



# **Guidance for International Students 2020**



## **Undergraduate and Graduate Students**

**Student Affairs Office**



|   |                                       |                              |
|---|---------------------------------------|------------------------------|
| 1 | Visa and Residence Card               | for all students             |
| 2 | Health Insurance and Medical Expenses | for all students             |
| 3 | Opening a Bank Account                | for all students             |
| 4 | Various contracts                     | for all students             |
| 5 | Scholarship                           | for self-supporting students |
| 6 | Tutor System                          | for graduate students        |

# 1. Visa and Residence Card(1)



## Visa Basics

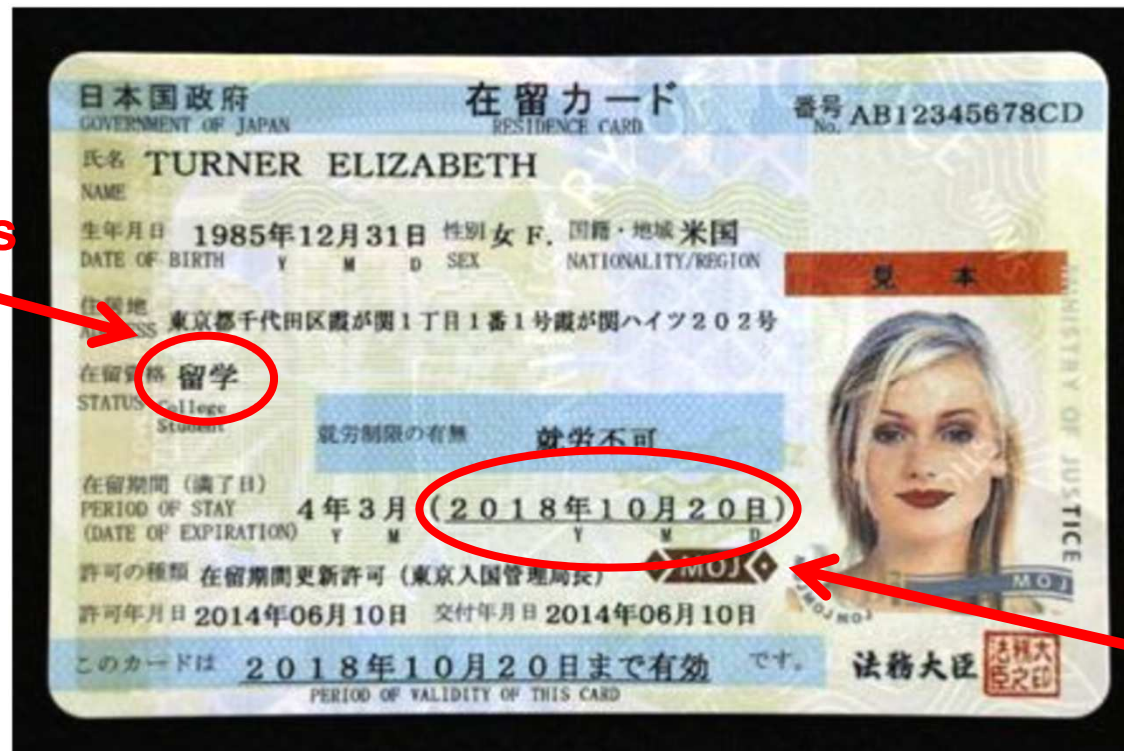
|                   | Visa   | Status of Residence / Visa status   |
|-------------------|--|---|
| <b>What:</b>      | A visa is the recommendation issued by Japanese diplomatic offices overseas and does not guarantee the entry of its beholder into Japan. | All foreigners receive a status of residence when entering Japan. It is the status for your activity in Japan. The status is given to you at the time of your immigration inspection. |
| <b>Who:</b>       | Jurisdiction of the Ministry of Foreign Affairs (Japanese Embassies and Consulates)  | Jurisdiction of the Ministry of Justice (Regional Immigration Bureau)   |
| <b>Where:</b>     | Affixed to your passport after your application to a Japanese diplomatic office overseas.  | Indicated on the landing permission stamp affixed to your passport and on your residence card.  |
| <b>Important:</b> | If your visa is not a multiple entry visa, your visa loses its validity once you enter Japan on the visa.                                | If you no longer engage in the permitted activity, your status of residence loses its validity before it expires.   |

# 1. Visa and Residence Card (2)



## Check your Visa Status !

Visa status



Period of stay

# 1. Visa and Residence Card (3)



***Do not forget to check  
your period of stay!!***

There are 10 different periods of stay (from 3 months to 4 years and 3 months) for international students who are in possession of a student visa. Please confirm your period of stay indicated on your residence card.

