



# Enrollment Handbook 2025

NAGOYA  
UNIVERSITY



## G30 International Programs

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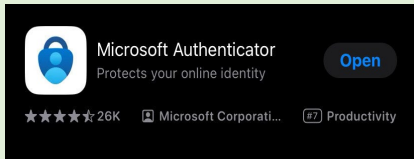
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## PRE-ARRIVAL CHECKLIST

No.	Events	Dates
1	Obtain a Passport	
2	<b>Apply for a Certificate of Eligibility (CoE)</b> *Not applicable for MEXT Scholarship recipients	Application documents must be completed by students by the end of May the latest. CoE Issued: late July – early August
3.	<b>Complete Application to the Dormitory</b> <a href="https://forms.gle/ec5kd25GxHFpEev8A">https://forms.gle/ec5kd25GxHFpEev8A</a>	Submit by June 15 <sup>th</sup>
4	<b>Complete STEP 3 on T-cens</b> <ul style="list-style-type: none"> <li>Japanese language level questionnaire</li> <li>Upload an ID photo</li> </ul>	Submit by July 4 <sup>th</sup> Use the forms on the website, not T-cens!
5	<b>[If applicable] Submit Application form for “The Monbukagakusho Honors Scholarship for Privately Financed International Students” (JASSO scholarship)</b>	Submit by July 11 The details were sent to <b><u>only eligible students</u></b> on T-cens.
6	<b>Join Virtual Office Hour with G30 Senior Students in Discord.</b> Join Discord: <a href="https://discord.gg/KVddBfWhYD">https://discord.gg/KVddBfWhYD</a>	<b>July 11<sup>th</sup> 15:00-16:00 (JST)</b> Ask any questions you may have!
7	<b>Apply for a student visa (<u>You need to apply by yourself</u>)</b> *Not applicable for MEXT Scholarship recipients, Japanese nationals, and those who already have valid visa.	Please apply as soon as the CoE is issued. This should be around end of July – mid Aug.
8	<b>Submit Official Documents</b> Check the submission status on T-Cens	By August 1 <sup>st</sup>
9	<b>Submit travel itinerary</b> <a href="https://forms.gle/KvVRryFTY9mq6hya7">https://forms.gle/KvVRryFTY9mq6hya7</a>	By August 5 <sup>th</sup> The details will be sent on T-cens.

Please bring the following documents to Japan:		Notes
<input type="checkbox"/>	Passport, CoE (sent by e-mail format), Visa	
<input type="checkbox"/>	Letter of Admission to Nagoya University	Sent as PDF via T-Cens system. Prepare electronic data on your smartphone. You may be asked to show at the Immigration at the airport

<input type="checkbox"/>	Form 3 "Letter of Guarantee" *Only for Japanese nationals, Japanese Residence card holder (Permanent or Dependent), and non-Japanese nationals whose guardians live in Japan	Make sure to have the guardian's signature on the printed and bring it to the G30 Orientation Day.
<input type="checkbox"/>	Acceptance Letter to Dormitory	Sent on T-Cens system when available. Prepare an electronic scan on your smartphone.
<input type="checkbox"/>	Any prescribed medication you need with a doctor's note	Please ask a doctor for advice on medication should you need to take it. You can bring up to one month's worth of prescription medicine (*if not prohibited by Japanese government rules.) *Please refer to APPENDIX – Health - for more information.
<input type="checkbox"/>	Contact numbers of AO and Dormitory on hand	In case of emergency.
<input type="checkbox"/>	Comfortable shoes, light layers,	You will walk around the campus for the first few days of Orientation Week. Summer in Nagoya is intensively hot and humid, so please prepare yourself!
<input type="checkbox"/>	Smartphone, laptop, SIM card, Download Microsoft Authenticator app (app needed to log onto Nagoya University services) in advance.	
<input type="checkbox"/>	Travel insurance to cover first few days of stay in Japan	Until enrolled in National Health Insurance during orientation week, in case you need any medical treatment.
<input type="checkbox"/>	Some cash in Japanese Yen (at least 100,000 yen or so) and if possible, a credit card or cash card.	You will pay the student insurance cost during the orientation week and Sep-Oct rent at the dormitory in Oct <b><u>by cash,</u></b> and some local places still do not accept digital money. Recommended to prepare enough amount of Japanese yen in cash to survive until you create a Japanese bank account. Scholarship students will receive their first payment in mid to late October. Until then, please ensure you have sufficient funds to cover your daily expenses and first month's rent."

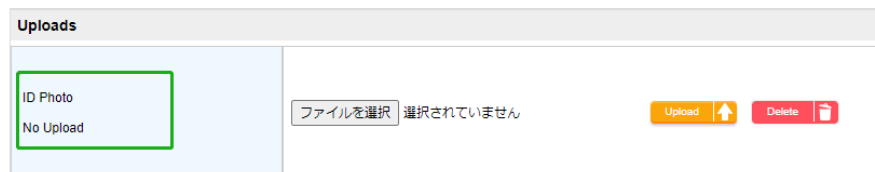
## **ACTION TO TAKE BEFORE ARRIVAL**

### **1. UPLOAD ID PHOTO (STEP 3 IN T-CENS)**

**By July 15th**

This ID photo will be used for a Student ID card. The photo must meet certain requirements which include:

- Taken in front of a solid, neutral color background
- No hat, sunglasses, earbuds, face masks or other objects (except for head coverings for religious purposes)
- Make sure that your entire face is visible, clear in focus
- Taken in the last 3 months
- Should be larger than 330 X 284 PIXEL (300 DPI) in size
- Saved in JPG: Resize if necessary, to make the image's aspect ratio of 3.5 x 3



The screenshot shows a web interface for uploading an ID photo. On the left, there is a light blue box labeled 'ID Photo' with the text 'No Upload' inside. To the right of this box is a button labeled 'ファイルを選択' (Select File) followed by the text '選択されていません' (Not selected). Further to the right are two buttons: an orange 'Upload' button with an upward arrow icon, and a red 'Delete' button with a trash can icon.

