

HANDBOOK

FOR FOREIGN TEACHING STAFF AND RESEARCHERS

2012

University of Tsukuba

Preface

We would like to extend a special welcome to you on behalf of all the staff of the University of Tsukuba.

This handbook was prepared for your benefit to start your life as a teaching staff or a foreign researcher at the university. We hope that you will make use of it to acquire information on visa issues, city office procedures and daily life issues as well. When you need further information, our experienced advising staff is ready to assist you in understanding the regulations governing your stay in Japan and provide you with information to identify helpful community resources.

We wish you enjoyable and successful days at the University of Tsukuba.

Kasuga Plaza International Support Office
University of Tsukuba

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第1章 来日前

A 査証

1 在留資格

外国人が日本に入国するためには、入国前に在外日本公館で入国目的に合った査証を申請する必要があります。入国時には、空港等で上陸審査が行われ、上陸に問題がないと判断されれば、「在留資格」が与えられ入国が許可されます。日本との間に査証免除取決めを結んでいる国の国民が、短期間滞在するために日本に入国する場合には査証は必要ありません。ただし、報酬を伴う活動に従事する場合は、適用されません。

筑波大学で研究、研究の指導または教育に携わる外国人は「教授」の在留資格で、収入を伴わない学術上の活動に携わる外国人は「文化活動」の在留資格で来日します。

2 在留資格認定証明書

査証取得に際し、入国の条件に適合している旨の証明書「在留資格認定証明書」をあらかじめ申請することができます。「教授」または「文化活動」の在留資格で来日する研究者は、筑波大学を通じて「在留資格認定証明書」を取得して下さい。通常、在留資格認定証は発給されるまでに、入国管理局に申請後1ヶ月程かかります。余裕を持って準備して下さい。

この証明書を所持していれば、現地の日本大使館又は領事館で査証を申請する際に、短期間で査証の発給を受けることができます。また、入国時の上陸手続きも簡易化されます。「在留資格認定証明書」の有効期間は交付の日から3ヶ月です。なお、在留資格「短期滞在」は、在留資格認定証明書の制度の対象外です。

Chapter I Before Coming to Japan

A. Visa

1. Status of Residence

A foreign national is requested to apply for a Japanese visa prior to visiting Japan and shall receive one corresponding to the purpose of the visit from a Japanese Embassy or Consulate in his/her home country. At the time of entry into Japan, if it is determined that there are no problems during the landing examination at the airport, he/she will be given a status of residence and be permitted to enter.

A visa is not necessary in the case when a national of a country, which has a reciprocal visa exemption agreement with Japan, intends to stay in Japan for a short period not exceeding a certain length. However, the visa exemption agreement is not applicable to a person who intends to engage in any activity for remuneration.

A foreign researcher visiting the University of Tsukuba should enter Japan with one of the following two types of status of residence: “Professor” if he/she will be engaged in activities for research, research guidance or education, or “Cultural Activities” if he/she will be engaged in academic activities that provide no income.

2. Certificate of Eligibility

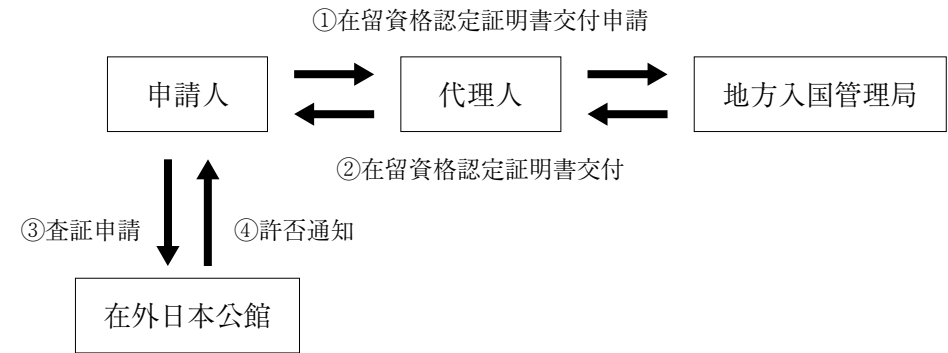
The procedures to apply for a “Certificate of Eligibility” in advance are established, providing that the applicant fulfills the requirements. A researcher who will be applying for the “Professor” or “Cultural Activities” status of residence should obtain this certificate through the University of Tsukuba in advance. Usually, it may take a month after an application is made to the Immigration Bureau until the Certificate of Eligibility is issued. Make preparation in good time.

If a foreign national is in possession of this certificate, when applying for a visa at the local Japanese Consulate or Embassy abroad, he/she can get a visa issued quickly, and moreover, the landing procedures will be simplified as well. The validity of the certificate is three months from the date of issuance. A “Temporary Visitor” is excluded from the use of the Certificate of Eligibility.

* 在留資格認定証明書交付代理申請

「教授」または「文化活動」の在留資格で活動する場合、筑波大学が代理で東京入国管理局に「在留資格認定証明書」を申請し、交付を受けたのち、当該証明書を申請者に送付します。

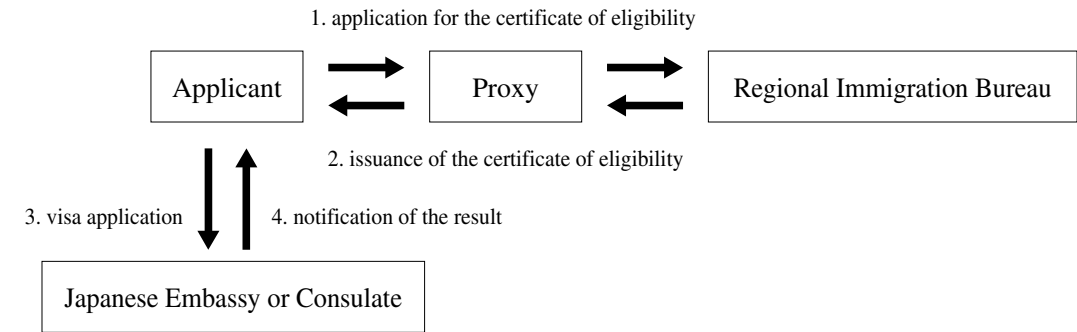
受け入れ教員からの依頼により、筑波大学春日プラザ国際交流サポート室が代理申請をします。受け入れ教員に相談のうえ、必要書類の準備をして下さい。来日時に家族を同伴する場合は、家族の申請も代理で行います。日本上陸の際に、通常「家族滞在」の在留資格が与えられます。



* Certificate of Eligibility Proxy Application

In case a foreign national enters Japan under “Professor” or “Cultural Activities” status of residence, the University of Tsukuba will file his/her application by proxy for a Certificate of Eligibility at the Tokyo Immigration Bureau. When it is received, it will be sent to him/her.

The Kasuga Plaza International Support Office of the university is responsible for the proxy filing when requested by the host professor. After consultation with the host professor, prepare the documents required. In case your spouse and/or dependent child will accompany you when you come to Japan, the university will file their applications in proxy as well. They will normally receive the status of “Dependent” upon arrival in Japan.



必要書類

「教授」（大学において研究、研究の指導又は教育を行う活動）

- a 在留資格認定証明書交付申請書（申請人等作成用 1、2 I、所属機関等作成用 1 I）
- b 写真（4 cm×3 cm）1 枚
- c 雇用契約書又は雇用予定証明書の写し

「文化活動」（収入を伴わない学術上・芸術上の活動）

- a 在留資格認定証明書交付申請書（申請人等作成用 1、2 J、所属機関等作成用 1 J）
- b 写真（4 cm×3 cm）1 枚
- c 日本での活動の内容、期間を明らかにするもの（「外国人受託研究員受入許可書」の写し等）1 通
- d 学術上の業績を明らかにする資料として履歴書、最終学歴の卒業証明書、在職証明書等 適宜
- e 経費支弁能力を証明する文書
 - （1）申請人が経費を支弁する場合は、次のいずれかの資料
 - 奨学金給付に関する証明書（給付金額及び期間を明示）あるいは
 - 申請人本人名義の銀行預金残高証明書 適宜
 - （2）申請人以外の者が経費を支弁する場合は、経費負担者に係る次の資料
 - 住民税の納税証明書、課税証明書（1 年間の総収入、課税額及び納税額を記載されたもの）各 1 通
 - 経費支弁者が外国にいる場合は、経費支弁者名義の銀行預金残高証明書 適宜

Documents Required

“Professor”: Activities for research, research guidance, or education in a university

- a. Application for Certificate of Eligibility (For applicant part 1, part 2 I and for organization part 1 I)
- b. One photograph (4cm×3cm)
- c. Copy of an employment contract or certificate of guarantee of future employment

“Cultural Activities”: Academic or artistic activities that provide no income

- a. Application for Certificate of Eligibility (For applicant part 1, part 2 J and for organization part 1 J)
- b. One photograph (4cm×3cm)
- c. Document that shows the details and duration of the activities (Copy of the“Permission to Accept as a Visiting Foreign Research Fellow”, etc.)
- d. Resume, certificate of the final degree, certificate of employment as documents certifying the academic career
- e. Document that certifies a foreign national can meet his/her expenses

(1) If an applicant can meet his/her expenses, any of the following documents:

Evidence of the scholarship payment certifying the amount and the duration, or
Certificate of deposit balance in the name of the applicant

(2) If someone other than the applicant will meet the applicant’s expenses, any of the following documents pertaining to the defrayer:

Certificate of resident tax payment and a residential tax receipt (Document listing the annual gross income, tax amount, and tax payment)

If the defrayer is in a foreign country, a certificate of deposit balance in the name of the defrayer

B 住居

1 学内外の宿泊施設

筑波大学は、学内に、廉価で便利な外国人研究者向けの宿泊施設があります。1ヶ月以上の滞在には、家具付きの部屋で単身用、夫婦用、家族用の仕様があります。1ヶ月以内の短期滞在用施設もあります。来日前に受け入れ教員を通してお申し込み下さい。

