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
Contents

Chapter I Before Coming to Japan
A. Visa ................................................................. 2
1. Status of Residence  ........................................... 2
2. Certificate of Eligibility  ...................................... 2
B. Accommodations ................................................. 2
1. On-campus and Off-campus Accommodations .......... 8
2. Privately-rented Housing .................................... 8
C. Insurance ........................................................... 8

Chapter II Living in Tsukuba
A. Major Procedures at City Hall  ................................. 10
1. Alien Registration (System until July 8, 2012) ....... 10
2. Resident Card (System on and after July 9, 2012) .... 10
3. Notification of Place of Residence ......................... 12
4. National Health Insurance .................................... 12
5. National Pension Program .................................. 12
B. Procedures at the Immigration Bureau ...................... 14
1. Re-entry Permit ............................................... 14
2. Permission for Extension of Period of Stay ............ 16
3. Permission for Change of Status of Residence ...... 16
4. Notification of a Change .................................... 18
C. Daily Life Information ......................................... 20
1. Electricity, Gas and Water Supply ......................... 20
2. Opening a Bank Account ..................................... 22
3. Telephone, Cell Phone ....................................... 22
4. Transportation .................................................. 24
5. Bicycle, Driving a Car ......................................... 28
6. Door-to-door Parcel Delivery Services .................. 28
D. Medical Care ..................................................... 30
1. Language Support ............................................. 30
2. Medical Handbook ........................................... 30
E. Family Matters ................................................................. 31
1. Birth of a Child ............................................................ 32
2. Japanese Education System ........................................... 32
F. Learning Japanese Language .......................................... 34
1. Kasuga Plaza Japanese Class, University of Tsukuba...... 34
2. Japanese Conversation Course, Tsukuba International Association ..... 34
G. Emergency Response and Disaster Prevention ................ 36
1. Emergency Response .................................................. 36
2. Disaster Prevention (Earthquake, Typhoon) .................... 36

第3章 帰国前
A. Procedures at City Hall .................................................. 38
B. Terminating a Lease of a Privately-rented Housing ........... 38
C. Closi ng a Bank Account .................................................. 38
D. Lump-sum Withdrawal Payment ..................................... 40

付録
1. Campus Map ................................................................. 41
2. On-campus and Off-campus Accommodation Facilities-List . 43
3. On-campus Bus Transportation System Route Map ........... 45
4. Kasuga Plaza International Support Office ...................... 46
5. Consultation Services for Foreign Nationals .................... 47
6. Directory of Helpful Resources ....................................... 48
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.
Chapter I  Before Coming to Japan

* 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.
Chapter I  Before Coming to Japan

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

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、２Ｉ，所属機関等作成用１Ｉ）
 b. 写真（4cm×3cm）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、２Ｊ，所属機関等作成用１Ｊ）
 b. 写真（4cm×3cm）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. 経費弁済能力を証明する文書
   (1) 申請人が経費を弁済する場合は、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弁済する場合は、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
       経費弁済者が外国にいる場合は、経費弁済者名義の銀行預金残高証明書 適宜
Chapter I  Before Coming to Japan

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.
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. 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総合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。届出や申請がなければ新たな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在留カード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、郵便局や郵便局等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 「なし再入国許可」

有効な在留カード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「なし再入国許可」といいます。なし再入国許可が許可され、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後は、新入国許可の有効期間の上限が現在制度の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. Permission for Change of Status of Residence

It 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.

<table>
<thead>
<tr>
<th>a. Documents Required for the Status of Residence of “Professor”</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Application for extension of period of stay (For applicant, part 1, part 2 I, For organization, part 1 I)</td>
</tr>
<tr>
<td>(2) Passport</td>
</tr>
<tr>
<td>(3) Certificate of Alien Registration or resident card</td>
</tr>
<tr>
<td>(4) In the case of a non-full-time staff, one residential tax receipt (or tax-exemption document) and one certificate of tax payment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Documents Required for the Status of Residence of “Cultural Activities”</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Application for extension of period of stay (For applicant, part 1, part 2 J, For organization, part 1 J)</td>
</tr>
<tr>
<td>(2) Passport</td>
</tr>
<tr>
<td>(3) Certificate of Alien Registration or resident card</td>
</tr>
<tr>
<td>(4) Document that shows the specific details and duration of the activities</td>
</tr>
<tr>
<td>(5) Document that certifies a foreign national can meet his/her expenses while staying in Japan</td>
</tr>
</tbody>
</table>