### **2. ANSWER INTENTION TO MOVE IN DORMITORY QUESTIONNAIRE**

**By June 15th**

All students, including those who do not intend to live in the dormitory are required to fill out the form.

<https://forms.gle/ec5kd25GxHFpEev8A>

### **3. COMPLETE JAPANESE LANGUAGE LEARNING QUESTIONNAIRE (STEP 3 IN T-CENS)**

**By July 4th**

All students, including those whose first language is Japanese, are required to submit the “Japanese Language Learning Questionnaire (**Form 1**).”

Please use the form you can download from [<https://nuss.nagoya-u.ac.jp/s/ZMQRDowT6qYFwBS>] which is also available on our website “After Admission” page. DO NOT use the form on T-cens (which is old format due to technical error, sorry for confusion!)

After arriving on campus, all G30 students will sit for a placement test to help G30 Japanese Language Coordinators to assess your current level of Japanese. The course you will be placed into will be carefully decided based on your answers to the Japanese Learning Questionnaire (**Form 1**) and the placement test which will be held during the Orientation Week in September. The placement test is only used for the purpose of evaluating your present level of Japanese, so do not feel pressured!



#### 4. [IF APPLICABLE] COMPLETE FORM 3 “LETTER OF GUARANTEE”

**Submit the original form to AO at G30 Orientation Day in Sep**

Students who fall into any of these categories must submit a Letter of Guarantee **with your guardian's signature** in the beginning of the orientation week.

- (1) Japanese passport holders or those with a Japanese permanent resident visa; or
- (2) Foreign nationals whose parent or guardian (hereinafter referred as a co-signer) currently lives in Japan

**Please make sure to prepare the document before your arrival.** You can download the Letter of Guarantee form from [\[https://nuss.nagoya-u.ac.jp/s/ZMQRDowT6gYFwBS\]](https://nuss.nagoya-u.ac.jp/s/ZMQRDowT6gYFwBS). It is also available on our website “After Admission” page. DO NOT use the form on T-cens (which is old format due to technical error, sorry for confusion!)

Form 3

#### 保証書 Guarantee

名古屋大学総長 殿  
To: President of Nagoya University

提出日/Submission Date	年 月 日 / /
---------------------	--------------

〔 学 生/Student 〕

フリガナ/ Katakana		プログラム/Program	
氏名/Name		学部/Department	
受験番号/ Examination Number	U	学科/Department	

貴学に入学を許可されました上記の者の入学料及び在籍中の授業料（下記表において、上記の者が在籍する学生区分の学期ごとの金額及び極度額）の納入は、本人と連帯して私が責任を負い、貴学にご迷惑をかけないことを誓約いたします。

I take joint responsibility to pay the enrollment and tuition fees (the amount per semester, up to the maximum, listed in the table below in the Student Category that the above person belongs to) of the above person who has been permitted to enroll in the University, and I promise that the student will not cause any problems.

〔 連帯保証人/Guarantor 〕

フリガナ/ Katakana			
氏名/Name	㊞ Seal		
現住所/ Current Address	〒 (      -      ) Postal Code		
連絡先電話番号 /TEL	-      -	学生との続柄/ Relationship to Student	
連絡先メールアドレス /E-mail			

学生区分別の入学料及び授業料の金額/Enrollment and Tuition Fees by Student Category

学生区分/ Student Category	入学料（入学 時に 1 回 納 入）/ Enrollment Fee (one-time payment upon enrollment)	授業料（前期・後期ごとに納入）/ Tuition Fees (paid each semester)		
		学期ごと の金額/ Amount per semester	極度額（在学年限と 授業料の総額）/ Maximum amount (maximum length of enrollment and sum total tuition)	標準的な所要額（卒業 に必要な在学期間と授 業料の総額）/ Average amount required (enrollment period required for graduation and sum total tuition)
全学部（医学部医学科以外） /All Schools (Departments except the School of Medicine, Department of Medicine)	¥282,000	¥267,900	8 Years: ¥4,286,400	4 Years: ¥2,143,200

## 5. JOIN VIRTUAL OFFICE HOUR

Please join the first get-together. Senior students will talk about their campus life, and you will e-meet and greet batchmates there.

**Date & Time: July 11<sup>th</sup> (Fri), 15:00-16:00 JST**

Virtual Office Hour will be held in the G30 Discord. Make sure to join this year's channel:

<https://discord.gg/KVddBfWhYD>

## 6. [IF APPLICABLE – THOSE WHO RECEIVED THE MESSAGE FROM AO ON T-CENS] SUBMIT APPLICATION FORM FOR JASSO SCHOLARSHIP

**by July 11th**

AO sent the message to the eligible students only on 26<sup>th</sup> June to apply. Please refer to the message for further instructions.

“Monbukagakusho Honors Scholarship for Privately-Financed International Students” aka JASSO scholarship is for privately-financed international students with excellent academic and character records who are enrolled in undergraduate schools and are facing financial difficulties.

