

**GUIDEBOOK  
FOR  
INTERNATIONAL STUDENTS**

**留学生のためのガイドブック**

**April 2011 – March 2012**

**長岡技術科学大学**  
NAGAOKA UNIVERSITY OF TECHNOLOGY

# 学年暦 (平成23年度)

FY2011 Academic Calendar

## 四月 April 2011

sun	mon	tue	wed	thu	fri	sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- ~4...春期休業 Spring Break
- 4...留学生がけい入 Guidance for Int'l Student
- 4...入学者受付 Enrollee Acceptance
- 5...入学式 Entrance Ceremony
- 6...がけい入 Guidance
- 11...授業開始 Classes Begin
- 29...昭和の日 Showa Day

## 五月 May 2011

sun	mon	tue	wed	thu	fri	sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 3...憲法記念日 Constitution Memorial Day
- 4...国民の休日 National Holiday
- 5...こどもの日 Children's Day

## 六月 June 2011

sun	mon	tue	wed	thu	fri	sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## 七月 July 2011

sun	mon	tue	wed	thu	fri	sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 18...海の日 Marine Day
- 29...授業終了 Classes End

## 八月 August 2011

sun	mon	tue	wed	thu	fri	sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1~5...試験期間
- 6~31...夏期休業 Summer Vacation

## 九月 September 2011

sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1...授業開始 Classes Begin
- 16...技大祭準備 (休講) NO Class
- 17,18...技大祭 Gidai Festival
- 19...敬老の日 Respect-for-the-Aged Day
- 23...秋分の日 Autumnal Equinox Day

## 十月 October 2011

sun	mon	tue	wed	thu	fri	sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1...開学記念日 University Foundation Day
- 10...体育の日 Sports Day

## 十一月 November 2011

sun	mon	tue	wed	thu	fri	sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 3...文化の日 Culture Day
- 23...勤労感謝の日 Labor Thanksgiving Day
- 24...月曜日の授業 Monday Schedule

## 十二月 December 2011

sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 20...金曜日の授業 Friday Schedule
- 22...授業終了 Classes End
- 23...天皇誕生日 Emperor's Birthday
- 26~28...試験期間
- 29~...冬期休業 Winter Vacation

## 一月 January 2012

sun	mon	tue	wed	thu	fri	sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 9...成人の日 Coming-of-Age Day
- 10~11...試験期間
- 17...授業開始 Classes Begin
- 31...集中講義終了 Intensive Courses End

## 二月 February 2012

sun	mon	tue	wed	thu	fri	sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

- 11...建国記念日 National Foundation Day
- 29...授業終了 Classes End

## 三月 March 2012

sun	mon	tue	wed	thu	fri	sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 20...春分の日 Vernal Equinox Day
- 26...卒業式・修了式 Graduation Ceremony
- 27~...春期休業 Spring Break

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# 1 INTERNATIONAL STUDENTS and NAGAOKA UNIVERSITY OF TECHNOLOGY

## 1. Supporting System for International Students

### 1) Center for International Exchange and Education and Division of International Affairs (Kokusai-ka)

NUT CIEE offers courses of the language, culture, and general affairs of Japan to int'l students. It also offers int'l students guidance and counseling for their student life. For details on courses offered, please contact the teaching staff members of the Center.

Services are provided by Kokusai-ka include all affairs involving int'l students.

Kokusai-ka (ext. 9285/9286, e-mail: ryugaku@jcom.nagaokaut.ac.jp,  
<http://www.nagaokaut.ac.jp/j/gakuseishien/kokusai/>)

### 2) Academic Advisor (“Shido-Kyoin”, “Advisor Kyoin”)

You will pursue your study and research under the guidance of your academic advisor. Regular Student is recommended to consult with the advisory professor about courses to take and credits to earn for subject completion, or any other academic matters at any time, as well as for Kenkyusei to take periodic meetings with the advisor to ensure the progress of your research.

### 3) Tutorial System

If you are a newly arrived int'l student, your academic and daily life may be assisted by a graduate student who is assigned as your personal tutor who may assist you on an extracurricular basis in areas such as Japanese language, major field of study and living conditions.

Tutors are chosen based on the academic advisor's recommendation before your arrival. This is offered for half a year for int'l students newly coming to Japan. You are encouraged to invite your tutor to participate to any of the events organized for int'l students.

If you find that the assigned tutor does not suit you for some reason, you should feel free to discuss the matter with your academic advisor.

### 4) Courses of Japanese Language and Culture

#### ① Japanese Classes with Credits

As long as you are studying in Japan, improving your understanding of the Japanese language and culture is as important as your research in your chosen field of study.

Japanese Language courses (assigned by your level) and General Affairs of Japan are offered as regular University courses throughout the year. Its guidance and placement interview is held early April and September; ones who want to take the class must attend it.

Details of the placement test will be announced at the guidance for International Students and by e-mail.

#### ② Japanese Classes for Beginners

“Intensive Japanese” and “Basic Japanese” are prepared for those who have not studied Japanese.

Intensive Japanese Course starts from April and October, and Basic Japanese Course starts from April and September. Students study 5 days per week for Intensive Japanese and 3 days per week for Basic Japanese.

Those who want to attend Intensive Japanese should attend the guidance held in the beginning of the term. Those who want to attend Basic Japanese should ask teaching staff members of the CIEE.

Intensive Japanese and Basic Japanese are without credits.

#### ③ Opportunity to Study Japanese Off Campus

Nagaoka city provides various Japanese classes to the foreigners in the city according to their levels and

needs. You can take those classes at the Civic Center. If you need more information, call Nagaoka International Exchange Association (TEL: 0258-39-2714)

- Japanese Classes URL : [http://www.niea.or.jp/04\\_zai/04\\_n\\_kouza.html](http://www.niea.or.jp/04_zai/04_n_kouza.html)
- Nihongo Hiroba URL : [http://www.niea.or.jp/04\\_zai/04\\_n\\_hiroba.html](http://www.niea.or.jp/04_zai/04_n_hiroba.html)

### 5) Supplemental Basic Study Courses

Study courses regarding natural sciences, especially mathematics, physics and chemistry are difficult for undergraduate freshmen. Because they have been educated with a different method from that in Japan and their ability of Japanese language is insufficient, these classes will be offered by Graduate Students and the specialized teaching staffs of basic study course for int'l students.

All of the 1st and 2nd year Undergraduate Students are encouraged to attend these classes, but others are also allowed to.

If you want to take the class, please apply at Kokusai-ka (Ext: 9285/9286). Except 1<sup>st</sup> and 2<sup>nd</sup> undergraduate students and students who want to take other classes, please consult us.

### 6) International Friendship Lounge

As a place for interactions among int'l and Japanese students, there is International Friendship Lounge located on the 2nd floor of Faculty bldg (Materials Science, Management Information Systems).

This space can be used for individual studies and ordinary conversations, and meeting.

\* Available hours: Monday to Friday, 9:00 to 20:00

### 7) Counseling

A doctor specialized to counsel is available on the afternoons every Monday and Tuesday 12:00 to 17:00 for consultation at Health Care Center. Counseling is conducted to improve student's life in the campus. (Details are on page 36)

### ※ Mutsumi-kai

Besides physical and health counseling, Mutsumi-kai also holds weekly counseling at International Friendship Lounge. Mutsumi-kai is a voluntary group organized to support NUT int'l students. Other than conducting general counseling every Wednesday 13:30 to 16:30, Mutsumi-kai also sponsors several events and activities for int'l students such as speech contest, zazen, bazaar, and farewell parties on an annual basis. Those who are interested in joining these events, please inquire directly to the Mutsumi-kai staff.

### 8) Annual Events

The following activities are organized by Kokusai-ka and everybody is welcomed and encouraged to join.

Events	Date	Place (Others)
Study Trip for International Students	Early October 2011	Undecided (FY 2010: TOKYO area)
Party for Int'l Students	Mid December 2011	Secom Hall
Homestay	One night during Dec. 31, 2011 – Jan. 16, 2012	In a Japanese family within the vicinity of Nagaoka
Ski/ Snowboard Training for Int'l and Japanese Students	Early March 2012	Undecided (FY 2010: Centleisure MAIKO Snow Resort)

## **9) Cultural Exchange**

Throughout the year, various int'l exchange activities, involving different parties, elementary and junior high schools around NUT, are good opportunities for you to get acquainted with many Japanese friends. Some of the events offer money in gratitude.

Kokusai-ka informs the upcoming events to int'l students by e-mail and on the bulletins.

Some of these cross cultural events are also introduced by Nagaoka City International Affairs Center, CHIKYU-HIROBA. They also provide useful information about daily living for residents from overseas.

Nagaoka City International Affairs Center:

<http://www.city.nagaoka.niigata.jp/dpage/kokubun/chikyuhiroba/>

## **10) Announcement for Int'l Students**

Various announcements for int'l students from Kokusai-ka are placed on the bulletin board located in Lecture Bldg. and also sent by e-mail. Please inform your current e-address to Kokusai-ka for your benefit. Emergency announcement for each one is also made by phone. Please notify us of your phone number too.

Information on lectures, welfare programs (procedures for tuition exemption, application for campus dormitories, scholarships etc), extracurricular activities and other notices for all students are also posted on bulletins. When you find a personal announcement paper with your name on it on the bulletin board, you must come to the section concerned with that notice.

## **2. Status of International Students**

Types of the International Students in Nagaoka University of Technology are as follows.

### **[ Regular Students ]**

#### **1) Undergraduate Students**

If a student has attended an undergraduate program for required academic years(at least four years for those who enrolled as a freshman, at least two years for those who enrolled as a junior)and has obtained the required number of credits in both general education and major, the student will be awarded a bachelor of engineering.

#### **2) Graduate Students**

Graduate school of Engineering consists of a Master's course (two years) and Doctoral course (three years).

A student who has completed a Master's course is awarded a Master of Engineering and who has completed a Doctoral course is awarded a Doctor of Engineering.

### **[ Non-Regular Students ]**

#### **3) Research Students (“Kenkyusei”)**

An applicant may be admitted as a research student upon approval of the president, to study a specific topic of research. No degree will be awarded to a research student after completion of such a course.

#### **4) Special Students (“Tokubetsu-Choko-Gakusei”)**

Other university students can study NUT as a Special Student.

If you are one of these Special Students and are interested to make any changes in or to add extra classes to the ones you have selected, please consult Kokusai-ka. Please note that no grades will be evaluated from the classes in which you are not approved to take.