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”

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

---

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

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) 在留期間更新許可申請書（申請人等作成用１、２Ｊ、所属機関等作成用１Ｉ）１通</td>
</tr>
<tr>
<td>(2) 旅券</td>
</tr>
<tr>
<td>(3) 外国人登録証明書あるいは在留カード</td>
</tr>
<tr>
<td>(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</td>
</tr>
</tbody>
</table>

b. 在留資格「文化活動」の必要書類

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

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

<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) 在留資格変更許可申請書（申請人等作成用１、２Ｊ、所属機関等作成用１Ｉ）１通</td>
</tr>
<tr>
<td>(2) 旅券</td>
</tr>
<tr>
<td>(3) 外国人登録証明書、あるいは在留カード</td>
</tr>
<tr>
<td>(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</td>
</tr>
</tbody>
</table>
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) 申請人が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、経費負担者に関する次の資料
  • 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. Daily Life Information

1. Electricity, Gas, and Water Supply

   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
Chapter II Living in Tsukuba

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.

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. 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
Chapter II  Living in Tsukuba

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、購入店で除籍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。他社から自転車を譲り受けた時は、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歳以上であることが、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）イスラエル、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）が作成した日本語訳証を携帯する。

   また、日本在住が1年以上になる場合、外国の免許証もとに日本の免許証を取得することができ、試験の一部免除があります。詳細は以下のサイトを参照してください。
   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 駐車
   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料金になります。主にコンビニエンスストアなどで取り扱っています。荷物の着日と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.
   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. 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/.
Chapter II  Living in Tsukuba

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. 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)

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

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
Chapter II Living in Tsukuba

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/


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。ここも手当の受給者、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、筑波大学外国人教職員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予定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。口座開設時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. 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.

Section of Mutual Aid, Division of Staff Welfare Services, Department of General Affairs, University of Tsukuba: TEL 029-853-2152
Appendix 1. Campus Map
### Appendix 2. On-campus and Off-campus Accommodation Facilities-List

**Note:** For use of facilities, please apply through the person/department responsible for your on-campus/office.

**Accommodation rates are current as of February 2012.**

**On-campus**

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact/Details</th>
<th>Location</th>
<th>Specifications</th>
<th>Accommodation Rates</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Scholars' Residence</td>
<td>Department of General Affairs Division of Staff Welfare Services</td>
<td>Amaubg AREA</td>
<td>Single — 20 Rooms (For stays of more than 1 month)</td>
<td>6,810 Yen or 6,600 Yen (month)</td>
<td><strong>Refrigerator</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Included</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Parking</strong> 2,825 Yen (month)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Utilities are charged separately:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Other</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Common Area Service Fee 2,678 Yen (month)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cleaning Costs 5,000 Yen (at time of departure)</td>
</tr>
<tr>
<td>Family — 6 Rooms (For stays of more than 1 month)</td>
<td>28,010 Yen (month)</td>
<td><strong>Utilities are charged separately:</strong></td>
<td>Other Common Area Service Fee 1,020 Yen (month) Cleaning Costs 27,000 Yen (at time of departure)</td>
<td>For occupation periods of less than 6 months, cleaning costs are half price</td>
<td></td>
</tr>
<tr>
<td>Couples — 6 Rooms (For stays of more than 1 month)</td>
<td>17,010 Yen (month)</td>
<td><strong>Utilities are charged separately:</strong></td>
<td>Other Common Area Service Fee 1,020 Yen (month) Cleaning Costs 27,000 Yen (at time of departure)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matsusihire Area Family — 21 Rooms (For stays of more than 1 month)</td>
<td>41,000 Yen (month)</td>
<td><strong>Utilities are charged separately:</strong></td>
<td>Other Common Area Service Fee 1,020 Yen (month) Cleaning Costs 27,000 Yen (at time of departure)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Guest House University Guest House University Hall Annex 4th Floor (626984)</td>
<td>Tsuchioba Campus Central Area Twin — 14 Rooms Single — 18 Rooms</td>
<td>1 right 2,300—2,600 Yen (Breakfast) (On arrival at time of reservation) 500 Yen</td>
<td>Within 1 consecutive week (or 7 consecutive days)</td>
<td>reservations accepted from 2 months prior to lodging date</td>
<td></td>
</tr>
<tr>
<td>Amakubo Guest House University Guest House University Hall Annex 4th Floor (626984)</td>
<td>Amakubo Area Single — 16 Rooms</td>
<td>1 right 2,500 Yen</td>
<td>Within 1 consecutive month (or 4 consecutive weeks)</td>
<td>reservations accepted from 2 months prior to lodging date</td>
<td></td>
</tr>
<tr>
<td>Kasuga Guest House University Guest House University Hall Annex 4th Floor (626984)</td>
<td>Kasuga Area Single — 6 Rooms</td>
<td>1 right 2,500 Yen</td>
<td>No time limit for use</td>
<td>reservations accepted from 2 months prior to lodging date</td>
<td></td>
</tr>
</tbody>
</table>

