



**TUJ**  
**International**  
**Student**  
**Handbook**

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## Transportation

### Public Transportation

Public transportation in Tokyo is dominated by an extensive network of clean and efficient trains, subways and buses run by a variety of operators. The train lines operated by JR East and the subway lines are most convenient for moving around central Tokyo. Taxis are very expensive (minimum charge is generally ¥ 410). Japan Railways (JR) is the railway network in Japan accounting for approximately 70 percent of the entire network. The rest of the network is run by private companies that mostly operate local lines in urban areas.

#### Train Categories

- Local - 各駅 (*kakueki*) or 普通 (*futsu*): Stops at every station.
- Rapid - 快速 (*kaisoku*): Skips some stations, but no difference in the ticket price.
- Express - 急行 (*kyuukou*): Stops at even fewer stations than rapid trains.
- Limited Express - 特急 (*tokkyu*): Stops only at major stations, and usually an express ticket must be purchased in addition to the base fare.
- Super Express - 新幹線 (*shinkansen*): Shinkansens are only operated by JR, and a limited express fee must be paid in addition to the base fare.

#### Train Maps

- JR East Japan Railway: [www.jreast.co.jp/e/customer\\_support/information\\_center.html](http://www.jreast.co.jp/e/customer_support/information_center.html)
- Tokyu Railway (Private Lines): <https://www.tokyu.co.jp/global/railway/line/>
- Tokyo Metro (Subway): <https://www.tokyo-metro.jp/en/>

#### Route Finders

- Hyperdia Timetable and Route Search: [www.hyperdia.com/en/](http://www.hyperdia.com/en/)
- Jorudan Train Route Finder: [https://world.jorudan.co.jp/mln/en/?sub\\_lang=nosub](https://world.jorudan.co.jp/mln/en/?sub_lang=nosub)
- Taxi Fare Calculator: <https://www.taxifarefinder.com/main.php?city=Tokyo-Japan>

#### Pasmo Card

[Suica](#) is the rechargeable prepaid IC card for JR East, and Pasmo is the rechargeable IC card of Tokyo's railway and subway companies other than JR. Both the Suica/Pasmo can be used to pay the fare for virtually all buses and trains in the greater Tokyo area, including JR trains, subways, and buses, but excluding the Shinkansen. The initial cost of the card is ¥500 as a refundable deposit. We recommend Pasmo which you can use as your commuter pass later.

#### How to Ride the Bus

There are few English displays or announcements on city buses, so make sure you have a memo of where you would like to go, and ask the driver to make sure you are getting on the right bus. Most buses in Tokyo have a flat fare system, and you are to enter through the front door, pay a flat fare when entering, and exit through the rear door. If you do not have the exact fare, use the change machine on the bus to get small coins. You can use Suica or Pasmo but make sure to have enough money in your card before you get on. When your stop is approaching, press one of the buttons on the wall to signal the driver that you wish to get off at the next stop.

### Student Commuter Pass (see also [the TUJ Student Handbook](#))

Students can purchase a student commuter pass 通学定期券 (*tsugaku teiki-ken*) to commute to and from the university by public transportation. This pass will give you unlimited use within a fixed period/route.

#### How to Obtain a Student Commuter Pass:

1. Present your [Student ID](#) with a valid semester sticker to Information Center(1F) to obtain a Commuter Pass Certificate 通学証明書 (*tsugaku shomei sho*).
2. Take the Commuter Pass Certificate to a train/bus ticket office and fill out the ticket request form to purchase your commuter pass. There is a small office near the central ticket gate of [Sangenjaya station](#).

**Note:** Your mailing address in Self-Service Banner (SSB) must match your commuting address in order for a Commuter Pass Certificate to be issued.

## Bicycles

Bicycles are a popular form of transportation in Japan. Basic everyday bicycles cost around ¥10,000, while used ones are available for less.

### Bicycle Crime-prevention Registration

In order to fight bicycle theft, crime-prevention registration 防犯登録 (*bouhan touroku*) with the police is required by law. If you are stopped by police and inquired for riding on a bicycle that is not properly registered in your name, the consequence can be complicated.

#### Registering a New Bicycle

When purchasing a new bicycle, the registration process will likely be handled by the store. Make sure to bring the following items, and keep the receipt of registration given by the shop. You will need it when you change your address, re-sell the bicycle, request for disposal, or in the event that you need to report a theft incident to the police.

1. ¥660 registration fee (valid for 10 years)
2. Personal identification
3. Proof of address

#### Registering a Used Bicycle

If you receive a used bicycle from a friend or acquaintance you must re-register the bicycle under your name at the local police station (most bicycle shops also handle crime-prevention registration). You need to bring the following information with you to register a used bicycle.

1. The bicycle
2. ¥660 registration fee (valid for 10 years)
3. Original registration receipt
4. [Note from the original owner saying they have given/sold you the bike](#) (sample: Chiba prefecture)
5. Personal identification
6. Proof of address

### Road Rules

Below are key traffic rules you should be aware of when riding a bicycle in Japan.

- Bicycles must be ridden on the left side of the road.
- Bicycles may be ridden on sidewalks if the sidewalk is designed to allow bicycle use, or if the rider is under the age of 13, aged 70 and older, or physically handicapped.
- When riding on the sidewalk, bicyclists must yield the right-of-way to pedestrians and go slow on the side closest to the road.
- The following actions are prohibited: riding under the influence of alcohol, riding with more people than the bicycle is designed to carry, riding alongside another bicycle, riding while holding an open umbrella, and talking on a mobile phone while riding.
- The Tokyo Metropolitan Government requires all bicycle riders (including children) to enroll in Bicycle Liability Insurance. This insurance will help you pay for any damage or injury to others in case you cause an accident while you are riding a bicycle.

### Bicycle Insurance

All bicycle riders are required to enroll in insurance such as a bicycle casualty insurance to ensure that you can pay for any damage or injury to others if you are involved in a cycling accident. Please check the terms and condition of your insurance plan if it is included. If not, you will need to add one or purchase new cycling insurance.

You are already enrolled in bicycle casualty insurance if you have the fire insurance or car insurance that your casualty insurance includes personal liability insurance as a special rider. Please ask your insurance agent for more information about confirming or adding the special rider to your insurance plan. You may also be enrolled under daily life liability insurance or compensation liability mutual aid.

### Parking

Bicycles/motorcycles should not be left on streets or sidewalks unattended because they impede the safe passage of pedestrians and could hamper emergency response efforts in times of disaster. Bicycles parked in designated “No Parking Zones” will be removed and kept at the bicycle pound for up to one month. A fee will be charged to retrieve your bicycle (¥2,000 or ¥3,000 depending on the city/ward). Make sure you find a dedicated parking area located near most railway stations and shopping centers (usually a small fee is required). For more information about parking your bike at TUJ, see the [“TUJ Student Handbook”](#).