# 1. Visa and Residence Card (4)



## Check the back side of your card !

(Back of the card)

| 住居地記載欄                      |                 |             |
|-----------------------------|-----------------|-------------|
| 届出年月日                       | 住居地             | 記載者印        |
| 2014年12月1日                  | 東京都港区港南5丁目5番30号 | 東京都港区長      |
|                             |                 |             |
|                             |                 |             |
|                             |                 |             |
|                             |                 |             |
| 資格外活動許可欄                    |                 | 在留資格変更許可申請欄 |
| 許可: 原則週 28 時間以内・風俗営業等の従事を除く |                 | 在留資格変更許可申請中 |

If a change is made to the place of residence, this is the section where the new place of residence will be entered.

If a foreign national applies for an extension of the period of stay or applies for a change in resident status, this is the section where the fact that the application is pending will be entered.

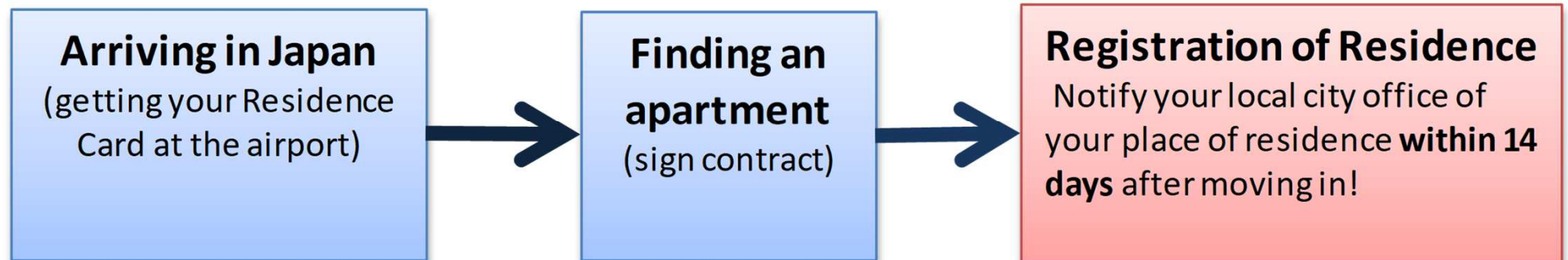
**Note: If permission for extension or change is granted following application, a new residence card will be issued.**

If a foreign national receives permission to engage in an activity other than that permitted under the previously granted resident status, this is the section where the details of the permission will be entered.

# 1. Visa and Residence Card (5)



***Do not forget your  
registration of residence!***



# 1. Visa and Residence Card (6)



***You are required to carry the residence card all the time!***

During your stay in Japan you are required to always carry your residence card with you and to present it to an immigration inspector, immigration control officer, police official or other officials if such official asks you to present your residence card.

If you do not have your residence card on your person or do not present it, a certain penalty may be imposed.



# 1. Visa and Residence Card (7)



***Do not forget to extend  
your period of stay!!***

**Staying in Japan without a valid visa means that you  
are violating Japanese immigration laws. There are  
various types of penalties for overstaying like  
deportation, an overstay fine or imprisonment.**

**PLEASE EXTEND your period of stay at least one  
month prior to your visa's expiration day!!!**

# 1. Visa and Residence Card (8)



## How to extend?

Submit the following documents to the Immigration Bureau:

1. Application for Extension of Period of Stay form (Please download the form from the website of the Ministry of Justice.)

There are pages that have to be filled out by Keio University. Please write your name and residence card number on the form and apply at the Academic Affairs Office. The handling fee is ¥200.

2. Certificate of Enrollment (Obtainable at certificate issuance machine in front of the Academic Affairs Office.)
3. Transcript of Academic Record and Certificate of Course Registration (same as above)
4. Passport
5. Residence Card
6. ID Photo (4cm X 3cm, taken within 3 months)
7. ¥4,000 application fee

# 1. Visa and Residence Card (9)



## *After the extension*

The copy has to be A4 sized!

Please submit a copy of your renewed residence card to the Student Life Section.

Affiliation  
Student ID#  
Name

front

back

# 1. Visa and Residence Card (10)



## *After losing student status*

When you graduate, complete or withdraw from your program, you must return to your country **immediately** because **your visa status will lose its validity even if your period of stay is not expired.**

If you are going to stay in Japan after losing your student status at the school, you must change your visa status which is appropriate for your purpose of stay.

Examples:

- Start working: Status suitable for your work (e.g.: specialist in humanities or international services)
- Job hunting: Designated activities Status

# 1. Visa and Residence Card (11)



## **Part Time Job: Apply for Work Permit!**

Students with a student visa who want to take a part time job must obtain a **work permit** (*Permission to engage in activity other than that permitted under the visa status previously granted*) from the Immigration Bureau beforehand.