また、学外にも外国人研究者向けの宿泊施設があります。宿舎の名称、宿泊料金等については、巻末の資料2「外国人教師等宿泊施設一覧」をご参照下さい。なお、空き状況により希望の施設に入居できない場合もあります。

2 民間の賃貸住宅

日本の賃貸住宅には、通常家具類は備えられていません。また、賃貸契約を行う場合、保証人が必要となりますが、最近では、不動産業者が指定する保証会社に保証人の代行を依頼する物件もあります。通常、火災保険への加入が義務付けられます。契約に必要な経費として、敷金、礼金、手数料、当月分と翌月分の家賃を払います。礼金と手数料は、それぞれ家主と不動産業者に支払われます。敷金は、契約解除の時に修理代などで差し引かれ、残りがあれば返却されます。

C 保険

自国で医療保険に加入している場合、その保険が海外に滞在中の医療費用に適用されるかどうか確認して下さい。適用されない場合は、来日前に海外旅行傷害保険に加入することをお勧めします。

日本の公的医療保険には、職場の「被雇用者保険」と自治体が運営する「国民健康保険」があります。外国人の場合、1年以上の在留資格があつて「被雇用者保険」に加入していない場合は「国民健康保険」に加入して下さい。保険加入者が病院で診察を受ける時には、医療費の3割のみ自己負担し、7割は保険によって支払われます。

B. Accommodations

1. On-campus and Off-campus Accommodations

Inexpensive and convenient accommodations are provided for foreign researchers on-campus at the University of Tsukuba. For stays over a month, 3 types (for a person, for two persons, and for a family) of furnished apartments are available. Some guesthouses are also provided for short stays. Applications should be made through the host professor in advance.

In addition, there are accommodations intended for foreign researchers off-campus. For the name of the dormitory, room rates, etc., please refer to Appendix 2 Accommodation Facilities–List. The desired accommodation may not be available depending on the vacancy.

2. Privately-rented Housing

Usually, a Japanese rented housing is unfurnished. In addition, when signing a lease, a guarantor will be required, but recently there are properties that request a proxy guarantor in a guarantee company designated by the real estate agency. It is common to be required to buy fire insurance. The following expenses are incurred at the time of signing the lease: deposit, key money, fees, and the present and following month's rent. The key money and fees are paid to the landlord and real estate agency, respectively. The deposit is returned if there is anything left over after deductions for repair costs, etc. when terminating the lease.

C. Insurance

It is recommended that you contact your insurance agency and ask about overseas accident and health coverage. If the insurance policy does not cover overseas medical costs, it is recommended that you enroll in an overseas travel accident insurance policy before coming to Japan.

The Japanese public medical insurance consists of the “employee insurance” through work and the National Health Insurance, which is run by the local government. If a foreign national who has a status of residence of over a year doesn't join employee insurance, he/she must make sure to join the National Health Insurance. The member bears only thirty percent of the medical expenses when seeking medical attention and the insurance bears seventy percent.

第2章 滞在中

A 市役所での主な手続き

1 外国人登録（2012年7月8日までの制度）

日本に90日以上滞在する外国人は、入国から90日以内に、居住地の市役所で外国人登録をします。申請時に「外国人登録証明書交付予定期間指定書」が発行され、後日発行される外国人登録証明書と引き換えます。16才以上の外国人は、この証明書を携帯する義務があります。

新規登録には、申請書、旅券、写真2枚（4.5cm×3.5cm）が必要です。外国人登録証明書は発行までに3週間程かかります。申請の際に「外国人登録原票記載事項証明書」を発行してもらうと、それが銀行口座開設や賃貸住宅の契約時の身分証明書になります。

2 在留カード（2012年7月9日以降の制度）

2012年7月9日から新しい在留管理制度が導入され、外国人登録制度は廃止されます。対象となるのは、入管法上の在留資格を持って日本に3ヶ月以上滞在中長期在留者です。中長期在留者に対し、上陸許可、在留資格の変更許可、在留期間の更新許可などの在留に係る許可に伴って、在留カードが交付されます。

新しい在留管理制度により、外国人住民も住民基本台帳の対象となり、日本人と同様に住民票の写しを取得できるようになります。「外国人登録証明書」は、新しい在留管理制度の導入後も、一定の期間「在留カード」とみなされます。

Chapter II Living in Tsukuba

A. Major Procedures at City Hall

1. Alien Registration (System until July 8, 2012)

A foreign national who will stay in Japan for more than 90 days must register at the city hall within 90 days of receiving a landing permit. On the day of registration, a “certificate designating the period of its issuance” is issued to be exchanged for the Certificate of Alien Registration, which is ready for collection later. Foreigners of 16 years of age or over are required to carry the certificate with them at all times.

An application form, passport and 2 photographs (4.5cm×3.5cm) are required for an initial registration. As it may take about 3 weeks until the Certificate of Alien Registration is issued, it is recommended that you obtain a “Certificate on Registered Matters for Alien Registration” upon application and this can be presented as an ID when opening a bank account or signing a lease.

2. Resident Card (System on and after July 9, 2012)

A new residency management system will begin on July 9, 2012 and the current alien registration system will be abolished thereafter. The new residency management system will be applied to all foreign nationals residing legally in Japan for the mid- to long-term with resident status for more than three months under the Immigration Control Act. A resident card will be issued to mid- to long-term residents when granting permission pertaining to residence, such as landing permission, permission for change of resident status and permission for extension of the period of stay.

With the new residency management system, a foreign resident will be able to get the same “Jumin Hyo (resident record)” as a Japanese national, as the “Basic Resident Registration Act” will also begin to be applied to them. Even after implementation of the new residency management system, the current Certificate of Alien Registration will be deemed for a certain period of time to be equivalent to the new resident card.

3 住所の届出

2012年7月9日以降、出入国港において在留カードが交付された人は、住居地が決まってから14日以内に在留カードを持参して、住居地の市役所窓口で届け出ます。旅券に「在留カードを後日交付する」旨の記載がある人も旅券を持参して手続きをします。また、引っ越しをして住居地を変更した時も、移転の日から14日以内に届け出て下さい。

4 国民健康保険

日本に1年以上滞在する外国人は、日本の公的な医療保険に加入しなければなりません。勤務先を通じて加入する健康保険に加入しない場合、国民健康保険に加入します。保険に加入すると、保険証が発行されます。

5 国民年金

日本に住んでいる20歳以上60歳未満のすべての人は国民年金に加入する義務があります。老齢・障害・死亡の保険事故に該当した時に、加入者または遺族に基礎年金を支給します。老齢年金を受けるには、25年間以上の加入歴が必要です。保険料や支払方法等については、年金事務所へ直接お問合せ下さい。[土浦年金事務所お客様相談室](#) TEL 029-824-7169

外国人は6ヶ月以上保険料を納めた場合、出国後に請求手続きを行って「脱退一時金」を受け取ることができます。詳しくはChapter III-D「年金の脱退一時金」を参照して下さい。

つくば市役所

TEL 代表 029-883-1111 (平日8:30~17:15)

外国人登録：市民課外国人登録係

国民健康保険、国民年金：国保年金課

3. Notification of Place of Residence

A person who has come to Japan for the first time after July 9, 2012, and received a resident card at a port of entry is asked to visit the city hall where he/she lives with the resident card within 14 days of finding a place to settle down. This includes a person in possession of a passport stating, “A resident card will be issued later.” In such a case, he/she is asked to bring his/her passport to the local city hall where he/she lives and follow the necessary procedures. In addition, a mid- to long-term resident who has changed his/her place of residence is to bring the resident card to the city hall of the new residence and notify them of the new residence within 14 days of moving.

4. National Health Insurance

A foreign national who stays in Japan for over a year must enroll in a Japanese medical insurance policy. Any resident not being enrolled in the Employees' Health Insurance Plan has an obligation to enroll in the National Health Insurance. A health insurance card will be issued.

5. National Pension Plan

Everyone who lives in Japan and who is over 20 years old and less than 60 years old is required to join the National Pension Plan. This plan provides basic pension benefits to a subscriber or the bereaved family in the case of old age, disability, or death. In order to receive an old-age pension, premiums must be paid for at least 25 years. For premiums, payment methods, etc., please contact the Japan Pension Service.

[Customer Service Center, Tsuchiura Pension Plan Office](#) TEL 029-824-7169

In the case of a foreign national who paid premium for over six months, process a claim to obtain a lump-sum withdrawal payment after leaving Japan. For details, refer to Chapter III-D Lump-sum Withdrawal Payments.

Tsukuba City Hall

TEL 029-883-1111 (Weekdays 8:30-17:15)

Alien Registration: Alien Registration Section

National Health Insurance & National Pension Plan: Health Insurance & Pension Division

B 入国管理局での手続き

外国人が日本在留中に必要な入国管理局への申請手続きとして、再入国許可申請、在留期間更新許可申請、在留資格変更許可申請等があります。東京入国管理局、あるいは東京入国管理局水戸出張所で手続きを行います。

2012年7月9日以降、新しい在留管理制度が始まると、「住居地以外の変更届出」の手続きも行います。届出や申請がなされた日に新しい在留カードが交付されます。

1 再入国の許可

在留期間内に一時的に日本国外に出国した後、再び日本に入国して、これまでと同一の在留資格で在留しようとする場合に再入国の許可が必要です。有効期間は在留期間の満了日まで、あるいは最長3年間です。入国管理局の窓口で旅券と外国人登録証明書を提示し再入国許可申請書を提出します。許可を受ける際、1回限り有効な再入国許可は3,000円、数次再入国許可は6,000円の手数料を収入印紙で納付します。収入印紙は、郵便局や一部のコンビニエンスストアで購入することができます。

なお、2012年7月9日以降の新しい在留管理制度下では、再入国許可の制度が変わります。

a 「みなし再入国許可」

有効な旅券と在留カードを所持する外国人が、出国後1年以内に日本での活動を継続するために再入国する場合は、原則として再入国許可を受ける必要がなくなります。この制度を「みなし再入国許可」といいます。みなし再入国許可により出国した場合、出国後1年以内に再入国しないと在留資格が失われます。また、在留期限までに再入国しなければなりません。

b 有効期間の上限が5年に

新しい在留管理制度施行日後に発行される再入国許可の有効期間の上限が、現行制度の3年から5年になります。

B. Procedures at the Immigration Bureau

Necessary application procedures at the Immigration Bureau while a foreign national is staying in Japan include the application for re-entry permit, application for permission for extension of period of stay, and application for permission for change of status of residence. These procedures may be done at the Tokyo Regional Immigration Bureau or Mito Branch Office.