You have to apply via the Admissions Office of Nagoya University.

You can also check your eligibility and conditions on:

[https://www.jasso.go.jp/en/ryugaku/scholarship\\_j/shoreihi/about.html](https://www.jasso.go.jp/en/ryugaku/scholarship_j/shoreihi/about.html)

## 7. ANSWER TO INCOMING INFORMATION QUESTIONNAIRE

**by August 5**

Please answer the questions regarding your travel itinerary. This information will be shared with the dormitory so they can prepare for your move-in procedures.

### INCOMING INFORMATION QUESTIONNAIRE:

<https://forms.gle/rhsWHsnSwE1opaFL8>

For **MEXT Scholarship recipients**, a travel itinerary will be arranged by the Japanese Embassy and this might take time to be confirmed. You will be contacted by the Japanese Embassy in middle to late August with a detailed guide to how to apply for a student visa and what a travel plan looks like. Please let them know that **you should arrive in Nagoya on the morning of September 16.**



## ACTION TO TAKE UPON ARRIVAL

**\*\*You are expected to arrive at Nagoya on 16th September.**

**Orientation will start in the afternoon of 17th September. \*\***

### 1. GET THE AIRPORT-LANDING PERMISSION

You will present your passport, visa, and the COE (which you received by email) at the airport where you arrive. You will be presenting these documents to the immigration officer at the airport. The immigration officer will grant you "landing permission" by affixing a seal inside your passport. If you land at Narita, Haneda, Kansai, and Chubu airport, and are granted a period of stay longer than 3 months, then a Residence Card will be issued. Those who receive a Residence Card can apply for a part-time work permit, which is called "Permission to Engage in Activity other than That Permitted under the Status of Residence Previously Granted". More information on this is provided in the **Part-Time Work Permit** section. (You can also apply for this permission at a later date.)

Example of Landing Permission which will be placed into your passport by an immigration officer:



### 2.GET YOUR RESIDENCE CARD (FOREIGN NATIONALS)

All international visitors will be required to present their 'Certificate of Eligibility (CoE) and passport at Immigration at the airport. Then you will receive a Residence Card (in Japanese = 在留カード zai ryu ka do) that acts as your official government ID in Japan. Please be sure to carry your residence card with you at all times. If you are found without your residence card, you may be fined up to 200,000 JPY.



### 3. GET PART-TIME WORK PERMIT (OPTIONAL)

#### Who can apply:

Non-Japanese nationals who enter Japan on a student visa (foreign nationals without Japanese Permanent residency)

#### Where and When:

Port of entry & Immigration

#### Things to prepare before coming to Japan:

Download the application form here:

Application for permission to engage in activities other than those permitted under the status of residence permitted | Immigration Services Agency (→930004124.pdf)

Note: you need to print out, fill out the form beforehand. Application form NOT available at an airport.

#### How to apply:

- Print out the application form prior to departure.
- Fill out the form before arrival.
- Submit the form at the immigration booth when receiving a landing permission.

#### When you are granted a permit, you will find:

- Permission statement on the back side of your residence card
- Stamp on your passport page

It is not allowed for international students who enter Japan on a student visa to work full time. But you can work part time if a work permit, so-called "Shikakugai-Katsudo-Kyoka" in Japanese, is granted.

The maximum hours of work a student with a Part-Time Work Permit can undertake are limited to 28 hours per week. During long holidays, permitted working hours up to 8 hours a day, 40 hours a week. Please note that "Golden Week" (a series of national holidays in Japan in early May where many people tend to take a long weekend) is not considered a long holiday. If you wish to work a part-time job, on- or off-campus including a tutor or teaching assistant, you are required to obtain a work permit (see example below).

The image shows a Japanese Residence Card (Juzi Ka) with a stamp indicating a Part-Time Work Permit. The stamp is titled "「許可」の場合アルバイトOK" (If permitted, part-time work is OK). Below the title, it states "許可: 原則週 28 時間以内・風俗営業等の従事を除く" (Permitted:原则上 28 小时以内, 不包括风俗营业等). The card also displays the date of issuance (2014年12月1日), the address (東京都港区港南5丁目5番30号), and the issuing authority (東京都港区長).

#### 4. ARRIVAL TO AIRPORT (INCLUDE LUGGAGE FORWARDING INFORMATION)

After passing immigration and customs and picking up baggage, your new journey will start upon exiting the arrival gate! Upon exiting, it is recommended to get some Japanese Yen by cash. There are still some places where only cash payment is accepted, and also you will be asked to pay student insurance fee by cash during the orientation week. You may either use currency exchange services that are available throughout the Arrivals terminal, or you may use an ATM to withdraw cash with your credit/debit cards. It might be easier if you get currency exchange done while you are in your home country to avoid hustle from language barrier you may encounter if you do on your arrival at Japan.

#### **Want to send baggage to the dormitory from your home country in advance?**

In case you would like to send baggage and your belongings to the dormitory, please get them to be delivered after your check-in date (after **September 16**). When you arrive at airport in Japan, you can send luggage to your accommodation via the delivery service at a relatively affordable rate. Please ask the staff to help you write a delivery label.



