

Orientation for International Students

Spring 2021

1. New Entry to Japan

The state of emergency issued in Japan was lifted on March 21, 2021; however, new entry of foreigners is still suspended.

(as of April 7, 2021)

We will be informing you as soon as the procedure for entry is clarified.

2. Residence Card (Zairyu-Card)

- ◆ Please submit your [Residence Card](#) information to [the Student Affairs Office](#) of your faculty. Short-term stay students must bring Landing Permission seal section of their passport to Student Affairs Office. If there has been any changes to the information on your resident status, you must also report to the Student Affairs Office.
- ◆ “Student ID card” and “Residence Card” should be carried with you at all times.
- ◆ [Application for extension of period of stay](#) will be accepted from three months prior to the completion of the period of stay. Please apply promptly to [the Niigata Branch Office](#) of Tokyo Regional Immigration Bureau individually. When you receive your Residence Card, please bring it to [the Student Affairs Office](#) of your faculty immediately. If you overstay the period of residence, your stay will be illegal, and you will must depart under departure order or deportation. Re-entry will not be permitted for a certain period, and you will not be able to continue your studies at Niigata University.
- ◆ If you obtain or renewed “Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted” (*Shikakugai katsudou kyoka*) to have a part-time job, you must also report to the Student Affairs Office.
- ◆ For more details, check [here](#).

3. Procedures at the Ward Office

(1) Procedures for reporting address

You have to report your new address to the ward office with your passport and residence card within 14 days after your place of residence is determined in the municipality.

(2) National Health Insurance

If you take out National Health Insurance, you will only have to pay 30% for medical expenses.

(3) National Pension

For students, there is an application for exemption / deferral of payment of insurance premiums while attending school. Please consult with the ward office.

See details at our website [Student Life Upon Arrival](#).

4. Student ID Card

- ◆ Confirm your name, date of birth and period of study. If any correction is needed, inform the Student Affairs Office of your Faculty.
- ◆ Memorize your student ID number as it will often be required when you submit assignments and other documents to the university.
- ◆ You must return your Student ID Card to the Student Affairs Office of your faculty when you finish your program at Niigata University.

5. Contacts from the University

What you can do on Student Web System

- ◆ Register courses online, confirm registration results
- ◆ Search syllabus, view grades
- ◆ Receive email messages from the university
 - ☞ [Student Web System](#)
 - ☞ [How to log in and use](#)
- ◆ Students are provided with an email address, and are allowed to use the university's email system ([Niigata University Gmail](#)).
- ◆ Students email address is in the following form:
(Student ID number in lower case) @ mail.cc.niigata-u.ac.jp
- ◆ Important notification from the university will be sent to this address.
- ◆ Set up your university email account to forward its email messages automatically to your personal email address that you always check.

How the university contacts students

Please check it once a day

- ✓ Notifications on Student Web System
- ✓ Email messages sent via Student Web System
- ✓ Mobile phone in case on of an emergency
Report your mobile phone number to the Student Affairs Office if you have one. Register the number in Student Web System as well.

University-wide class cancellation measures for natural disasters, etc.

When a natural disaster such as typhoons or earthquakes occur, classes might be canceled to ensure safety.

Details (Japanese only):

[新潟大学HP> 在学生の方> 自然災害等に対する全学的な休講措置について](#)

6. Security Export Control

It is prohibited to take any property of Niigata University out of its premises without permission.

Students who plan to share information and technology acquired through, or related to, their research outside of the university must consult their supervisor in advance.

- ◆ Submit a Pledge Form (*seiyakusho*) upon enrollment
- ◆ Submit “Notification Form for Students and Researchers before Departure (*rigakumae shinkokusho*)” three weeks prior to your departure from the university
- ※ Ask the Student Affairs Office of your faculty about the forms.

What is Security Export Control?

- ☞ [Ministry of Economy, Trade, and Industry's Webpage \(English\)](#)
- ☞ [Niigata University's Website \(Japanese\)](#)

Universities own various goods and technologies acquired through research and development activities, among which can be potentially diverted to weapons or military use. If any of them were transferred to terrorists or terrorist organizations that are manufacturing WMD (Weapons of Mass Destruction), it could lead to a serious threat to world peace and security. In order to secure the peace and security of Japan, Security Export Control is being enforced under Japanese Foreign Exchange and Foreign Trade Act.

7. Personal Accident Insurance for Students (PAS)

Please apply (1) and (2) below as soon as you arrive at Niigata University.