## Phones and Phone Services

### Making Calls

In Japan, cell phones 携帯 (*keitai*) are more common than landlines, and most young Japanese people do not bother purchasing land lines. To place a call within Japan, dial all digits of the number you wish you to call. If you are calling from a landline to another landline in the same area code you may omit the area code when dialing.

### International Calls

There are various ways to make international phone calls from Japan, however the best rates are internet based services, such as Skype. Calling cards are also available online and can be used at public pay phones. To make an international call from a landline, dial the international access code (010 or 001), followed by the country code and the number you wish to call (if the number starts with a 0, drop the 0).

### Public Pay Phones

Pay telephones can be found at public areas such as local parks or administrative buildings. It is good to know where exactly those are located in your area as you may use it when your mobile network is down during emergencies. Most phones will take both ¥10 and ¥100 coins (no change is given for ¥100 coins). All calls (including local ones) are charged based on the length of the call - approximately ¥10 per minute for calling a landline. International calls can only be made from a few types (usually the gray pay phones).

### Toll Free Numbers

Toll free numbers in Japan usually begin with a (0120) prefix. Note that cell phones usually cannot connect to toll free numbers.

### Cell Phones

The major Japanese mobile service providers are docomo, au, and SoftBank. You may want to contact your cell phone service company in your home country to see if they have any international plans for use in Japan. With most companies, incoming calls are free. Most mobile phones can also receive and make calls internationally. Cell phones can be purchased at cell phone shops and major electronic stores.

### Contract Phones

Japanese phones are not sold alone. Buying a phone means making a postpaid monthly contract, which is usually a month-to-month contract over a 24-month period.

### What You Need

1. Residence Card
2. Passport
3. Credit card

If you are choosing a bank payment option, the following documents are also required:

- Japanese bank account (bank card/passbook)
- National Health Insurance Card
- Student ID

For minors (age 19 or younger)\*, the following are also required:

- Original copy of Parent/Legal Guardian Authorization Form (Note that it is often required to have your local guardian.)
- Photocopy of your parent/guardian’s identification

*\*Effective April 2022, minors will be 17 or younger.*

### **SIM Cards**

Your phone must be SIM-unlocked and compatible with the Japanese frequencies. There are SIM cards with voice capability (Data+Voice) and SIM cards without voice capability (Data-Only). Having voice capability simply means that you have a Japanese phone number and that you are able to make traditional phone calls and send SMS. Even with a data-only SIM card without voice capability, you can use what's called VOIP, or Voice Over Internet Protocol, which you can make calls through various internet applications rather than through a traditional phone line. Please be aware that phones without voice capability are unable to either make or receive traditional calls.

### **Prepaid Phones**

An exception to the contracting system are prepaid phones, which are generally the best option if you are staying in Japan less than one year. Prepaid phone services are currently offered by SoftBank and au, starting at around ¥5,000. Credit, which is used for outgoing calls and email, can be bought at cell phone stores, convenience stores, and online.

### **Cell Phone Stores Near TUJ**



Big home electronics stores such as [Bic Camera Shibuya East](#) (1F Annex) and [LABI Shibuya](#) (1F) sell and contract cell phones as well as various ranges of SIM cards.

#### **SoftBank Shibuya**

<https://www.softbank.jp/en/mobile/>

#### **Address:**

Kiyama Building, 27-4 Udagawa-cho, Shibuya-ku, Tokyo

#### **Telephone:**

03-5459-6625

#### **Access:**

3-minutes walk from Shibuya Station (The right direction on SHIBUYA 109 store cross on the Bunka-street)

#### **Business Hours:**

10 AM – 9 PM

## **Money Matters**

### **International Credit/Debit Cards**

Most bank ATMs in Japan accept only cards issued by Japanese banks, but ATMs at [Seven-Eleven](#) and those that have PLUS systems take international ATM cards.

Be sure to check the following with your bank or credit card company before using ATMs that can use international cards.

- That your credit card can be used abroad and notify them that you will be using your card overseas.
- Know your 4-digit personal identification number (PIN)
- Inquire about fees and daily and/or monthly limits that are associated with international withdrawals.
- Check the maximum withdrawal limit with your bank. Request it be increased, if necessary.

### **Exchanging Traveler's Checks**

Banks or money exchanges displaying an Authorized Foreign Exchange sign can exchange currency and traveler's checks. Exchange rates are usually displayed at the foreign exchange counter. Please note that your personal check in foreign currency CANNOT be cashed in Japan.

## Bank Information

### Business Hours

Most major banks are open weekdays from 09:00 to 15:00. In Japan, due dates for many kinds of payments fall on the 20th, 25th, or the last day of every month. Banks tend to be crowded at this time, so you are advised to take care of your banking matters earlier in the month or through an ATM.

### ATMs/Cash Dispensers

Most bank ATMs and Cash Dispensers are available past their regular business hours. The machines found in convenience stores, for example, are often available around the clock. However, note that you will pay extra for withdrawing money during non-banking hours or on weekends even if you are withdrawing money at your own bank.

### Bank Account Creation and MyNumber

For your local bank account, we recommend that you open a Japan Post bank account using [this link](#). After you complete the application, you can submit it to a nearby Japan Post Bank. You will need to bring your residence card with your updated address information (after your visit to the ward office), your passport and Student ID. Note that on the website form, the auto conversion from English to Japanese Katakana may not work properly sometimes due to a technical glitch.

[MyNumber](#) is a Japanese identification number, similar to a social security number in the United States. MyNumber will be automatically sent to you once you register your move-in at the ward office. Depending on how speedy the ward office is, it may take a few weeks to receive it by post.

If you are to receive money from abroad to your Japan Post bank account, you need to forward the details of [Remittance from overseas banks](#) to the sender.

At the same time, you need to inform your MyNumber to a bank.

Two ways for a bank to confirm your MyNumber;

1. Obtain "**Jyuminhyo**", a certificate of your residency at nearby administrative service center or ward office.

You need to bring your Residence Card with you and make sure to ask for a copy of Jyuminhyo (住民票) **with MyNumber** (個人番号) printed. If you don't ask for it, the field for MyNumber will be hidden. It costs 300 yen per copy.