#### **5) Special Research Students (“Tokubetsu-Kenkyu-Gakusei”)**

Graduate students in other universities can study at NUT as a Special Research Student.

## 2 ARRIVAL to NAGAOKA

### 1. Preparing VISA for Entering Japan

Before entering Japan, you should obtain a College Student Visa in order to stay in Japan as an International Student.

In case you entered Japan on any other Visa, you must change your visa status as soon as possible.

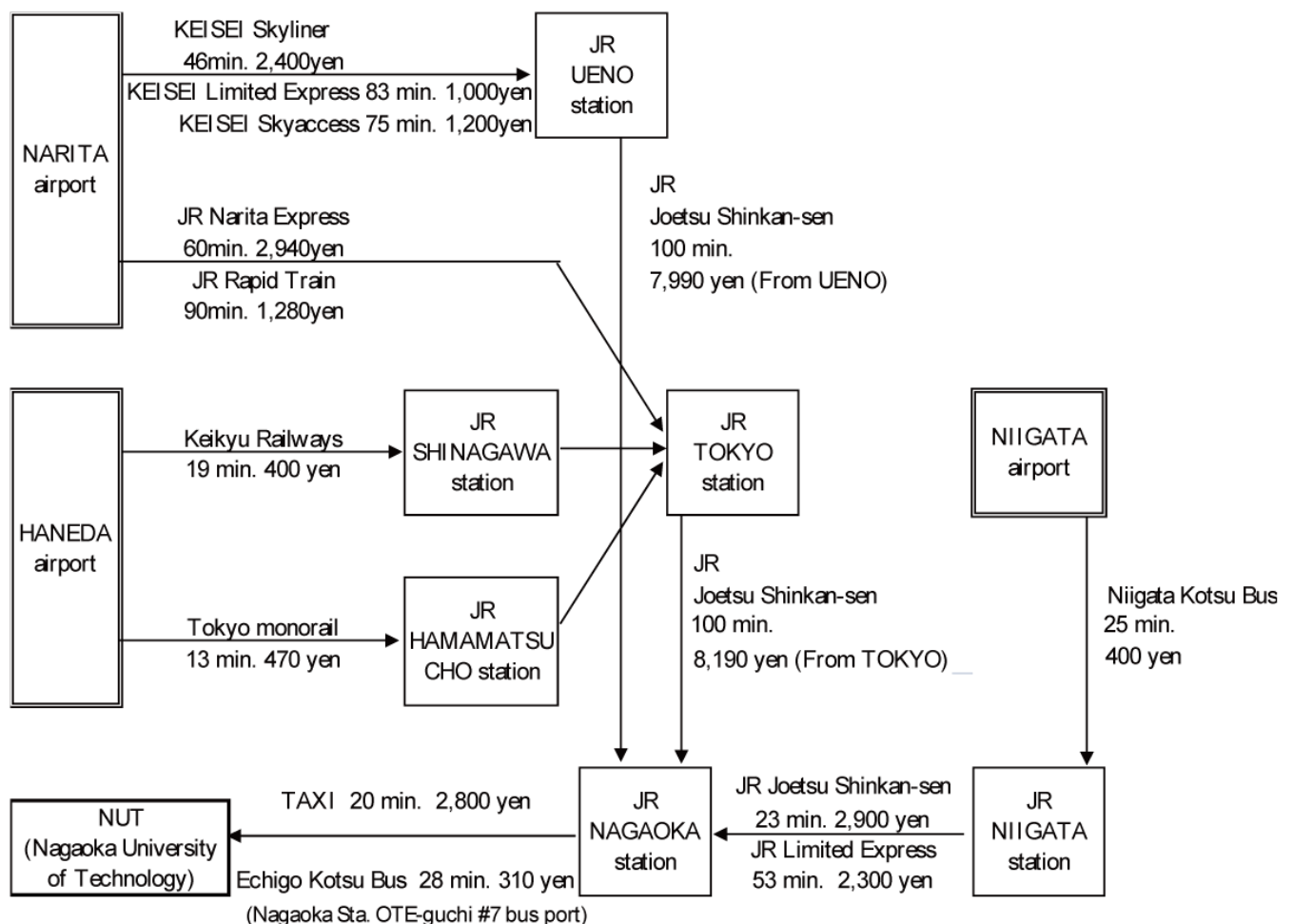
### 2. Your Journey to NUT

The convenient airport to the University is Narita, Haneda or Niigata Airport.

Before leaving your country, assure to notify your academic advisor or Kokusai-ka of the date and time of your arrival at airport or Nagaoka station. Having yourself or your luggage insured by a traveler's insurance is recommended, for in case of accidents on your trip to Japan.

When you bring heavy or plenty of luggages, you may take advantage of Luggage Delivery (Takuhaibin) Service at the airport. It will free your hands all the way to NUT; baggage will arrive in 1 or 2 days, at a reasonable price.

※ **Transportation to NUT** (charges are as of March 1, 2011)





### **3. Immediate Living Expenses**

We suggest you to bring approximately 200,000 yen with you for immediate living expenses, supposing to rent an apartment, especially. If you are a Self-Supporting Student, Please bring an additional amount for tuition and admission fee to be paid upfront.

### **4. Entrance Procedures**

All the newly enrolling students must follow the entrance process, differed by each status.

Those who are going to enroll as a research student or exchange student, the procedures and forms required are explained after the arrival.

For those enrolling in April as regular student, “Manual for Entrance Procedures (Nyugaku-Tetuduki ni Kansuru Tebiki)” is to be sent. Reception is held a day before the entrance ceremony; please submit what is required in the Manual and receive materials then.

For the rests who enroll other than April, the procedures and forms required are explained after the arrival.

All who newly enroll as Regular Students must complete entrance procedures by the designated date which varies from each status. If not, the University will revoke your enrollment.

### **5. Moving into Living Accommodation**

Newly enrolled int'l students are required to move into their living accommodation at once, and notify the address to Kokusai-ka. The Student Affairs (ext. 9255) guides those who are to reside in any on and off-campus dormitories. Procedures for renting an apartment are explained on p.24.

### 3 UNIVERSITY FEES and SCHOLARSHIPS

#### 1. Tuition / Fees

All the fees vary with the year of entrance and status. If you are applying to be exempted, please wait to make a payment until a decision on your case is made.

[unit: yen]

Status		Screening Fee (*1)	Admission Fee (*2)	Tuition (*3)	Other Fees (*4)
Regular Undergraduate Student	Entrance for 1st year	17,000	282,000	535,800/year	approx. 50,000
	Entrance for 3rd year	30,000			
Reg. Graduate Student	Entrance Master's		30,000	84,600	29,700/month
	Entrance Doctoral				
Kenkyusei		9,800	84,600	29,700/month	approx. 1,200
Tokubetsu-Kenkyu-Gakusei		None		None	approx. 1,200
Tokubetu-Choko-Gakusei					

New tuition is to be applied to you when any revision of tuition is occurred.

- \* 1 Screening Fee must be paid when you submit an application
- \* 2 Admission Fee must be paid in the period of admission procedure. It is not necessary for those who are continuing to the Doctor's Course after completing the Master's at NUT.
- \* 3 Tuition ① for Regular Students can be paid in one lump sum up front or in 2 halves. It will be withdrawn from your designated bank account (the first half on April 20th, the latter half on October 20th).  
② for Kenkyusei be withdrawn from your designated bank account in advance, either by 3 or 6 months, depending on the period of stay.  
③ for Monbukagakusho Scholarship Students and short-term Exchange Students accepted under an academic exchange agreement are not required to pay.
- \* 4 Other fees include: Student Educational Research Activities Insurance (explained below) (1,000 yen/yr, 1,750 yen/ 2 yrs, 2,600yen/3 yrs), NUT Alumni Association fee (voluntary) 12,000 yen, a contribution to the NUT Society of Educational Program 20,000 yen, etc.

#### ※ Student Educational Research Activities Accident Insurance (Gakkensai)

All Regular Students are automatically obliged to buy this insurance, as a part of the entrance procedure. All Kenkyusei and Exchange Students are also required to have it; please inquire voluntarily to the Student Affairs (ext.9256).

This insurance is to aid the medical expenses for accidents happened during: classes, educational research activities under the supervision of faculty staff, transporting yourself to NUT, university events, on- and off-campus activities of registered student groups, and whatever occurred inside NUT (except in any campus dormitories).

If any accident occurs, immediately contact the Student Affairs.

Optional insurance which covers accidents during private activities is available for those who join Gakkensai. If you want to buy and join it, please ask at the Student Affairs.

Those who take internship (Jitsumu-Kunren) in their undergraduate 4th year are also made to join two additional insurances. Exchange Students who attend Internship are required to carry these insurances, too.

## 2. Admission Fee Exemption

Regular students (Undergraduate/ Graduate) can apply for Admission Fee Exemption (half or full amount). Please take the necessary procedures at Gakusei Shien-ka during your enrollment formalities and tell that you have made the application at New Students Reception. However, you must meet the following condition:

●For Undergraduate

One who has been damaged by natural disaster so that making admission fee payment is difficult.

●For Graduate

- a) One who has an outstanding academic record, and fairly has a financial difficulty to pay the admission fee.
- b) One who has been damaged by natural disaster so that making admission fee payment is difficult.

## 3. Admission Fee Postponement

Regular students (Undergraduate/ Graduate) can apply for Admission Fee Postponement at Gakusei Shien-ka during your enrollment formalities. If you are selected, your payment will be postponed. However, you must meet the following condition:

- a) One who has an outstanding academic record, and fairly has a financial difficulty to pay the admission fee on time.
- b) One who has been damaged by natural disaster so that making admission fee payment is difficult.

## 4. Tuition Exemption

Regular students (Undergraduate/ Graduate) can apply for Tuition Exemption (half or full amount) at Gakusei Shien-ka during the specific period of time. But you must apply each semester (first and second) in each case. Application period will be announced by NUT website and posted on the bulletin board of Gakusei Shien-ka (Student Affairs) so please don't miss it.

- a) One who has an outstanding academic record, and fairly has a financial difficulty to pay the tuition.
- b) One who has been damaged by natural disaster within 6 months (within 1 year for new students) so that making tuition fee is difficult.

