

# Pre-Departure Information

*Things to know before coming to Japan as an exchange student*



2024/25



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Congratulations on your acceptance to the University of Tsukuba as a short-term exchange student. We are delighted that you have chosen the University of Tsukuba as a destination for your study or research, and we hope that you will have a rewarding and enjoyable time in Japan. You will be joining Tsukuba's community of over 16,500 students, and 4,700 teaching, research, and administrative staff, of whom more than 2,400 are international students from over 100 countries and regions around the world.

You are now ready to start preparations to come to Tsukuba. The Division of Student Exchange has prepared this brochure to inform you of various conditions and procedures for studying in Japan, as well as information concerning the University of Tsukuba and the orientation that will take place when you arrive in Japan. **We kindly ask you to take time to read this document carefully and thoroughly as you start your preparations.**

## 1. Student Classification and College Affiliation

### Student Classification and Tuition Payment

International students at Tsukuba are classified into two types, depending on their goals and interests. Your status will be one of the following:

- Exchange Student (*Tokubetsu Choko-gakusei*)
- Exchange Research Student (*Tokubetsu Kenkyu-gakusei*)

The two types differ in the ability to earn credits and the amount of tuition fees that must be paid; therefore, we strongly recommend that you familiarize yourself with the differences accordingly. Please note the below-mentioned tuition payment information does not apply to those students who will receive a tuition waiver.

**Please note that you are unable to change your status and enrollment period after your application has been submitted.**

**(1) Exchange Students (*Tokubetsu Choko-gakusei*)** are undergraduate or graduate students who attend courses at the University of Tsukuba and whose admission is granted after consultation between representatives from both universities. Credits may be earned if students pass their examinations. Credit transfer is available depending upon the system of the home university. **Students should check with the international office at their home university to see if the credits received at Tsukuba can be transferred.**

The tuition fees for exchange students are 14,800 yen per credit. The amount that you pay will depend on the total number of credits you register for at the University of Tsukuba. The tuition fees must be paid at the beginning of each semester at a bank or post office, using a payment slip.

Here is an example of calculating tuition fees:  
*An Exchange Student taking four 2-credit courses:*  
 $4 \text{ courses} \times 2 \text{ credits} \times 14,800 \text{ yen} = 118,400 \text{ yen}$

**(2) Exchange Research Students (*Tokubetsu Kenkyu-gakusei*)** are graduate students who conduct research under the guidance of an academic advisor at the University of Tsukuba and whose admission is granted after consultation between representatives from

both universities. They refer to students who focus on research and, thus, are not obligated to attend courses, which makes the transfer of credits not possible. However, they may audit some courses if they receive consent from the course lecturers.

The tuition fees for exchange research students are 29,700 yen per month and it is calculated on a monthly basis, depending on the number of months the student will be conducting research at the University of Tsukuba. The tuition fees must be paid at a bank or post office, using a payment slip.

Here is an example of calculating tuition fees:

*An Exchange Research Student staying for 12 months:  
Monthly tuition 29,700 yen x 12 months = 356,400 yen*

### Tuition Waiver

If you are from an institution with which the University of Tsukuba has signed a reciprocal tuition waiver agreement, your tuition will be waived.

Number of students will be in accordance with the valid agreement.

### Academic Calendar

Due to the semester system, classes at the University of Tsukuba are offered in two terms.

- Spring semester: April 1 to September 30  
(Summer recess begins from mid-August.)
- Fall semester: October 1 to March 31  
(Spring recess begins from mid-February.)

Regarding detailed Academic Calendar, please refer to following page;

<https://www.tsukuba.ac.jp/en/academics/academic-calendar/index.html>

### College Affiliation

As to your college affiliation within the University of Tsukuba, the Division of Student Exchange makes every possible effort to match your college here with your department at your home university. However, this is not always possible due to the limited resources of our colleges.

Please remember that even if your college here differs from your department at your home university, it is NOT as serious as you may think. Although there may be a few exceptions (School of Health and Physical Education, School of Art and Design, School of Medicine and Medical Sciences), you can take any courses that you are interested in, regardless of your college affiliation, as long as each course instructor permit you to attend the course.