**Musashi Kosugi** - [Kosugi Administrative Service Corner](#) is located on the north exit bus terminal side of JR Musashi-Kosugi Station, underneath the station post-house

**Hakusan** - [Ohara Community Center](#) is located 10 min walk from Hakusan House, 1-4-3 Sengoku, Bunkyo-ku

2. Make a plastic MyNumber Card. <https://www.kojinbango-card.go.jp/en-kojinbango/>

## Foreigner-friendly Banks Near TUJ



### Japan Post Bank - [Setagaya Branch](#)

Access: a 10-minute walk from Sangenjaya Station

Address: 2-1-1 Sangenjaya, Setagaya-ku

TEL: 03-3418-5694 / Hours: 09:00 to 16:00

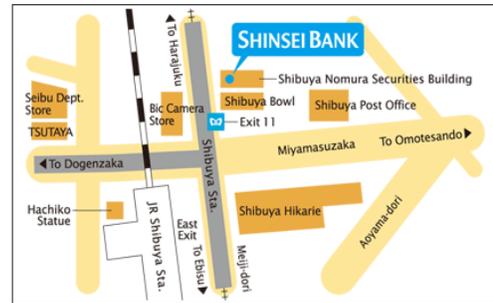
**Note: Basic Japanese language skills required, limited English.**

### Shinsei Bank - [Shibuya Branch](#)

Access: a 2-minute walk from Exit B3 of Shibuya Station  
Address: 14-16, Shibuya 1-chome, Shibuya-ku,  
Tokyo 150-0002  
Tel 0120-458-860 / Hours: 09:00 to 17:00 weekdays

#### Notes:

- **Students must be in Japan for more than 6 months to open a Bank account with Shinsei Bank.**
- Minors are not allowed to open a bank account.
- Cell phone or personal landline is also required.



### Receiving Money From Abroad

Below are a few methods you may want to look into when having money sent to you in Japan. Note that international wire transfers usually require a handling fee of at least ¥2,500.

- International Wire Transfer (Japanese bank account required) You will need to register “My Number” at your bank.(see page 6 - Japan Post bank)
- International Postal Money Order: [www.usps.com/](http://www.usps.com/)
- Western Union Money Transfer Service: [www.westernunion.co.jp/en/index.php](http://www.westernunion.co.jp/en/index.php)
- PayPal: [www.paypal.com/](http://www.paypal.com/)

### Making Wire Transfers Within Japan

In order to send money to another account in Japan (paying rent, etc.), you need to specify the following information. A Japanese bank account is not required for this type of transaction, and can be done at any bank ATM (transaction fees will be higher if you do not have a bank account).

1. Recipient's account type - checking account 当座 (*toza*) or savings 普通 (*futsu*)
2. Bank name
3. Bank branch name
4. Account number
5. Account holder's name

## Postal Services

### Japan Post Service

Most post offices are open weekdays from 09:00 to 17:00. Postcards and stamps are available at local post offices as well as convenient stores with the postal service logo. [https://www.post.japanpost.jp/index\\_en.html](https://www.post.japanpost.jp/index_en.html)

### Mailboxes

Red mailboxes are located throughout and usually have two slots – one for domestic and regular-sized mail, and one for international and odd-sized mail.



### Post Office Near TUJ

The closest post office to TUJ is [Sangenjaya Ekimae Post Office](#) (a 10-minute walk from TUJ).

**Address:**

4-22-5, Taishido, Setagaya-ku, Tokyo

**Hours:**

9:00 - 17:00 weekdays only (postal service)

For assistance in English, please visit [Setagaya Post Office](#).

## Takuhaibin (“Delivery”) Service

Door-to-door delivery services 宅配便 (*takuhaibin*) or 宅急便 (*takkyuubin*) are also provided by various companies other than the post office. These services are convenient for sending parcels, oversized boxes, cooled or frozen foods, furniture, and suitcases. Delivery is usually the next day and costs are moderate.

### Takuhaibin Service Companies

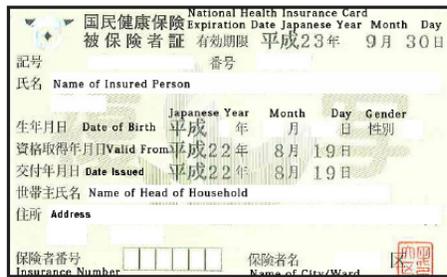
- Yamato Transport: <http://www.kuronekoyamato.co.jp/en/>
- Sagawa Express: [www.sagawa-exp.co.jp/english/](http://www.sagawa-exp.co.jp/english/)

## Medical Information

### National Health Insurance (NHI)

[National Health Insurance](#) 国民健康保険 (*kokumin kenko hoken*) is a regional medical insurance system based on mutual aid. NHI covers 70% of your medical bills (note that some medical treatment may not be covered), and all foreign nationals who have permission to reside in Japan for more than three months must join the National Health Insurance (NHI) at their local ward office within 14 days of arriving in Japan. You are required to apply for NHI even if you have private medical insurance.

### Sample National Health Insurance Card



### NHI Premium

The insurance premium is calculated on a one-year basis, from April of the present year through March of the next year, based on your previous annual income in Japan and the number of family members. The amount varies depending on the city/ward in which you reside, however the premium does not change depending on how many times you use your insurance.

### Low Income Discount

If you had no or low income in Japan the previous year, you are eligible for a discount on your premium. The form you need to complete is called Summarized Claim of Income 国民健康保険簡易申告書 (*Kokumin Kenko Hoken Kanni Shinkokusho*). This discount must be renewed each year, and may increase according to income from part-time jobs. You will be fined if you have overdue health insurance payments.

### Discount Renewal by filing [Resident Tax](#)

Each year between February and March, you must submit a Proof of Earnings Form 所得証明書 (*Shotoku Shomeisho*) or Summarized Claim of Income 国民健康保険簡易申告書 (*Kokumin Kenko Hoken Kanni Shinkokusho*) to the city/ward office in which you resided as of January 1 of the current year. This will determine the premium for the next fiscal year. Forms can be obtained at the city/ward office or you can call and request to have it mailed to you.

**Note: Failure to file your tax will result in a higher premium and you will need to visit your city/ward office with your NHI card to make adjustments.**

## How to Apply for NHI

It is recommended that you apply for NHI and the premium discount (if applicable) at the same time you register your place of residence at your city/ward office. Be sure and ask for the discount on your premium if you have no or low income in Japan the previous year.

### What You Need

1. Passport
2. Residence Card
3. Address in Japan
4. [TUJ Student ID](#)
5. Payment slip from last year (if applicable)

### If You Move

If you move to a different ward or city, follow the steps below to obtain a new NHI card.

1. Go to the old ward/city office and obtain a “Certificate of Moving Out” 転出届 (*tenshyutsu-todoke*) and return the old NHI card at the same time.
2. Submit the “Certificate of Moving Out” to the new ward/city office and register your new address and obtain a “Certificate of Moving In” 転入届 (*tennyu-todoke*) and reapply for the NHI card.

## Hospitals/Clinics

### Finding a Hospital/Clinic

For general purpose (non-emergency, non-chronic) conditions, just about any hospital will be sufficient, but if you want specialized care or prefer to visit a hospital with English-speaking staff, you may need to do some research before going to the doctor. Note that some international clinics with foreign staff may not accept NHI, so be sure to check before you go. If you have additional private insurance, you can pay up-front and then be reimbursed from your insurance company later.