**※Students who want to apply for these opportunities must not pay their admission fee and/or tuition fee before the decision of the examination.**

## 5. Tuition and Fee Payment Deadline

If you fail to complete the payment of Admission Fee and Tuition by the designated day, you will be expelled from the university. In this case, you will be considered ineligible to keep the current residential status of college student to stay in Japan.

## 6. Scholarships for Self-Supporting Students

Several scholarships are available for Self-supporting Students; please refer to “Handbook of Applications for Scholarships (Shogakukin-Boshu-Yoko)”, handed out by Kokusai-ka every April and September.

Application for some scholarships requires university recommendation; candidates are selected from among scholarship registrants through the University's Committee initial screening. Candidate applicants are then submitted by Kokusai-ka to the foundation of the scholarship program. Any additional invitations for scholarships will be informed on the bulletin board as well as by e-mail from Kokusai-ka. Qualification, method, documents required and deadline for application differ by each scholarship, please apply properly.

## 7. Monbukagakusho Scholarship Students

### ① Types of Enrollment

Students enrolling as Monbukagakusho Scholarship Students to NUT is as below:

Qualification	Enroll NUT as	Condition	Extension
Those who have Done Under-graduate Study	Kenkyusei recommended by a Japanese Embassy (* 1)	Student who is newly arriving Japan for study or research	Application for extension of the Scholarship is permitted only when going on to higher school (Master's or Doctoral) to obtain a degree and meeting the academic standards set by Monbukagakusho. If fail a year of study, the Scholarship will be discontinued.
	Kenkyusei or Regular 1st Year Graduate Students recommended by the University (* 2)		
Under - graduate Students	Regular 1st Year Undergraduate Students recommended by a Japanese Embassy (* 1)		
	Regular 3rd Year Undergraduate Student after graduating from a Japanese Technical College		

#### \* 1 Through Japanese Embassy

Japanese Embassies abroad etc. recruit students every year. Applications must be made personally and enrollment will be in April or October as research students or in April or September as regular students, of the following year. For details, please contact Japanese Embassies in your country.

#### \* 2 By Recommendation of NUT

NUT, like any other Japanese universities, accepts applications around the middle of November. One should first seek a prospective academic advisor and obtain an informal consent beforehand. The date of your arrival is in early October as a Kenkyusei, in early September as a master's or doctoral student.

### ② Domestic Selection Program (Examination of Self-supporting Students)

Self-supporting Students who are already studying at NUT may apply for the Scholarship. Please refer to "Handbook of Applications for Scholarships (Shogakukin-Boshu-Yoko)", handed out by Kokusai-ka every September for applying. NUT will select candidates among applicants and recommend them to Monbukagakusho, after examination by its International Student Committee; the decision upon scholarship recipients will be by the Monbukagakusho. (1 Graduate student was recommended by NUT in FY 2010.)

- Requirements for application (as of April 1st of following year):

#### [ For Regular Graduate Student ]

A student who is to start at graduate school as a Regular Student or who already is studying at graduate school. Under 35 years old with an excellent academic record.

One who had been a Monbukagakusho Scholarship Student in the past may apply only if 3 years have passed after completion of the period.

#### [ For Regular Undergraduate Student ]

An undergraduate student, under 26 years old with an excellent academic record, who is to become a 4th year Undergraduate student.

When a recipient is to enter Master's course afterward, to apply for extension (a maximum of 2 years) is possible.

③ **Assistances for Monbukagakusho Scholarship Students**

As of April 1, 2010 for students studying at NUT

Graduate Students	Undergraduate Students
<ul style="list-style-type: none"><li>· Monthly Stipend ;<ul style="list-style-type: none"><li>Research students : 150,000 yen *</li><li>Master's students : 152,000 yen *</li><li>Doctoral students : 153,000 yen *</li></ul></li><li>· Admission Fee Exemption (except Domestic Selection Students)</li><li>· Tuition Exemption</li><li>· Travel Expenses to Japan (except Domestic Selection Students)</li><li>· Travel Expenses back to home country</li></ul>	<ul style="list-style-type: none"><li>· Monthly Stipend: 123,000 yen *</li> <li>· Admission Fee Exemption (except Domestic Selection Students)</li><li>· Tuition Exemption</li><li>· Travel Expenses to Japan (except Domestic Selection Students)</li><li>· Travel Expenses back to home country</li></ul>

\* Additional monthly stipend 3,000 yen is provided from November to March.

④ **Receiving Procedures of the Scholarship**

Monbukagakusho Scholarship is to be transferred to your Post Office account around 25th of every month. Kokusai-ka will ask your designated account number at the beginning of your scholarship period.

At the beginning of every month, you are required to appear your attendance by coming to sign on registration list which is placed at the counter of Kokusai-ka. When you sign late, the payment will be delayed.

When you cannot sign by the fixed date because of travel or any other reasons, or you leave NUT for certain period of time for academic reason, you must notify Kokusai-ka in advance. And when you are out of Japan from the first day to the last day of a month, the stipend will not be paid for that month.

## 4 HOUSING

### 1. Campus Dormitories

We have 4 on-campus dormitories and 1 off-campus dormitory available for international students.

	International House	International Student House	30th Anniversary Student House	Student Dormitory	International Lodge
Residents	Available for male international students, researchers and Japanese graduate students	Available for female international students and Japanese undergraduate students	Available for international students and Japanese graduate students	Available for male Japanese undergraduate students and male international students	Available for international students, researchers and Japanese doctoral students
Occupation Period	2 years( 1year for the researchers) * extension is not acceptable				
Rooms Offered	<ul style="list-style-type: none"> <li>• 46 single rooms (=17.2㎡/12.5㎡) 44 for int'l students</li> <li>• 8 couple rooms (=35.7㎡) 7 for int'l students</li> <li>• 5 family rooms (=50㎡) 4 for int'l students</li> </ul>	<ul style="list-style-type: none"> <li>• 50 single rooms (=13㎡) 15 for int'l students</li> </ul>	<ul style="list-style-type: none"> <li>• 20 single rooms (=17.2㎡) 10 for int'l students (5 for male, 5 for female)</li> <li>• 5 couple rooms (=35.7㎡)</li> </ul>	<ul style="list-style-type: none"> <li>• 360 single rooms(=10 ㎡) ...5 for int'l students</li> </ul>	<ul style="list-style-type: none"> <li>• 12 couple rooms (=36.4㎡) 11 for students</li> <li>• 2 family rooms (=49.8㎡) 1 for students</li> </ul>
Monthly Room Rent	<ul style="list-style-type: none"> <li>• Single room with bath 10,000 yen without bath 8,000 yen</li> <li>• Couple room 20,000 yen</li> <li>• Family room 24,000 yen</li> </ul>	9,000 yen	<ul style="list-style-type: none"> <li>• Single room 12,000 yen</li> <li>• Couple room 24,000 yen</li> </ul>	<ul style="list-style-type: none"> <li>• Single room 6,000 yen</li> </ul>	<ul style="list-style-type: none"> <li>• Couple room 24,000 yen</li> <li>• Family room 26,000 yen</li> </ul>
Monthly Communal Fee (repair cost etc.)	<ul style="list-style-type: none"> <li>• Single room 1,000 yen</li> <li>• Couple room 2,000 yen</li> <li>• Family room 2,400 yen</li> </ul>	1,000 yen	<ul style="list-style-type: none"> <li>• Single room 1,000 yen</li> <li>• Couple room 2,000 yen</li> </ul>	<ul style="list-style-type: none"> <li>• Single room 500 yen</li> </ul>	<ul style="list-style-type: none"> <li>• Couple room 2,000 yen</li> <li>• Family room 2,400 yen</li> </ul>
Utility Charges (electricity, gas, water)	Charged according to the meters set for each room. *Cost of utilities at International Lodge is to be charged by each utility company.				
Payment	Every month on the 20th, withdrawn from the specified bank account (Room rent of the month with Comm. Fee & utility charges of the previous month) Room rents for July and August are to be withdrawn altogether in July, and for January, February and March are in January.				
Residence Application	<ul style="list-style-type: none"> <li>• Every December for the next April, and in July for September.</li> <li>• Announcement will be posted on the bulletin board of Kokusai-ka.</li> </ul>				

\*Each dormitory has public facilities. Please contact the Student Affairs for details.

## 2. Public Housing

Satisfying all of the following requirements, you are entitled to apply for public housing provided by Nagaoka City.

- ① A household which has an income not more than 158,000yen/month
- ② Currently live with family member(s) and continue to do so after moving into public housing
- ③ Suffering great inconvenience with the current housing  
(ex. too small and not enough space for sleep, or spend about 30% of income for rent, etc)

The nearest public housing to NUT is in Kibogaoka area. The rent varies, around 10,000 to 25,000 yen per month, based on the building's condition. After submitting an application, you may have to wait for months. For details, please contact the City (housing management office: 0258-39-2265).

## 3. Private Housing

### ① Classification

There are 3 types of private dwelling available for you to select from:

- a) Apartment: usually 1 to 3 rooms with a bathroom and kitchen
- b) Rented House: an entire house (usually Japanese-styled)
- c) Rented Room: single room of a house (bathroom, kitchen, entrance may be shared)

For a) or b), you should see a real estate agent. For c), please contact the Room & Lodging Union near NUT.

### ② Moving In

- You are responsible for your rented room, please handle electricity and gas with enough care to prevent fire
- The rents vary according to the size, the oldness, and equipped facilities; around 30,000 to 50,000 yen is charged around NUT. Apartments in Japan do not come with furniture, so you must arrange whatever is needed yourself.
- Shiki-kin (guarantee deposit) and Chukai-Tesuryo (commission to real estate broker) are required as well as one month's advance rent to the landlord when you sign the contract.
- You ought to be accustomed to pay the rent in advance for the next month (this may be done by automatic transferring system of your bank; see page 44). In addition to the public utility charges, Kyoeki-hi (common property maintenance fee) and Chonai-Kai-hi (neighborhood association dues) are your monthly expenses.
- The rental contract with the landlord must be understood to all terms before legally signed.
- Rental contracts usually require the co-signing of a guarantor, for in case of property damages and payment overdue caused. Please ask your academic advisor or other eligible person to become your guarantor.

## 4. NUT Guarantor Program

If an int'l student cannot find a surety needed for concluding a housing lease agreement, the Director of CIEE will become the guarantor under this Program. To join the Comprehensive Lodging Insurance for International Students is required; its application forms and detailed information are available at Kokusai-ka.