Baggage Delivery Service counter at the Chubu airport

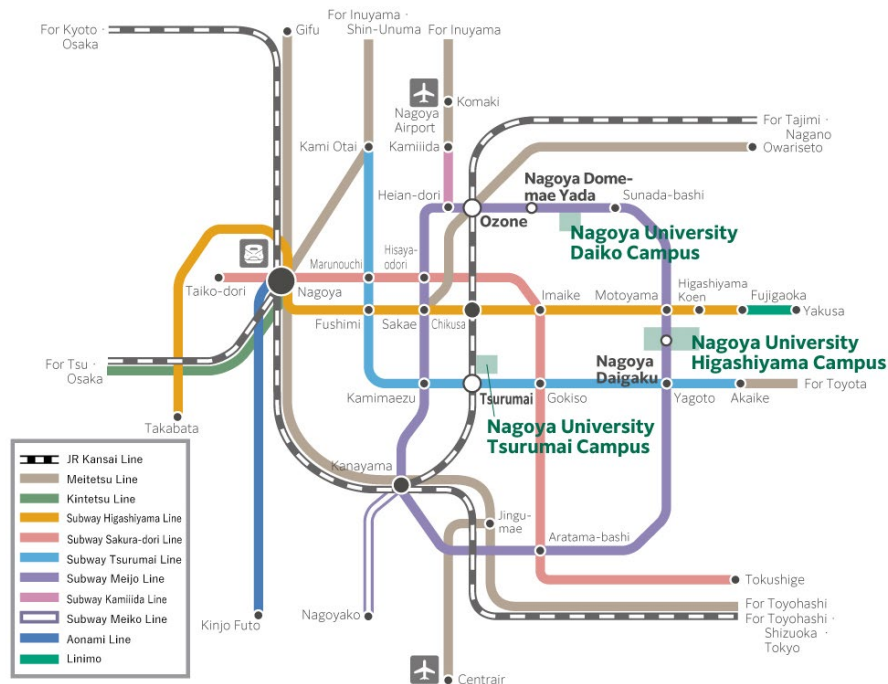
#### 5. GET TO NAGOYA UNIVERSITY / DORMITORY

##### **Group pick-up by senior students on 16<sup>th</sup> September**

Students arriving at Chubu Centrair International Airport (NGO) will be picked up and escorted to the dormitory by senior students using public transportation, with two separate groups arranged—one for morning arrivals (AM) and one for afternoon arrivals (PM); once we receive your travel itinerary (via INCOMING INFORMATION QUESTIONNAIRE Submission Deadline August 5: <https://forms.gle/rhsWHsnSwE1opaFL8>), including flight details and your intention to be included in the group, you will be allocated to the appropriate group. Senior students will help you buy an IC card ([https://www.japan-guide.com/e/e2359\\_003.html](https://www.japan-guide.com/e/e2359_003.html)) for taking public transportation. Further details will be shared as the date approaches.

### Make your own way to the dormitory (or your rented accommodation)

It is totally up to the students to choose to make your own way to the dormitory. The most direct way to the G30 dormitory would be to arrive at Chubu Centrair International Airport (NGO) and then head to “Yagoto Nisseki (八事日赤)” station which is the nearest train station from the dormitory. From “Yagoto Nisseki” station to the dormitory it takes about 7 mins on foot. Please refer to the access map below. **Make sure to arrive and check in during the dormitory office hours.**



Transport access map to Nagoya University. The Higashiyama Campus is located at the Nagoya University station on the Meijo subway line. The closest subway stop to the Myoken Dormitory is **Yagoto Nisseki station**, which is one stop before Nagoya University.



The Myoken Dormitory, pictured above, is located 7 minutes from the Yagoto Nisseki station.



## 6. DORM MOVE-IN PROCEDURE

- All new G30 students, who are planning to stay at dormitory, must move in on the **16<sup>th</sup> of September**. The dormitory is situated approximately 1.5-2 hours train away from the Chubu International Airport. You should leave the airport by 14:00pm and hit the road for the dormitory right away to make it in time to the dorm's check-in hours (see below). From Nagoya Station, the dormitory is about 40-minute away using public transportation.
- Students **must** arrive at the dormitory during the check-in hours (**9:30-11:00, 13:30-16:00**). **You cannot check in outside of these hours.**
- Do you want to ship your boxes and luggage from the airport to the dormitory? **Please make sure that your belongings are delivered after your move-in date.**
- Dormitory rules will be explained at the Dormitory but please remember **no guest will be allowed to stay overnight at the dormitory.**

## 7. "WHAT SHOULD I DO IF I CANNOT MOVE IN ON THE 16<sup>TH</sup> OF SEPTEMBER?"

If your flight ends up getting delayed, do not worry! **Contact AO through telephone or Discord as soon as you know your flight is canceled or delayed.** If your flight arrives in the late afternoon or evening, you may not be able to make it to the dormitory's check-in hours. In that case, book a hotel room to stay in overnight and move in the dormitory the next morning. Contact the Admissions Office as soon as possible. You can find a list of hotels nearby Chubu Centrair Airport at: <https://www.centrair.jp/en/service/hotel.html>.

## 8. HAVE CONTACT NUMBERS OF AO AND DORMITORY IN HAND

### Contact Details

Admissions Office	Please contact us via Discord <a href="https://discord.gg/KVddBfWhYD">https://discord.gg/KVddBfWhYD</a> TEL: +81-(0)52-747-6556 Office Hours: Mon-Fri, 8:30-12:00; 13:00-17:00
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Myoken Dormitory (=G30 student dorm)	Address: {Rm #} 40, Myoken-cho, Showa-ku, Nagoya, Aichi 466-0814 JAPAN Ishida Memorial International Residence Myoken TEL: +81-(0)52-835-3332 Office Hours: Mon-Fri, 9:00-12:00; 13:00-17:00
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## **AFTER ARRIVAL – ORIENTATION WEEK**

New students will join about 2 weeks of orientation week organized by the International Admissions Office. The orientation includes a series of seminars and tours to settle yourself in Japan and at Nagoya University. Please check the separate orientation schedule we will send you on T-cens around the end of August, and see which one you need to participate since some are program specific and each student will have slightly different time schedules.

