are occasions when you can receive financial support based on this report. Also, this income report is used to determine whether your national health insurance tax to be reduced or not, so please be sure to file it.

More details:

<http://www.city.fukushima.fukushima.jp/shimin-sdaini/kurashi/zekin/shiminze/h30sinnkokunittei.html>

6-3. When Leaving Japan upon Completion of Your Program.

When having finished your academic program and returning to your country, you need to pay the remainder of your resident tax (and national health insurance tax).

*In case you could not complete the payment of income tax, resident tax or National Insurance tax before leaving Japan, please appoint someone who has an address in Japan as 'Tax Agent (proxy)' (who will be a proxy and do the procedure of paying taxes on your behalf), and notify the municipality and the Tax Office.

7. Leaving Japan upon Completion of Your Program.

The following procedures are generally required of international students to complete before they return to their home countries upon completion of their academic programs.

7-1. Procedures at the Fukushima City Hall

Where*	What you will do	What to bring
General Counter, Fukushima City Hall 1F.	<ul style="list-style-type: none">■ Submit a Departure Notification (転出届 Tenshutsu todoke)■ Return your 'My Number' card.■ Leave the National Health Insurance.	<ul style="list-style-type: none">■ Residence Card■ 'My Number' Card (if you have one)■ Health Insurance Card■ Documents that state your departure date. (Your plane ticket etc.)■ Payslip (給与明細書 kyuyomeisaisho)
Residential Tax Division, Fukushima City Hall, 2F.	<ul style="list-style-type: none">■ Pay remaining residential tax or choose a tax agent (proxy).	

(*for Fukushima City residents.)

7-2. Moving Out of an Apartment

When you plan to move out, you should give your landlord or the real estate agency at least one month's advance notice (sometimes two months' advance notice is required). This must be done in writing. Giving late notice will usually result in having to pay extra rent.

When you move out of the apartment, you must leave it empty – just as it was when you rented it. In addition, if the walls of the apartment or any other things have been damaged, you will have to pay the costs of repair separately. (See P12 NOTE: What does it mean to "Restore an apartment to its original condition?")

8. Preparing for a Natural Disaster (Earthquake, Typhoon)

The Great East Japan Earthquake struck on March 11, 2011, causing unprecedented loss of life. While it is difficult to predict when an earthquake might strike, it is highly recommended that you acquire accurate disaster prevention knowledge and make it a habit to take appropriate measures so that you can act calmly should a big earthquake occur.

8-1. Taking Care in The Event of an Earthquake

Staying Safe

In the event of an earthquake, ensuring your own safety is your top priority. If you are indoors, take shelter under a desk or table, and watch out for falling objects. Fires may be caused by an earthquake, so check possible sources of fire; for example, close the main gas valve.



If You Are Near the Sea

Fukushima City is far from the sea, so you do not have to worry about a tsunami, but you may sometimes travel to coastal areas. If an earthquake hits when you are near the sea, evacuate to a high place (high ground or a tall building), as far from the sea as possible.



Secure Emergency Exits

Earthquakes can contort buildings and make doors unable to be opened. If you have time when an earthquake occurs, open doors and secure an exit.

If Aftershocks Continue

Be careful not to go near buildings which have been badly damaged. It is recommended that you go to a nearby evacuation center or other safe place.

Don't Rush Outdoors

It is dangerous to rush outdoors during an earthquake, as broken window glass and other objects may fall from above. Be very careful when you go outside.



When Telephones Cannot Be Used

In the event of an earthquake, communication networks may be paralyzed, so that telephones and the Internet cannot be used.



This is due to telephone networks being overwhelmed by safety confirmation calls. In such a case, don't panic, ensure your own safety, and wait for the communication networks to be restored.

8-2. Things to Always Keep in Mind

The experience of the Great East Japan Earthquake taught us that, first and foremost, we are responsible for protecting ourselves in the event of a disaster. This is because telephones and the Internet cannot be used, so we cannot get advice from others. First of all, please keep the following two things in mind.

1) Know where emergency exits are.

Buildings have emergency exit signs like the one below. Make it a habit to pay attention to such signs and information around you.



2) Know where evacuation shelters are.

All districts have designated evacuation shelters to be used in the event of a disaster. Please check the Fukushima City website for the location of your local evacuation shelter(s).

**Fukushima City / Disaster Prevention
and Crisis Management:**



<http://www.city.fukushima.fukushima.jp/bosai/bosaiiki/index.html>

Evacuation Shelter Map:



<http://www.city.fukushima.fukushima.jp/kkanri-gensai/bosai/bosaikiki/bosaimap/5005.html>

8-3. Typhoon



The East Japan typhoon struck in 2019, causing significant damage in Fukushima Prefecture. Typhoon usually pass through Japan around July to October, and heavy rains sometimes lead to flooding and landslides. When a typhoon is approaching, it is a good idea to pay close attention

to the weather forecast, check the areas around your house and keep outdoor items indoors to prevent them from being blown away by strong winds. Be

prepared with things such as a portable radio, a flashlight, drinking water and emergency food, as power may go out. In the event of a typhoon, never go near of swollen rivers or streams.



9. If You Get Sick or Injured

Fukushima University Health Care Center

The Health Care Center, located on the Fukushima University campus, is staffed by a doctors (internal medicine, surgery, and psychiatry) and public health nurses who provide mental and physical counselling, first-aid treatment, and medical examinations. Appointments can be made at the Center's counter, by phone, letter, or email. As a rule, all psychological consultation with psychiatrists are by appointment only.

Hours: Weekdays 9:00 – 16:30 (Lunchbreak: 12:30 – 13:30)

(Closed on Saturdays, Sundays, and national holidays.)

[TEL] 024-548-8068

The Health Care Center website:

<http://www.hcc.fukushima-u.ac.jp/index.html>



Medical Facilities in Fukushima Prefecture:

You can find medical facilities in the prefecture that provides services in foreign languages on the page below.

「Fukushima Iryo Joho Net (ふくしま医療情報ネット)」:

<https://www.ftmis.pref.fukushima.lg.jp/ap/qq/men/pwtpmenuult01.aspx>

*Be sure to bring your National Health Insurance card when you go to see the doctor.

10. In Case of Emergency

If you experience a sudden illness, serious injury, or accident, you can call the numbers below to call for help.

Sudden illness, Severe injury Ambulance [TEL]119 	Fire Fire [TEL]119 	Accidents and Crime Police [TEL]110 
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