### \* Comprehensive Lodging Insurance for International Students Studying in Japan

NUT recommends our int'l students to join the Casualty Insurance for Housing and Guarantor, offered by JEES (Japan Educational Exchanges and Services). This program reduces the mental and financial burden on one who is asked by an int'l student to become a guarantor and ease int'l students to conclude a lease agreement. It comprises comprehensive lodging insurance (lessee liability and personal liability insurance) and guarantor indemnity funds.

The premium is affordable: 4,000 yen for 1 year or 8,000 yen for 2 years. The application forms are available at Kokusai-ka.

## 5. Utility Charges

Electricity, Gas, Water and Sewage are called public utility charges. You may choose to pay them by automatic transferring system through your savings account. (see page 44)

Category	Warnings	Inquires to:
Electricity	<ul style="list-style-type: none"><li>Turn off unnecessary electricity and reset the breaker switch when you experience an electrical outage. It may be because you are using electricity in excess of the capacity of your house's electrical circuitry. If the outage is due to a lightning surge or system failure, you may have to wait a while before your service is restored. Better be prepared with flashlight or candles.</li></ul>	Tohoku Denryoku Co. Ltd. Tel 0258-35-1860
Gas	<ul style="list-style-type: none"><li>When you notice a gas leak, please open all the windows and doors wide and turn off the supply valve immediately. If you do not know the cause of the gas leak, report it immediately. They receive calls 24-hour.</li></ul>	Hokuriku Gas Co. Ltd. (Gas) Tel 0258-33-3200
Water And Sewage	<ul style="list-style-type: none"><li>Water is billed altogether with that of the sewerage every 2 mos.</li><li>If a water pipe freezes in winter, wrap the faucet with a towel and pour hot water on it. When no water still comes out the tap, turn off the valve. If a pipe bursts, turn off the valve inside meter box and then report it.</li></ul>	Nagaoka City Suido-kyoku Tel 0258-35-1618

## 6. Garbage Disposal and Recycling

In Nagaoka city, garbage collection days and places are appointed by each district, and you must separate the garbage and recycling items by categories when you throw them away. Some garbage bags must be purchased at stores. (You can also purchase the bag at school's Baiten)

Please check the detailed information at

[http://www.city.nagaoka.niigata.jp/other/english/trash\\_english.pdf](http://www.city.nagaoka.niigata.jp/other/english/trash_english.pdf)

\* You can also get the brochure about the garbage disposal at Gakusei Shien-ka.

## 7. Change of Address

When moving to a new place, you must follow procedures to terminate the current lease agreement. You must give the landlord a notice more than a month in advance; if not, additional month's rent may be requested. Shiki-kin (guarantee deposit) you have paid is used to restore and repair the room then what is left may be returned to you.

●Kokusai-ka : Inform the new address

●Alien Registration and National Health Insurance:

Inform the City Office and re-register in new address within 14 days after you moved.

●Public Utility Charges:

Call the 3 service providers (electricity, gas, water) at least 1 week in advance. Unpaid charges will be settled on the relocation date.

● Bank: Report the change of address to your bank(s).

● Postal Office

You may use the mail forwarding service by reporting to the post office nearest to your former housing (the free postal card for this purpose is also available at Student Affairs), and then mails addressed to your former place will be to the new home for 1 year after the relocation.

●Report the change of address to Nagaoka Police Station for driver's license.



## **5 HEALTH and MEDICAL SERVICE**

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### **1. Japanese National Health Insurance**

If you finished Alien Registration, you and your dependents are imposed to join Japanese National Health Insurance Program. This Program functions to reduce the individual's medical cost through mutual payments and assistance.

The total nominal expense is calculated depending on the number of family, income etc. (ex. for single with approximately 50,000 yen as for FY2010). Discount is applied for people who do not have any income upon application. Formalities are to be carried out at City office at the same time of your Alien Registration.

By presenting its Insurance Card which will be sent to you, you need to bear only 30% of the medical treatment charge at any clinic or hospital. This is especially advantageous when you turn seriously ill or need to stay at a hospital.

Before leaving Japan, you need to withdraw from this Insurance; please go to City Office with Insurance Card.

### **2. Hospitals and Clinics in Nagaoka City**

Minor injuries may be treated temporarily at Health Care Center in campus (see page 36). When choosing a hospital/clinic out of various general and specialized hospitals/clinics available in the City, it would be a good idea to consult with people around you. Most Japanese hospitals/clinics, other than dental clinics, do not require a prior appointment.

Most Japanese doctors can use English to a limited extent, but most likely nurses and receptionists cannot; therefore, it would be a good idea to take someone who can interpret for you. (Hospitals and Clinics near the University are listed on page 66.)

## 6 CAMPUS LIFE

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### 1. Student ID Card

Student ID Card (“Gakusei-sho”) are issued to all Regular Students. Others are also distributed ID Card (System Riyo-sho”) in the same form as Student ID Card. You must always carry your ID card; if you ever lose it notify the Division of Academic Affairs immediately. When leaving NUT, please return it to Division of Academic Affairs (regular students) or Division of International Affairs (non-regular students).

The student ID card has the function for Personal Identification to correspond to the systems below:

- Books Lending System at Library

Books in the library can be borrowed by using Student ID Card. Through this System, information on the borrower and the books borrowed can be availed, and one can make reservations on the presently borrowed books. The System also makes some statistical findings from the accumulated data.

- Room-Entrance Control System (Card-Gate System)

Language Center’s Tape Library, Library, Int’l Students Exchange Room and Information Processing Center are such rooms using this System. Students can also enter other rooms employing this system but have to complete necessary registrations beforehand.

## 2. University Library

The Library is one of the important facilities that help you with your study and research.

※How to use the Library (Library home page — <http://lib.nagaokaut.ac.jp>)

Available Hours	Date	Monday ~ Friday	Saturday* Sunday									
	4/5~8/5、9/1~12/28	8: 30~21: 00	12: 00~17: 30									
	1/5~2/29	9: 00~21: 00										
	8/6~8/31、3/1~4/4	9: 00~17: 00	Closed									
24 hrs Open Service Graduate Students and undergraduate students assigned to laboratory can use the library for 24 hours everyday except year end/new year holidays. After the office hour, please use your ID card to enter.												
Closed	<ul style="list-style-type: none"> <li>• National Holidays( Including Substitute Holidays)</li> <li>• University Summer Vacation (August 12 to 16)</li> <li>• University's Foundation Day( October 1)</li> <li>• Year-end and New Year( December 27 to January 4)</li> <li>• Saturdays and Sundays during August 6 – 31, March 1 – April 4</li> <li>• National Center Test for University Admissions (January 14 and 15)</li> </ul> <p>* Closing day and time are subject to change by necessity.</p>											
Services	Borrowing	<table border="1"> <thead> <tr> <th>Classifications</th> <th>Number of books you can borrow</th> <th>Borrowing Period</th> </tr> </thead> <tbody> <tr> <td>Books</td> <td>10 Books</td> <td>2 weeks</td> </tr> <tr> <td>DVD, Videotapes</td> <td>2 Items</td> <td>1 week</td> </tr> </tbody> </table> <p>Borrowing books: By using the automatic borrowing machine with your ID card. Returning books: Put the books into the BOOK POST. Borrowing and Returning AV materials: Acceptable at the counter.</p>		Classifications	Number of books you can borrow	Borrowing Period	Books	10 Books	2 weeks	DVD, Videotapes	2 Items	1 week
	Classifications	Number of books you can borrow	Borrowing Period									
	Books	10 Books	2 weeks									
DVD, Videotapes	2 Items	1 week										
Ordering Service	The articles that the library doesn't have can be ordered from other universities' libraries.											
Electronic Information	You can look through about 5000 title's electronic journals and other electronic materials on the library home page ( <a href="http://lib.nagaokaut.ac.jp">http://lib.nagaokaut.ac.jp</a> ).											
Important Notes	<ul style="list-style-type: none"> <li>• Use your student ID card (system card) to pass through the library gate.</li> <li>• Smoking, eating/drinking, and cell phone use inside the library are prohibited.</li> <li>• Check the library information on the library's home page (<a href="http://lib.nagaokaut.ac.jp">http://lib.nagaokaut.ac.jp</a>)</li> </ul>											

## 3. Information Processing Center

The Information Processing Center provides common high performance computers and Local Area Network environment for faculty members, as well as worldwide network.

※ How to use the Information Processing Center

Available Hours	Monday – Friday 8:30~17:30
Closed	<ul style="list-style-type: none"> <li>• Saturdays, Sundays and national holidays</li> <li>• Year-end and New year (December 28 to Jan 4)</li> <li>• A week in August specified by the Center</li> <li>• The day has to be closed for business reasons</li> </ul>
Application for Use	Please follow the guideline on the Center's home page ( <a href="http://ipc.nagaokaut.ac.jp">http://ipc.nagaokaut.ac.jp</a> ) and apply. Students who do not have their designated advisory professor cannot use the Center.
Important Notes	There is dust-sensitive equipment in the center. Please use the slippers at the entrance upon entering the center. Smoking and eating/drinking are prohibited.

#### 4. Language Center

Language Center is a place for classes on foreign language subjects and a place for learning language according to levels for students and teaching staffs. The Self–Study Room has materials and equipment for self-study purposes.

