
1. To Avoid Trouble and Live Safely in Japan

1-1. Status of residence and related procedures

(1) Residence Card

- Always carry your Residence Card with you.
- If there have been any changes to the information on your Residence Card, immediately inform the Student Affairs Office.
 - ✓ Your period of stay has been extended.
 - ✓ Your status of residence has been changed.
 - ✓ You obtained a permit to engage in an activity other than those permitted under the status of residence.
 - ✓ Your address has been changed.
- When departing back home, return your Residence Card at the airport.

1-1. Status of residence and related procedures

(2) Extension of period of stay

- Application for extension of period of stay will be accepted from three months prior to the expiry of the current period of stay. You must visit the [Niigata Branch Office of Tokyo Regional Immigration Services Bureau](#) yourself to make the application.
- If you overstay even for a single day without obtaining a permit for the extension of period of stay, your stay will be illegal, and you must leave Japan under a departure order or deportation, and you will not be able to continue your studies at Niigata University.
- If your academic performance does not satisfy certain standards, an extension of period of stay may not be granted, and you may have to leave Japan.
- You can obtain the documents necessary to apply for extension of period of stay at the International Office.
- Some of the documents need to be issued by the Student Affairs Office of your faculty/graduate school. Please request the documents well in advance as it may take at least one week for issuing.

1-1. Status of residence and related procedures

(3) Permission to engage in activities other than those permitted under the status of residence (part-time jobs)

- If you wish to take a part-time job, visit the [Niigata Branch Office of Tokyo Regional Immigration Services Bureau](#) yourself to obtain permission prior to engaging in an activity other than those permitted under the status of residence.
- In principle, international students will be allowed to engage in paid activities for up to 28 hours a week (or up to 8 hours a day during summer vacation, etc.)
- Be sure not to interfere with your university studies.
- You are prohibited to work in a place related to adult industry business.
- If you engage in paid activities without obtaining permission, work more than allowed hours, or engage in activities that are prohibited, such activities will be deemed as illegal work, and you may be deported from Japan.
- When you extend your period of stay, previous permissions to engage in activities other than those permitted under the status of residence will be invalid. Apply for a new permission as necessary.
- The permission will become invalid if you are no longer enrolled at Niigata University.
- Immigration Services Agency: [Permission to engage in activities other than those permitted by the status of residence previously granted](#)

1-1. Status of residence and related procedures

(4) Niigata Branch Office of Tokyo Regional Immigration Services Bureau



The building next to
Niigata Airport

From Niigata City website

Location	Niigata Airport Terminal Bldg., 3710 Matsuhama-cho, Higashi-ku, Niigata City, Niigata Prefecture
Telephone	025-275-4735
Hours	9:00 AM - 4:00 PM Please check their website for the latest information.

1-1. Status of residence and related procedures

(5) Temporary leave

- Consult your academic advisor and Student Affairs Office before deciding to leave Japan temporarily.
- If you decide to leave Japan temporarily, complete the on-campus procedures specified by Niigata University.
 - ① Be sure to submit the “Temporary Leave Notice” and "Overseas Pre-Travel Confirmation Form" to your affiliated faculty/graduate school **at least two weeks before your trip**. Submit to the Academic affairs section.
 - ② For information on insurance and crisis management services, etc., please see Niigata University's web page "[「渡航前の注意・諸手続き」](#) Check and take the necessary procedures.
 - ③ When leaving Japan and returning to Japan, report your departure and return to the academic affairs section of your faculty/graduate school via email.
- If you re-enter Japan within a year and within your valid period of stay, you will not need to obtain a re-entry permit (special re-entry permit) in principle. However, please note that the validity period for special re-entry permit will expire one year from the date of departure or the expiration date of your period of stay, whichever comes earlier.

1-1. Status of residence and related procedures

(6) Other things to note

- When taking a leave of absence from the University
 - ✓ You will not be able to continue to stay in Japan under a Student status of residence. Your status of residence will be revoked if you are not engaged in activities related to Student status for three or more consecutive months.
 - ✓ You must return to your home country, or change the status of residence according to the activities you are planning to do if you have a reason to remain in Japan during a leave of absence.
 - ✓ You will not be allowed to engage in part-time work (activities other than those permitted under the status of residence) during your leave of absence.

- When you withdraw from studies at the University
 - ✓ If you withdraw from the University, you must return to your home country, regardless of the outstanding Period of Stay for your status of Student. If you wish to remain in Japan, you must change the status of residence from Student to an appropriate status. Staying with status of Student after withdrawal is illegal.