### Sangen-jaya Clinic



Access: a 13-minute walk from TUJ on  
Address: 2-20-18,Sangenjaya,Setagaya-ku

Tel: 03-3421-4522

Hours: Monday through Friday 09:30 to 18:00 \*Closed for lunch between 13:00 and 14:30

Saturday 09:30 to 13:00

Note: OSSE also has [a list of various types of hospitals and clinics](#).

### Going to a Hospital/Clinic

Hospitals and clinics in Japan are often open for walk-ins, and follow the following procedures:

1. When you arrive, you will be asked to show your NHI card and fill out forms with your personal information. Do not hesitate to ask for help at the reception desk if you have any questions.
2. Your name will be called when the doctor is ready to see you.
3. After the diagnosis and treatment, wait in the lobby again until your name is called to make the payment.
4. Depending on the hospital/clinic, you may receive your medication directly, or you may be given a prescription. If you get a prescription, take it to a pharmacy nearby to purchase your medication.

Please see [Student Handbook](#) for Medical / Emergency details.

## Importing Personal Medication

Although it is strongly recommended to see doctors in Japan and receive prescriptions here, there may be more complex situations where you need to personally import some medications for your treatment. Prescriptions from outside of Japan are generally not allowed. For more information, visit the Ministry of Health, Labour and Welfare's website:

<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

Important: If you have a serious and/or chronic medical condition, inform OSSE.

## Housing Information

### TUJ Housing

All [TUJ visa-sponsored students](#) are required to live in TUJ housing for their first semester. [Housing options](#) include a homestay or one of two possible TUJ dorms. If you are staying in TUJ housing, you need to follow the rules and policies specific to your dorm, and cooperate with your dorm manager(s) as they address needs that arise. If you are in the homestay program, make sure you understand the homestay contract and the specific requests of the homestay family.

After the first semester, students are responsible for finding their own housing. Students need to vacate the dorm or leave the homestay 3 days after the last day of final exams for the semester. Check the [TUJ academic calendar](#) for specific dates for final exams each semester. If you are unsure of your official dorm checkout date, talk to your dorm manager.

### Finding an Apartment

At mid-semester, OSSE will hold housing fairs and information sessions, and all students starting to [look for housing](#) are encouraged to attend. In addition, students can also go directly to a private real estate company (*fudosan*), which can easily be found around train stations. Be aware however that most of these companies do not speak English. Also note that TUJ does not operate as a relocation service or real estate agency, and does not serve as a guarantor for housing.

### Move-in Fees

In Japan, apartments are usually rented through real estate agents rather than landlords. Below are customary fees you should be aware of when looking for an apartment.

#### Key Money 礼金 (Reikin)

Key money is a one-time, nonrefundable payment to the owner as a form of gratuity and for the "honor" of renting an apartment from them. The amount of money is equivalent to about two months' rent. Recently, there are some apartment companies that do not require key money.

#### Deposit 敷金 (Shikikin)

The deposit acts as a guarantee for the owner. It may be used to cover costs arising from problems during the tenants' occupancy, the cost of repairing or refurbishing rooms after the tenant vacates the property, insurance against unpaid rent, etc. The deposit is paid at the beginning of the occupancy, and the amount left over after subtracting necessary fees such as room cleaning and repairs, and depending on the owner's practices, may be refunded to the tenant. This amount of money is usually equivalent to about one or two months' rent.

### Other Fees

Additional fees can include things such as maintenance fees, agency fees, fire insurance, contract renewal fee (usually one months' rent; payable when renewing the rental contract after two years), etc. For details on any other types of payments necessary for the contract, check with the landlord or the real estate agency before you sign any contract.

### Guarantor

When you rent an apartment or mansion (a type of apartment in Japan), you need a guarantor. You are responsible for finding your own guarantor and TUJ CANNOT under any circumstances act as your housing guarantor. Some apartment and real estate companies can recommend guarantor agencies, or provide their services as part of the contract.

### Emergency Contact

Some real estate companies may also require you to list an "Emergency Contact" in case they are unable to reach you. TUJ staff and faculty are NOT contractually permitted to act as emergency contacts for students. However, TUJ as an institution may be listed provided you are enrolled in the university.

### Additional Information

Sometimes students run into problems because they are unaware of the customs and conditions of renting real estate in Japan. For the most part, this arises from simple misunderstandings, yet some landlords who have had trouble once with international students may no longer be willing to rent to them. You are advised, therefore, to keep the following things in mind when renting accommodations:

- Permission from the landlord/real estate agency is absolutely necessary when persons other than those covered by the contract live in the room.
- Once the contract has been signed, rent and any key money paid will not be refunded even when you change your mind and decide not to take the room. Rent in Japan is paid on a monthly basis, one month in advance, which is usually due by the last day of the month to cover the following month's rent.
- Garbage collection days and hours vary, depending on the area you live in. Signs in the neighborhood inform residents about the weekdays on which type of garbage is collected. Make sure you follow the instructions.
- Japanese apartments/houses are not made for walking in with your shoes on. Respect these customs while living in Japan.
- Due to the close proximity of Japanese accommodations, it is important to always keep in mind those living around you. Try not to start the laundry machine late at night, and also be aware of the volume of your TV and/or music player.

### OSSE Housing Advisor

If you have any questions about moving or searching for an apartment, contact the OSSE Housing Advisor (osse@tuj.temple.edu).

## Moving

### Moving Guidelines

The following are general guidelines of things you must do before you move. Consult your landlord or real estate agency for details. If you are moving out of TUJ housing, be sure to follow steps #4 – 8 and consult your dorm manager or homestay coordinator if needed. Notify the realtor and the landlord at least one month before you intend to move. Most places will charge you for the next month's rent if you do not give them at least one month's notice.

1. Contact the city/ward office to arrange for the disposal of large-scale garbage such as household furniture, futons, etc. According to Japanese law, air-conditioners, TVs, washing machines, refrigerators, and computers cannot be disposed of as large-scale garbage. Contact the shop where the appliance was purchased, electronic stores, or the manufacturer to arrange for disposal. In all cases, a disposal fee will be charged.

2. Arrange a date with your landlord or real estate agency for a room check. If the room is damaged in any way, the repair fees will be deducted from the deposit (*shikikin*).
3. Stop electricity, gas and water with each company.
4. Submit a notice of your address change to your current ward office and post office. Redirection service: [https://www.post.japanpost.jp/service/tenkyo/index\\_en.html](https://www.post.japanpost.jp/service/tenkyo/index_en.html)
5. Notify your cell phone company, bank, etc. of your new address.
6. Report your change of address to your new ward office and re-apply for National Health Insurance (NHI) with your new ward office.
7. Log into TUportal and use Self-Service Banner (SSB) to [update your address with TUJ](#).
8. Submit photocopies of [your updated residence card](#) to the OSSE Visa Coordinator ([visa@tuj.temple.edu](mailto:visa@tuj.temple.edu)).

### **Moving Companies**

The cost of moving varies greatly depending on the company, so it is recommended that you plan in advance and get multiple estimates to compare. TUJ does not endorse or recommend any of the companies below..