With the onset of a new residency management system from July 9, 2012, a foreign national is also required to give a “Notification of a Change of an Item other than the Place of Residence”. A new resident card will be issued on the day a notification or application is made.

1. Re-entry Permit

After temporarily leaving Japan while the visa of a foreign national is still valid, if he/she is to come back to Japan again and stay with the same status of residence, he/she needs a re-entry permit. The period of validity is until the expiration date of his/her period of stay or a maximum of three years. At the Immigration Bureau service counter, present your passport and Certificate of Alien Registration and submit “Application for Re-entry Permit”. When getting the permit, pay the fee of 3,000 yen for a single re-entry permit or 6,000 yen for a multiple re-entry permit with revenue stamps. Revenue stamps are available at the post office and at some convenience stores.

Under the new residency management system from July 9, 2012, the re-entry permit system will be changed.

a. “Special re-entry permit” system

If a foreign national in possession of a valid passport and resident card will be re-entering Japan within a year of departure to continue his/her activity in Japan, he/she will not be required to apply for a re-entry permit. This system is called a “special re-entry permit”. A foreign national who has departed from Japan on a special re-entry permit will lose his/her status of residence if he/she fails to re-enter Japan within a year of departure. In addition, a foreign national will have to re-enter Japan before the expiration of his/her period of stay.

b. Maximum validity period set at five years

The maximum validity period of a re-entry permit issued after implementation of the new system is to be at five years instead of the current three years.

2 在留期間更新の許可

同じ在留資格で引き続き日本に在留しようとする場合に必要です。在留期間満了日の3ヶ月前から申請できます。許可を受ける際、4,000円の手数料を収入印紙で納付します。

a 在留資格「教授」の必要書類

- (1) 在留期間更新許可申請書（申請人等作成用 1、2 I、所属機関等作成用 1 I） 1 通
- (2) 旅券
- (3) 外国人登録証明書あるいは在留カード
- (4) 非常勤職員の場合は住民税の課税（又は非課税）証明書及び納税証明書 各 1 通

b 在留資格「文化活動」の必要書類

- (1) 在留期間更新許可申請書（申請人等作成用 1、2 J、所属機関等作成用 1 J） 1 通
- (2) 旅券
- (3) 外国人登録証明書、あるいは在留カード
- (4) 具体的な活動の内容、期間を明らかにする文書 1 通
- (5) 日本滞在中の経費支弁能力を証する文書 1 通

3 在留資格変更の許可

a 在留資格「教授」に変更する場合の必要書類

- (1) 在留資格変更許可申請書（申請人等作成用 1、2 I、所属機関等作成用 1 I） 1 通
- (2) 旅券
- (3) 外国人登録証明書、あるいは在留カード
- (4) 非常勤職員の場合は、活動の内容、期間、地位及び報酬を証明する文書 1 通

2. Permission for Extension of Period of Stay

This is necessary if a foreign national is to continuously stay in Japan with the same status of residence. The foreign national can apply as early as three months before the expiration date of the period of stay. When getting the permit, pay the fee of 4,000 yen with revenue stamps.

a. Documents Required for the Status of Residence of “Professor”

- (1) Application for extension of period of stay (For applicant, part 1, part 2 I, For organization, part 1 I)
- (2) Passport
- (3) Certificate of Alien Registration or resident card
- (4) In the case of a non-full-time staff, one residential tax receipt (or tax-exemption document) and one certificate of tax payment

b. Documents Required for the Status of Residence of “Cultural Activities”

- (1) Application for extension of period of stay (For applicant, part 1, part 2 J, For organization, part 1 J)
- (2) Passport
- (3) Certificate of Alien Registration or resident card
- (4) Document that shows the specific details and duration of the activities
- (5) Document that certifies a foreign national can meet his/her expenses while staying in Japan

3. Permission for Change of Status of Residence

a. Documents Required if a Foreign National Wants to Change his/her Status of Residence to “Professor”

- (1) Application for change of status of residence (For applicant, part 1, part 2 I, For organization, part 1 I)
- (2) Passport
- (3) Certificate of Alien Registration or resident card
- (4) In the case of a non-full-time staff, documents that certify the details, duration, position, and remuneration of the new activity

b 在留資格「文化活動」に変更する場合の必要書類

- (1) 在留資格変更許可申請書（申請人等作成用 1、2 J、所属機関等作成用 1 J）1 通
- (2) 旅券
- (3) 外国人登録証明書、あるいは在留カード
- (4) 申請人又は受入れ機関が作成した日本での活動内容及びその期間を明らかにする文書 1 通
- (5) 学術上又は芸術上の業績を明らかにする資料
- (6) 日本滞在中の経費支弁能力を証する文書として

申請人が経費を支弁する場合は、次のいずれかの資料

- ・ 給付金額及び期間を明示した奨学金給付に関する証明書 1 通
- ・ 本人名義の預金残高証明書 適宜

申請人以外の者が経費を支弁する場合は、経費負担者に係る次の資料

- ・ 住民税の課税（又は非課税）証明書及び納税証明書 各 1 通
- ・ 外国にいる場合は、経費支弁者名義の預金残高証明書 適宜

4 変更届出

2012年7月9日以降、3ヶ月以上の在留者には在留カードが交付されます。氏名、生年月日、性別、国籍・地域を変更したときは、地方入国管理局へ14日以内に変更を届けて下さい。住所の変更は、居住地の市役所へ届けます。

東京入国管理局 TEL 03-5796-7111

東京入国管理局水戸出張所 TEL 029-300-3601

b. Documents Required if a Foreign National Wants to Change his/her Status of Residence to “Cultural Activities”

- (1) Application for change of status of residence (For applicant, part 1, part 2 J, For organization, part 1 J)
- (2) Passport
- (3) Certificate of Alien Registration or resident card
- (4) Document from the applicant or host institution showing the details of the activity in Japan and its duration
- (5) Documents that show the academic or artistic achievement
- (6) Document that certifies a foreign national can meet his/her expenses while staying in Japan

If an applicant can meet his/her expenses, any of the following documents:

- ・ Evidence of the scholarship payment that includes the amount and duration of the payment
 - ・ Certificate of deposit balance in the name of the applicant
- If someone other than the applicant will meet the applicant's expenses, any of the following documents:
- ・ Residential tax receipt (or tax-exemption document) and certificate of tax payment
 - ・ If in a foreign country, a certificate of deposit balance in the name of the defrayer

4. Notification of a Change

A resident card will be issued to a resident who plans to stay in Japan for more than three months upon application from July 9, 2012. In case a foreign national changes his/her name, date of birth, gender, nationality, or region, he/she needs to give a notification concerning the change within 14 days to the Regional Immigration Bureau. In case a foreign national changes his/her place of residence, he/she needs to give a notification to the municipal office where he/she lives.

Tokyo Regional Immigration Bureau TEL 03-5796-7111

Tokyo Regional Immigration Bureau Mito Branch Office TEL 029-300-3601

C 日常生活

1 電気、ガス、上下水道

筑波大学内の宿泊施設に入居する方は、入居時の管理人の指示に従ってください。民間の賃貸住宅に入居する場合は、それぞれ手続きが必要です。

a 電気

日本では交流100ボルトが使われており、地域によって電力会社が異なります。電源周波数は、つくば市を含む東日本では50ヘルツ、西日本では60ヘルツです。両方の周波数帯に対応した電化製品も販売されています。入居して使い始める時には、配電盤のアンペアブレーカーのスイッチを入れ、備え付けの電力会社宛ての葉書に必要事項を記入しポストに投函します。毎月1回電気使用量のお知らせが郵便受けに届きます。転居する場合は、東京電力の営業所に連絡し、使用中止のための手続きを行います。

東京電力株式会社カスタマーセンター TEL 0120-995-331

b ガス

居住地区により、都市ガスとプロパンガスの2種類があり、それぞれ専用のガス器具を使用します。家主または不動産業者に確認して下さい。つくば市の都市ガスは13Aです。入居してガスを使い始める時には、ガス会社に連絡して元栓を開栓してもらいます。毎月1回ガス使用量のお知らせが郵便受けに届きます。転居する場合は、数日前までに連絡して下さい。使用中止の当日に係員が来て、使用中止の作業を行います。

筑波学園ガス TEL 029-848-5151

c 上下水道

入居して上下水道を使い始める時や、使用を中止する時には、つくば市水道お客様センターに連絡して下さい。料金の請求は2ヶ月に1回で、水道料金と下水道使用料と一緒に徴収されます。

つくば市水道お客様センター TEL 029-851-2811

C. Daily Life Information

1. Electricity, Gas, and Water Supply

If you are using accommodations within the University of Tsukuba, act according to the manager's instructions when you move in. If you are using privately-rented housing, go through the respective procedures.

a. Electricity

The electrical current in Japan is 100V and the electric power company varies from one region to another. The frequency of the power supply is 50Hz in eastern Japan including Tsukuba and 60Hz in western Japan. Electric appliances for both frequency bands are also available. To start using the electricity after moving in, push the ampere breaker switch of the panel board to the "ON" position and fill out the application form on the return postcard attached to the switch box and send it to the Tokyo Electric Power Company (TEPCO). Once a month you will find a notice of electricity consumption in your mail box. Inform the TEPCO office before you move out to apply for discontinuing the service.