##### ※ How to use the Self-Study Room

Available Hours	Monday to Friday 8:50 ~ 22:00
Closed	<ul style="list-style-type: none"> <li>▪ Saturday, Sunday and Holidays ( Substitute holidays are included)</li> <li>▪ University's Foundation Day (October 1)</li> <li>▪ Year-end and New year (December 28 to Jan 4)</li> </ul> NOTE: The available time and rest days could be subject to change
Entrance	Card-Gate System: Student ID Card and your code number needed. (Steps on how to use the system are posted at the entrance.).
The use of materials	<ul style="list-style-type: none"> <li>▪ Materials can only be used within the room. Please borrow and return them at the counter of University Library.</li> </ul>
The use of booths	<ul style="list-style-type: none"> <li>▪ 8 booths available for students, on a first-come first-serve basis.</li> <li>▪ Please read the “How to use the booth” guide before using the equipment</li> <li>▪ <b>Turn off</b> the power of each devise.</li> </ul>
Important Notes	<ul style="list-style-type: none"> <li>▪ Use of fires, and bringing in foods and drinks are prohibited inside the room</li> <li>▪ Follow the posted instructions on how to use the cooling system</li> <li>▪ Close and lock the windows upon leaving if nobody's in the room</li> <li>▪ Manage your own private materials</li> <li>▪ For any inquiries, refer to Educational Affairs office (ext. 9243)</li> </ul>

#### 5. Meals and Daily Shopping on Campus

The following facilities are available in Welfare Bldg. (Closed in mid. August and new-year days)

Facilities	Hours		Remarks
Dai-ICHI Cafeteria (1st floor)	Every Day	8:00 ~ 9:30 (Breakfast) 11:00 ~ 14:00 (Lunch) 16:00 ~ 19:00 (Dinner)	Self-serve style. 340 seats. Japanese, Chinese and Noodles Reasonable price & Nutritionally well balanced
Dai-NI Cafeteria (2nd floor)	Weekdays	11:00 ~ 14:00 (Lunch) 16:00 ~ 19:00 (Diner)	Order style. 60 seats. Variety of Western food
	Weekends & Holidays	closed	
Café POPEYE (1st floor)	Weekdays	10:00 ~ 17:00	Self-serve style. 52 seats. Snacks & Drinks
	Weekends & Holidays	closed	
Shop BAITEN (1st floor)	(April – Dec) Mon. - Saturday	9:30 ~ 18:00	Books, stationery, electronics, food, drinks, fresh vegetables and other daily items
	(Jan. – March) Mon. - Friday	10:00 ~ 18:00	
	Sundays & Holidays	closed	
Barber (2nd floor)	Monday – Sat.	9:30 ~ 17:30	Reservation must be made.
	Sundays & Holidays	closed	
Laundry (1st floor)	Weekdays	10:00 ~ 17:00	Dry cleanings is offered
	Weekends & Holidays	closed	
Banks (1st floor)	ATM	Every Day	Hokuetsu bank, Taiko bank, JP Bank (Post Office savings)
	Temporary Office	Weekdays 12:00 ~ 13:00	Hokuetsu bank (T, TH), Taiko bank (M, W, F)

## 6. Gymnasium and Health Care Center

To be able to maintain oneself healthy, this Center provides various sport facilities, teachings and suggestions relating to sport activities and health care. First aid for accidents, health check-ups, health consultations and so are also available at the Center.

Students are authorized to take Periodic Health Check-up (height, weight and abdominal measurement, eye test, blood pressure, urinalysis, chest X-ray, etc) held every May at the Center. Please note that the Health Certificate, which will be necessary when finding a job, will only be available to those who has taken the Check-up.

### ※ How to use the Gymnasium and Health Care Center

Available Hrs	Monday ~Friday (8:30~21:00)
Rest days	<ul style="list-style-type: none"> <li>• Saturdays and Sundays</li> <li>• National holidays</li> <li>• December 29th ~ January 3rd</li> </ul> <p>* Any changes regarding to the opening time of the Center will be informed.</p>
Usage	
①Sports Facilities	<p>Gymnasium, Budo-kan (for Judo, Kendo etc), Athletic court, Baseball court, Rugby court, Tennis court, Multi-function court, Golf-practice facility, Kyudo-jo, In-door swimming pool and Machine room</p> <ul style="list-style-type: none"> <li>• For using any sport facility or equipments, you must apply first to the Division of Student Affairs at least 3 days prior.</li> <li>• During lunch break (12:00~13:00) sport facilities can be used freely (except the indoor pool). You are required to ask the permission at the Student Affairs before borrowing sport goods for any time.</li> </ul>
②Nurse Room	<ul style="list-style-type: none"> <li>• If an accident or an unpredictable disaster happens inside the campus, university doctor or nurse can give first aid.</li> <li>• Please bring your Health Insurance Card for when the result of a check-up suggests that further treatment is needed. Hospitals will be presented and medical expenses are paid for by you.</li> <li>• First aid box available in the Energy Center for injuries occurred in closing hours.</li> </ul>
③Bed Room	<ul style="list-style-type: none"> <li>• When you feel badly or need a rest, there is a bed available. Please get permission from the nurse beforehand.</li> </ul>
④Consultation Room	<ul style="list-style-type: none"> <li>• If there are problems concerning health or personal matters, you can come to receive some advice or suggestions at the Center.</li> <li>• The consulted problems will be kept secret. It's also possible to take consultation on other days by making an appointment.</li> </ul>
Other Notes	<ul style="list-style-type: none"> <li>• In using the above facilities, please keep the facilities clean and tidy.</li> <li>• After using sport goods, please return them into their proper places.</li> </ul> <p>★Smoking, eating/drinking, and cell phone use inside the Center are prohibited</p>

## 7. International Friendship Lounge

International Friendship can be used as a place for communications among international and Japanese students, individual studies and meetings.

Available Hrs	Monday ~Friday (8:30~21:00)
Closed	<ul style="list-style-type: none"> <li>• Saturdays and Sundays</li> <li>• National holidays</li> <li>• December 29th ~ January 3rd</li> </ul> <p>* Any changes regarding to the opening time of the Center will be informed.</p>

## **8. Extracurricular Activities/Recreation**

To have a meaningful student life, it is important for you not only to attend classes but also to participate in extracurricular activities and recreations.

NUT International Students Association (NUTISA) aims to build mutual friendship among the int'l students as well as the Japanese students in the University through annual activities like Nagaoka International Festival and dance parties. There are also a wide range of sports, cultural clubs and associations that are open to any students.

If a student group or club is planning a meeting or informal gathering, please first appoint a responsible person to ask for an approval from the NUT offices concerned.

## **9. Admission to Higher Schools**

When an Undergraduate Student or a Kenkyusei apply for admission to Graduate Schools, you are required to consult with your academic advisor first. Then receive application forms from Division of Admission (ext.9271/9273) and submit required documents before the specified date.

### **※ Doctor's Degree by Submission of Thesis**

You may receive a Doctor's Degree by submission of a thesis, even though normally it is conferred only to those who have completed the Doctoral course. This is availed for the ones who could not enroll or conclude the Program because of a certain reason.

One must present a thesis and succeed the Doctoral Thesis Committee, as gain an approved to have an achievement equivalent to those who completed the Doctor's course at NUT.

More information may be gained by inquiring to the Division of Educational Affairs (ext.9246).

## **10. Job Hunting in Japan**

Information for job hunting is available at the job-hunting support office of each department, Career Counseling Room and NUT Library. You may receive instruction and advice from the career counseling advisor of each department. The university website also has information about various events such as job fair, guidance, seminar, etc. that are held on campus for students in a job hunt. Information about these events are also offered at Kokusai-ka.

If you get a job, please submit 'Notification of Acceptance' (Shushoku/Shingaku Naitei-Todoke) to career counseling advisor or Career Counseling Room.

If you cannot find a job before graduation yet continue job hunting in Japan, you may stay in Japan for or around another 6 months with Change of Status of Residence to 'Designated Activities.' Please refer to page. 54 for procedure.

## 7 DAILY LIFE

### 1. Climate

Nagaoka City is blessed with a natural environment and has distinctive seasonal changes. You will feel comfortable in the spring and autumn, but you are required to bear the extremely sultry summer and the cold winter with heavy snowfall.

### 2. Transportation

#### ① Airline

Tickets reservation can be made 2 months prior to the flight. Niigata Airport, the nearest airport from Nagaoka City, has several regular domestic and international flights.

#### ② Railway

JR (Japan Railway) East operates a network of train lines in the Nagaoka area. Reservation tickets are sold 1 month prior to the traveling date. JR offers 20% discount when traveling over 100km one way, by presenting a student discount slip (“Gaku-Wari-sho”) issued by university. This is limited to Regular Students only; you may issue one yourself by the automatic certificate machine set near Division of Student Affairs or at the entrance of Library (but 10 slips/FY) .

\* Inquiries can be made in English as follows: JR East Info-Line: 050-2016-1603  
(10:00 -18:00 \*Not available during the year-end and new year)

#### ③ Bus

Most bus lines in Nagaoka City are run by the Echigo Kotsu Company. GIDAI-mae line and Nagaoka New-town line run twice every hour, to the bus stop in front of NUT called ‘GIDAI-mae stop’. Though you may have to walk about 10 minutes to the stop called ‘TOMIOKA stop’, Oguni line and Oyazawa line also can be used.

2 kinds of discount passes are offered for bus. Regular Students are eligible for student pass, others for commuter pass. Coupon ticket (“Kaisu-ken”) may be cheaper than the commuter pass, depending on the frequency you ride bus. For Niigata, Tokyo or Kyoto and Osaka, express buses are economic.

#### ④ Taxi

If you are in hurry, or not familiar with the destination, taking a taxi may be more convenient. However, the fare is more expensive than that of any other transportation.

### 3. Cars and Driving License

#### ● Changing Foreign Driver’s License to a Japanese One

You must have a Japanese driver’s license or International Driver’s license (Geneva Convention member countries only) to drive a car or ride a motorbike in Japan. If you obtain the Int’l Driver’s license after you did Alien Registration in Japan, that license is most likely invalid in Japan. Therefore, please obtain a Japanese license.

#### [Requirements for changing a license]

- After you obtained a foreign driver’s license, you have to stay in the country where you got the license at least 3 months (90 days) in total.
- Your overseas driver’s license is still valid.
- You did alien registration at city hall in Niigata prefecture.
- You have resident (visa) status and it is still valid.

#### [Necessary documents for changing a license]

- Your foreign driver’s license which is not expired (and its copy)
- Your passport (and its copy)
- A Japanese translation of your license (Only the translation made by the embassy, consulate, or JAF are accepted)

- Your Alien Registration Card (and its copy), and a certificate of your alien registration
- Your photo (30×24mm, No hat, No background, Front, Chest-up)
- Application fees

For further information, please contact directly to:

Driver's License Center: 025-256-1212 (Seiro-machi, Kitakanbara-gun)

Nagaoka Driver's Testing Center: 0258-22-1050 (Kamimaejima-machi, Nagaoka-shi)

The numbers of traffic violations and accidents by NUT students have been increasing. Car accidents can cause huge mental, physical and financial damages to the victim and the driver. Before driving, please carefully study the traffic rules of Japan's and be extra careful when driving. NEVER be involved in an accident on either side.

#### ● Registration for Parking Permit on Campus

If you wish to drive a car or ride a motorbike, register your car/bike in advance at the Student Affairs. You will be issued a parking permit. Put the permit on the dashboard when you park on campus. In case you live in any on-campus dormitories, you are not allowed to drive to the university.