- Akabo: [www.akabou.jp/](http://www.akabou.jp/)
- Yamato: <https://www.008008.jp/en/>
- Transporter Tokyo: <http://transporter-tokyo.com/en/>
- Tokyo Helping Hands: <http://tokyohelpinghands.com/>
- Tokyo Happy Move: <https://www.tokyohappymove.com/>

### **Leaving Japan**

If you are leaving Japan for good, please complete steps #1 – 6 under the Moving Guidelines, as well as the following.

1. Settle electricity, gas, water and other utility bills by contacting the respective companies several days before moving out. TUJ will NOT take responsibility for any unpaid bills.
2. Cancel your cell phone company and let them know that you will be leaving the country.
3. Close bank accounts and make sure all debts are paid (especially those that have been arranged for automatic deduction of utility bills from bank accounts). When closing your account, you will need (1) Residence Card (2) personal seal (*inkan*) (if used when opening the account), and (3) bankcard/passbook.
4. Submit a moving-out notification (*tenshutsu-todoke*) to your local ward office before leaving Japan.
5. Cancel your National Health Insurance (NHI) at your city/ward office. The NHI expiration date will be modified by the office to be valid until your departure. Be sure to bring your (1) NHI card, (2) a document such as an airplane ticket showing the date of departure from Japan, and (3) cash (If you have any outstanding fees).
6. Return your Residence Card directly to the immigration inspector at the airport or port of departure. Failure to do so may result in complications when re-entering Japan in the future.

### **Information for Visa-sponsored Students**

Contact the OSSE Visa Coordinator at [visa@tuj.temple.edu](mailto:visa@tuj.temple.edu) for any questions related to your student visa.

### **Visa Holds and Related Sanctions**

Failure to comply with these regulations and procedures may result in the imposition of a fine and/or withdrawal of your visa sponsorship, and will result in a visa-hold being placed on your student account at TUJ. A visa-hold will prevent you from registering for courses, and receiving transcripts, certificates, or a diploma. In order to remove a visa-hold on your account, you need to pay any fines assessed, provide the documents requested, and complete any related [Student Code of Conduct](#) disciplinary procedures. Fines for failure to timely file visa-related documents, as noted below, will be assessed as follows: (1) First Violation: ¥10,000; (2) Second Violation: ¥20,000; (3) Third Violation: ¥30,000.

TUJ may institute Student Code of Conduct proceedings following any visa violation. Irrespective of any Student Code of Conduct proceeding, TUJ will presumptively withdraw sponsorship of any visa following the third violation.

### **Disclosure of Criminal Activity in Japan**

## Getting Arrested

If you reside in Japan on a TUJ-sponsored visa and are arrested, you must report this to OSSE. TUJ is unable to represent you or assist you with the police; however, once the alleged violation of Japanese law has been resolved by the Japanese authorities, TUJ will need to review the matter and determine what Code of Conduct or visa-related actions, if any, need be taken.

## Illegal Drug Possession

Penalties for possessing, using, or trafficking in illegal drugs are severe, and convicted offenders can expect long jail sentences and fines. The possession and/or use of any drugs including but not limited to cannabis (marijuana), narcotics, psychotropic drugs, opium, stimulants, thinners, and MDMA are strictly prohibited. By law in Japan, violators will be arrested and prosecuted as criminals, and will receive severe punishment that could include imprisonment and deportation.

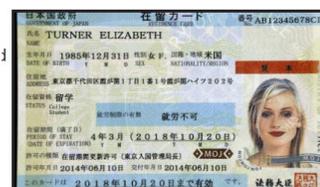
Do not bring, purchase, or use illegal substances in Japan.

## The Residence Card

A [Residence Card](#) will be issued to newly arriving foreign nationals who intend to reside in Japan for more than 3 months.

### Your Residence Card

- This card is your main identification card while in Japan.
- You are legally required to carry your Residence Card at all times. You may be sentenced to a fine of up to 200,000 yen if you fail to carry it.
- You must show your residence card to the police or immigration officers, when you are asked. Refusing to show your Residence Card is punishable by imprisonment for not more than a year or a fine not exceeding 200,000 yen.
- You have to re-apply for a new card at the Immigration Bureau within 14 days if you lose your Residence Card. If you fail to do so, you could face imprisonment or a fine.
- If you fail to give notification of your address or submit a false notification, your resident status may be revoked.
- If you are sentenced to imprisonment for false notification, you may be deported.



### Important Notes

- When you finish your studies at TUJ and leave Japan, you must return your Residence Card to the immigration inspector at your departure airport. Failure to do so may result in complications when re-entering Japan.
- Students need a Residence Card when applying for work permission.
- If any changes are made to your Residence Card, you must submit copies of both sides of the revised card to the OSSE within 14 days.
- You need to notify the Immigration Bureau if any personal information on your passport changes (name, nationality, date of birth or gender), or if you transfer to/from another school.

### Your First Residence

When your Residence Card is issued, you must bring the following to your ward office/city hall to register your place of residence within 14 days of moving into your new place of residence: a) passport, b) Residence Card, c) address in Japan, and d) application form.

### When You Move

If you move to a new location, report to the Residents Section (住民課 *Jumin-ka*) of your old AND new ward/city offices within 14 days of moving to a new address:

1. Go to your OLD Ward/City office
  - 1) Request a certificate of moving out (転出証明書 *Tenshutsu-Shomeisho*)
  - 2) Cancel your National Health Insurance 国民健康保険 (*kokumin kenko hoken*)( NHI)

2. Go to your NEW Ward/City office
  - 1) Register your new address, take the certificate of moving out (転出証明書 *Tenshutsu-Shomeisho*) with you.
  - 2) Re-apply for National Health Insurance 国民健康保険 (NHI) and the premium discount (if applicable) at the same time you register your place of residence at your city/ward office. Be sure and ask for the discount on your premium if you have no or low income in Japan the previous year.

### Re-issuance of a Residence Card

You need to re-apply for a new one at Immigration within 14 days of damaging, stolen or losing your card. You need to :

- 1) go to the nearest police station or police department to submit a "Report of Stolen Property" or "Report of Lost Articles."
- 2) Bring the report of loss/theft certificate issued by the police department, your passport, and a passport-sized photo (4cm x 3cm) with you when you go to Immigration.

### A Certificate for Status of Residence (Jumin-hyo)

A Certificate of Status for Residence (住民票 Jumin-hyo) is a document that proves the validity of the registration information on your Residence Card. A copy of your Certificate for Status of Residence can be issued at your local ward office upon request for a small fee (300 – 350 yen per copy). Some paperwork in Japan will require this document. Make sure to take your Residence Card when you go to your local ward office.