### **REGISTRATIONS AT WARD OFFICE [ALL STUDENTS]**

New students will be taken to the local ward office by senior students to go through the following registrations and some paperwork.

#### **1. RESIDENCE REGISTRATION (ALL STUDENTS EXCEPT FOR THOSE WHO CURRENTLY LIVE IN NAGOYA)**

##### For Non-Japanese Nationals

As a general rule, residence registration is necessary for all students regardless of nationality. You must go and visit the Showa ward office (local municipal office controlled by City of Nagoya) to register your address when entering Japan.

##### For Students who currently live in Japan

Before moving to Nagoya, you must obtain a "**Moving-Out Certificate (転出届)**" at a municipal government office of your current city (such as city hall and ward office). This certificate must be submitted when you register a new address at the ward office in Nagoya.

In case you currently live in Nagoya City and are planning to move into the dormitory, you don't need to get a Moving-Out Certificate for this purpose.

##### For Japanese Nationals who currently live abroad but have a permanent address in Japan

You should collect the following documents at the municipal office of the city where you have a permanent home (本籍地) before coming to Nagoya.

We highly recommend you start working on the document's preparation at the earliest convenience. It will take some time to collect the documents especially for those who are currently living in outside of Japan.

- 戸籍謄本 (koseki tohon) – records of family register including individual's full name, parental and spousal relationship.
- 戸籍の附票 (koseki no fuhyo) – records of family register including individual's full name, parental and spousal relationship and the current home address(es)

#### **2. JAPAN NATIONAL HEALTH INSURANCE REGISTRATION (ALL STUDENTS)**

For both international and Japanese students, it's compulsory to enroll in a public health insurance program called Japan National Health Insurance (JNHI) regardless you already have travel insurance policies which carry medical coverage while in Japan. The insurance program covers 70% of your hospital bills including bills for prescription drugs and dental bills but excluding miscellaneous and non-medical expenses. The

premium is based on your age and previous year's income but approximately costs 1,500 yen per month or 16,000 yen annually.

For more information, please refer to [Nagoya University ALWAYS NU](#)

### Health Insurance Eligibility Certificate (資格確認書)

このカードは 国保 太郎	
様の国民健康保険資格確認書です。	
有効期限 令和 7年 7月31日	写真貼付欄
記号 (なし)	
番号 00000000 (枝番) 00	
〇〇区役所 直通 (000) 000-0000	国民健康保険の適用 被保険者の予防接種(感染症)の受診 に対する医療に際する診療費は が2割適用される医療については 一部負担金を要します。
告知票 国民健康保険 資格確認書 氏名 国保 太郎 生年月日 昭和55年10月14日 性別 男 適用開始年月日 令和 6年12月 2日 交付年月日 令和 6年12月 2日 住所 名古屋市中区三の丸三丁目1番1号  世帯主氏名 国保 太郎 保険者番号 230000 交付者名 名古屋市	

\*You will be asked to submit a photo copy of the card to AO once received by post from the ward office.

#### \*\*IMPORTANT\*\*

Japanese Government abolished health insurance cards and integrate them into the Individual Number Card system after December 2, 2024, all residents in Japan including international students with "Student" visa status generally need to use their My Number card as a health insurance card (= "Myna Health Insurance Card") for medical treatment at a medical institution, etc.

Please refer to the 4. MY NUMBER CARD for which action to take.

### 3. NATIONAL PENSION REGISTRATION (STUDENTS AT AGE OF 20 AND ABOVE)

All residents over 20 years old must enroll in the Japan National Pension plan, but students can apply for exemption during their academic years. If you are at the age of over 20 and wish to get exemptions, please submit a notification at the ward office.

You will be required to submit **a copy of your student card** to complete the exemption process and later on are more likely to get a notification enclosed in an envelop asking you to pay. But don't worry: you don't have to pay anyways. In case your exemption application fails and you are required to pay, please see us at the Admissions Office or international student advisors at your school. A result usually comes in a month or two with a postcard. You will receive your Student ID Card after October 1 and after that you can apply for the national pension exemption. An example of a Japanese pension handbook is attached below.

年金手帳  日本年金機構	国民年金番号	_____
	氏名	_____
	生年月日	____年 ____月 ____日
	性別	____
	交付年月日	____年 ____月 ____日
	世帯主の氏名	(平成 ____年 ____月 ____日現在)
	世帯主の氏名	(平成 ____年 ____月 ____日現在)



#### 4. MY NUMBER CARD (REGISTER BY YOURSELF AFTER ORIENTATION)

The "My Number" system streamlines administrative procedures vis-à-vis the national pension, unemployment insurance, medical insurance, welfare benefits, and the filing of income tax returns. It applies not only to Japanese nationals, but also to all foreign national resident in Japan for a period exceeding three months. Your municipality will send an "Individual Number Notice" to your address via registered mail, 3-4 weeks following ward registration. You are required to apply for My Number issuance once this notification is received.



#### Use your Individual Number Card as an health insurance card (Myna Health Insurance Card)

Since Japanese Government abolished health insurance cards and integrate them into the Individual Number Card system after December 2, 2024, all residents in Japan including international students with "Student" visa status generally need to use their My Number card as a health insurance card (= "Myna Health Insurance Card") for medical treatment at a medical institution, etc.