TEPCO Customer Center TEL 0120-995-331

b. Gas

Depending on the area of your place of residence, there are two types of gas: city gas or propane gas and each uses its own gas appliance. Ask the landlord or the real estate agency which type of gas is supplied. The city gas in Tsukuba is 13A. To start using the gas after moving in, please contact the gas company and have the gas main turned on. Once a month you will find a notice of gas consumption in your mail box. Inform the gas company in advance a few days before you move out. A technician will come to disconnect the gas appliance on the day you want to discontinue the service.

Tsukuba Gakuen Gas TEL 029-848-5151

c. Water Supply

To start using the water supply after moving in or discontinue the service, please contact the Tsukuba City Customer Services Center for Water and Sewerage. Once every two months you will receive a bill. The bill for water and sewage will be collected together.

Tsukuba City Customer Services Center for Water and Sewerage TEL 029-851-2811

2 銀行口座の開設

口座開設手続きには、外国人登録証明書の提示あるいは外国人登録記載事項証明書、印鑑が必要です。外国人の場合、一部の銀行では印鑑に代わって署名による手続きが認められています。キャッシュカードも併せて申し込むと、銀行の窓口営業時間以外にATMで利用でき便利です。銀行の窓口営業時間は、平日の午前9時から午後3時までです。

公共料金や電話料金等の支払いを自動口座振替で行うことができます。申込については各サービス会社にお問い合わせ下さい。

* 印鑑：日本では、法的手続きや契約の際に、自分の名前を彫った印鑑による押印が用いられます。主なものに、実印と認め印があります。「実印」は市役所で印鑑登録をし、不動産や車の購入等の契約書作成や法的手続きのために使用され、外国人の名前の表記は、外国人登録証明書に書かれたものと同一にしなければなりません。「認め印」は銀行口座の開設等、広く一般に使われます。表記はカタカナやアルファベットにすることもできます。

3 固定電話、携帯電話

a 固定電話

固定電話の回線は、NTT（日本電信電話株式会社）が基本となっていますが、他のプロバイダーのインターネット電話を利用することもできます。申込に際しては、パスポートまたは外国人登録証明書の提示が必要です。

NTT 東日本 TEL 0120-364-463

b 携帯電話

日本の携帯電話端末は、日本以外で購入したSIMカードが使用できません。新たに契約する必要があります。家電量販店や各携帯電話会社の販売店で契約、購入できます。手続きには、身分証明書（日本の運転免許証、パスポート、外国人登録証明書、健康保険証等）が必要です。詳細は購入する店舗で確認して下さい。

2. Opening a Bank Account

To open an account, you need your Certificate of Alien Registration or Certificate on Registered Matters for Alien Registration and a personal seal. For a foreign national, some banks accept signatures instead of a personal seal. When you apply for a cash card at the same time, it can be used at ATMs before and after banking hours. Banks are generally open on Monday through Friday between 9am to 3pm.

You can pay your utility bills or telephone bills automatically from your bank account. Contact each utility company to apply.

* Personal Seal: When going through a legal document or contract in Japan, a person will set his/her personal seal that is engraved with his/her name. The major personal seals are the “jitsuin” and “mitomein”. The jitsuin is registered at the city hall and is used on contracts such as when purchasing real estate or a car and on legal documents. Regarding the spelling of the name of a foreign national, the jitsuin must be in the same form as on his/her Certificate of Alien Registration. The mitomein is widely used such as when opening a bank account. The mitomein can be in katakana or in the Roman alphabet.

3. Telephone, Cell Phone

a. Telephone

Regarding telephone lines, you can use NTT (Nippon Telegraph and Telephone Corporation), but you can also use an Internet Protocol telephone service of other providers. To apply, your passport or Certificate of Alien Registration is required.

NTT East TEL 0120-364-463

b. Cell Phone

A Japanese cell phone cannot use a SIM card acquired outside Japan. Please sign up for a new contract. You can sign up and purchase at an electronics retail store or a distribution outlet of a cell phone service provider. ID required includes the Japanese driving license, passport, Certificate of Alien Registration, and health insurance card. Please confirm the details at the store.

4 交通

a つくばエクスプレス

つくばと東京の秋葉原を最速45分で結び、運賃は1,150円です。市内には4つの駅があります。乗車の際には、ICカードのSuicaやPASMOを持っていると便利です。

b 高速バス

東京駅行き的高速バスが、つくばセンターバスターミナル7番乗り場で発着します。東京駅まで約90分で運賃は1,150円です。ほとんどの便が筑波大学構内まで伸びており、筑波大学本部棟前を出発して、大学会館、筑波大学病院、つくばセンターバスターミナル等を経由して東京に向かいます。

羽田空港、成田空港行き的高速バスも、つくばセンターバスターミナルから出ています。

関東鉄道つくば中央営業所 TEL 029-836-1145

関東鉄道つくば学園サービスセンター TEL 029-852-5666

c 市内のバス

関東鉄道株式会社により運行されている路線バスと、つくば市の運営による「つくバス」があります。

つくバスの料金は200円、300円、400円の3段階です。中ドアから整理券を取って乗車します。目的地の停車アナウンスが流れたら降車ボタンを押し、運賃を支払って前ドアから降ります。路線図、時刻、料金等詳細はつくば市のホームページで案内しています。

<http://www.city.tsukuba.ibaraki.jp/897/index.html>

4. Transportation

a. Tsukuba Express (TX)

TX connects Tsukuba and Akihabara, Tokyo in 45 minutes and the fare costs 1,150yen.

There are four stations in the city. To get on the train, TX will be especially convenient if you have a Suica or PASMO IC card.

b. Highway Express Bus

The highway express bus bound for Tokyo Station leaves from platform 7 at Tsukuba Center Bus Terminal. It takes approximately 90 minutes to reach Tokyo Station and the fare costs 1,150yen. Most of the services are extended to the University of Tsukuba campus, depart from the University of Tsukuba Central Bus Terminal (located by the University of Tsukuba Administration Center), and stop at various bus stops in the city including Daigaku Kaikan, University Hospital, and Tsukuba Center Bus Terminal then head to Tokyo.

The highway express bus bound for Haneda and Narita Airports leaves from the Tsukuba Center Bus Terminal.

Tsukuba Chuo Sales Office, Kanto Railway Co. Ltd. TEL 029-836-1145

Tsukuba Gakuen Service Center, Kanto Railway Co. Ltd. TEL 029-852-5666

c. Local Buses

There is the local bus run by the Kanto Railway Co. Ltd. and the Tsuku Bus service, which is provided by Tsukuba.

Tsuku Bus fare costs 200 yen, 300 yen, and 400 yen depending on where you get on and get off. Take a numbered ticket when getting on through the middle door. When you hear the driver's announcement of the bus stop where you want to get off, push the "get off" button, pay the fare, and get off the front door.

For details: <http://www.city.tsukuba.ibaraki.jp/897/index.html>

d 筑波大学キャンパス交通システム

このシステムは、つくばセンターと筑波大学キャンパスの間を運航されている関東鉄道の路線バスに、年間8,400円（学生以外）の利用料で乗車できるものです。この区間内の停留所であれば何度でも自由に乗降できます。通常、つくばセンターから筑波大学中央まで、路線バスを利用した場合の料金は、片道260円です。

このシステムの利用には、利用証が必要ですので、学内の書籍部の店舗で購入する手続きを取って下さい。

問い合わせ先：筑波大学総務部総務課（029-853-2025）

運行路線図：資料3

e つくタク

つくば市が運営する乗合タクシーです。予め、希望の日時を予約し、自宅近くから目的地まで利用できます。

- (1) 利用券取扱い店舗で予め利用券を購入し、運賃を支払います。現金払いはできません。
- (2) 利用できる範囲は同一地区内と中心地区のみで利用時間は平日の9時から17時です。
- (3) 予約の受付は利用希望日の7日前から当日利用時間帯30分前までです。

予約先 TEL 029-877-1239 FAX 029-864-1225

- (4) 自宅から利用する場合は、利用登録が必要です。

地区や乗降場所等詳細は、つくば市のホームページでご確認下さい。

<http://www.city.tsukuba.ibaraki.jp/897/008462.html>

利用券取扱い店舗については、つくば市商工会のホームページでご確認下さい。

<http://www.tsukuba-cci.or.jp/tsukutaku/image/riyouken.pdf>

d. University On-campus Transportation System

In this system, you can use a local bus of the Kanto Railway Co. Ltd. on the route between Tsukuba Center and the University of Tsukuba campus if you purchase a one-year bus pass for 8,400 yen (except students). You can get on and off the bus freely at any of the bus stops within this route. Usually, a one-way fare costs 260 yen if you use the local bus between Tsukuba Center and Tsukuba Daigaku Chuo.

To use this system, you must purchase a bus pass sticker from bookstores on campus.

Division of General Affairs, Department of General Affairs TEL 029-853-2025

Rout Map: Appendix 3

e. Tsuku Taku

This is a group taxi, which is provided by Tsukuba. Reserve the desired date and time beforehand and you can use it from a stop near your place of residence to your destination.

- (1) First, buy a ticket at a shop selling it and pay the fare. Cash payments are not accepted inside the Tsuku Taku.
- (2) The range of use is exclusively within the same district or within one district to the central district. Service hours are on Monday through Friday between 9am to 5pm.
- (3) A reservation can be made within 30 minutes to seven days beforehand.

For reservation, call 029-877-1239 or fax 029-864-1225.

- (4) To use from your place of residence, registration is required.