~~Also if you are planning on working as a TA/SA at SFC, you will need a work permit.~~

After obtaining the permit students are allowed to work part-time up to **28 hours per week** (up to 8 hours per day during summer, winter, and spring break period).

# 1. Visa and Residence Card (12)



## **Part Time Job: Apply for Work Permit!**

International students are **NOT allowed to work without a work permit** or to have **a job prohibited by the Immigration Law**, such as jobs at bars and pachinko parlors, etc.

It is prohibited to work in such places even as kitchen staff. If there are any violations to the conditions of the part-time work permit, you will be **punished by a fine or forced to leave Japan.**

# 1. Visa and Residence Card (13)



## ***How to apply***

Please submit the following documents to the Immigration Bureau:

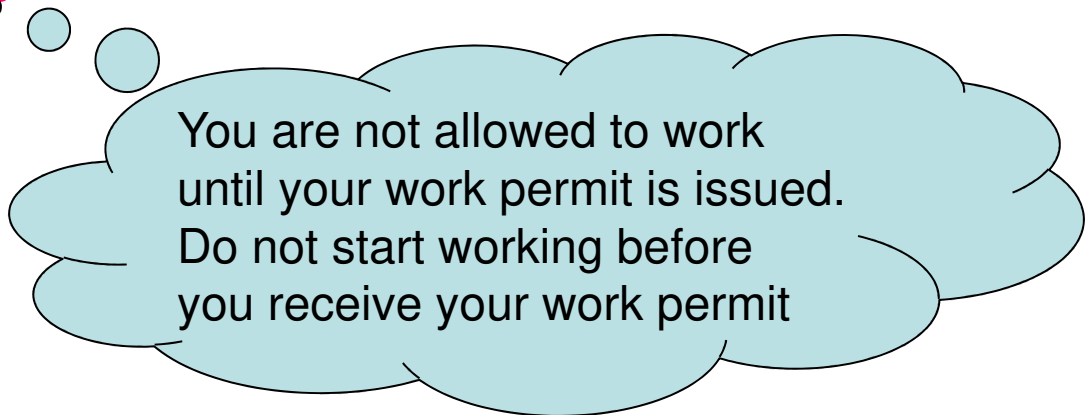
1. Application for Permission to Engage in Activities other than those permitted by the status of residence (Please download the form from the website of the Ministry of Justice.)
2. Document stating what kind of job you are going to have  
(Ex: a copy of your job contract)  
→ This document is not required if you have not found a job yet.
3. Passport
4. Residence Card
5. Student ID

# 1. Visa and Residence Card (14)



## Advice (1)

Your work permit will be issued within 2 weeks to 2 months after application. You can apply for a work permit even if you do not have a part time job yet, so if you are planning to work, please **apply in advance**.



You are not allowed to work until your work permit is issued. Do not start working before you receive your work permit



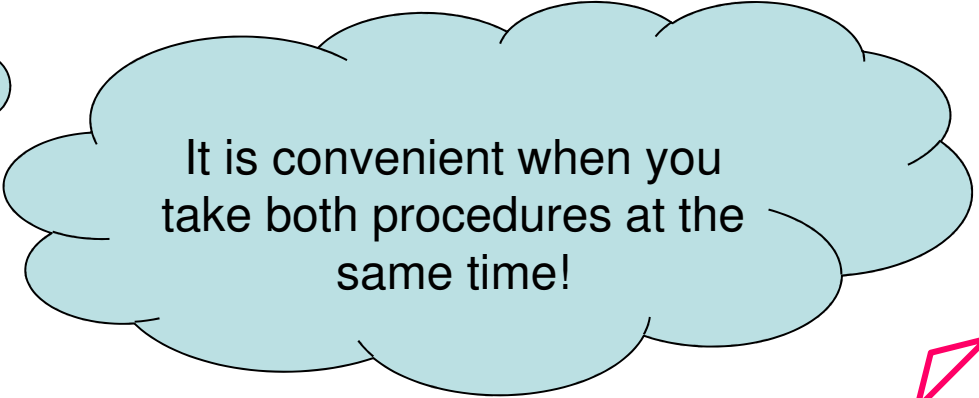
# 1. Visa and Residence Card (15)



## Advice (2)

Your work permit will expire the moment your visa status expires.

Please do not forget to extend your work permit when you take the necessary procedures to extend your period of stay at the Immigration Bureau.



It is convenient when you take both procedures at the same time!