## 2. Visa and Immigration Information

You must possess a “**Student visa**” to authorize your study or research in Japan.

To support your visa procedure, the Division of Student Exchange has applied as your proxy to the Japanese Ministry of Justice for your “Certificate of Eligibility.” You will need this certificate as well as other supporting documents listed below when you apply for your “Student visa” at the Japanese Embassy/Consulate in your country.

For further information, please contact the nearest Japanese Embassy/Consulate.

### Documents necessary to apply for a “Student visa”:

- Certificate of Eligibility
- Letter of Acceptance (*Ukeire Kyokasho* in Japanese)
- Valid passport
- Photos
- Handling charge
- Additional documents, if required



\*You do not need to write about the information about “the visa guarantor,” because you have the “Letter of Acceptance.”

If you are entering Japan through Narita, Haneda, Chubu, or Kansai Airport, you will be issued a “**Residence Card.**” (See the sample below.)

#### \*Front side of the card



#### \*Back side of the card



All foreign nationals residing in Japan are required by law to register at the municipal office in which they are living. All international students who have received a residence card at the airport are asked to visit Tsukuba City Hall with your residence card to notify the city of your place of residence within 14 days after your arrival at Tsukuba.

This residence card is to be carried with you at all times. *If you fail to notify the city of your place of residence without a justifiable reason or you submit a false notification, your resident status may be revoked.* More details will be given at the arrival orientation by the Division of Student Exchange.

### 3. Airport Transportation (Enrollment in April and October)



We may provide free shuttle buses from NARITA airport to the student residence halls on the designated arrival date. The detailed information will be announced about two weeks before the designated arrival date.

#### ■Flow of the arrival day

1. For those arriving at Narita Airport: It is required to inform your arrival at the travel agency counter.
2. The numbered ticket will be handed out at the travel agency counter. Please take your numbered tickets and wait at the boarding place at each departure time.
3. Once you have received the numbered ticket, please contact your tutor for the departure time. If you do not take the bus at the time you receive the numbered ticket, or if you take a Highway Bus or Public Transportation to Tsukuba, please also inform your tutor.
4. After arrival in Tsukuba, you will meet your tutor and finish the accommodation move-in procedure.

\*Please note that the departure time of the shuttle bus will not change even if the arrival of the flight is delayed.

If you arrive at Narita Airport other than on the designated arrival date or Haneda Airport, please take the public transportation. Also, please contact your tutor on arrival and make sure where to meet up with him/her for the move-in procedure carefully.

■Access information: Narita/Haneda Airport to Tsukuba  
<https://ssc.sec.tsukuba.ac.jp/ies-top/support-4-is/access>

\*The administration office at the Student Residence Hall opens on weekdays from 9:00AM to 6:00PM.

In case you arrive in Japan after 2:00PM, you will most likely not to be able to arrive in Tsukuba during the opening hours of the administration office. As a result, you will need to secure your accommodation (hotel) by yourself near the airport or in Tokyo, Tsukuba area, and move into the Student Residence Hall on or after the following morning.

\*If you need to reserve a hotel urgently, please contact travel agency counter.



- If you have any trouble at an airport or elsewhere, please call us immediately. [PHONE: 029-853-6089 or 029-853-6090]
- You are advised to carry a small amount of Japanese money with you as you may need to use a pay phone or purchase a bus ticket at the airport.

### 4. Airport Transportation (Enrollment not in April and October)

After arriving at the Narita/Haneda Airport, you need to transport to Tsukuba on your own. Please check the Access information and take Highway Bus or Public Transportation to Tsukuba.