For details on the district, stops, etc., please visit the Tsukuba website:

<http://www.city.tsukuba.ibaraki.jp/897/008462.html>

For shops selling tickets, please visit the Tsukuba City Society of Commerce & Industry website:

<http://www.city.tsukuba.ibaraki.jp/897/008462.html>

5 自転車、車の運転

a 自転車

つくば市中心部の研究学園地区やTX各駅の周辺地区では、計画的に道路が整備されており自転車を利用しやすい環境です。飲酒運転、二人乗り、並進は禁止されています。駐輪場など決められた場所に駐輪しない場合は、撤去されることがあります。

自転車を購入する場合、購入店で防犯登録をすることが義務づけられています。身分証明書と500円が必要です。他人から自転車を譲り受ける時は、自転車店で登録カードを自分名義に書き換えてもらいます。

b 車の運転

日本で車を運転する場合、18歳以上であることと、日本の運転免許証を持っていることが必要です。日本では、車両は左側通行です。また以下のいずれかの条件で、日本上陸から1年間、あるいは免許証の有効期限のうち、短い方の期間日本で運転することができます。

- (1) ジュネーブ条約加盟国によって発行された国際免許証を持っている。
- (2) スイス、ドイツ、フランス、イタリア、ベルギー、台湾の運転免許証を持っており、発行国の

在日大使館・総領事館または日本自動車連盟（JAF）が作成した日本語翻訳文を携帯する。

また、日本滞在が1年以上になる場合、外国の免許証をもとに日本の免許証を取得することができます。試験の一部免除があります。詳細は以下を参照して下さい。

http://www.pref.ibaraki.jp/kenkei/03_menkyo/02_siken/gaimen.html

問い合わせ先：茨城県警察運転免許課 TEL 029-293-8811

外国人登録をしている人、あるいは在留カードの保有者は、車を購入することができます。車の所有に際しては、強制保険（自賠責保険）への加入を義務付けられています。また、任意加入の任意保険に加入すると、対物、車両、搭乗者傷害、自損事故等も保障されます。

6 宅配便

比較的小さい荷物の配達サービスで、通常翌日、あるいは2日以内に配達されます。電話やインターネットで依頼をすれば玄関まで荷物を取りに来てくれますが、取次店に持ち込むと割引料金になります。主にコンビニエンスストアで取り扱っています。荷物の到着日、時間の指定ができます。

<http://www.kuronekoyamato.co.jp/top.html>

5. Bicycle, Driving a Car

a. Bicycle

Tsukuba Science City, which is located in the center of Tsukuba, and areas surrounding TX stations have good road connections and a bicycle-friendly environment by design. Driving under the influence, riding with another person perched in your bicycle, and riding abreast with another bicycle is prohibited. When a bicycle is not parked in a parking lot for bicycles, it may be removed.

When buying a bicycle, you are obliged to register for bicycle theft prevention at the shop. The registration requires an ID and 500 yen. When buying a bicycle from another person, transfer the registration card into your name at a bicycle shop.

b. Driving a Car

When driving a car in Japan, a driver has to be 18 years of age or older and to have a Japanese driver's license. People drive on the left in Japan. In addition, a person can drive in Japan within a year from arriving in Japan or the period of validity of the driver's license, whichever comes first, under one of the following terms:

- (1) A person who holds an international driver's license issued by a contracting member of the Geneva Convention
- (2) A person who holds a driver's license issued by Switzerland, Germany, France, Italy, Belgium, or Taiwan and who also possess a Japanese translation of the driver's license issued by an Embassy or Consulate in Japan or by the Japan Automobile Federation (JAF)

In addition, a foreign national who will live in Japan for more than a year may acquire a Japanese driver's license through a foreign driver's license and get a partial exemption in the examination. For details, please visit the following websites.

http://www.pref.ibaraki.jp/kenkei/03_menkyo/02_siken/document/change.pdf

Driver's License Division, Ibaraki Prefectural Police TEL 029-293-8811

A foreign national who has registered and been issued a Certificate of Alien Registration or a resident card may buy a vehicle. In holding a title to a vehicle, you are obliged to take out a compulsory insurance (compulsory automobile liability insurance). In addition, an optional voluntary insurance covers property, vehicle, and passenger casualties, one-car accident, etc.

6. Door-to-door Parcel Delivery Services

This is a delivery service of relatively small packages, which usually will be delivered within the following day or two. Arrange for pickup at your doorstep by phone or Internet or you can bring your package to the service office and be given a discount. You can send your package from most convenience stores. The delivery date and time of the package can be selected.

<http://www.kuronekoyamato.co.jp/english/services/takkyu.html>

D 医療

病院で受診する際には、健康保険証を受付に提出すると、医療費の負担が3割になります。職場の「被雇用者保険」と自治体が運営する「国民健康保険」があります。大学病院や大病院では予約制となっているところがありますが、多くの医院では、当日の受付順に診察を受けられます。

また、つくば市保健センターでは、基本健診、予防接種、栄養指導、健康相談などを行っています。外国人登録を済ませていれば各種サービスを受けられます。

1 言語サポート

つくば市国際交流協会では、医療通訳ボランティアの派遣をしています。派遣先は筑波大学付属病院、筑波メディカルセンター病院等に限られています。対応言語は英語、中国語、ポルトガル語、スペイン語で、診察の予約時に病院を通して申し込みます。

2 メディカルハンドブック

茨城県国際交流協会では、英語、中国語、ポルトガル語、タイ語、タガログ語、スペイン語、韓国語、インドネシア語の8か国語によるメディカルハンドブックを発行しています。

日本語併記になっており、症状を伝えられます。ホームページからダウンロードできます。

<http://www.ia-ibaraki.or.jp/>

D. Medical Care

When getting medical attention, if you present your health insurance card to a receptionist, you will only pay 30% of your medical costs. There is the “employee insurance” through work and the National Health Insurance, which is run by the local government. The University Hospital and large hospitals are by appointment only, but you can get medical attention on a first-come-first-served basis at a lot of clinics.

In addition, the Tsukuba Public Health Service Center offers basic medical checkup, immunization, nutritional guidance, health consultation, etc. If a foreign national has completed alien registration, he/she can receive various services.

1. Language Support

The Tsukuba International Association dispatches volunteer medical interpreters. The dispatch is limited to hospitals including the Tsukuba University Hospital and Tsukuba Medical Center Hospital. Languages are English, Chinese, Portuguese, and Spanish. Sign up through the hospital when scheduling an appointment.

2. Medical Handbook

The Ibaraki International Association has issued a medical handbook in eight languages: English, Chinese, Portuguese, Thai, Tagalog, Spanish, Korean, and Indonesian. The handbook is written side by side in Japanese and the foreign language and describes symptoms.

You can download the handbook from the website of the association at <http://www.ia-ibaraki.or.jp/>.

E 家族

1 子供の誕生

日本で子供が生まれた時は、以下の手続きが必要です。

a 市役所

(1) 出生届

子供の誕生から14日以内に市役所の市民課に出生届を出します。医師の出生証明書、母子健康手帳、母親の健康保険証（国民健康保険加入の場合）が必要です。

(2) 外国人登録（2012年7月9日まで）

出生後60日以上日本に滞在する場合に必要です。

(3) 子育てを支援する制度があります。申請をして受給して下さい。

「こども手当」：つくば市役所こども課

「医療福祉費支給制度（マル福）」：つくば市役所国保年金課

b 入国管理局

60日を超えて日本に在留する場合、出生の日から30日以内に在留資格の取得の許可を申請します。

c 自国の大使館または領事館

旅券の申請

E. Family Matters

1. Birth of a Child

When a baby is born in Japan, you will have to apply for the following:

a. At City Hall

(1) Birth Registration

Please register the birth at the Citizen's Division of the Tsukuba City Hall within 14 days of the birth of the child. Required documents are the birth certificate issued by the delivering obstetrician, Mother and Child Health Handbook, and National Health Insurance card of the mother (in the case she joined the National Health Insurance).

(2) Alien Registration (Until July 9, 2012)

This is required in the case of staying in Japan over 60 days after birth.

(3) Childcare

There is a system to support childcare and a medical welfare program to support childcare. Please apply to receive support at each division.

・ Application for Child Allowance: Children's Services Division

・ Medical Welfare Program "Marufuku": Health Insurance and Pension Division

b. At Immigration Bureau

In the case of staying in Japan over 60 days, apply for Permission to Acquire Status of Residence within 30 days from date of birth.

c. At the Foreign National's Embassy or Consulate

Passport application should be made.

2 日本の教育制度

日本の教育制度は、小学校6年間、中学校3年間、高等学校3年間が基本となっており、小学校、中学校の9年間が義務教育です。学校の年度は4月1日に始まり3月31日に終わります。小学校入学前に、幼稚園や保育所に行くのが一般的です。また、つくば市には、多様な国籍の生徒を対象に、英語での教育をするインターナショナルスクールもあります。

子供を日本の公立小・中学校に入学させたい場合、市役所で外国人登録をする時に、「転入学通知書」を受け取ります。指定された学校に「転入学通知書」を提出すると、学校から「外国人就学届」を渡され、必要事項を記入して提出します。

F 日本語の学習

1 筑波大学春日プラザ日本語クラス

ボランティアグループ「虹の会」による初級日本語クラスを開催しています。前期(4月～10月前半)、後期(10月後半～3月)の2期制で、3つのレベルのクラスがあります。筑波大学、及びつくば市の研究所に勤める外国人研究者とその家族が対象です。

問い合わせ先 TEL 029-853-2387 (月～金、9:15～17:15)

2 つくば市国際交流協会日本語講座

6つのレベルのクラスがあり、昼コースと夜コースがあります。つくば市に居住又は勤務している外国人とその家族が対象です。

問い合わせ先 TEL 029-869-7675 (火～土、8:30～17:15)

<http://www.inter.tsukubacity.or.jp/japanese.htm>

2. Japanese Education System

The Japanese education system consists of six years of elementary school, three years of junior high school, and three years of senior high school. The first nine years of elementary education and junior high school are compulsory. The academic year begins in April 1 and ends in March 31. It is very common to enroll the child in a kindergarten or day-care center before starting elementary school. In Tsukuba there are a few international schools, which provide education in English intended for students of various nationalities.

When you apply for alien registration at the city hall, if you wish to enroll a child into a public elementary or junior high school, get the “Transfer Notification Form”. If you submit the notice of school transfer and enrollment to the designated school, you will be given the “Attendance Notification of a Foreign National”, fill out and submit.