# 1. Visa and Residence Card (16)



***After you receive your work permit . . .***

After you received a work permit seal on the back side of your residence card, **submit a copy of your residence card (front and back sides)** to the Student Life Section at SFC.

# 1. Visa and Residence Card (17)



## Re-entry permit

### Special re-entry permit (*Minashi Sainyukoku Kyoka*)

⇒ Foreign nationals in possession of a valid passport and residence card who will be leaving and re-entering Japan **within one year of departure** and during their granted period of stay, are, in principle, not required to apply for a re-entry permit (this is called a special re-entry permit.).

**When you leave Japan, be sure to present your residence card and tick the column indicating your intention of departure by the Special Re-entry Permit System on an [ED Card for Special Re-entry Permit].**

However, if your period of stay expires within 1 year after your departure, you must **re-enter Japan before the expiration** of your period of stay.

⇒ If you are going to leave Japan for more than one year, please apply for a re-entry permission at an immigration bureau. If you are not a student anymore, you have to return your residence card.

# 1. Visa and Residence Card (18)



## Re-entry permit

再入国出国記録 EMBARKATION CARD FOR REENTRANT ①

WWW 0000000 区分 51

|   |                              |   |
|---|------------------------------|---|
| 氏名<br>(漢字)<br>(Name)  | 氏<br>Family Name             | 名<br>Given Names                          |
| 国籍・地域<br>Nationality/Region   | 生年月日<br>Date of Birth        | Day 月 Month 年 Year 男 1 女 2<br>Male Female |
| 主な渡航先国名<br>Destination  | 航空機便名・船名<br>Flight/Ship Name |   |
| <input type="checkbox"/> みなし再入国許可による出国を希望します。<br>(希望する場合は口にチェックしてください。) |                              |   |
| 署名<br>Signature   |                              |   |

みなし再入国許可で再入国できる期間は出国の日から1年間又は在留期限までのいずれか短い期間です。(特別永住者は出国の日から2年間です。) Special re-entry permission is valid for 1 year from the departure date or until expiry of the period of stay, whichever comes first. この期間を延長することはできません。 This period of validity cannot be extended.

官用欄  
Official Use  
Only

サンプル

\*KA7WWW272128571\*

# 1. Visa and Residence Card (19)



## Review

### **1. Check your period of stay!**

**Don't forget your Registration of Residence!**

**Don't forget to extend your period of stay !**

**⇒ after renewal, report to the university**

### **2. Part time job: obtain a Work Permit !**

**⇒ after obtaining, report to the university**

### **3. If you are returning to Japan within one year, tick the column indicating your intention of departure by the Special Re-entry Permit System on an [ED card for Special Re-entry Permit] and present your residence card.**

# 1. Visa and Residence Card (20)



## Residency Management System

### 1. (For those with status of “student”)

**Notification regarding the organization you belong to**

⇒ When you withdraw from Keio University and want to stay in Japan or enter another school, you must report **within 14 days** of the day the change was made to the Immigration Bureau.

### 2. Change of place of residence (“moving out” & “moving in”)

⇒ When you change your place of residence, you must report the change of your address **within 14 days** after moving in to the city hall of the city you lived before as well as to the municipal office of the city you are moving to.

# 1. Visa and Residence Card (21)



## Residency Management System

### 3. Penalties (revocation of resident status, fines, imprisonment)

- Case example
- You failed to give notification of your place of residence without a justifiable reason
  - You made a false notification or failed to give a notification (place of residence, name of school you attend, etc.)

### 4. Obligation to inform the University

If you change your visa status or extend your period of stay, you **must** report it to the Student Life Section at SFC.

## 2. Health Insurance and Medical Expenses (1)



### <National Health Insurance (KOKUHO)>

International Students who are going to stay in Japan for more than three months are required to join the National Health Insurance (obligatory).



If you don't have National Health Insurance yet...

Please complete the necessary procedures at the National Health Insurance counter at your local city office to join the insurance as soon as possible. The monthly premium varies from ¥2,000 to ¥3,000/month.

\* If you do not join the National Health Insurance, you will have to pay very expensive medical fees and medicine when you get sick or injured. So make sure you join the National Health Insurance!