## Your Status and Full-time Enrollment Requirement

If you are on a student visa, your status is "Student," which means the Immigration Bureau of Japan expects your main purpose for being in Japan is **to study**. The Immigration Bureau of Japan expects all those on "Student" visas to be (1) **enrolled and attending school full time**, (2) earning full-time credits every semester, and (3) **making steady progress towards completing their studies**. As a result, TUJ's discretionary visa sponsorship is premised on steady progress towards degree completion. For undergraduate students, full-time enrollment is defined as 12-18 credits for spring and fall semesters and 9 credits for summer semester. **These requirements can only be met by enrolling in courses offered at TUJ. Online courses from Main Campus do not fulfill this requirement except for those who are registered for the Computer Science 2 + 2 Program.** Visa-sponsored students who are not taking classes during the summer semester must leave Japan and remain outside of Japan for the duration of the semester.

## Academic Progress

To satisfy Immigration requirements, it is TUJ policy that all students on student visas must be making steady progress to earn a degree within 4 years (less if you are a transfer student) by taking courses that are required for your degree and by earning satisfactory grades in those courses. When you apply for a landing permission extension ("visa extension"), the Japanese Immigration Bureau may contact TUJ to confirm your academic progress with the expectation that you have earned at least 62 – 64 credits over a 2 year period. Taking summer semester off, requesting a reduced course load, or having multiple course withdrawals or failing grades will slow your academic progress and may therefore generate problems with your visa extension application.

The university monitors your academic progress every semester to ensure you are completing credits and are on track to earn your degree. Poor academic progress will be flagged and you will receive a warning from the university. Poor academic progress is deemed to be earning 8 credits or less in fall or spring semester, and 5 credits or less in the summer semester. Students granted permission to take a reduced course load for less than 8 credits in the fall or spring, or 5 credits in the summer, are required to earn all attempted credits for that semester.

### Withdrawing From a Course

As long as you are registered for a full course load by the end of the drop period and earning at least 9 credits in the fall and spring semesters and 6 credits in the summer semesters, you are allowed to subsequently withdraw from a course and not violate the full-time enrollment requirement. However, in order to maintain steady academic progress and complete 62-64 credits over a 2-year period, you are strongly encouraged to make up for the lost credits in a future semester.

### **Leave of Absence or Summer Off**

If you need to take a semester off, you may apply for a Leave of absence (LOA) for the fall or spring semesters, or submit a Summer Off Request Form for the summer semesters. Be sure to review graduation requirements and course availability in advance and develop an academic plan that enables you to retain steady academic progress and avoid problems at the time of your visa extension.

If you are taking a leave of absence (LOA) for more than one semester (including a summer off), you are strongly encouraged to cancel your visa when you leave Japan and re-apply for a student visa from outside of Japan. Consult with the visa coordinator concerning LOA and your visa before you leave Japan.

### **Graduation, Delayed Graduation and Changes in Academic Program**

Japanese Immigration expects all visa-sponsored students to earn a bachelor's degree and graduate in a timely manner (within four years; less for transfer students). Students who are making poor progress towards degree completion and who fail to complete the program within four years will be requested to provide the Immigration Bureau with documentation explaining the reason(s) for not completing the program. Visa renewal is at the sole discretion of the Japanese Immigration Bureau and TUJ has no control over their decisions and how those decisions may affect the student.

Students in their last semester of study before degree completion who are unable to earn the required credits to graduate may be granted one additional semester of visa sponsorship in order to finish their degree. Extending visa sponsorship is also discretionary, and the request for visa sponsorship extension will be thoroughly reviewed. TUJ will not support a visa beyond this semester extension regardless of circumstances.

Students who have [applied for graduation](#) and are able to earn a degree in the semester they have applied for graduation must graduate. **Students considering altering their desired academic program by adding a major, minor or certificate must declare those changes BEFORE applying for graduation.** If they alter their desired academic program after they have already applied for graduation, TUJ will continue to sponsor their student visa for only one additional semester, and in such case only if their then-current landing permission remains valid for the duration of the delayed graduation semester. TUJ will not support a visa extension in a delayed graduation semester for students who have altered their academic program after applying for graduation regardless of personal circumstances. Students with GI Bill benefits who have remaining benefits they want to use or students wanting to retake courses to improve their GPA are not valid reasons for delaying graduation.

### **Maintain a Minimum 2.0 GPA**

All TUJ visa-sponsored students are required to maintain a minimum 2.0 cumulative GPA. If the curriculum is too difficult, consult with the Academic Advising Center or the Teaching & Learning Center for study guidance immediately. Should your cumulative GPA fall below 2.0, you will receive an official warning from the visa coordinator. If you continue to perform poorly, the university may withdraw sponsorship of your visa.

### **Important Notes**

1. Initial and ongoing visa sponsorship by TUJ, including landing permission extension, is discretionary and is premised on steady progress to degree completion. TUJ, at its sole discretion, may withdraw visa sponsorship and/or decline to sponsor extensions of visas/landing permission. Grounds on which TUJ may withdraw or decline to continue visa support may include, without limitation, poor academic results, poor progress towards completing degree requirements, failure to comply with visa policies and procedures, or issues regarding conduct under the Student Code of Conduct.
2. If you are not enrolled as a full-time student, TUJ reserves the right to place a visa-hold on your account and to file a report with the Immigration Bureau. A visa hold will prevent you from registering for classes online and from receiving your grades, transcripts, and diploma.
3. TUJ will provide an official warning to students who fall below a 2.0 cumulative GPA or otherwise are not making reasonable progress, and may place such students on probation for a semester. If a student cannot meet the conditions set forth in the probation period, TUJ will withdraw visa sponsorship.

### **Reduced Course Load Request**

Visa-sponsored students are expected to register as full-time students every semester; however, only in very limited circumstances are students allowed to take less than a full-time course load. If you believe you have a

legitimate reason for taking fewer than the required number of credits for a full course of study, you may petition for a reduced course load to be reviewed by the administration. In order for the petition to be considered, you must be in good academic standing and provide a doctor's current documentation if petitioning due to health-related issues or a disability. Students who are graduating and can meet the graduation requirements with less than 12 credits are still required to submit a reduced course load request.

To apply for a reduced course load, fill out the Reduced Course Load Request Form that is sent to you by email. Complete and submit this form with any other supporting documentation you believe should be considered to the Visa Coordinator in OSSE no later than 16:00 of the last day to add a course. A response to your request will be sent to your TUmial account by the Visa Coordinator.

Due to strict immigration policy regarding full-time enrollment, TUJ does not allow students to take a permanently reduced course load regardless of disability, illness, or circumstances. If you are requesting a reduced course load due to disability or health-related issues, you must submit a new letter from your doctor along with a Reduced Course Load Request Form to OSSE every time you apply for a reduced course load.

**Note that a fine for failure to timely file reduced course load-related documents will be assessed as described above in the Visa Holds and Related Sanctions section.**

### **Part-time Work Permission**

Students on a student visa may apply for work permission (資格外活動許可 *Shikakugai Katsudo Kyoka*) – “Permission to engage in activity other than that permitted under the status of residence previously granted.”