F. Learning the Japanese Language

1. Kasuga Plaza Japanese Class, University of Tsukuba

A volunteer group, “Nijinokai”, organizes a Japanese language class for beginners. This is a two-semester system where the first semester is from April to the first half of October and the second semester is from the last half of October to March for three class levels. Classes are open to foreign researchers who work in the University of Tsukuba and research institutes in Tsukuba and their families.

TEL 029-853-2387 (Monday-Friday, 9:15–17:15)

2. Japanese Conversation Course, Tsukuba International Association

There are six class levels and day courses and night courses are available. Classes are open to foreign nationals who live and work in Tsukuba and their families.

TEL 029-869-7675 (Tuesday to Saturday 8:30–17:15)

<http://www.inter.tsukubacity.or.jp/japanese.htm>

G 緊急時の対応、防災

1 緊急時の対応

緊急時の電話番号は、局番なしでかけます。落ち着いて、住所、氏名、電話番号、状況を伝えて下さい。

警察：110

消防署（火事、救急車）：119

まず、火事なのか救急車の要請なのかを伝えて下さい。救急車で搬送は無料ですが、医療費は自己負担です。

2 防災（地震、台風）

a 地震

日本では、地震に備えて日頃から準備をしておくとう安心です。

- (1) 指定避難場所や安全な場所を確認しておく。
- (2) 背の高い家具はなるべく壁に固定し、上に壊れやすいものを置かない。
- (3) 非常食や飲料水、医薬品等をまとめて用意しておく。

地震が発生したら、次のことに注意して冷静に行動して下さい。

- (1) 火を消す。ドアを開けて出口を確保する。
- (2) テーブル等の下に入り、安全な場所で揺れが収まるのを待つ。
- (3) エレベーターは使用しない。

気象庁では、地震発生直後に緊急地震速報を伝えており、揺れが始まる前に情報を得られます。携帯電話にメールを受信できるサービスがあります。

NTTドコモ <http://www.nttdocomo.co.jp/service/safety/areamail/>

au携帯 http://www.au.kddi.com/notice/kinkyu_sokuho/jishin_sokuho/index.html

ソフトバンク http://mb.softbank.jp/mb/service/urgent_news/about/eew/

b 台風

台風は主に7月から9月にかけて発生します。天気予報に注意し、台風が近づいてきた場合は、屋外にあるものが強風で飛ばされないよう屋内にしまう等、住まいの周りを点検しておくとう安心です。停電することもあるので、携帯ラジオ、懐中電灯、飲料水、非常食等を備えておきます。

G. Emergency Response and Disaster Prevention

1. Emergency Response

In case of emergency, dial the following phone numbers (no area code). Calmly tell your address, name, phone number, and situation.

Police : 110

Fire Station (Fire, Ambulance): 119

First, tell whether you're reporting a fire or requesting an ambulance. The ambulance transport is free, but you must cover your own medical expense.

2. Disaster Prevention (Earthquake, Typhoon)

a. Earthquake

In Japan, it's recommended to be prepared on a regular basis in case an earthquake occurs.

- (1) Identify the designated area for evacuation or a safe place.
- (2) Bolt big pieces of furniture to the wall and do not leave fragile items above.
- (3) Keep a supply of emergency food, potable water, and medicine.

In case an earthquake occurs, act with calmness and be alert of the following:

- (1) Extinguish fire. Open the door to secure an exit.
- (2) Get under the table, etc and wait for the shaking to die down in a safe place.
- (3) Do not use the elevator.

The Japan Meteorological Agency releases an earthquake early warning immediately after an earthquake and you can get information before the shaking arrives. A cell phone has a service that sends an email when an earthquake will happen in your area.

NTT Docomo: <http://www.nttdocomo.co.jp/service/safety/areamail/>

Au: http://www.au.kddi.com/notice/kinkyu_sokuho/jishin_sokuho/index.html

Softbank: http://mb.softbank.jp/mb/service/urgent_news/about/eew/

b. Typhoon

A typhoon usually hits from July to September. Be alert of the weather forecast and in the event of a typhoon approaching, it's a good idea to check around where you live including putting objects exposed outdoors back indoors to protect from being blown off by a strong wind. In the event of a black out, keep a portable radio, flashlight, supply of portable water and emergency food, etc.

第3章 帰国前

A 市役所での手続き

国民健康保険に加入していた場合、市役所に資格喪失届を提出し、保険料の清算をします。こども手当の受給者、および子供が公立幼稚園や小学校に通学していた方は、各担当課に届け出が必要です。

* 外国人登録証明書は、出国時に空港で、出国審査官に返納します。

B 民間賃貸住宅の退去手続き

住まいの解約は、契約書に記載された予告期間内に通知します。適切な手続きを行わないと、入居時に支払った敷金が戻らないことがあります。退去に際し、家主の点検を受けて家賃等の精算をします。

電気、ガス、上下水道料金等、公共料金の精算も余裕を持って手続きをして下さい。ガスは使用停止日に係員が来て、使用中止の作業をして料金を精算します。

なお、筑波大学外国人教師等宿泊施設に入居している方は、管理人の指示に従って下さい。

C 銀行口座の解約

帰国後に支払いや入金の手配がなければ口座の解約をします。銀行窓口で、身分を証明できるものと銀行通帳を提示して、解約届を出します。口座開設に印鑑を登録した場合は印鑑も必要です。帰国後に口座への入金や引き落としが予定されている場合、日本に住んでいる代理人に解約手続きを依頼して、帰国後に解約します。詳しくはそれぞれの銀行に問い合わせして下さい。

Chapter III Before Leaving Japan

A. Procedures at City Hall

When you have the National Health Insurance, submit a “Notification of Termination of Membership” to the city hall and the insurance premium will be adjusted. A person who is a recipient of child allowance or whose child was attending public kindergarten or elementary school needs to notify each division in charge.

* The Certificate of Alien Registration shall be returned to the immigration inspector at the port of departure.

B. Terminating a Lease of a Privately-rented Housing

To terminate a lease, give prior notice according to the notice period set out in the contract. Without the appropriate procedures, the deposit you paid when you moved in may not be refunded. The rent, etc. will be adjusted upon an inspection from the landlord when moving out.

Process the payment for utility bills including electricity, gas, and water supply well in advance. A gas company employee will come on the day you will stop using the gas. Pay the bill upon disconnection.

If you are using the Foreign Scholars’ Residence, act according to the manager’s instructions.

C. Closing a Bank Account

If you do not have any outstanding payments or receivables after returning home, close the account. At the bank counter, show an ID and the bankbook and file a notification of cancellation. If a personal seal was registered to open the account, it is also necessary to show the personal seal. If you have an outstanding payment or receivable after returning home, request a proxy who lives in Japan to close the account. For details, please check with your bank.

D 年金の脱退一時金

年金に6ヶ月以上加入していた場合、脱退一時金が受けられます。日本を出国後2年以内に請求します。

日本と年金通算の協定を締結している相手国（2012年1月現在、ドイツ、アメリカ、ベルギー、フランス、カナダ、オーストラリア、オランダ、チェコ、スペイン、アイルランド、ブラジル、スイス）の年金加入期間のある方は、年金加入期間を通算して、日本及び協定相手国の年金を受け取ることができる場合があります。ただし、脱退一時金を受け取ると、その期間を通算することができませんので注意して下さい。

日本年金機構 http://www.nenkin.go.jp/main/individual_02/pdf/dattai/english.pdf

筑波大学総務部職員課共済係 TEL 029-853-2152

D. Lump-sum Withdrawal Payment

If you joined a pension plan for more than six months, you can obtain a lump-sum withdrawal payment. You can ask for payment within two years after leaving Japan.

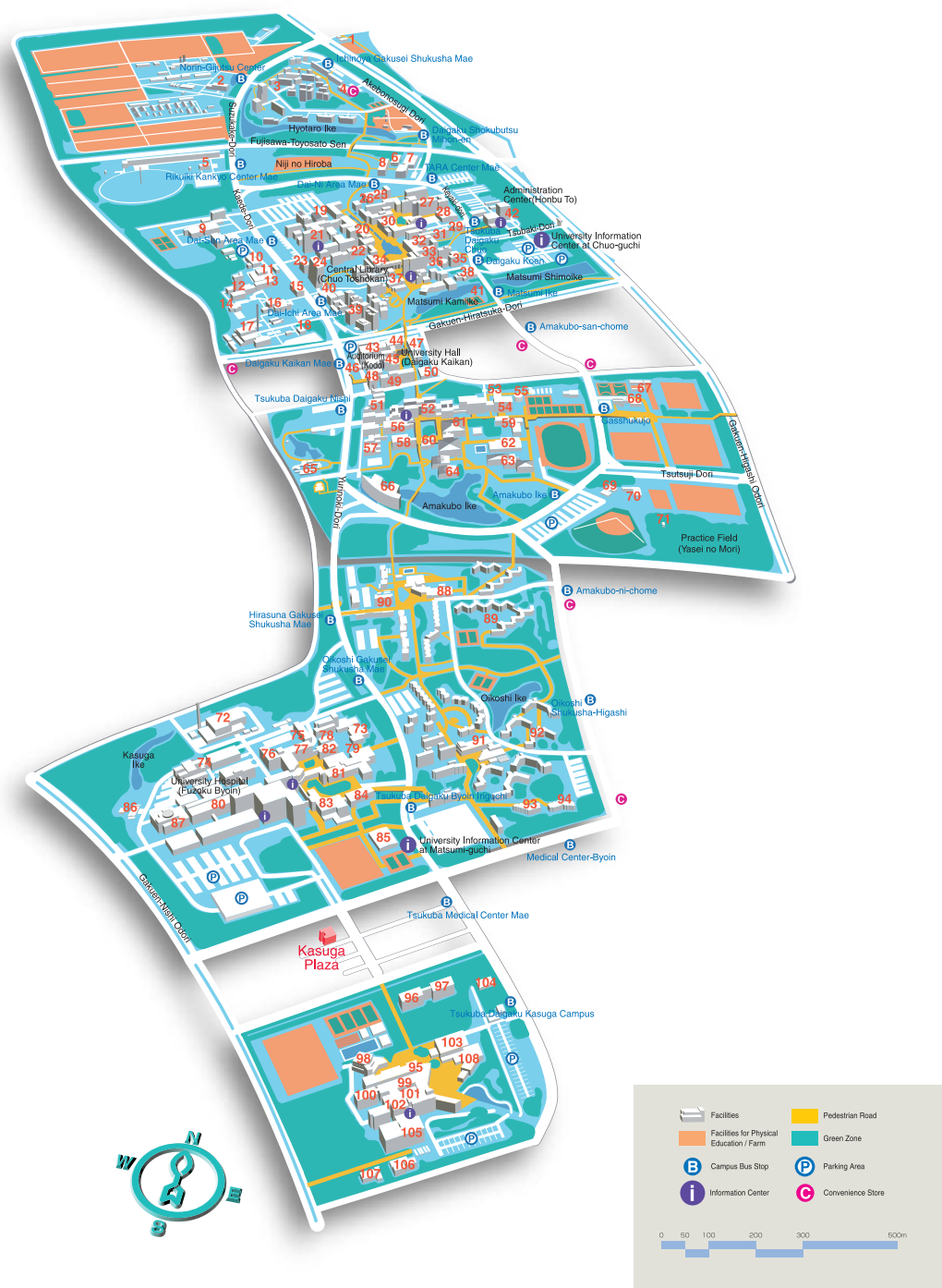
A person who is enrolled in a pension plan of a partner country (as of January 2012, Germany, US, Belgium, France, Canada, Australia, the Netherlands, Czech Republic, Spain, Ireland, Brazil, and Switzerland) which has an international social security agreement with Japan, may sum up the enrolled periods and it may be possible to entitle him/her to a pension in Japan and the partner country. However, it should be noted that once you have received the lump-sum withdrawal payment, you couldn't sum up these periods.