If you wish to use the Myna Health Insurance Card, you will need to register to use your Individual Number Card as a health insurance card (Myna Health Insurance Card) after you receive your "Health Insurance Eligibility Certificate (資格確認書)" at the address you registered at the ward office.

For more information, please refer to [Nagoya University ALWAYS NU](https://www.nagoya-u.ac.jp/en/always/nu)

## ATTEND G30 ORIENTATION DAY, SUBMIT THE FOLLOWING DOCUMENTS

A two-week orientation period will begin on the afternoon of September 17. It is very important that all new students attend all orientation activities. A detailed orientation schedule will be shared with you in late August. Please keep your schedule open to ensure you can participate in all informational sessions.

You will be asked to sign the following documents during the orientation (some are done online) but you DON'T need to sign any documents before coming to Nagoya, except for the **Form 3**. The documents and their detailed contents will be explained and distributed during the orientation.

### 1. PLEDGE [ALL STUDENTS]

### 2. PLEDGE OF COMPLIANCE OF THE INFORMATION SECURITY POLICY [ALL STUDENTS]

### 3. LETTER OF CONSENT TO PERSONAL DATA PROCESSING [FOR INTERNATIONAL STUDENTS WHO ENTER JAPAN ON A STUDENT VISA]

### 4. CONSENT FORM FOR THE NOTIFICATION OF CREDITS OBTAINED [IF APPLICABLE]

### 5. FORM 3 "LETTER OF GUARANTEE" [IF APPLICABLE]

Students who fall into any of these categories must submit a Letter of Guarantee **with your guardian's signature** at the orientation day.

- (1) Japanese passport holders or those with a Japanese permanent resident visa; or
- (2) Foreign nationals whose parent or guardian (hereinafter referred as a co-signer) currently lives in Japan

**Please make sure to prepare the document before your arrival.** You can refer to page 6 for a link to download the form. For Japanese nationals, please make sure you get your guardian's stamp (印鑑) on the form. For non-Japanese nationals who do not possess a Japanese stamp, this can be replaced by a handwritten signature.

## PAY AND REGISTER YOURSELF WITH STUDENT INSURANCE (KNOWN AS PAS AND LSR) [ALL STUDENTS]

You will be taken to the post office near the campus in a group with other G30 students to pay the total amount of 4,660 JPY **by cash**. Please make sure to bring cash on the day. (Side note: we recommend that you prepare some cash to cover your expenses until your Japanese bank account is opened and your financial supporter can transfer funds.)

Fees (For 4 years)	<u>Personal Accident Insurance for Students Pursuing Education and Research (PAS)</u> (Gakkensai in Japanese)	<u>Liability Insurance for Student Pursuing Education and Research (LSR)</u> (Futaibaiseiki/Gakkenbai in Japanese)
<b>4,660 JPY (ALL)</b>	2,300 JPY (mandatory)	2,360 JPY (mandatory)
	All full-time students at Nagoya University must take PAS offered by Japan Educational Exchanges and Services (JEES). The insurance policy includes life insurance and disability benefits and covers medical expenses if you are injured as a result of an accident during a school-sponsored or supervised activity. Its special clause also offers coverage of medical treatment if you get caught in traffic accidents on their way to or from school. The insurance plan can provide benefit packages at an affordable premium and are designed to offer payment of medical expenses and disability benefits. Please know the PAS doesn't carry liability insurance policy and all G30 students must take out LSR or Futaibaiseiki (known as Gakkenbai), often referred to when in Japanese as well.	LSR (Futaibaiseiki) is an add-on liability insurance which also provides students who contribute to the PAS (Gakkensai). It provides coverage for legal compensation incurred from loss or damages to another person or/and their property as a result of an unexpected accident while you engage in a regular class activity or extracurricular activity or you are on a way to or from school or between school buildings.

### 4. What's **Coop Insurance**? (Optional but strongly recommended to enroll)

If you are looking for a few more options, Nagoya University Coop also provides another insurance plan. You can apply and pay insurance premium during the Coop Orientation. Insurance policies will start offering coverage the next day. Although application for personal liability insurance requires the purchase of student coop membership, the membership fee (4,000 yen) will be refunded prior to your departure at your request.

Reference : <https://sed.adm.nagoya-u.ac.jp/en/arrival/insurance.html>

## GUIDANCE ON TUITION FEE PAYMENT

>> This section mainly aims at self-funded students expect MEXT and G30 Scholarship recipients.

Everyone is required to pay tuition fee directly to Nagoya University using the authorized payment method. If you don't have a bank account in Japan, please join the Bank Orientation and open an account with Japan Post Bank in the first place. After opening an account with Japan Post Bank, please go to the Nagoya University's official website and submit the Bank Account Online Registration Form. Once it's successfully accepted, a scheduled payment will automatically be paid out on the designated date every semester.

### 1. When should I pay

Fall semester tuition: November 26

Spring semester tuition: May 26

Note: If the financial institution is closed on the payment transfer (direct debit) date, an automatic wire transfer will be scheduled to be set on the next business day.

### 2. What is the amount?

Fall semester: 267,900 JPY

Spring semester: 267,900 JPY

If the tuition increases during your time at Nagoya University, a newly set fee will automatically apply going forward. This will affect every student, including those who enrolled in G30 international programs in previous years. (- Good news is that fortunately the tuition at Nagoya University remains unchanged for many years.) MEXT and G30 Scholarship recipients are exempted from paying the full tuition, regardless of a tuition increase, during a granted scholarship term.