#### **Regulations and Limitations**

Visa-sponsored students can obtain permission to work only when they are ENROLLED in classes during the current semester and only when it is clear that working is not adversely affecting their studies. If you are not enrolled in classes, you are NOT permitted to remain in Japan and work; you must leave Japan and remain outside of Japan for the entire semester in which you are not enrolled; this includes the summer semesters. If you are not enrolled in classes either in the current or next semester, you are NOT permitted to remain in Japan and work. Likewise, if you are not enrolled in classes for the summer semester, you are not permitted to remain in Japan and work in the summer.

After you obtain work permission, you may work up to 28 hours per week during the semester in which you are enrolled and up to 40 hours (8 hours a day) during the break in between semesters in which you are enrolled. This application process usually takes about three weeks, but it may take longer depending on the Immigration Bureau's workload. The work permit is a sticker placed in your passport and a stamp placed on the back side of your Residence Card. Your employer may request a copy for their records. The same work permit can be used in different work places and is valid for the duration of your landing permission (period of stay on your Residence Card). The work permission expires on the same day as your landing permission's expiration date. TAs, RAs and student workers with on-campus jobs under a direct contract with TUJ do not require a work permit.

#### **Prohibited Places of Employment**

Students must not engage in any work related to the adult entertainment industry including, but not limited to, night clubs, hostess clubs, *pachinko* parlors, adult-entertainment internet businesses, escort services, and telephone-based dating services. More specifically, you may not DJ, work as a doorman/bouncer, create video/films for nightclubs, or engage in ANY work activity (even dish-washing) in any industry mentioned above. It is STRICTLY PROHIBITED.

#### **Freelance Jobs**

You are permitted to do freelance work; however, you are permitted to work only for a maximum of 28 hours per week during the semester in which you are enrolled and 8 hours per day/40 hours per week during the break in between semesters in which you are enrolled. You will need to be able to prove that you are working within the guidelines if the Immigration Bureau of Japan or the university asks.

#### **Application Procedure**

1. Visit the Tokyo Regional Immigration Bureau and submit these documents:

- [Working Permission Application Form](#)
  - Residence Card
  - Copy of your passport showing a) your personal information and b) “Landing Permission” stamp
  - Your original passport
2. Pick up the permit at the Immigration Bureau. The Immigration Bureau will send you a postcard notifying you that your permit is ready. Take the postcard along with your Residence Card and passport to Immigration to receive your permit.
  3. Give a copy of your work permit to your employer.

### Traveling Abroad / Re-entry Permit

When you travel abroad, you will need to check boxes that state “within one year” and “1. I am leaving Japan temporarily and will return.” on the Embarkation Card for Re-entrant. This card is available at the passport control section at the airport. You must fill out this card and present it with your Residence Card to the immigration officer.

#### Important Notes

- If you are planning to stay abroad for more than one semester, you will need to apply for a Certificate of Eligibility from abroad to obtain a new student visa. For the application procedure, contact the Visa Coordinator ([visa@tuj.temple.edu](mailto:visa@tuj.temple.edu)).
- Inform the Visa Coordinator of your contact information, departure date, and expected return date if you intend to take an LOA.
- If you have a re-entry permit when you leave Japan, keep your Residence Card with you and do not surrender it to the immigration officer at the airport.

### Leave of Absence (LOA) and Summer Off

#### Fall/Spring Semester LOA

If you do not intend to take courses at TUJ during the coming fall and/or spring semester, then you must:

1. Submit a Leave Of Absence application on TUportal before you leave Japan or, if you left Japan, no later than 17:00 of the last day to drop a course for the semester you will be on leave at the latest.
2. Submit contact information, departure date, and expected return date to the Visa Coordinator by email ([visa@tuj.temple.edu](mailto:visa@tuj.temple.edu)) before you leave Japan. Without this information, your status may be incorrectly reported to the Immigration Bureau.
3. Leave Japan within 30 days of the last day of the semester before you take your leave of absence, or within 30 days of the day you submit the Undergraduate Leave of Absence Petition (whichever date is later). **You must leave Japan and remain outside of Japan for the duration of the semester(s) for which you are taking an LOA.**
4. At the beginning of the semester after you return from your LOA, visit the OSSE with your passport by 17:00 of the last day to drop a course for that semester. The Visa Coordinator will verify your exit and re-entry stamps to confirm your compliance with LOA policies; specifically, that you indeed left and returned to Japan as directed.

#### Important Note

Depending on your landing permission’s expiration date and/or when you intend to return to TUJ, you may be able to return on your current visa status or you may need to apply for a new student visa by following the TUJ visa application process. Consult the Visa Coordinator regarding your particular situation before you submit your LOA application.

#### LOA Extension

If you wish to extend your LOA, you must resubmit the LOA application on TUportal and notify respective departments including OSSE (See section below.)

**Note that a fine for failure to timely file LOA-related documents will be assessed as described above in the Visa Holds and Related Sanctions section.**

#### Returning to TUJ After Being Away for More Than One Semester

If you take an LOA from TUJ for any reason, you must consult with the Visa Coordinator ([visa@tuj.temple.edu](mailto:visa@tuj.temple.edu)) prior to your exit from Japan regarding procedures for exiting and re-entering Japan. By checking your passport and Residence Card, the Visa Coordinator can clarify your visa status before you leave TUJ. It may be possible for you to keep your current visa status and re-enter Japan, or you may need to apply for a Certificate of Eligibility for a new student visa. To avoid having to pay for a new visa application unnecessarily, contact the Visa Coordinator before leaving Japan.

To re-enter Japan, you must first check with the Academic Advising Center ([aac@tuj.temple.edu](mailto:aac@tuj.temple.edu)) to confirm that you are academically eligible to return to TUJ. After all departments conclude your academic eligibility, the OSSE will send you confirmation.

In the event you require a new student visa, application and processing can take up to 90 days, so you must contact the OSSE well in advance of your proposed return. The application procedure and deadline will be the same as when new students apply for a Certificate of Eligibility for their student visa. The required documents will be the same, as will the visa application processing fee of ¥20,600.

The application form for a Certificate of Eligibility for a student visa and explanation of the other required documents are available online: <https://www.tuj.ac.jp/ug/visa/apply/process-and-documents.html>  
You must adhere to the visa application deadline for the semester that you intend to return to TUJ.