National Pension Plan: http://www.nenkin.go.jp/main/individual_02/pdf/dattai/english.pdf

Section of Mutual Aid, Division of Staff Welfare Services, Department of General Affairs,

University of Tsukuba: TEL 029-853-2152

Appendix 1. Campus Map



Campus and Grounds

East Area	1	Stable
Agricultural and Forestry Research Center Area		
	2	Agricultural and Forestry Research Center
Ichinoya Residence Area		
	3	Ichinoya Residence Hall
	4	Ichinoya Community Center
Research Center Area		
	5	Terrestrial Environment Research Center
	6	ERATO Laboratory Animal Breeding Facilities
	7	Center for Tsukuba Advanced Research Alliance (TARA)
	8	Tsukuba Industrial Liaison and Cooperative Research Center
	9	Plasma Research Center
	10	Research Facility Center for Science and Technology (Engineering Workshop Division)
	11	Research Facility Center for Science and Technology (Cryogenics Division)
	12	Research Facility Center for Science and Technology (Applied Accelerator Division)
	13	Cooperative Research Building C
	14	Research Facility Center for Science and Technology (Chemical Analysis Division)
	15	Laboratory for Project
	16	Radioisotope Center
	17	Energy Plant/Department of Facilities
	18	Wast Water Disposal Plant0
Area 3		
	19	Third Gymnasium
	20	3A-3D, 3K, 3L Buildings
	21	Institutes of Engineering Sciences
	22	Natural Sciences Building
	23	Laboratory for Entrepreneurship
	24	Laboratory of Advanced Research B
Area 2		
	25	Gene Research Center
	26	Biological and Agricultural Radioisotope Research Institutes
	27	Institutes of Biological and Agricultural Sciences
	28	First Gymnasium
	29	Laboratory of Advanced Research A
	30	2A-2H Buildings
	31	Masters' Programs in Humanities and Social Sciences
	32	Institutes of Human Sciences
Area 1		
	33	Institutes of Humanities and Social Sciences
	34	Central Library
	35	Cooperative Research Building A
	36	Joint Use Facility Building A
	37	1A-1H Buildings, Student Plaza
	38	Students' Club House
	39	Institutes of Natural Sciences
	40	Center for Computational Sciences
	41	Waste Water Disposal Plant
Administration Center Area		
	42	Administration Center
University Hall Area		
	43	Auditorium
	44	International Student Center
	45	University Hall / University of Tsukuba Gallery
	46	University of Tsukuba 30th Anniversary Hall
	47	University Hall Guest House
	48	Academic Computing and Communications Center
	49	Foreign Language Center / Academic Computing and Communications Center
	50	University Health Center
Art and Physical Education Area		
	51	Institute of Art and Design
	52	5C Building
	53	Cooperative Research Building B
	54	Institute of Health and Sport Sciences
	55	Sport Performance and Clinic Laboratory
	56	6A, 6B Buildings
	57	Workshop (Art and Design)
	58	Art and Physical Education Library
	59	Sport and Physical Education Center / Students' Club House
	60	Welfare Facilities
	61	General Gymnasium
	62	Indoor Swimming Pool
	63	Gymnasium (Material Arts)
	64	Gymnasium (Volleyball)
	65	Kambara Hall
	66	Laboratory of Advanced Research D
Athletic Fields Area		
	67	Japanese Archery Training Hall
	68	Tsukuba Training Lodge
	69	Club House
	70	Building for Extra-curricular Activities
	71	Practice Field Facilities
Medical Area		
	72	Energy Plant
	73	4B Building
	74	Laboratory Animal Resource Center
	75	Joint Use Facility Building B
	76	Medical Radioisotope Research Institutes
	77	Institutes of Medicine
	78	4D Building
	79	4C Building
	80	University Hospital
	81	4A Building
	82	Medical Sciences Building
	83	Medical Library / Clinical Lecture Rooms
	84	Welfare Facilities
	85	Second Gymnasium
	86	Waste Water Disposal Plant
	87	Proton Medical Research Center
Hirasuna Residence Area		
	88	Hirasuna Community Center
	89	Hirasuna Residence Hall
	90	Medical Residences
Oikoshi Residence Area		
	91	Oikoshi Community Center /Yurinoki Day-care Center
	92	Oikoshi Residence Hall
	93	Amakubo Guest House
	94	Foreign Scholars' Residence
Kasuga Area		
	95	7A Building
	96	Kasuga Residence Hall Building 1
	97	Kasuga Residence Hall Building 2
	98	Kasuga Auditorium
	99	7B Building
	100	7C Building
	101	Library on Library and Information Science
	102	7D Building
	103	Fourth Gymnasium
	104	Japanese Archery Training Hall
	105	Union of Library and Information-media Studios
	106	Kasuga Residence Hall Building 3
	107	Kasuga Guest House
	108	Welfare Facilities

Appendix 2. On-campus and Off-campus Accommodation Facilities-List

Note - For use of facilities, please apply through the person/department responsible for you on-campus.

* Accomodation rates are current as of February 2012.

(On-Campus)

Name	Contact/Inquiry	Location	Specifications	Accommodation Rates	Remarks
Foreign Scholars' Residence <div>Recommended</div>	Department of General Affairs Division of Staff Welfare Services Dormitory Services (TEL2193)	Amakubo Area ※Interpreter required when moving in	Single - 28 Rooms (For stays of more than 1 month)	6,610 Yen or 6,860 Yen (/month) (Utilities are charged separately) Other: Common Area Service Fee 2,676 Yen (/month) Cleaning Costs 8,000 Yen (at time of departure)	※Furnished ※Parking: 2,625 Yen (/month) For occupation periods of less than 6 months, cleaning costs is half price
			Family - 6 Rooms (For stays of more than 1 month)	28,910 Yen (/month) (Utilities are charged separately) Other: Common Area Service Fee 1,020 Yen (/month) Cleaning Costs 37,000 Yen (at time of departure)	
			Couples - 6 Rooms (For stays of more than 1 month)	11,780 Yen (/month) (Utilities are charged separately) Other: Common Area Service Fee 1,020 Yen (/month) Cleaning Costs 25,000 Yen (at time of departure)	
		Matsushiro Area	Family - 21 Rooms (For stays of more than 1 month)	47,450 Yen (/month) (Utilities are charged separately) Other: Common Area Service Fee 1,020 Yen (/month) Cleaning Costs 53,000 Yen (at time of departure)	
University Guest House	University Guest House University Hall Annex 4th Floor (TEL2386)	Tsukuba Campus Central Area	Twin - 14 Rooms Single - 18 Rooms	1 night: 2,500~3,000 Yen ※Breakfast (Ordered at time of reservation) 500 Yen	Within 1 consecutive week (or 7 consecutive days) •Reservations accepted from 2months prior to lodging date
Amakubo Guest House	University Guest House University Hall Annex 4th Floor (TEL2386)	Amakubo Area	Single - 16 Rooms	1 night: 2,500 Yen	Within 1 consecutive month (or 4 consecutive weeks) •Reservations accepted from 2months prior to lodging date
Kasuga Guest House	University Guest House University Hall Annex 4th Floor (TEL2386)	Kasuga Area	Single - 6 Rooms	1 night: 2,500 Yen	No time-limit for use •Reservations accepted from 2months prior to lodging date

Name	Contact/Inquiry	Location	Specifications	Accommodation Rates	Remarks
Staff Housing	Department of General Affairs	Azuma Area (Single)	※Interpreter required when moving in	Single-room Dormitory: 5,674 Yen (/month) Singles Dormitory: 3,402 Yen~ (/month) Other: Common Area Service Fee (Single-Room, Singles) About 10,000 Yen Family Dormitory: 12,213 Yen~ (/month) Other: Residents' association fee 2,000~4,000 Yen Parking: 2,625 Yen (/month)	※Not furnished •When moving out, other cleaning costs will be charged separately. ※Membership in the residents' association compulsory
	Division of Staff Welfare Services	Takezono Area (Single)			
	Dormitory Services	Namiki Area (Family)			
	(TEL2193)	Note: The above are located in areas surrounding the University of Tsukuba.			