<Access information: Narita/Haneda Airport to Tsukuba>  
<https://ssc.sec.tsukuba.ac.jp/ies-top/support-4-is/access>

<Access to Tsukuba Campus / Route Map>

<https://www.tsukuba.ac.jp/en/about/campus-access/tsukuba-access/>

<How to use Bus in Tsukuba>

<https://www.tsukuba.ac.jp/education/international-short-term-students/short-how-to-use-bus.pdf>

Please visit the administration office at the Residence Hall on weekday from 9:00AM to 5:00PM. The location of the administration office is on the 1st floor of Ichinoya Residence Hall No.35

\*You cannot move-in to the residence hall after 5:00PM, weekends, public holidays and before enrollment period. In case your flight arrives in the late afternoon or weekend, you will need to arrange your own accommodation for the day. You must then come to the residence hall on the next working day.

## 5. On-Campus Housing



### On-Campus Housing

We will make every possible effort to have a room for every incoming student in one of the Student Residence Halls to provide a pleasant and comfortable living environment for newly arrived international students.

The monthly rent is between 23,800 yen and 44,000 yen, depending on the room type (meals are NOT included). The rate is subject to change without prior notice. Please note that when you move into a Student Residence Hall, you will need to pay a deposit of 30,000 yen plus one - two months of rent.

All rooms are furnished with a desk, chair bed, air-conditioner, refrigerator, curtains, etc. An optional fiber and wireless (Wi-Fi) internet access are provided. Lan cable and Wi-Fi are both free of charge.

Please complete the necessary procedures to have the monthly rent be automatically withdrawn from your bank account. These instructions will be provided by the residence office when you first move in.

If you leave a Student Residence Hall within 6 months of stay, and will not open a Japanese bank account, you can pay by credit card (VISA or MASTER.)



If you ask your parents or friends to send you your luggage, it should arrive after you move into the Student Residence Hall.

Please try not to bring a lot of hand luggage. Because there are no elevators in the Student Residence Hall, it will be difficult to carry it to your room.

### **IMPORTANT**

You can move into the Student Residence Hall from **the first day of your enrollment period**

For April or October enrollment students, you can move in on/after the designated arrival date.

\*Please don't come to move in on weekends and national holidays.

You are not allowed to move into the Student Residence Hall before the above date. If you arrive earlier than this day, you will have to stay at a hotel or other type of accommodation at your own expense.

**All students have to leave the Student Residence Hall by the day your enrollment ends.**

## 6. Off-Campus Housing

When you rent an apartment, you must have a joint guarantor, pay for fire insurance and other fees related to them. Ask the real estate agency for any details on the matter. We do not have involvement in searching for off-campus housing and related procedures.

**Joint Guarantor:** In Japan, if you wish to move into a privately owned apartment, you must have a joint guarantor. Usually a family member will be the guarantor. However, if you cannot find one, you can pay a guarantee charge to a guarantee company that has partnership with the real estate agency.

**Fire Insurance:** This covers household property damages by fire, lightning, water, leakage, etc. You are required to arrange fire insurance with “personal liability insurance” which covers unexpected damages.

## 7. Orientation Program

### Arrival Orientation

There are no entrance procedures for exchange students. Instead of that, attendance to the arrival orientation is mandatory for all incoming students.

**We will give you many important documents (Including your Student ID card).**

The arrival orientation will cover:

- Immigration matters
- Health Insurance
- Life in Japan and Tsukuba, etc.
- JASSO Scholarship
- Opening a bank account (mainly for JASSO scholars)



The Arrival Orientation date will be announced by e-mail.

### College Orientation

There is also a college orientation concerning registration procedures for courses/research topics, payment of tuition, etc. Since this orientation is very important, please make sure that you attend with your tutor. Detailed information regarding the time and venue will be announced at the arrival orientation.

Before registration, Exchange Students are advised to consult your academic advisors at the University of Tsukuba about the courses they will take; Exchange Research Students need to discuss your research topics with your advisors as well.

For students who are enrolled in any month other than April and October, if you are not informed the specific date from the academic service office, please visit there as soon as your arrival orientation is done.

### Library Orientation

You are encouraged to attend the library orientation to learn how to use the university library system for your studies or research.

## Placement Test for Japanese Language Courses

The Center for Education of Global Communication (CEGLOC) offers Japanese Language Courses for international students. To enroll in these courses, you must take a placement test before coming to Japan. Please note that if you fail to take a placement test, you may not be able to enroll in Japanese language courses.



