

# Procedures at Institute of Science Tokyo

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YUSHIMA INTERNATIONAL STUDENT SUPPORT GROUP

# Residence Status / 在留資格

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- ◆ 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, the university needs to report to the Immigration Bureau.

# Residence Card / 在留カード

- ◆ Please note that you are obliged by Japanese law to carry your Residence Card with you at all times!



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

# Extension of Stay / 在留期間延長

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- ◆ You should apply for an extension at the Immigration Bureau between 3 months and one day prior to the date of expiration.
  - ◆ Applying for Extension of Stay / Change of Status to Student Visa
    - Please submit your request through the Slack workflow.  
Before proceeding, please make sure to carefully read the instructions and important notes.  
[https://www.tmd.ac.jp/english/international/current/visa/visa\\_extension/](https://www.tmd.ac.jp/english/international/current/visa/visa_extension/)  
  
<https://science-tokyo.enterprise.slack.com/archives/C0AL55LMC1Y>
- "Student" visa you can get as a research student is up to two years.

# Extension of Stay / 在留期間延長

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\*When you get your residence card renewed, please upload its photo (scanned file) through the following Box:  
Updating Your Residence Status "Student"

\*Use your isct ID and password to sign in.

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

→ Please complete the necessary procedures by yourself.

# Application / 各種申請

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

## Application to

Graduate Student Affairs Group 1, Yushima Student Office,

[grad01@ml.tmd.ac.jp](mailto:grad01@ml.tmd.ac.jp)

(1<sup>st</sup> Floor, Bldg #1 West)

OR

Obtain from the automatic certificate machine for Enrollment Certificate

(4<sup>th</sup> Floor, Bldg #5)

# Application Forms / 各種申請書

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- ◆ 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 travel abroad, you must obtain permission from your supervisor **BEFORE** leaving Japan. You also need to submit the required [forms](#).

# Scholarships for Self-supported Students / 奨学金

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

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

- [University Recommendation](#)

You need to [pre-register](#) through the Forms. You cannot apply for any University Recommendation type scholarships without completing this pre-registration procedure. The university's Selection Committee will choose candidates for scholarships.

- [Direct Application](#)

We 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/](https://www.tmd.ac.jp/english/international/current/International_Student_Scholarship/)

# Tuition Fee Exemption / 授業料免除

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## ◆ 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.**

Yushima Student Support Office

[kousei.adm@ml.tmd.ac.jp](mailto:kousei.adm@ml.tmd.ac.jp)

# Entrance to the Graduate School / 大学院入試

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For students advancing within the university

◆ Inquiry: Admission Section

◆ Period of Application:

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

OR

visit the following website:

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

# Insurance / 保険

◆ Please ensure that you enroll in the **Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)**

This insurance provides coverage if you are injured during classes, off-campus training, or extracurricular activities (such as club activities).

➤ **and Liability Insurance Coupled with Gakkensai (C Course – Medical Liability Insurance)**

This insurance covers legal liability for damages in cases where a student causes injury to another person or damages another person's property during classes, university events, commuting to and from such activities, or during internships, nursing-care experience programs, clinical training, volunteer activities, and other activities recognized by the university as part of the curriculum or extracurricular activities, including travel to and from these activities.

In principle, enrollment is required for all students. (Non-degree students may enroll on a voluntary basis.)

Please check the following link for the insurance brochure and further details:  
<https://www.tmd.ac.jp/campuslife/support/insurance-regime/>

Contact: Yushima Student Support Office Student Support General Affairs Group  
studentinsurance.md@adm.isct.ac.jp

# Ichikawa International House / 市川国際交流会館

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

## Payment Schedule(Example)

- May 27: Fees for April
- June 27: Fees for May
- July 27: Fees for June

Note: If the 27th falls on a weekend or public holiday, the withdrawal date will be adjusted.

Please keep track of the remaining balance.

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