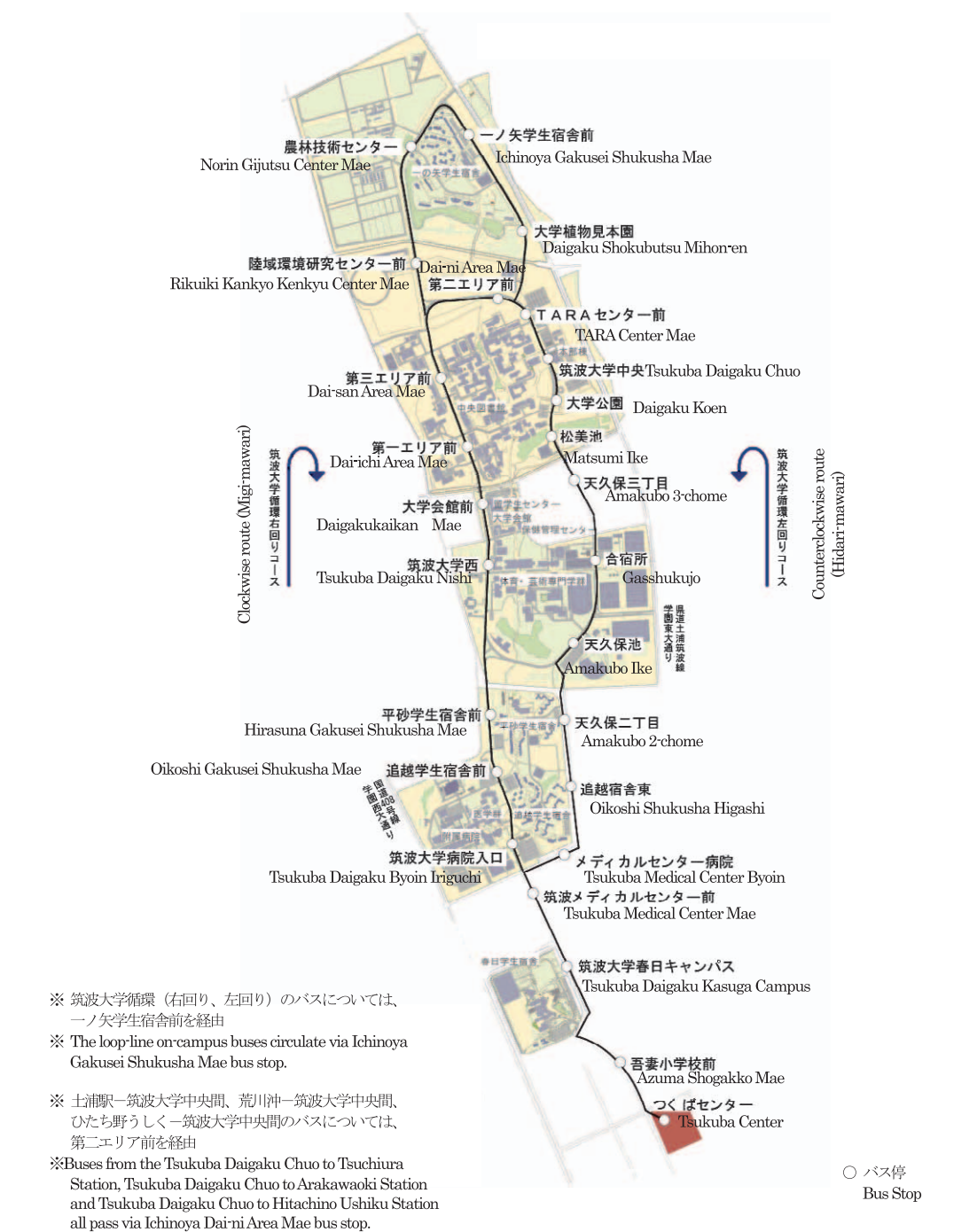
Note - For use of facilities, please apply through the person/department responsible for you on-campus.

(Off-campus)

Name	Who can Apply	When to Apply	How to Apply	For Details	Remarks
<div>Recommended</div> Japan Science and Technology Agency (JST) Takezono House Ninomiya House	Foreign Researchers			http://www.jsthouse.com/	Location: Takezono/Ninomiya Tsukuba, Ibaraki •Single/Couple/Family type available •63,000 Yen~106,000 Yen (/month)
Tokyo International (Residence Halls for International Students and Researchers)	International Students, Foreign Researchers, Japanese Researchers	Quarterly	Application is coordinated by the University of Tsukuba. For details, please refer to an Academic Service Office.		Location: Kotoku, Tokyo (Nearest Station: Fune-no-Kagakukan Station on the Yurikamome Line, Tokyo)
The University of Tokyo International Lodge Kashiwa Lodge	Foreign Researchers and Visiting Japanese Researchers	6 Months before Desired Date of Occupancy	Application is coordinated by the University of Tsukuba. For details, please refer to an Academic Service	http://www.jasso.go.jp/tiec/bosyu_e.html	Location: Meguroku, Tokyo/Kashiwa, Chiba •Application for Admission to the University of Tokyo International Lodge

Appendix 3. On-campus Bus Transportation System Route Map

筑波大学キャンパス交通システムバス運行路線図 University of Tsukuba On-campus Bus Transportation System Route Map



Appendix 4 Kasuga Plaza International Support Office

The Kasuga Plaza International Support Office provides support services for foreign researchers staying at the University of Tsukuba and their family members.

Office Hours: 9:15 am to 5:15 pm, Monday through Friday

During those hours you can stop by our office and receive answers to basic questions, as well as pick up application forms to be submitted to the city hall and to the immigration office, or other information and resources. You can also reach us by phone or email for basic questions.

Support Services

- Providing advice and information on daily living matters, status of residence, procedures at the city hall, and so on.
- Proxy filing for the Certificate of Eligibility
- Supporting Japanese classes for beginners taught by volunteer group “Nijinokai”
- Organizing casual international events, meetings and workshops
- Distribution of brochures of “Handbook for Foreign Teaching Staff and Researchers”, “Living in Tsukuba”, “My City Tsukuba” (city map), and so on.

Office Location

1st floor, Kasuga Plaza, University of Tsukuba
1-8-3 Kasuga, Tsukuba City (behind the Tsukuba City Fire Department)

Inquiries can be directed below:

Tel & Fax: 029-853-2387
E-mail: kasugakokusai@un.tsukuba.ac.jp

Appendix 5 Consultation Services for Foreign Residents
On Daily Life Matters

- Consultation Services for Foreign Resident of Tsukuba
 - Location: 2nd floor of Tsukuba City Hall
 - Issues: Visa, Labor, Marriage, Education and General Concerns
 - Phone: 029-868-7700
 - Office hours: 10:00~12:00, 13:00~16:45
 - Tuesdays and Wednesdays (excluding national holidays, year-end and new year holidays)
 - Languages available:
 - English and Japanese on Tuesdays
 - Chinese and Japanese on Wednesdays
 - Foreigner Consultation Center
 - Location: Ibaraki International Association
 - 2nd floor, Kenmin-bunka Center Annex, 745 Ushirogawa
 - Senba-cho, Mito City
 - Issues: General Concerns
 - Phone: 029-244-3811
 - Office hours: 8:30~12:00, 13:00~17:00
 - Monday through Friday (excluding national holidays, year-end and new year holidays)
 - Languages available:
 - Monday: Portuguese in the morning, Chinese in the afternoon
 - Tuesday: Spanish, Korean
 - Wednesday: Thai, Chinese
 - Thursday: Tagalog, Portuguese
 - Friday: Thai, Indonesian
 - Monday through Friday: English
- *Free consultation service by lawyer is available twice a month by appointment only.

Appendix 6 Directory of Helpful Resources

- Tsukuba City Hall <http://www.tsukubainfo.jp/>
- Tsukuba International Association <http://www.e-inter.tsukubacity.or.jp/index.htm>
- The Alien Times
(Tsukuba’s Original English Newsletter) <http://www.alientimes.org/>
- Taira
(Tsukuba Area International Resident’s Association) <http://eve.bk.tsukuba.ac.jp/>
- Ibaraki International Association <http://www.ia-ibaraki.or.jp/kokusai/english/index.html>
- The Ministry of Foreign Affairs of Japan <http://www.mofa.go.jp/>
- The Ministry of Justice of Japan <http://www.moj.go.jp/ENGLISH/index.html>
- Immigration Bureau of Japan <http://www.immi-moj.go.jp/english/index.html>
- japan-guide.com <http://www.japan-guide.com/>
- Tsukuba Chuo Police Station 029-851-0110
- Tsukuba Fire Department Headquarter 029-851-0119
- Tsukuba Gakuen Post Office 029-851-9614
- National Tax Agency, Tsuchiura branch 029-822-1100
- ACCS (cable TV) 029-852-6111
- Kanto Tetsudo Gakuen Service Center 029-852-5666
- TX (Tsukuba Express) Call Center 0570-000-298
- Tsukuba Gakuen Gas Company 029-848-5151
- Tsukuba Science Information Center 029-852-6789
- AMDA International Medical Information Center 03-5285-8088

Languages	Days	Hours
English, Chinese, Spanish, Korean & Thai	everyday	9:00-20:00
Portuguese	Mon., Wed., Fri.	9:00-17:00
Philipino	Wed.	13:00-17:00
Vietnamese	Thurs.	13:00-17:00

Handbook for Foreign Teaching Staff and Researchers

March 2012 (First Edition)

Edited by the Kasuga Plaza International Support Office

University of Tsukuba

1-8-3 Kasuga, Tsukuba City, Ibaraki 305-0821

TEL 029-853-2387

外国人研究者のためのハンドブック

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2012



University of Tsukuba
筑波大学