1-2. Disaster prevention

(1) Past disasters in Niigata

1964 Niigata Earthquake (June 16, 1964)

- Magnitude 7.5
- 11 deaths, 125 injured, 20,000 damaged houses, approx. 12,000 houses destroyed, or damaged by tsunami flooding

1-2. Disaster prevention

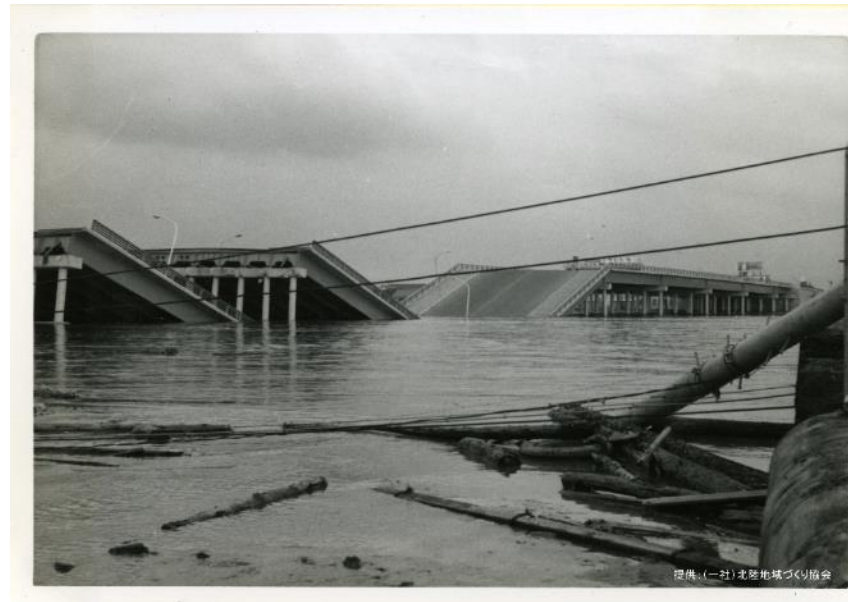
(1) Past disasters in Niigata

■ Photos of the 1964 Niigata Earthquake

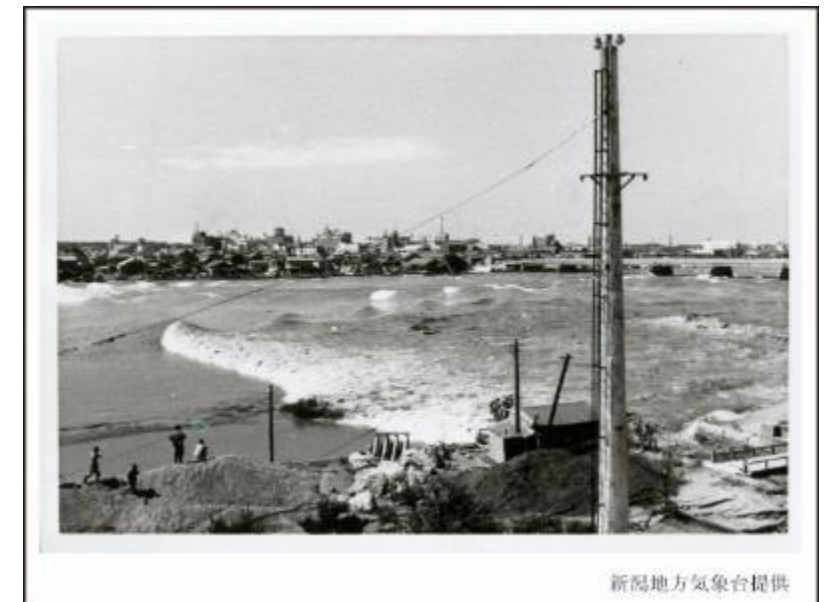
Earthquake crack



Collapsed bridge



Tsunami



From the Chuetsu Organization for Safe and Secure Society Website

1-2. Disaster prevention

(2) Response to earthquake and tsunami

■ Actions to secure safety when an earthquake strikes



まず低く

1. DROP down to the floor (to protect yourself from falling)



頭を守り

2. Take COVER under a sturdy table or desk to protect your head. If there is no shelter nearby, cover your head with your arms or bag.