### 3. How should I pay? Tuition fee automatic bank transfer (direct debit)

You will pay your tuition fee direct to Nagoya University using the authorized payment method. A scheduled payment will automatically pay out on designated date every semester. A payment is made by "automatic bank transfer" and a set amount of money will be withdrawn from your bank account. You are required to pay the tuition in full every semester; you cannot pay in installments.

Tuition Fees > Bank Account Online Registration

[https://en.nagoya-u.ac.jp/academics/campus\\_life/tuition/index.html](https://en.nagoya-u.ac.jp/academics/campus_life/tuition/index.html)

Please register a bank account under either you, your parents/guardian, or a guarantor's name.

Mitsubishi UFJ Factors Ltd., in partner with Nagoya University, has been authorized to collect money for the university by withdrawing tuition money from your account. Upon submission of the online registration form,

you are deemed as giving consent that the tuition will be automatically paid out of your account every semester.

## **GUIDANCE ON TUITION FEES EXEMPTION**

### **Eligibility: Foreign national students with Student Visa ONLY**

Tuition fees exemption application will start after enrolment. The details and application process will be explained by AO during the orientation week.

## **1. EMERGENCY**

- Emergency telephone numbers - Don't hesitate to make a call and ask for a help if you think it's extremely urgent.

### **Police: 110**

If you happen to be a witness in a crime scene or are involved in a traffic accident, don't hesitate to call 110. If your bicycle or wallet is stolen, go to police to report a lost/found item. Lost a credit card, bank card? Contact a card issuer as soon as possible, so they will temporarily stop it from being misused.

### **Fire Department: 119**

### **Ambulance: 119**

You can call an ambulance anytime and anywhere in Japan by simply dialing 119. Ambulances as a part of municipal fire departments, do not charge for transportation to hospitals. However, patients are responsible for medical expenses.

## **2. MONEY**

- Some small shops/places in Japan still only accept cash, so having cash in Japanese yen is super helpful!
- 
- Opening a bank account: In principle, you must be a resident of Japan as defined by FEFTA (Foreign Exchange and Foreign Trade Act) which means you've been in Japan for at least 6 months or are employed in Japan and hold a visa and work permit. If you don't have a bank account in Japan, please attend the Opening Bank Account Orientation held during the Orientation Week. You will create an account with Japan Post Bank.
- 
- Get cash using a bank card at 7-Eleven bank machines  
The maximum amount of money you can take out from one transaction at a 7-Eleven ATM / Seven Bank machine for cards issued overseas is 100,000 Yen at a time. However, the 7-Eleven ATM limit for magnetic stripe card transactions is currently 30,000 Yen. Please note that miscellaneous/processing fees can defer as it's usually determined by your individual card provider.  
[Japan 7-Eleven ATM Seven Bank Guide + Photos - Plan My Japan](#)
- Cashless apps in Japan – PayPay, LINEPay, AliPay, Apple Pay  
[Can You Survive Without Cash in Japan? The 12 Top Cashless Payment Options in Japan Examined | tsunagu Japan](#)

### 3. SIM CARD

- SIM Card & Smartphone

<https://nug30guide.weebly.com/phones.html>

### 4. TRAVELLING

- Manaca (IC Card)

[Manaca | Transportation Bureau, City of Nagoya](#)

- Gakuwari (Student discount fares for commuter pass and Shinkansen)

For train trips exceeding 100 km one way by JR lines, NU students can get 20% discount (Gakuwari) on regular base fare (No discount on express fare, shinkansen express fare, reserved seat fee). To receive this student discount for a Shinkansen / long-distance ticket, you need to have a Student Travel Fare Discount Certificate (Discount Certificate) from the Certificate Issuing Machine using your Student ID Card.

### 5. ACADEMIC CALENDAR

Each academic year consists of two semesters; fall and spring. Fall semester is from October 1st to March 31st and spring semester is from April 1st to September 30th.

8:45-10:15	10:30-12:00	13:00-14:30	14:45-16:15	16:30-18:00
1 <sup>st</sup> period	2 <sup>nd</sup> period	3 <sup>rd</sup> period	4 <sup>th</sup> period	5 <sup>th</sup> period

Class registration and Add & Drop Classes will be done through NU Portal. Please check the latest information at:

ILAS Website: <https://office.ilas.nagoya-u.ac.jp/news/G30/>

Nagoya University Survival Guide: <https://nug30guide.weebly.com/registering-for-courses.html>

#### Fall Schedule (TBA)

2 <sup>nd</sup> Week of Oct	Class Registration
Around October 25	Confirmation of Registration Status
By the End of October	Add & Drop

**!! Please check important dates during the ILAS Orientation and ILAS website. !!**

#### Academic Calendar

<https://office.ilas.nagoya-u.ac.jp/news/G30/>

Find the Academic Calendar under section "2. Timetable."



### **Grade Evaluation and Scaling System:**

[https://en.nagoya-u.ac.jp/academics/campus\\_life/gradeevaluation/index.html](https://en.nagoya-u.ac.jp/academics/campus_life/gradeevaluation/index.html)

### **Rules and Important Notes**

General Rules: [https://en.nagoya-u.ac.jp/academics/campus\\_life/rules/index.html](https://en.nagoya-u.ac.jp/academics/campus_life/rules/index.html)

Handling Generative AI: <https://en.nagoya-u.ac.jp/academics/ai/index.html>

## **6. HEALTH AND SAFETY**

### **Medical Clinics**

For your first visit, it is recommended to visit a hospital with less than 200 beds. If you are a new patient to a hospital with 200 or more beds (e.g. Nagoya Daini Red Cross Hospital) without a referral, a “Fee for Treatment of Patients’ Choice” (7,700 yen or above) will be charged in addition to the first visit fee. Also, do not forget to bring your National Health Insurance card. If you do not bring the card, you will need to pay the full medical cost on the day and come back to the clinic to receive a refund with your National Health Insurance card at a later point.

