

Procedures at TMDU

INTERNATIONAL STUDENT SUPPORT UNIT (ISSU)

Residence Status / 在留資格

◆ In order to stay in Japan and pursue research and studies, you must **comply with** various **formalities** including **acquisition of residence status** and other relevant laws.

◆ Please be **responsible** and follow every **required** procedure.

*You will be considered an illegal immigrant if you overstay your period of stay by even just one day!

*If you have been absent for more than 3 months, we need to report to Immigration Bureau.

Residence Card / 在留カード

- ◆ You MUST always carry this card!



- ◆ The authorized period of stay is indicated at the bottom section which varies depending on your condition.

Residence Card / 在留カード

- ◆ Applying for Extension of Stay / Change of Status to Student Visa

→ Please download necessary files at our [International Exchange Site](#) and send completed files to [ISSU](#).

"Student" visa you can get as a research student is up to **two years**.

- ◆ Applying for Changing Status to Dependent (Family) Visa / Working Visa

→ Please complete the necessary procedures [by yourself](#).

Extension of Stay / 在留期間延長

- ◆ You should apply for an extension at the Immigration Bureau between 3 months and one day prior to the date of expiration.
- ◆ Application forms are available at
 - International Exchange Site (TMDU)
https://www.tmd.ac.jp/english/international/current/visa/visa_extension/

*When you get your residence card renewed, please send its photocopy via email to ISSU at fssu@ml.tmd.ac.jp.

Extension of Stay / 在留期間延長

◆ Necessary Steps

1. Submit application forms (plus, photocopies of your residence card, passport and student ID) to ISSU via email. Then, ISSU will prepare Forms "For organization part 1 and part 2".
2. Prepare other necessary documents (e.g. transcripts, enrollment certificate, copy of bankbook, and etc.).
*Research students need a document explaining your research contents.
3. Receive Forms "For organization part 1 and part 2" via email from ISSU.
4. Go to the Immigration Bureau (at Shinagawa) and submit your application forms along with other necessary documents.
*Fee: 4,000 yen

Application Forms / 各種申請書

- ◆ Address Change / 住所変更
- ◆ Academic Transcript / 成績証明書
- ◆ Enrollment Certificate / 在学証明書

Application form

<https://www1.tmd.ac.jp/archive-tmdu/gakumukikaku/certificate.pdf>

Submit to the [Educational Planning Section](#) (1st Floor, Bldg #1 West)

OR

Obtain from the automatic certificate machine (4th Floor, Bldg #5)

Application Forms / 各種申請書

- ◆ Japanese Government (MEXT) Scholarship Certificate / 国費受給証明書
- ◆ Recommendation Letter Request / 推薦状交付願
 - Processing time: About one week – 10 business days
- ◆ Temporary Leave Notice / 一時帰国届・出国届
 - When you go abroad, you must submit this form to FSSU **BEFORE** you leave Japan.

Application form

<https://www.tmd.ac.jp/english/international/current/Forms/>

Scholarships for Self-supported Students / 奨学金

◆ Scholarships from [private organizations](#) / 民間奨学金

There are two types of scholarships that self-supporting students can apply.

- [University Recommendation](#)

The Selection Committee of TMDU will choose candidates for scholarships. You must submit your application and all required documents to the university.

- [Direct Application](#)

TMDU does not accept applications for these scholarships. You must submit your application documents directly to the private foundation. For more information on this type of scholarship, please visit the respective scholarship foundation's website.

For more information:

https://www.tmd.ac.jp/english/international/current/International_Student_Scholarship/

Tuition Fee Exemption / 授業料免除

◆ Regular Course Graduate Students

Self-supported students who are outstanding in academic performances but with financial difficulties may be exempted from paying the tuition in full or half.

Application time: March (April) and October

***You need to submit an application every term.**

Student Support Section (3rd Floor, Bldg #5)

Entrance to the Graduate School / 大学院入試

◆ Inquiry: Admission Section, Ext. 4924

◆ Period of Application:

Please ask the [Admission Section](#) (1st Floor, Bldg #1 West)

OR

visit the following website:

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

Types of Insurance / 保険

◆ University CO-OP Insurance Service

Personal Liability for Students / 学生賠償責任保険

For CO-OP (=KYOSAI) members only

➔ CO-OP Office (1st Floor, Bldg #5)

Business hours: 10:00 am – 4:00 pm

◆ Personal Accident Insurance for Students Pursuing Education and Research

Gakkensai Incidental Liability Insurance / 学研災付帯賠償責任保険

➔ Student Support Section (3rd Floor, Bldg #5)

- These insurances cover property damage or physical injury caused to third parties.
- Private settlement negotiation service attached.

Ichikawa International House / 市川国際交流会館

- ◆ Monthly payment (accommodation fee, water charge, cleaning fee and maintenance charge) will be **automatically withdrawn** from your bank account.

Payment Schedule

November 27: Fees for October

December 27: Fees for November

January 27: Fees for December



October 27: Fees for September

*** Please keep track of the remaining balance.**

- ◆ You will receive Electricity and Gas bills separately. These utility bills can be paid at any convenience store.