#### ● Owning a Car

When you purchase a car, or transfer the ownership rights, you are required to use your officially registered seal ("Jitsu-in"). For further information about registration procedures of Jitsu-in, please ask the Citizen's Affairs Division of the City Office (0258- 39-2215).

Please note that a garage certificate ("Shako-Shomei") is required when owning a car and NUT cannot issue this unless you live in campus dormitory.

Any car or motorbike over 250cc is required by law to have a compulsory automobile inspection ("Shaken") every 2 years. At the same time, the liable insurance is checked.

Do notify the relevant authority when the owner of a motor changes; it is necessary to transfer the title under new owner's name. When you are no longer in need of a motor, declaration of disuse of a vehicle ("Haisha-Tetsuzuki") is required, otherwise the owner will remain subject to taxation in following years.

#### ● Having an Insurance

When you are involved in a car accident, please report it to the Student Affairs. If you decide to own a vehicle in Japan, **you must have both of a liable insurance and optional insurance (extend annually)**; compensation and medical claims in the event of an accident can become outrageously high.

#### ● Others

When you are no longer in need of your car or motor bicycle, you are responsible for disposing of your own property with proper procedures. If you leave your car or motor bicycle anywhere on campus without permission, the university will penalize you heavily and get rid of the abandoned vehicle. All the expenses cost for the disposal will be charged to the driver or the owner of the vehicle.

Please make sure to park your bicycle on a designated parking area. Every year, university does the regular check-up on campus for the illegally-parked bicycles. If the owners are not found, we will do the disposition of those bicycles. Riding an abandoned bicycle of other's or motor bicycle whose owner is unknown is illegal in Japan and reported to a police as a criminal act.

#### 4. Bank

Financial institutions (Post offices and Banks) are generally open from 9:00 to 15:00 weekdays. ATM service is available after office hours. You may be charged an extra handling fee for the ATM service, depending on the time of use; when using ATM of other bank than what you have an account, you will also be charged an extra handling fee.



● **Opening a savings account**

To open an account, apply at a bank with your ID (such as Alien Registration Card or passport) and a seal (some banks accept your signature instead) .ATM card application is also accepted at the same time. We have ATM of Post Office, Hokuetsu Bank and Taiko Bank on campus by the cafeteria. Some convenient stores in the city may have the machines as well.

Kokusai-ka recommends you to use Hokuetsu Bank (Ojima Branch) in matters with the university. With any other banks, 420yen or 630yen will be charged to you in each transfer of money; but with Hokuetsu-Ojima, it is reduced to 31yen or free of charge.

● **Automatic Payment of utility bills**

Paying automatically every month your rent, telephone bills or utility (electricity, gas, water) is convenient. To start this service, you must present your bankbook along with your seal (the one you used when you opened the account) with an application form filled in, noting your customer number (you can find it on a receipt).

**5. Post Office**

Post offices are open from 9:00 to 17:00 on weekdays (Main offices such as Nagaoka Post Office may be open from 9:00 to 15:00 on weekends also.) to handle letters and packages. They also offer banking (savings and financing), insurances and other services.

Letters and documents to be mailed can be dropped in those red mailboxes located everywhere; though all parcels and registered mails must be brought to the office.

Stamps and post cards can be purchased at the Shop Baiten on campus; a mailbox is located outside the Welfare Bldg. for your convenience also.

● For Post Offices near NUT see page 67.

[ Mail Rates ] (as of March 1, 2011) <http://www.post.japanpost.jp/fee/>

**\* Overseas Airmail Rates**

Zone		Zone 1	Zone 2	Zone 3	
Classification	Destination	Asia, Palau Islands, Guam, etc	Mid.& Near East, North& Central America, Europe, Oceania, etc.	Africa, South America	
	Weight				
Letters	Standard	Up to 25g	90 yen	110 yen	130 yen
		For each additional 50g	160 yen	190 yen	230 yen
	Non-Standard	Up to 50g	220 yen	260 yen	300 yen
		Up to 100g	330 yen	400 yen	480 yen
Up to 250g		510 yen	670 yen	860 yen	
Post Cards		Uniform Rate of 70 yen to anywhere in the world			
Printed Matters and Parcels	Up to 20g (Printed Matters only)		70 yen	80 yen	90 yen
	Up to 25g (Printed Matters only)		90 yen	110 yen	130 yen
	Up to 50g		120 yen	150 yen	170yen
	For each additional 50g		Additional 70yen	Additional 90yen	Additional 120
Aerogramme		Uniform Rate of 90 yen to anywhere in the world			

**\* Domestic Postal Rates**

- ① Standard Size postal items (9~12cm × 14~23.5cm, under 1cm thick)
  - up to 25g ..... 80 yen    ▪ up to 50g ..... 90 yen
- ② Non-Standard Sized items
  - up to 50g ..... 120 yen    ▪ up to 250g ..... 240 yen
  - up to 100g ..... 140 yen    ▪ up to 500g ..... 390 yen
- ③ Post cards are 50 yen. Please ask the post office for parcel post rates.

## **6. Parcel Delivery Services (Takuhaibin)**

Besides post office, there are many private courier companies that deliver letters and packages.

The rates vary according to its size, weight, destination and the company. Applications are accepted at the Shop Baiten on campus and near-by convenience stores. Also when moving out to another place, courier services are useful. (Courier Companies are listed on p.68.)

## 7. Telephone and Fax

### ●On Campus

The calls within the campus are not charged. To make a phone call to outside campus, you must use a public telephone.

There are 2 methods when anyone calls you from outside the campus: one is to dial the main number of the University (0258-46-6000) and ask operator to forward to you; the other is, if the extension number starts with "9", to call you by a direct number (0258-47 + ext. number).

### ●Domestic Calls

If you wish to have a telephone installed in your habitation, call Nippon Telephone & Telegraph (NTT Tel 116) to apply. (If you are calling from a cell phone, dial 0120-876-116) Then go to the nearest NTT office with your Alien Registration Card, or Passport. However, you can select a company whose service meet your needs. Residents of campus dormitory must talk first to the Student Affairs (ext. 9255).

If you wish to use a cellular phone, you will need to take your ID. You may choose one among many companies, some offers student discount to Regular Students.

### ●International Calls

Countries, areas and fees vary according to the company. Call the following for details:

KDDI	Tel: 0057
NTT	Tel: 0120-255133
SoftBank	Tel: 0120-05-0061

There are public phones for int'l calls in Int'l House and Welfare Bldg. at the university.

### ●Fax

Facsimiles in the campus Baiten Shop may be used to send and receive FAX, but is charged. You must notify the Shop when you plan to receive something, mentioning your telephone number. Facsimile number of the store is 0258-46-6437.

## 8. Telegrams

Telegrams can be sent by calling NTT (Dial 115).

Details about int'l telegrams and telefaxes should be inquired to KDDI. Application through a phone call is 0120-44-5124.

## 9. Newspapers and Magazines

The leading newspapers in Japan are the Asahi Shimbun, the Mainichi Shimbun, the Yomiuri Shimbun and the Sankei Shimbun, the Niigata Nippo. A paper with emphasis on economic news is the Nihon-Keizai Shimbun. The Japan Times, The Daily Yomiuri, and the International Herald Tribune /The Asahi Shimbun are leading English-written papers.

You can order monthly subscriptions through your local newspaper agency or their homepage.

On campus, you can read some newspapers on the 1st floor of Library; magazines are available on the 2nd floor.

## 8 LEGAL PROCEDURES for YOU & FAMILY

- \* Procedures for VISA applications to Enter Japan is explained on page 10. Any question is to be cleared by calling the Immigration Offices (page 65); the nearest one is in Niigata airport.
- \* For some of application at the Immigration Bureau, Kokusai-ka can be your representative. For details, please consult us with enough time.
- \* Required documents are as of March 1, 2011

### 1. Alien Registration

Any foreigner who intends to stay in Japan for over 90 days must register at proper City office within 90 days from the entry to Japan. Alien Registration verifies your identity and residence, and is a resource to all the administration (education, welfare, as well as immigration control).

#### ● Registration Procedures

You register personally at the City office and fill out “Application Form for Alien Registration (Gaikokujin-Toroku-Shinseisho)”. You need to bring your Passport and 2 recent photographs (taken within the last 6 months, 45×35mm) to submit. Within a month or so, you will receive a laminated Alien Registration Card.

After you receive your Card, if any changes take place in such items as: address in Japan, immigration status, authorized period of stay, you must notify the City office within 14 days. And the Card should be renewed at the City office during the period designated.

#### ● Alien Registration Card

You must carry the Alien Registration Card with you at all times and to present it to immigration officers, police or other officials upon their requests. But instead, there is no need for you to carry your Passport.

If you lose the Card, you must notify your City office at once.

When leaving Japan without a Re-Entry Permit, the Card must be returned to the immigration inspector at the port of your departure.

#### ● Certificate of Alien Registration

When you apply for scholarships or your children enter a Japanese school, Certificate of Alien Registration (to verify the content of your alien registration) is needed. Your Alien Registration Card and a fee of 250 yen (in the case of Nagaoka City office) are required.

### 2. Extension of Period of Your Visa

An application for extension should be submitted to an immigration office during the period of 3 months prior to the expiry date. Staying in Japan beyond your authorized period may cause you punishment and/or deportation under the Immigration Control Act.

The following documents are required for application:

#### ① Application Form for Extension

(available from the website of the Immigration Bureau/at Kokusai-ka)

Form ‘for Organization’ should be made by University. Please consult Kokusai-ka before application.

#### ② Certificate of Enrollment

Regular Students may issue it yourself by the certificate issuing machine. Kokusai-ka issues the one for Kenkyusei. A copy of Notice of Admittance is required to those who are to enter graduate school.

#### ③ Academic Record (for Regular Students) or Certification of Research and Study (for Kenkyusei)

#### ④ Passport & Alien Registration Card

#### ⑤ Revenue Stamp (“Shunyu-Inshi”) 4,000yen worth:

Service charge for the procedure (when the extension is permitted), can be paid at immigration office.

#### ⑥ Bankbook: for in case when you are asked to present it to immigration officer.

#### ⑦ Scholarship Certificate: Please consult to Kokusai-ka, with enough time.

### 3. Work Permit for Part-time Jobs

Int'l students with College Student Visa are prohibited to engage in any income-making activities; though temporary or secondary activities to supplement living expenses and school fees are permitted. Those who work without this permit will be subject to punishment and/or deportation from Japan.