### **Summer Off**

**You must leave Japan if you are not enrolled at TUJ.** If you do not intend to take courses at TUJ during the summer semester, but plan to return to TUJ for the fall semester, you must do the following:

1. Submit a completed Summer Off Request Form to the Visa Coordinator ([visa@tuj.temple.edu](mailto:visa@tuj.temple.edu)) no later than 17:00 of the last day of the spring semester.
2. Leave Japan within 30 days of the last day of the spring semester. Keep your Residence Card and National Health Insurance Card with you when you exit Japan. You are not permitted to re-enter Japan mid-summer; you must remain outside of Japan until 30 days before the start of the fall semester.
3. Visit the OSSE with your passport by 17:00 of the last day to drop a course for the fall semester. The Visa Coordinator will verify your exit and re-entry stamps to confirm your compliance with summer LOA policies; specifically, that you indeed left and returned to Japan as directed.

### **Important Note:**

You will continue to be charged for National Health Insurance (NHI) as long as your student visa is valid. Therefore, you will have to pay for NHI for the entire summer as well. Before your departure from Japan, if under a student visa, you will need to inform your local ward office of your absence.

Note that a fine for failure to timely file Summer Off-related documents will be assessed as described above in the Visa Holds and Related Sanctions section.

## **Extending Period of Stay**

### **Visa – Landing Permission**

When you use your student visa to enter Japan, a "landing permission" (*Jyoriku Kyoka*) stamp is placed in your passport. This landing permission shows how long you are allowed to stay in Japan with your current visa status (as a "Student"). Your landing permission may be valid for one year or up to two years and three months. You must check and be aware of the expiration date of your landing permission. Your landing permission expiration date will also be written on your Residence Card as "period of stay (date of expiration)."

You must apply for an extension at the Immigration Bureau before your landing permission expires. Landing permission extension (*Zairyu Shikaku Koshin Kyoka*) applications can be made starting 90 days prior to expiration. You will need TUJ's endorsement on your landing permission extension application materials. Background checks for visa and landing permission extensions take a considerable amount of time, prepare all of the required materials and then make an appointment with the Visa Coordinator at [visa@tuj.temple.edu](mailto:visa@tuj.temple.edu) **no later than 30 days prior to your landing permission's expiration date.**

### **Important Notes**

- If you plan to travel abroad, you must return to Japan prior to the expiration date of the landing permission or obtain an extension in advance. You are strongly encouraged not to travel until after your landing permission application is completed and approved by the Immigration Bureau of Japan.
- If you leave Japan without extending your landing permission and it expires while you are outside of Japan, you will be unable to re-enter Japan as a “Student” and must re-apply for a new student visa from outside of Japan. **You will not be permitted to extend your landing permission from outside of Japan.** Consult with the Visa Coordinator concerning extensions and changes to your visa or landing permission well in advance of their expiration dates.
- If you have a work permit, it is issued under your current landing permission and expires when your landing permission expires. You may apply for an extension of your work permit at the same time you apply for your landing permission’s extension.
- Staying in Japan even one day past your landing permission’s expiration date is considered “**overstaying**” and a violation of Japanese law and TUJ visa policy. Pay close attention to your visa and landing permission expiration dates.

Note that a fine for failure to timely submit a request for extension of landing permission to the Visa Coordinator will be assessed as described above in the Visa Holds and Related Sanctions section.

### General Requirements for Visa-sponsored Students

As a student on a TUJ-sponsored visa, you must:

- Promptly update with Self-Service Banner when your contact information changes (address, phone numbers, email address, emergency contact information, etc.).
- Any changes in your address must also be updated on your Residence Card within 14 days of moving to a new address.
- Contact the OSSE if you lose or renew your Residence Card
- Check your TUmail regularly for visa and other important information.
- Submit photocopies of both sides of your Residence Card to the OSSE any time you renew it.
- Maintain full-time status.
- Attend mandatory orientations.
- Submit required documents and contact TUJ when you leave TUJ or Japan.

### Changing Status of Residence (Visa)

If you need to change your status from that of a TUJ-sponsored student visa to a different kind of visa status, consult with your prospective sponsor directly. Once your status is changed, report your new status information to the Visa Coordinator ([visa@tuj.temple.edu](mailto:visa@tuj.temple.edu)). If you fail to do so, your status may be incorrectly reported to the Immigration Bureau.

### Withdrawing From TUJ

If you plan to withdraw from TUJ procedures are below.

1. Contact the Registrar’s Office to obtain the University Exit Form. Contact each department listed on the form to get their signatures. At OSSE, you will be asked to fill out a form for us to submit to the Immigration Bureau. When you have gotten all of the signatures on the University Exit Form, submit the form to the Registrar’s Office and they will update your student record. Complete this process before your last day on campus.
2. Follow the procedure on page 15 for Leaving Japan.
3. Exit Japan within 30 days: You must leave Japan within 30 days of the last day of your last registered semester, or within 30 days of submitting your University Exit Form if you are withdrawing mid-semester.

Failure to complete this process may result in a hold and/or a fine on your account as well as your status being incorrectly reported to the Immigration Bureau. A hold on your account will, among other things, prevent you from receiving transcripts or other documents from the university.

### Leaving TUJ Without Leaving Japan

If you are transferring to another school in Japan and/or found another sponsor for a visa, you must contact the OSSE and your new sponsor regarding your visa status immediately. TUJ must regularly file reports to the Immigration Bureau regarding TUJ visa-sponsored students' enrollment status. Contact the Visa Coordinator so that you are not reported as out-of-status to the Immigration Bureau.

### Directions to the Tokyo Regional Immigration Bureau

From JR Shinagawa Station, walk 2 minutes to the bus stop. Go out of the ticket gate and head toward Konan Exit (East Exit). Walk to the end (front of escalators) and go left (there will be signs for Immigration). Go down the stairs and take Bus No. 8. Get off at the "Tokyo Nyukoku Kanrikyoku-mae" stop.

- Address: 5-5-30, Konan, Minato-ku, 108-0075
- Tel: 0570-03425
- Open: Weekdays – 09:00 to 12:00 and 13:00 to 16:00
- Closed: Weekends and National Holidays
- Website: <http://www.immi-moj.go.jp/english/soshiki/kikou/tokyo.html>

## Part-time Jobs

### Looking for a Part-time Job

For students who do not speak any Japanese, finding a part-time job may be difficult. Part-time jobs at TUJ are listed within TUportal. Find "Temple Japan" tab then click "[Job Listings](#)". Students may also speak to the Career Development Office on the 1st floor for off-campus jobs. In addition to internships, the Career Development Office also releases job ads from companies in the area looking for part-time help. Please note that in order to work a part-time job, visa sponsored students need to obtain work permission (資格外活動許可 *Shikakugai Katsudo Kyoka*).

### Tax Information

If you work in Japan, check if your company does the year-end (tax) adjustment 年末調整 (*nen-matsu-chosei*) on your behalf. If not, be sure to keep your certificate of income and withholding tax 源泉徴収表 (*gen-sen-choshu-hyo*) that you will receive in January and file it each year in February at your local ward office.

#### Tax Information Center

Tel: 03-3821-9070 (English)

Hours: Weekdays 09:00 to 17:00

Website: <https://www.nta.go.jp/english/taxes/individual/12011.htm>