動かない

3. HOLD ON and do not move until the shaking stops.

- Evacuate immediately when the shaking stops. A tsunami may be coming.
- Stay on campus and climb to the highest story of the nearest sturdy building.
- Check tsunami information issued by the Meteorological Agency on a radio or smartphone.
- Tsunami will strike several times. Continue to evacuate until the tsunami warning is lifted.

1-2. Disaster prevention

(3) J-Alert System

The J-Alert system is a nationwide warning system which allows the Japanese government to instantly inform its residents across the country of various imminent threats, including ballistic missiles, earthquakes and tsunami. The system sends out emergency emails to the mobile phones in targeted area with a notification sound.

● If you receive a warning message, especially regarding ballistic missiles, please follow the instructions on the website below and take actions to protect yourself.

[Cabinet Secretariat: Actions in case of missiles flying to Japan](#)

● For details on emergency alert emails, please check the page below (see below for information on each mobile phone company. There is a link to it).

[Cabinet Secretariat “Q&A regarding information transmission through J-Alert”](#)

1-2. Disaster prevention

(4) Response to flood disasters

- Check information on warning levels and evacuation recommendation communicated on TV, radio, and area mails by the local government.
- Evacuate before the purple “Warning level 4” or “Evacuation order” is issued. “Warning level 5” or “Disaster information” means that the disaster has already occurred.
- Do not approach rivers or cliffs.
- Follow instructions of the authorities, including the fire department and police.

5-Level Warning System

Warning Level	Action to take	Information provided by local government	Weather alerts issued by JMA
5	Must take measures to protect lives	Disaster information	Emergency warning
4	Must evacuate	Evacuation order / advisory	Landslide alert info. etc.
3	Elderly people must evacuate	Evacuation preparation information	Rain / flood / storm surge warnings etc.
2	Should check evacuation procedures	—	Rain / flood / storm surge advisories etc.
1	Should be on alert for disasters	—	—

From NHK WORLD-JAPAN Website

1-2. Disaster prevention

(5) Disaster preparedness

- Cabinet Office: [Disaster Mitigation Points for Foreigners \(Plain Japanese and Multilingual QR code\)](#)
 - ✓ Apps and websites to obtain information related to disasters
- Shakeout drill and Information Communication Drills
Niigata University conducts a university-wide ShakeOut drill in June, the month when the 1964 Niigata Earthquake occurred. Train safety actions and safety confirmation by **ANPIC**.

It is important to confirm that safety confirmations can be received and responses can be given in the event of a disaster. Be sure to answer.

- The Niigata University International House and dormitories conduct a fire drill once a year. All residents should participate in the drill.
- University-wide cancellation of classes ... When classes cannot be conducted due to a natural disaster or other reasons, students will be notified through the Student Web System or the University website.

1-3. Traffic safety

- **If you are going to ride a bicycle, be sure to enroll in a bicycle insurance.**
- Register for bicycle theft prevention to prevent your bicycle from being stolen.
- Wear a helmet.
- Bicyclists should keep to the left of the road. The city road running east-west from the Main Gate of Niigata University Ikarashi campus is marked with blue, and bicycles are not allowed to ride on the sidewalks.
- Adhere to safety rules.
 - ✓ Only one rider per bicycle. Riding a bicycle under the influence of alcohol, while using an umbrella, and riding side by side with another bicycle are all prohibited.
 - ✓ Turn on the bike light at night.
 - ✓ Obey traffic signals, and stop to confirm safety before crossing an intersection.
 - ✓ Do not ride a bicycle while using a smartphone, headphones, or earphones.
- Riding in winter: Do not ride a bicycle when it is snowing, or the road is frozen.
- Use designated parking areas and lock your bicycle.
- Using someone else's bicycle without permission is a criminal act.



From Google Map

1-4. Sorting and disposing of garbage and recyclables

- Bring your garbage to a designated garbage collection station.
- Refer to the [Niigata City garbage collection calendar \(in Japanese\)](#) and put out your garbage and recyclables according to the collection schedule* (day of the week and time).

* The collection schedule differs depending on where you live.

- Use designated garbage bags for “combustible garbage” and “non-combustible waste.”
- When you find a red sticker saying “収集できませんでした, 分別にご協力ください (=Sorry, your waste could not be collected. Please sort your garbage properly)” on the garbage you put out, bring it back home, sort it properly, and bring it to the collection station on the right day.
- When you want to dispose of something that does not fit in the designated garbage bag, call the Oversized Waste Call Center to make a reservation for collection.
- Niigata City’s garbage sorting app: [“San-Aru”](#)



From Niigata City Website