(1) Insurance for injuries from accidents (Mandatory)

This insurance plan covers injuries from accidents that occur on campus and during the commute to and from school while being engaged in activities related to university curriculum and events.

Ask the Student Affairs Office of your faculty how to apply.

(2) Insurance for accidents involving third parties or their property (Mandatory)

This insurance plan covers accidents involving third parties or their property that occur on campus and during the commute to and from school while being engaged in activities related to university curriculum and events.

(3) Comprehensive Insurance for Students Lives Coupled with PAS (Optional)

The insurance plan offers support for unexpected incidents including personal injuries and illness occurring outside the campus, which 1) and 2) do not cover.

- ◆ The plan also covers payments for rescuer expenses when a guardian must come rushing to the hospital following a student's hospitalization.
- ◆ You can buy this insurance on a monthly basis depending on your period of study at Niigata University.
- ◆ Pay the fee at a post office using a payment slip.
- ◆ These insurance plans are different from National Health Insurance which you apply to enroll at the city hall.

☞ Also check the following website for insurance.

[University top page > Study at NU > Student Life > Health Insurance](#)

8. Student Counseling

Academic and personal matters:

When you have academic or personal concerns, you can talk to:

- ◆ Your academic advisor
- ◆ One-stop Student Support Counter (Japanese)
(学生なんでも相談窓口: *Gakusei Nandemo Soudan Madoguchi*)
- ◆ Student Counselors (Japanese)
- ◆ Student Counseling Room (Japanese)
Reserve in advance for counseling by professionals
- ◆ Consultation Counters for International Students (Telephone)
- ◆ Student Affairs Offices

Health issues:

When you have concerns regarding your health, contact Niigata University Health Administration Center

- ✓ Provides physical and mental healthcare support
- ✓ Check consultation hours on the website (Japanese) or by calling:
025-262-6244 (Ikarashi Campus)
025-227-2040 (Asahimachi Campus)

See more details about counseling service for International Students at the webpage Health and Safety.

International students may have an appointed tutor who will provide peer support. Check with your advisor if you have a tutor.

9. Emergency Contact

Incident/ Accident	Call	110
Ambulance/ Fire	Call	119

On weekdays between 8:30 to 17:15, also call:

1. Academic advisor (Always keep your advisor's phone number and email address.)
2. Student Affairs Office of your faculty

For the students at Center for International Education;

International Office: 025-262-7333

3. Director of Center for International Education : 080-2169-8244

10. Disaster Preparation

- ◆ Japan often has earthquakes. As the preparation for disasters such as fires, earthquakes, tsunamis, and floods, you should check the webpage [Safety](#).
- ◆ When you enter the university, the register at ANPIC (Safety Confirmation System) is required. ANPIC is the system to confirm students' safety in times of natural disasters.

【How to register】

[ANPIC Website](#) (Japanese)

[English Guide](#) (Initial set-up, user guide)

After the disaster occurs, a safety confirmation email will be sent to all the students. **You need to register** your LINE or mobile email address in advance to report your safety status. Ask your tutor to assist you if you have any questions.

11. Temporary Leave

Currently in order to prevent the spread of the novel coronavirus, immigration regulations to Japan are getting stricter, and they are being updated from time to time.

Niigata University Activity Restriction Guidelines for All Students prohibits international travels and studying abroad after October 1, 2020.

- ◆ Students must consult their academic advisor and the Student Affairs Office of their faculty BEFORE deciding to leave Japan temporarily.
- ◆ Students must submit Temporary Leave Notice to the Student Affairs Office, after getting permission of their academic advisor.
- ◆ Students must inform of their temporary leave in advance so that the university could confirm students' safety in case any emergency situation such as unexpected natural disasters should occur.

12. Traffic Safety

Follow the traffic rules and live safely.

In particular, if you ride a bicycle, be sure to place it in a designated place (bicycle parking lot) and register for crime prevention, and commute by bicycle safely and comfortably.

For more details about bicycle parking lot at University, check "[Campus Life Start Guide](#)".

13. Accommodation for International Students

- ◆ Niigata University offers “International student accommodation” (International House, university-leased apartments), and residence halls.
 - ※ Eligibility differ by status of students. International House and university-leased apartments are not offered for individual application, and you need to apply through your belonged faculty’s student office.
- ◆ There are many private apartments for students in the vicinity of Niigata University campuses. Normally joint-guarantor (*Rentai Hoshounin*) is required for a private apartment rental contract, and Niigata University may act as a joint-guarantor.

See details at our website [Housing for International Students](#).