## 2. Applying for Medical Care Benefits (2)

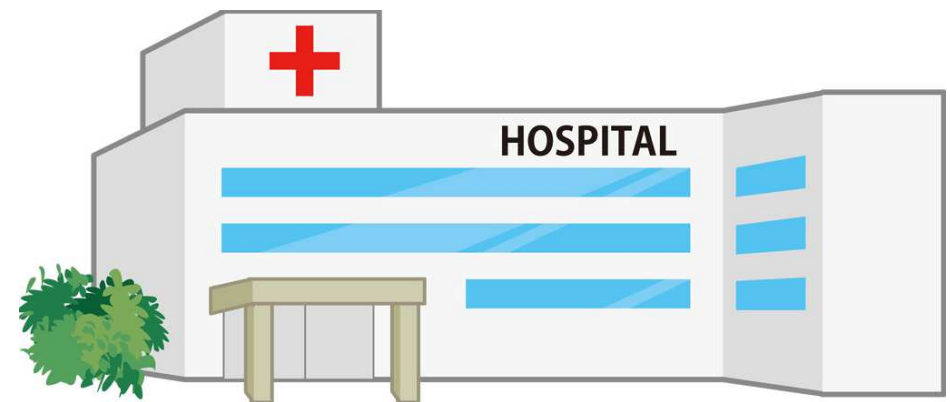


What are the medical care benefits at Keio University?

The university will cover fees exceeding 2,000 yen that are incurred by students using their health insurance card.

The conditions are as follows:

- ① The upper limit of reimbursement per instance of co-payment is 50,000 yen per month.
- ② Only fees exceeding 2,000 yen may be applied for.
- ③ All types of treatment within the same month will be considered a single instance of co-payment.
- ④ The reimbursement limit for one person is 150,000 yen per year (75,000 yen for half a year).



## 2. Applying for Medical Care Benefits (3)



### Treatments that are covered

#### Covered

- Medical examinations and tests
- Treatment materials
- Medication
- Procedures and surgeries
- Hospitalization