For more information about Medical and Health Care:

<https://sed.adm.nagoya-u.ac.jp/en/livingguide/medic.html>

## Health Services on Campus

Nagoya University students can receive the following health services on campus, free of charge. (Your Student ID Card is necessary.)

### Health Administration Office/ 保健管理室

#### Available Services

- Physical examinations/ 診療
- Health advice/ 健康相談
- First-aid/ 応急処置

#### Contact details

TEL: 052-789-3970 (available on 8:30 to 17:15 on weekdays)  
Email: hokekan@htc.nagoya-u.ac.jp  
(Email is available anytime including nights and weekends.)

#### Office hours

	Mon	Tue	Wed	Thu	Fri	
10:00-11:30	○	○	○	○	○	Closed on Tuesday afternoon, weekends, and national holidays.
13:30-16:00	○	-	○	○	○	

#### Office hours (First-aid only)

	Mon	Tue	Wed	Thu	Fri	
9:00-12:00	○	○	○	○	○	Closed on weekends, and national holidays.
13:00-17:00	○	○	○	○	○	

#### Website

<http://www.htc.nagoya-u.ac.jp/hokenkanri/> (JP Only)



#### Virtual Campus Tour (Health Administration Office)

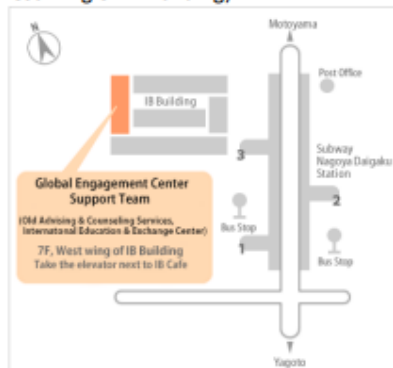
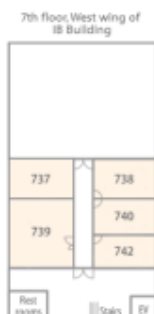
<https://youtu.be/eMo8SXHf7Bg>



↑ Health Administration Office  
(Hoken Kanri Shitsu)  
C3-3 on the campus map



### Global Engagement Centre Support Team/ C3-1 on the campus map (7th floor, West wing of IB Building)



### Global Engagement Centre Support Team/ グローバル・エンゲージメントセンター支援チーム

#### Available services

Psychiatric counseling / 精神相談  
\*Reservation is necessary.

#### Contact details

TEL: 052-788-6117  
Email: isa@iee.nagoya-u.ac.jp

#### Office hours

	Mon	Tue	Wed	Thu	Fri
10:00-12:00	○	○	○	○	○
13:00-16:00	○	○	○	○	○

Closed on weekends, national holidays.

#### Website

<https://acs.iee.nagoya-u.ac.jp/en/> (EN)



<https://acs.iee.nagoya-u.ac.jp/> (JP)



## **Medication**

Basically, you can bring in up to one month's worth medication for personal use but there are regulations over medications you bring in Japan, both prescribed and over-the-counter medications. There is a list of prohibited medications and common medications you can easily get in some countries are strictly prohibited to bring in Japan. Please check the following links if you are thinking to bring in your regular medications. It is also recommended that you bring a note of your doctor's prescription so you can find a way to get it in Japan.

For details, please refer to:

<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

<https://jp.usembassy.gov/services/importing-medication/>

<https://en.japantravel.com/guide/bringing-medicines-into-japan/58063>

## **Natural Disaster Preparedness**

Natural disasters are common in Japan. During a disaster, you will be able to inform the university of your situation by using the Survivor Confirmation system. Accurate safety information is vital for providing proper aid for sufferers.

Get details of this system from the index tab of "[防災/Disaster Prevention](#)" on the [NU-Portal site](#). Your registered e-mail address can also be used for the Survivor Confirmation System or to receive important announcements from Nagoya University.

- [NU Guide for Natural Disaster Preparedness](#)
- [What to do in a major earthquake](#)

## **7. NU WiFi**

[Nagoya University Wireless Network \(NUWNET\) | Information & Communications, Nagoya University \(nagoya-u.ac.jp\)](#)

## **8. HARASSMENT COUNSELING OFFICE**

[Nagoya University ALWAYS NU \(nagoya-u.ac.jp\)](#)

## **9. INTERNATIONAL STUDENT SUPPORT**

### **Advising & Counseling Services for International Students**

Experiencing cultural shocks or mental health issues, seeking professional support?

<https://acs.iee.nagoya-u.ac.jp/en/index.shtml>

## **NU Help Desk**

Helpdesk is a student group under Nagoya University whose main purpose is to support incoming and existing exchange students under [NUPACE Program](#). Throughout the semester, we are located at the lobby of Nagoya University's international building where we tend to any queries that exchange students might have. We also plan monthly events for international students to serve as a platform for them to interact with Japanese students as well as experience and better integrate into life in Japan.

For details, please refer to:

<https://acs.iee.nagoya-u.ac.jp/en/advising/intl.html>