14. Household Trash Sorting and Disposal Guide

There are rules on how to separate garbage and the days when garbage is collected. If you do not follow the rules, the garbage will not be collected.

Details can be found on the following website.

- ◆ Trash sorting and Disposal Guide

※English, Chinese, Russian and Korean are available.

- ◆ Calendar for Trash Collecting

※Depends on your resident area.

- ◆ Please use the app “San-Aru” that allows you to easily look up information about trash.

15. Other Rules about Housing

- ◆ The rent has to be paid by the designated date.
- ◆ Use the room cleanly.
 - ✕ Do not wear shoes inside a house.
- ◆ Be careful when handling the fire, and be sure to put it out when you leave.
- ◆ Do not make noise, such as listening to music at a loud volume, and opening and closing the door roughly.

16. How to Open a Bank Account

Students planning to study in Japan for more than 6 months or receiving scholarships can open a bank account. Please note the following when opening:

- ◆ You can open an account after registering as a resident. Please go to ward office to report your new address first.
- ◆ Those who receive scholarships should open an account in time for the first transfer.
- ◆ The procedure will be smooth if you are accompanied by someone who can speak Japanese like a tutor.

【You need following items】

- Hanko Stamp (signature is accepted) • Copy of Passport Name Page • Student ID Card
 - Those who have already received a Residence Card and registered as a resident
⇒ Copy of Residence Card (both sides)
 - Those who have not received a Residence Card ⇒ Copy of Certificate of Residence (Jyumin-hyo)
 - Depending on the bank, you can fill out application forms in advance from the website.
- ◆ You have to be aware that giving or selling of unused account to other person is a crime. Be sure to close your account when returning home to avoid being involved in crime.
 - ◆ Living in Japan: How to Open a Bank Account and Send Money

17. Information Security

Niigata University network rules

Before using the Niigata University network, be sure to follow the rules reading the web page below.

- ◆ [Use of Network at Niigata University](#)
(On-campus Only)

IT service and facilities available

- ◆ Wireless LAN
- ◆ SSL-VPN
- ◆ PC for educational use
- ◆ Student E-mail
- ◆ Microsoft Office 365 ProPlus

For details, see the website at
[Center for Academic Information Service](#)

18. Notes about Student Life

◆ Part-time Work

Part-time jobs may accompany risks that you might be unaware of at first. In order to protect international students from unwanted troubles, students are required to have an interview with the director of Center for International Education before starting a job to go over work hours and conditions together. Please consult International Office when you consider a part-time job.

◆ Drinking alcohol

Minors under 20 years-old are prohibited to drink alcohol beverages in Japan. We have had reports from hospitals that international students had consumed too much alcohol and had been admitted to hospitals by ambulance. Please know that acute alcohol intoxication will lead to death. Drink moderately for over an appropriate period of time. Driving a car or riding a bicycle under the influence of alcohol is also strictly prohibited.

◆ Beware of cult groups disguised as student clubs

Cult groups are recruiting its members on and around campus. If you are invited to join the group and feel that there is something wrong or suspicious, be brave and say NO to their invitation. Report to Student Affairs Office or International Office should you have any trouble.

19. Website for International Students

Important information for international students, such as tuition fees, scholarships, and procedures for returning home is available on our [website for international students](#).

Please check on the website what kind of information you can find.



20. Infectious Diseases

Check regularly the [webpage](#) regarding the novel coronavirus.

If you have a doctor that you always go to, or a local clinic for primary care that you regularly visit, consult your doctor or the clinic. If you do not have one, you may call:

- ◆ [Niigata University Health Administration Center](#) (8:30-17:15 on weekdays)
Ikarashi Campus: 025-262-6244 Asahimachi Campus: 025-227-2040
- ◆ [Niigata Prefecture Health Center](#) (24 hours) 025-256-8275
- ◆ [Multilingual COVID-19 Hotline](#) (24 hours) 025-256-8573

If you have any concerns about a novel coronavirus infection disease, you can consult in 19 different languages.

If you have any specific symptoms of infectious diseases such as fever, cough, or rash, call a medical clinic immediately.

And if you have any of the following infectious diseases, report to [the Student Affairs Office of your faculty](#) by phone or email. Do not go to face-to-face classes to prevent the spread of the infection.

Influenza, measles, rubella, chickenpox, mumps, pharyngoconjunctival fever,
whooping cough, meningococcal meningitis

Students who are already enrolled in April 2021 should take a regular physical checkup in April and May. The schedule will be announced to students, and details will be posted at [the website of the Health Administration Center](#).