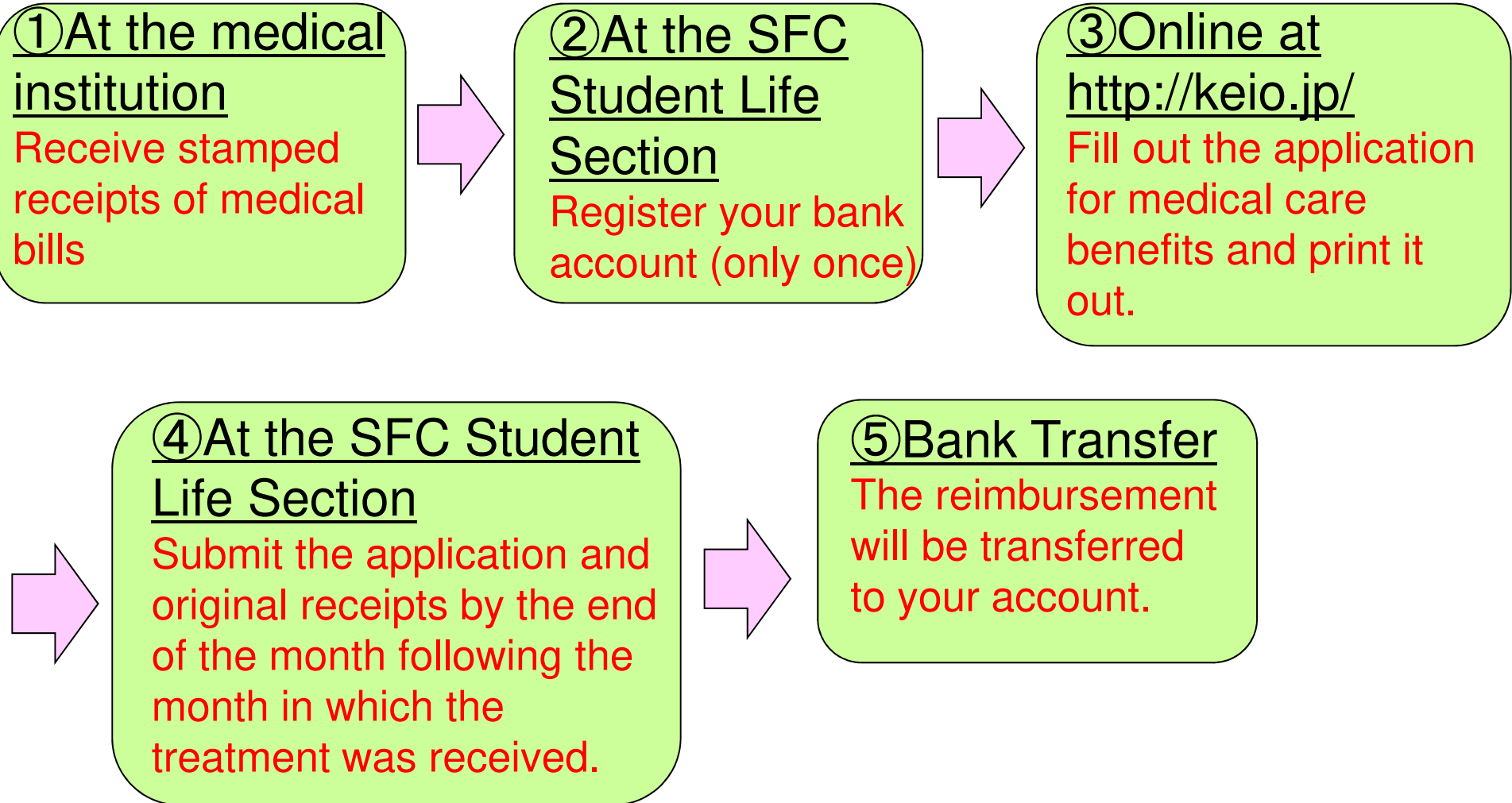
#### Not covered

- Treatment at dental clinics (excluding oral and maxillofacial surgery)
- Medical expenses that are not covered by health insurance, or those paid out of pocket
- Immunization (for influenza etc.)
- Orthopedic, osteopathic, or acupuncture-moxibustion clinics.
- Expenses for food or amenity beds at the time of hospitalization.
- Checkups or full medical exams
- Fee for treatment of patient's choice
- Fees for documents or containers etc.

## 2. Applying for Medical Care Benefits (4)



### How to apply



# 3. Opening a Bank Account



## <Application process>

### What you need:

- Residence Card (with your name written on the back side)
- Student ID card (check how your name is written in Katakana)
- Telephone number
- Personal seal (if you have one)
- small amount of money ( ¥ 100)

### What to do:

- Tell a bank clerk that you want to open a bank account
- Fill out the application form (ask for help if you need assistance)

⇒ Please write your name exactly **the same way and in the same order as it is written on your student ID card/residence card (family name ⇒ first name)!**

## 4. Various contracts (1)



### <Internet>

There are a number of ways to get Internet Access :

- paid and free Wi-Fi
- Mobile phones
- **Internet at home**

### **Internet at home:**

- Home Internet services are typically unbundled services: one company provides the line and the other establishes the internet connection.
- Contracts for line and internet service providers are often signed for one or two years
- Costs differ on average from 4,000 to 6,000 yen a month
- Ask your realtor about Internet services available at your apartment

## 4. Various contracts (2)



### <Mobile phones>

#### Prepaid Phones

- Prepaid cards, which are used for outgoing calls, email, internet etc., may be purchased in advance.  
(at cell phone stores, convenience stores or online)
- Prepaid cards will expire after 60 days.

#### Mobile Phones

- Three major companies provide all types of mobile phones and smartphones under a contract.
- Monthly plans differ between ¥2,000 and ¥6,000 depending on the service.

#### What you need

- Residence Card, Certificate of Residence
- Bank Book/Credit Card
- Parental consent form (filled out by the legal guardian) and identification documents for the guardian if the person is under the age of 20

## 4. Various contracts (3)



### <Gas, Water, Electricity>

#### Gas

- Find out what kind of Gas you use at your apartment (City gas or LP gas).
- Call the gas company and make an appointment. (At the scheduled time, an employee of the company will activate your gas line for which you must be present.)

#### Water

- Call the local water company to open a billing account.

#### Electricity

- If you do not have electrical power when you move in, find the apartment's circuit breaker and turn all the switches on the breaker board to "ON".
- Contact your TEPCO customer center to notify your name, address, the date of occupancy.

## 4. Various contracts (4)



### <Problems>

Recently, issues concerning NHK television (Japan's national public broadcasting organization funded by viewers' payments of a television license fee) Internet, and residential contracts have been increasing.

Make sure that you discuss the content of your contracts and have anything you do not understand fully explained before signing them!

**You are responsible for your contracts!**

### Paying Bills

Bills will be sent to your home. You can pay them at convenience stores, banks, and post offices. Hand the clerk your bill and the amount due in cash and your payment will be processed.



## 5. Scholarships for self-supporting students (1)



### <Terms of scholarships for self-supporting students...>

If you wish to apply for a scholarship offered by the International Center.

your visa status must be “Student”.

\* Those whose visa status is “Long Term Resident” or “Dependent” can apply for scholarships offered by International Center if they change their status to “Student.” Please consider and decide whether you change your visa status or not because there are advantages or disadvantages as well as things you are allowed or not allowed to do depending on your visa status.