Please present the following documents ① to ④ to Kokusai-ka before your application and note that an approval from your supervisor (or “Class-Tannin”, “Advisor-kyouin”) is included;

- ① Application Form for Permission to Engage in Activities other than these permitted  
This form is available from the website of the Immigration Bureau/at Kokusai-ka.
- ② Alien Registration Card      }
- ③ Passport                            } Kokusai-ka will copy them
- ④ Form for Approval from Supervisor (to be submitted to Kokusai-ka)

You can engage in jobs for up to 28 hours a week (for Non-degree student, 14 hours a week). During spring, summer and winter vacations you are allowed to work for up to 8 hours a day. If you are found working exceeding hours, you may be subject to severe punishment and deportation. Engaging in any business related to prostitution is also prohibited.

The Student Affairs introduces part-time jobs for students.

This permit is also required for students who are planning to do the university's internship program or one's training at a company as well. Please consult with Kokusai-ka if you are applying for internship programs.

\* Family Members may work part-time with this permit as well. The maximum hours allowed is 28 hours a week, even during the long holiday period of the university.

The necessary form is available at Kokusai-ka; but the application must be made oneself.

### 4. Re-Entry Permit (for Temporarily Leaving Japan)

When you wish to leave Japan for a short period of time during vacations, please do remember to obtain a Re-Entry Permit to Japan from a local immigration office. If you go out of Japan without having this permit, you might not be able to be back in Japan on your planned date. (In that case you must newly obtain a College Student Visa.)

Also before you leave, please notify your academic adviser and Kokusai-ka.

Required documents are as follows.

- ① Application Form for Re-Entry Permission  
(available from the website of the Immigration Bureau/at Kokusai-ka)
- ② Passport & Alien Registration Card
- ③ Student ID Card
- ④ Revenue Stamp (“Shunyu-Inshi”): single entry 3,000yen, multiple entries 6,000yen

## 5. Change of Visa Status (for Employment)

If you are to engage in any different activity and to cease the activity under the present residence status, you must obtain the new status, especially if you are to be employed in Japan.

It should be emphasized, however, that all the applications have no guarantee of its approval. Even if the approved period with your College Student Visa is still remained after your completion of study, continuing your stay in Japan or starting your full-time job become subject to punishment and/or deportation under the Immigration Control Act.

In the case of employment, followings are required:

- ① Application for Permission to Change Status of Residence  
Forms are available from the website of the Immigration Bureau/at Kokusai-ka.
- ② Passport & Alien Registration Card
- ③ Revenue Stamp (“Shunyu-inshi”) 4,000yen worth  
This should be paid when the change is permitted.

The followings are also required according to the types of job and of the recipient company;

- ④ Copies of Employment Contracts (or Letters of Appointment or Notification of Employment)  
You must submit a copy of the contract exchanged with the employer, or another document specifying the new activity as employee, its duration, position and the remuneration.
  - ⑤ Curriculum vitae (resume)
  - ⑥ Graduation Certificate (or Statement that Confirms the Expected date of Graduation)
  - ⑦ Materials Showing the Outline of the Company or Copies of the Company Registration  
These are to be obtained from the recipient company. A copy of the company registration must have been issued within 3 months prior to the application.
  - ⑧ Statement of Accounts issued for the nearest fiscal year.
  - ⑨ In case your new Status is ‘Engineer’, documents certifying the category applicable
- Extra materials might be asked by the Immigration Bureau. Upon application, please refer to the website of Immigration Bureau and ask the Employer for information and some documents.

### \* When you Wish to Seek an Employment in Japan:

You may apply and stay in Japan with a Designated Activities Visa (about 6 months), for a maximum of about 1 year (extension of Stay permitted only once), if you wish to continue job hunting in Japan. While seeking an employment, you are allowed 28 hours per week with part-time job.

On application for this permit, a recommendation letter from the university is required.  
Please consult with Kokusai-ka with enough time in advance.

## 6. Accompanying Family Members

Family members of int’l students who reside in Japan with College Student Visa are allowed to accompany under the residence status of Dependent.

For having your family members in Japan, the application can be done by you at immigration office once you are here in Japan. However, this Visa application procedure takes a long time.

( \* Kokusai-ka has forms for this application and for extension of their period of stay also.)

- ① Application form for Certificate of Status of Resident (available at Kokusai-ka)
- ② 1 Photograph of 4×3cm per one family member
- ③ Marriage Certificate (or Birth Certificate) to identify the personal relationship with you
- ④ Copies of your Passport and Alien Registration Card
- ⑤ Your Certificate of Enrollment at NUT
- ⑥ A document to certify your financial ability  
Please consult to Kokusai-ka, with enough time.
- ⑦ An Envelope with stamp of 380yen, addressed to you (to return the Certificate)
- ⑧ Bankbook: for in case when you are asked to present it to immigration officer

## 7. Birth of a Child

The following need to be done when your child is born in Japan. Please inquire to the offices concerned for the latest details.

- ① Report the Birth (within 14 days after birth, to City Office)  
Birth certificate issued by the doctor, “Boshi-Techo” and others are required.
- ② Apply for Certificate of Status of Residence (within 30 days, to immigration office)  
A receive-certificate of birth certificate, issued by City Office, Boshi-Techo, Alien Registration Card and passport of parent(s) are needed.
- ③ Alien Registration (within 60 days, to City Office)
- ④ Medical Expense Support for the infant (City Office)
- ⑤ Allowance for Raising Child (City Office)
- ⑥ National Health Insurance (City Office)  
If you wish to include your child to the Insurance, please apply to the City Office together with the procedures ③ thru ⑤. If the mother had been joining the mentioned Insurance, delivery aid may be received.
- ⑦ Passport (Embassy of your home country)

## 8. Education for Children

Your children who live with you in Japan may enter Japanese educational institutions.

### ● Daycare Center

When a child is unable to be watched over in day time, you may apply for a day nursery. Please talk to the City’s Welfare office for details. You may need to present a proof of why the parents are occupied in the day. Childcare fee is set within Nagaoka City, according to your income. But other additional fees may vary in each nursery.

### ● Kindergarten

Children under age to enter elementary school may enroll to a kindergarten. Charges are determined regardless of the family’s income. For the necessary procedures, please directly contact the kindergartens.

### ● Elementary School

Please apply to Board of Education in the City Office. Entering elementary school (6yrs) as well as junior high school (3 yrs) is obligation to children living in Japan. Which school to attend depends on the district you live in. Public schools are free of charge in tuition or texts; but the lunch and educational stationeries will be charged.

## 9 PROCEDURES for LEAVING JAPAN

Upon accomplishing your purpose of study, you must go through several formalities before leaving Japan. Please be careful not to miss any of the official procedures.

Furthermore, int'l students like yourself are expected to serve as a bridge to help promote cross-cultural exchange that transcends borders. You are therefore encouraged to express your appreciation to those who have looked after you during your stay, and ensure continuous friendship in the future.

### 1. In the University

Please inform Kokusai-ka of your new address, e-mail address, place of employment (or higher school if continuing study). It helps us to stay able to provide you the latest information of alumni services and activities, please let us keep you in track of any subsequent changes.

### 2. Outside the University

As a member of community where you have lived, you are responsible for many other formalities. We expect you to complete all in organized so as to avoid troubles later on.

- Residence                      Notifying your landlord and guarantor, restoring the condition of your room as it once was, disposal of large garbage
- Bank                              Closing your account(s), canceling the CREDIT/ATM card, stopping the automatic transferring system.
- Utility Services                Electric, Gas, Water, Telephone (**cell phone**)
- City Office                      Withdrawal from the National Health Insurance, Returning the insurance card, School related formalities related to your child(ren)
- Post Office                      Start the service to forward the mails delivered to you to the designated friend in Japan for up to 1 year.
- Vehicles                        Ownership transfer or Declare of disuse
- Other                              Returning your Alien Registration Card at the port of departure, Informing your host family, scholarship sponsor and others.

### 3. Follow-Up Services for Former International Students (by JASSO)

JASSO offers the following assistances to former int'l students who return to their home countries:

#### ● Research Fellowship

This program provides former int'l students who are from Asia, Africa, or the Middle and Near East, who are currently active in education, research, or government in their home countries, and who have left Japan over a year ago.

Applicants are extended an opportunity to conduct short-term research with academic advisor at Japanese university. Please ask your academic advisor in NUT for application.

#### ● Research Guidance

For academic advisors to be dispatched and visit former int'l students from Asian countries and regions who are now engaging in educational or research activities in their home countries. It aims to further polish whatever the students acquired in Japan and to provide guidance on ways to advance research appropriate to local educational conditions. Ask your academic advisor to apply.

#### ● eNewsletter for International Students in Japan

This eNewsletter provides useful information for any prospective, current and former international students in Japan (free of charge). Subscription can be done on the website of JASSO (<http://www.jasso.go.jp/exchange/eneews.html>)



#### **4. Dissertation Ph. D. Program (by the Japan Society for the Promotion of Science: JSPS)**

The aim of JSPS RONPAKU (Dissertation PhD) Program is to provide tutorial and financial support for promising researchers in Asia and Africa who wish to obtain their Ph.D. degrees from Japanese universities through the submission of a dissertation without matriculating a doctoral course. This program is implemented in cooperation with JSPS's overseas nominating organizations in Asia and Africa. (JSPS: <http://www.jsps.go.jp/english/e-ronpaku/index.html>)

#### **5. Returning as a Monbukagakusho Scholarship Student**

Former int'l students who returned to their home countries, after accomplishing their studies, and wishing to study in Japan for higher degree may possibly apply for Monbukagakusho Scholarship. (One who was once a Monbukagakusho Scholarship Student is required to have at least 3 years experience in teaching/research after returning to their home countries.)

## 10 EMERGENCIES

In an emergency situation, call: (Toll-free, 24 hours)

- Accidents or Crimes ....Dial **110**: Police Station
- Fire or Medical Emergency ....Dial **119**: Fire Station

If you use a public telephone, press the emergency call red button and dial.

\* Japan Help-Line Dial 0120-46-1997

(Toll Free, 24-hour consultation service offered in 18 languages for when you face a problem)

Please also report to NUT in an emergency: (24 hours, Japanese ONLY)

- Any Emergency ....Dial **0258-47-9999**: NUT Office

### 1. Disasters

In Japan, we suffer from natural disasters: storm and flood damages by typhoons, and earthquakes (as Japan is known as one of the world's most eminent countries subject to frequent earthquakes) throughout the year. Please stay prepared to act in those situations.

