

To all international students:

July 15, 2020

【Notice】 Changes in the operation at the counter for international students due to the spread of the novel coronavirus

To prevent the spread of the novel coronavirus, we refrain from having a long time, face-to-face consultation with international students at the counter of international office for the time being. In this regard, we'd like to ask for your cooperation in the rules as explained below. This is a measure to support you in a timely and proper manner with small number of staff.

■If you seek consultation regarding the items listed below, please contact us by sending e-mail at kokusai@adm.niigata-u.ac.jp

1. Application for/renewal of “Comprehensive Renters’ Insurance for Foreign Students Studying in Japan”
2. Change of status of residence to “Designated Activities” with a view to going on job hunting
3. Inquiries about class registration, etc.

<How to send us e-mail>

Title: **【Consultation】** About <your inquiry>

Main text: (1) Name, Student number (2) Your affiliation (3) Details of your inquiry
(4) Your contact information (phone number/e-mail address)

<Example>Title: **【Consultation】** About the change of status of residence to “Designated Activities”

Main text: (1) Niigata Hanako, L16XXXX

(2) Faculty of ●●, School of ●●

(3) I want to know the procedure to change the status of residence in order to continue my job hunting.

(4) Your phone number, Your e-mail address

If you seek consultation with us for the reasons other than stated 1-3, please call us directly at 025-262-7632. You can come to our office if you are asked to do so by our staff or if you need to sign up for your scholarship.

Please note that the counter for international students will remain closed on the following dates:
Thu, 23th of July, Fri, 24th of July and Mon, 10th of August.

We appreciate your cooperation and hope for your understanding in this matter.

International Office