## 5. Scholarships for self-supporting students (2)



| Organization                                    | Scholarship Name                                      | Details  | Number of Scholarships  |
|---|---|--|---|
| Keio University                                 | Keio Emergency Scholarship for International Students | Not determined yet   | Not determined yet  |
|   | Keio University/Graduate School Scholarship           | Undergraduate: 20% of tuition<br>Graduate: ¥150,000 –  | 150 Undergraduate students<br>120 graduate students (approximately) |
|   | AEON Scholarship                                      | Living Expense ¥120,000<br>Tuition & others  | 3 students  |
|   | Mitakai Scholarship                                   | One time payment of ¥300,000 and others  | Not determined yet  |
| Japanese Government<br>(Monbukagakusho • JASSO) | 学習奨励費<br>(JASSO Gakushu Shoreihi)                     | Undergraduate: ¥48,000/month<br>Graduate: ¥48,000/month  | Undergraduate: about 30 students<br>Graduate: about 30 students     |
|   | Kokuhi (MEXT Scholarship)<br>Kokunai Saiyo            | Living Expense: ¥150,000/month,<br>tuition waiver, one way ticket to<br>return to home country | A few students  |
| Private Foundations                             | 〇〇Foundation Scholarship, etc.                        | ¥30,000–¥180,000/month   | Varies  |

## 5. Scholarships for self-supporting students (3)



### <Application Schedule>

2020 Scholarship application period (whenever necessary)

2021

Application time  
for various  
scholarships

Application time for Keio  
Univ./Graduate School  
Scholarship

April, 2020

June

Sep. Oct.

Jan. 2021

April

Registration for  
students wishing to  
apply for scholarship  
for Spring Semester  
2020

Registration for  
Fall Semester  
2020

Registration for  
Spring  
Semester 2021

## 5. Scholarships for self-supporting students (4)



Check application process on bulletin board !

Check application requirements!

| 私費外国人留学生対象   |   |
|--|---|
| 2018 年度 富士ゼロックス (株)<br>小林基金<自由応募>  |   |
| 給 付 金 額  | 上限 120 万円   |
| 給 付 期 間  | 1 年間  |
| 対 象<br>(2018 年 4 月 1 日<br>現在の学年)   | 学部 1 年 : × 学部 2 年 : × 学部 3 年 : ×<br>学部 4 年 : × 修士 1 年 : × 修士 2 年 : ×<br>博士 1 年 : ○ 博士 2 年 : ○ 博士 3 年 : ○<br>O.D. : ○<br><医学部、薬学部 5 年・6 年は申請不可>  |
| 申 請 条 件  | 人文・社会科学分野の個人研究について、120万円を限度とし、調査・研究活動に関わる費用(旅費、滞在費、参考文献購入費等)を研究助成金として支給する。アジア、大洋州諸国・地域(募集要項参照)から来日中の留学生で、博士課程在籍者、または博士号取得のために継続して在籍している者が対象となる。博士号をすでに取得している者、2018年7月までに博士号取得が内定している者は応募不可。1回のみ再助成可。助成期間終了後3ヶ月以内に、研究報告書と会計報告書を提出しなければならない。  |
| 他の奨学金との併給  | 可   |
| 財団応募締切   | 2018 年 2 月 28 日 (火) (消印有効)  |
| 財団 Web サイト   | 日本語<br><a href="http://www.fujixerox.co.jp/company/social/next/foundation/prog.html">http://www.fujixerox.co.jp/company/social/next/foundation/prog.html</a><br>英語<br><a href="http://www.fujixerox.com/eng/company/social/prog.html">http://www.fujixerox.com/eng/company/social/prog.html</a> |
| <p>詳細については必ず募集要項で確認し、申請用紙等は上記サイトから各自がダウンロードの上、直接応募してください。</p> <p>学内選考に合格し推薦された奨学金と、個人の自由応募による奨学金の両方に合格した場合で両者の併給が不可の場合、必ず学内推薦を経て受給が決定した奨学金を受給してください。</p> <p>自由応募の奨学金は、各自で責任を持って辞退してください。</p> |   |

For 自由応募奨学金 (Jiyuobo scholarship) you have to gather the information independently by accessing the relevant HP. Please write down the URL and access the HP from your own PC.