① To notify Kokusai-ka of the following matters beforehand:

- Present address and telephone number
  - Extension phone number of your laboratory
  - Destination address and telephone number when you leave to temporary visits to your country or any extended travel.
- } Re-notify  
if any change

② To let the people below know that you are safe when disasters occur:

- Staff in the University (Kokusai-ka, etc)
- Your family and employer in your home country

③ To recognize the designated spot of refuge of your resident area.

It may be better to arrange beforehand a place where your family members meet in the case of disaster, especially for your children.

\* A disaster obviously makes it difficult to contact someone. One way to be posted of necessary Information is to maintain connections between other int'l students.

\* University Evacuate Areas \*

Track Field

Multipurpose Turf

→Please look them up on a map on Page 69, 70

### 2. Traffic Accident

① **If you Caused the Accident**

- If the other person(s) is hurt or injured, you must first call for an ambulance (Dial 119) immediately. Do inform the family of the victim when injure is something serious. Press the emergency call red button and dial if you use a public telephone.
- After treating injured person(s), you must call police station (Dial 110) and follow the instruction given. Any accidents legally do must be reported, not be settled on their own.
- Try to keep the scene as the moment it had happened. You must not move the cars without permission, before policemen arrive and inspect the scene of a collision. Though as a prevention of another collision, moving the minimum the car obstructing the path is necessary.

If you are the transgressor in an accident, you are subject to disciplinary punishment, fines or penal servitude for violating the traffic rules.

• The assailant solely must bear medical treatment bills and consolation money. Your burden will be greatly reduced if you hold traffic insurance, please join traffic insurance.

You must consult your insurance agency before negotiating for a settlement with the victim out of court. If you sign settlement papers out of court without permission from them, the coverage can be not paid.

② **If you are the Victim**

- Report to the police ( Dial 110) and obtain an accident certificate which is for not to incur a disadvantage to you.
- You must obtain the settlement from the assailant concerning medical fees, consolation money and future costs. You should implore your guarantor or other Japanese person (your insurance agent or lawyer is better) to be present, and do not sign without a consent. If the negotiation does not go well, you can sue the assailant to court.
- The assailant must bear the compensation which includes all medical fees for injuries and future costs. National Health Insurance can not be used for your medical treatment from the accident. (Neither Medical Fee Reimbursement). You must notify the receptionist at the hospital/clinic that you were injured in a traffic accident. If it is a case that you also have the fault for the accident or the assailant is not able to pay your medical fees, please consult with the Division of National Health Insurance at city office.

**3. Loss or Theft of Money and Valuables**

If you lose your money or valuables, or your money or valuables are stolen, you must notify the Student Affairs (on campus) or the police station (off campus, 0258-38-0110) of the particulars. If credit cards or bank cards etc are involved, you should notify the agencies concerned.

GUIDEBOOK  
FOR  
INTERNATIONAL STUDENTS

留学生のためのガイドブック

April 2011 – March 2012

[ 巻末付録 ]

APPENDIX

4.

資金計画のすすめ

Tips to your FINANCIAL PLANNING

# Financial Planning

You will need to handle your financial planning well so that you don't end up unable to pay the tuition fee and therefore being expelled from the university.

## 1. Average Cost of Living for One Month (approximate, prices in yen)

### For students living in Private Rented Accommodations

rent	25,000 - 45,000	
food	15,000 - 30,000	★
telephone	5,000 - 10,000	(mobile telephone)
utilities	5,000 - 10,000	(electricity, gas, water, etc.)
transportation	10,000	(bus fare, gasoline for car, etc.) ☆
other	10,000	(buying household goods, etc.)
-----		
	total	<b>65,000 - 115,000 yen</b>

### For students living in a Dormitory (International House, etc.)

dormitory fee	10,000	
food	15,000 - 30,000	★
telephone	5,000 - 10,000	(mobile telephone)
utilities	5,000	(electricity, gas, water, etc.)
transportation	2,000 - 10,000	(bus fare, gasoline for car, etc.) ☆
other	10,000	(buying household goods, etc.)
-----		
	total	<b>42,000 - 75,000 yen</b>

★ The cost for eating 2 meals a day in the university cafeteria is about 24,000 yen per month (400yen × 30 days × 2 times per day). If you cook for yourself, the cost will be somewhere around this figure, depending on the food you buy.

☆ If you own a car, please be aware that you will need another 10,000 yen or so per month for costs such as insurance, in addition to the purchase price.

## 2. Necessary Costs until Graduation

year of Enrollment	Entrance fee	Tuition fees (270,000yen/sem.)	Cost of living (65,000yen ↑ /month)	Total
1 <sup>st</sup> year undergraduate (A)	300,000	2,160,000 (270,000 × 2sem × 4yr)	3,120,000~ (65,000 × 12mths × 4yrs)	approx. 5,600,000 yen ↑
3 <sup>rd</sup> year undergraduate (B)	300,000	1,080,000 (270,000 × 2sem × 2yr)	1,560,000~ (65,000 × 12mths × 2yrs)	approx. 3,000,000 yen ↑
Master's program (C)	300,000	1,080,000 (270,000 × 2sem × 2yr)	1,560,000~ (65,000 × 12mths × 2yrs)	approx. 3,000,000 yen ↑
Doctoral program (D)	waived for NUT graduates	1,620,000 (270,000 × 2sem × 3yr)	2,340,000~ (65,000 × 12mths × 3yrs)	approx. 4,000,000 yen ↑

## Financial Planning for Different Situations

### (A) Enrollment from 1<sup>st</sup> year of the undergraduate course

You should expect to spend at least 5,000,000 yen for the four years until graduation.

Self-supporting international students should apply for exemption from admission, tuition fees and scholarship opportunities offered. However, it is not certain that you will receive any extra support of this type. You should have access to enough money of your own to support your studies without receiving any scholarships or fee exemptions.

If you work part-time to save money towards your study fees or living costs, make sure that the work does not interfere with your studies. If you are planning to go on to the master's program, you will need to be especially careful to plan your finances well. You should be aware that your timetable will be very full from the 3<sup>rd</sup> year, and it may be difficult to find the time for a part-time job.

### (B) Enrollment from 3<sup>rd</sup> year of the undergraduate course

International students who received a scholarship at a Technical College (Kosen) in Japan should assume that they will not be able to receive any or much financial support (admission fee exemption, tuition fee exemption, scholarships) in their first year at NUT. In addition, because of the full timetable of students in the 3<sup>rd</sup> year and above, it is very difficult to find the time for a part-time job.

Because of these factors, you will need to have enough money in savings before you enter the university to cover all of your costs for one year. There have been examples of students, especially those who used to be on Monbukagakusho scholarships, who had become used to spending money freely at Kosen. When they continued on with the same spending patterns, they used up all of their money before summer and were unable to pay tuition fees for the second semester. We recommend you consider options for setting aside the money for tuition fees and other important expenses, such as opening a separate bank account for them.

Most students who get scholarships begin receiving them in the 4<sup>th</sup> year. A generous scholarship is around 10,000 yen per month. They tend to be limited to certain nationalities and require grades above a certain level, and even if you apply there is no guarantee that you will win the scholarship. Only a very few students are granted tuition fee exemptions in the 4<sup>th</sup> year. It is best not to count on receiving any financial support at university, and to plan your saving and spending with this in mind.

### (C) Master's program

Because graduate students are busy doing research, there is basically no time for holding a part-time job. If you plan on receiving scholarships, tuition exemptions, and money from working part-time, then you will find yourself in a very risky position. There have been students who have had to leave their graduate studies partway through because they could not pay the tuition fees and other costs.

If, starting as a 3<sup>rd</sup> year undergraduate, you put away 100,000 yen per month as savings for graduate school, that will come to 2,400,000 yen. This is still not enough to cover costs, so you should start saving earlier, or should earn money by working during vacations, for instance.

If you were a Monbukagakusho scholarship student in your undergraduate program, you will most likely stop receiving this scholarship when you go on to graduate school. The chances of your getting exemption from the admission fee or from tuition fees are very low, even if you have applied for it (please see "Tuition Fee Exemption Policy" for details). For ex- government scholarship students, scholarships are also unlikely to be granted for the 1st year of your graduate studies and there have been students who have not been granted any scholarship at all for the two years of the Master's Program.

#### **(D) Doctoral program**

For those students who have graduated from the NUT Master's Program and are continuing straight to the Doctoral Program, there is no need to pay the admission fee. It is also relatively easy for doctoral students to receive an exemption for tuition fees.

Those students who were Monbukagakusho scholarship students (in the International Graduate Course for Continuing Professional Development) may not be able to be Monbukagakusho scholarship students as doctoral students. Students who are considering going on to the doctoral program should save enough before enrollment to cover living costs for 3 years, for not all the students win the scholarship in the Doctoral Program.

#### **Tuition Fee Exemption Policy**

At NUT there is a system in place to allow students not to pay tuition fees if they are having difficulty doing so. Application for the exemption is made each semester, and there is 100% exemption (of about 270,000 yen) and 50% exemption (of about 130,000 yen).

The decision is based primarily on your previous year's income. As long as your grades are above a certain level, your academic performance doesn't affect the decision much. Please be fully aware that most students are not to be granted the exemption. It is necessary to apply, but please do not count on receiving the exemption. It is important to make your financial plans without depending on getting an exemption.

Students who received a Monbukagakusho or other government scholarship the previous year are highly unlikely to be granted a tuition fee exemption, because their income was quite high in the previous year.

Let us please warn you that if you repeat a year or if you take time off from NUT, the exemption will be withdrawn and you will have to pay all tuition fees. Taking time off in order to work in Japan and earn money for school fees is a violation of the terms of your visa, and you will be punished under the Immigration Law.

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[編集] 長岡技術科学大学 学務部国際課

Division of International Affairs, Nagaoka University of Technology

<http://www.nagaokaut.ac.jp/>

E-mail: [ryugaku@jcom.nagaokaut.ac.jp](mailto:ryugaku@jcom.nagaokaut.ac.jp)

〒940-2188 新潟県長岡市上富岡町 1603-1

TEL +81-258-47-9285, 9286

FAX +81-258-47-9283

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## Nagaoka University of Technology

1603-1 Kamitomioka-machi, Nagaoka, Niigata  
940-2188 JAPAN

<http://www.nagaokaut.ac.jp/>