### Off-campus

<table>
<thead>
<tr>
<th>Name</th>
<th>Who can Apply</th>
<th>When to Apply</th>
<th>How to Apply</th>
<th>For Details</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Japan Science and Technology Agency (JST)</td>
<td>Foreign Researchers</td>
<td><a href="http://www.jstou.ac.jp/">http://www.jstou.ac.jp/</a></td>
<td>- Single/Couple/Family type available - $20,000 Yen = $100,000 Yen (month)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Takezono House Ninnomiya House</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tokyo International Residence Halls for International Students and Researchers</td>
<td>International Students, Foreign Researchers, Japanese Researchers</td>
<td>Quarterly</td>
<td>Application is coordinated by the University of Tokyo. For details, please refer to an Academic Service Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The University of Tokyo International Lodge Kasuke Lodge</td>
<td>Foreign Researchers and Visiting Japanese Researchers</td>
<td>6 Months before Desired Date of Occupancy</td>
<td>Application is coordinated by the University of Tokyo. For details, please refer to an Academic Service Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location: Taiton/Chuo, Tokyo, Japan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location: Tokyo International Lodge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Staff Housing

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact/Details</th>
<th>Location</th>
<th>Specifications</th>
<th>Accommodation Rates</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of General Affairs</td>
<td>Division of Staff Welfare Services</td>
<td>Amaubg Area (Single)</td>
<td>Single Dormitory 5,674 Yen (month)</td>
<td>Interpreter required when moving in</td>
<td></td>
</tr>
<tr>
<td>Department of General Affairs</td>
<td>Division of Staff Welfare Services</td>
<td>Naniwara Area (Family)</td>
<td>Single Dormitory 3,402 Yen (month)</td>
<td>Other Common Area Service Fee 2,678 Yen (month)</td>
<td></td>
</tr>
<tr>
<td>Family Dormitory 12,023 Yen (month)</td>
<td>Other Residents' association fee 2,020—6,000 Yen Parking 2,825 Yen (month)</td>
<td><strong>Utilities are charged separately:</strong></td>
<td>Other Common Area Service Fee 1,020 Yen (month) Cleaning Costs 27,000 Yen (at time of departure)</td>
<td><strong>Membership in the residents association compulsory</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** For use of facilities, please apply through the person/department responsible for your on-campus/office.

**International Lodge Kasuke House** | Foreign Researchers and Visiting Japanese Researchers | 6 Months before Desired Date of Occupancy | Application is coordinated by the University of Tokyo. For details, please refer to an Academic Service Office |

**Location:** Taiton/Chuo, Tokyo, Japan | http://www.jstou.ac.jp/ | - Single/Couple/Family type available - $20,000 Yen = $100,000 Yen (month)  |
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

1F, 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/

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

<table>
<thead>
<tr>
<th>Languages</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English, Chinese, Spanish, Korean &amp; Thai</td>
<td>everyday</td>
<td>9:00-20:00</td>
</tr>
<tr>
<td>Portuguese</td>
<td>Mon., Wed., Fri.</td>
<td>9:00-17:00</td>
</tr>
<tr>
<td>Filipino</td>
<td>Wed.</td>
<td>13:00-17:00</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>Thurs.</td>
<td>13:00-17:00</td>
</tr>
</tbody>
</table>
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

平成24年3月（初版）

編集 筑波大学春日プラザ 国際交流サポート室

〒305-0821 茨城県つくば市春日1-8-3

電話：029-853-2387
外国人研究者のためのハンドブック
2012