## 5. Scholarships for self-supporting students (5)



### <Important Points for [Scholarships, to which students are nominated by Keio]>

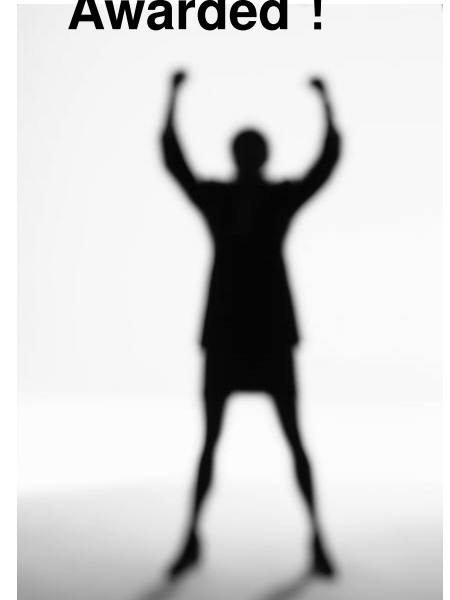
- 1 Students who are nominated for a private foundation scholarship by Keio University **cannot apply** for another scholarship until they receive the result.
- 2 Students who are receiving a private foundation scholarship and will be receiving the same scholarship next year cannot apply for scholarships which do not allow receiving of different scholarships at the same time.
- 3 After being awarded a scholarship, students are **NOT allowed to withdraw from the scholarship** in principle. Please consider your financial situation before applying for a scholarship with small award amounts.

## 5. Scholarships for self-supporting students (6)



<Flow of application for scholarship that students are nominated by Keio to apply >

**Scholarship  
Awarded !**



**1.  
Applica-  
tion  
(Keio)**

**Confirm application  
requirements and apply.**

**2.  
Announc  
ement of  
results**

**3. Preparing  
application  
documents  
to submit to  
foundation**

Application form to submit to  
chosen foundation will be  
provided to nominated students.

**4. Screening  
announcem  
ent of  
results from  
foundation**

**Don't forget to check results on the web bulletin  
boards, especially during long term breaks !**

## 5. Scholarships for self-supporting students (7)



### <Review>

1. Important information and notifications will be posted on the webpage of the International Center. Please check the webpage at least once a week!
2. Please confirm the application requirements and conditions before applying for a scholarship which requires you to be nominated by Keio University.
3. If you wish to apply for scholarships in next academic year, **you need to submit all the scholarship registration documents in next April again**. This means your scholarship registration is valid for one academic year.
4. In order to revise the latest information, those who already submitted scholarship registration documents in April, please submit another **[1. Sheet “No.2” of scholarship registration documents]**, and **[your grade report including this spring semester]** in September application period.

## 5. Scholarships for self-supporting students (8)



### <Important>

- ❑ Please check the webpage of **the International Center** in order to apply for a scholarship:

[http://www.ic.keio.ac.jp/intl\\_student/scholarship/application\\_info.html](http://www.ic.keio.ac.jp/intl_student/scholarship/application_info.html)

- ❑ In order to apply for a scholarship, please submit **Scholarship Applicant Registration Form (Shougakukin Jyukyu Kibo Chosahyo)**
- ❑ You cannot send the Scholarship Applicant Registration Form by mail or e-mail. Please submit it in person to the Student Life Section.



## 5. Scholarships for self-supporting students (9)



### <What is the Scholarship Applicant Registration Form? >

- ❑ The Scholarship Applicant Registration Form is ***an entry (sign up) form*** for scholarship selection.
- ❑ In order to apply for scholarships, please **submit an application form for each scholarship** *in addition to* the Scholarship Applicant Registration Form. The application forms for all scholarships can be downloaded from the International Center webpage.

## 5. Scholarships for self-supporting students (10)



### <Websites of scholarship information offered at Keio University>

#### In English

##### How to apply for scholarships

<http://www.ic.keio.ac.jp/en/life/scholarship/application.html>

##### Scholarships now available

<http://www.ic.keio.ac.jp/en/life/scholarship/available.html>

#### In Japanese

##### How to apply for scholarships

[http://www.ic.keio.ac.jp/intl\\_student/scholarship/keio\\_student.html](http://www.ic.keio.ac.jp/intl_student/scholarship/keio_student.html)

##### Scholarships now available

[http://www.ic.keio.ac.jp/intl\\_student/scholarship/application\\_info.html](http://www.ic.keio.ac.jp/intl_student/scholarship/application_info.html)

## 6. Tutor System (for graduate students only)



### What is a tutor?

- A tutor is a student majoring in the same field as an international student and who will support the international student's learning in his/her study area one on one.
  - The support of a tutor usually involves assisting with writing papers in Japanese, private lecturing on the international student's study area and others topics **limited to the student's major.**
- \*The content of the support will be determined after consulting with an academic advisor and the tutor.

### How to apply?

- The application must be made through your academic advisor
- **Deadline: Wednesday, May 13<sup>th</sup>, 2020**
- For more details, please refer to the International Center webpage.  
[http://www.ic.keio.ac.jp/en/life/univ\\_life/tutor.html](http://www.ic.keio.ac.jp/en/life/univ_life/tutor.html)  
For inquiries on tutoring service: [sl@sfc.keio.ac.jp](mailto:sl@sfc.keio.ac.jp)

# *Student Life Support*



**If you have any worries in your student life, please come to the Student Life Section [Mon. to Fri. 9:15–16:50]**