### Taking a Placement Test

Please visit the official website for Japanese Language Courses, and take the test according to the instructions before coming to Japan.

<https://www.cegloc.tsukuba.ac.jp/page/dir000755.html>

## 8. Student Advising and Tutors



### Advisory Room

The Student Support Center offers advisory services for students who are confronted with problems concerning academic matters, daily life, financial matters, etc.

<https://www.tsukuba.ac.jp/en/campuslife/support-international/counseling/index.html>

### Academic Advisor

A faculty member will be appointed to each student as an academic advisor. You should contact them soon after your arrival.

### Tutor

A regular degree student will be assigned as a tutor. Their tasks vary according to your needs, but mainly, they are expected to help you with various paperwork after your arrival, settling in a new study environment, and supporting you so that you have a productive student life throughout your time in Tsukuba.

Please remember that they are also students and have their own assignments and student life here. They are taking time to support you. You and your tutor are sharing precious and limited time together. Please respect each other and establish a good relationship.

## 9. Health Concerns and Health Insurance



### Medical Certificate

When you are from overseas, seeing a doctor can be difficult without a medical certificate, especially if you have a severe or chronic illness. **It is the student's responsibility to prepare and bring medical certificates in English or any important information related to your health.**

### Vaccinations

We also strongly recommend that you get vaccinated for **tuberculosis, whooping**

**cough, tetanus, measles, rubella, and diphtheria before you come to Japan**, if you have not been vaccinated yet.

### **National Health Insurance**

All international students are required to join the National Health Insurance (NHI) program. If you are enrolled in this program, 70 percent of your incurred medical costs will be covered. The premium is approximately 20,000 yen for one year. You can apply for this program when you do your foreigner registration procedures at the City Hall.

### **Personal Accident Insurance for Students Pursuing Education and Research Activities**

We require all international students to enroll in this insurance (called Gakkensai) so that you can engage in educational research, as well as extra-curricular activities. This insurance covers accidents that may occur during the following: On-campus (excluding Student Residence Hall) activities, and off-campus extracurricular activities that are registered at the university. The premium is approximately 1,000~2,000yen for a year.

### **Comprehensive Insurance for Students Lives Coupled with “Gakkensai” For International Students**

This insurance is option plan for those who already enroll Gakkensai. We strongly recommend students for more extended coverage. This insurance covers “Indemnity Liability”, “Injury, illness”, “Rescuer expenses”, “Death, residual disability.” The premium changes by the insurance period. You can see more details in the documents of orientation package.

### **Student Health Center**

All registered students are eligible to receive professional counseling at the Student Health Center on campus. Services include free health examination for international students and charged medical consultation.

Students who go to the hospital regularly are suggested to go to the hospital directly with the necessary documents such as medical certificates or any other important information related to your health in English. Please consult with primary doctor and then search and find the hospital you will go to in Japan by yourselves in advance.

## **IMPORTANT**

The National Health Insurance plan only partially covers medical expenses incurred in Japan. Therefore, we strongly advise all international students to purchase insurance in your home country before your departure.

For details on insurance policies, please consult the exchange programs advisor of your home university or your health insurance agent.

## **10. Information for Scholarship Recipients**

### **JASSO Scholarship**

The Japan Student Services Organization (JASSO) provides qualified international students with scholarships. As for information about the results, please see “Exchange

Student Status Information” which we send you with CoE and a letter of acceptance.

### a) Monthly Stipend

The monthly stipend is 80,000 yen. **Please note that the monthly stipend for the first month of the semester will be paid one month late,** because accounting procedures at the beginning of the semester take a lot of time.

Even if you are selected as a scholarship recipient, you will need to prepare enough money to cover your living expenses for a while.

\*You may lose your eligibility for being a scholarship recipient and the stipend must be returned to JASSO should any of the following occur:

- If a student is no longer meets the conditions of the scholarship.
- If a student cannot sign to prove their enrollment at the university every month.

### b) Questionnaire/Credit Transfer Report for JASSO

All JASSO recipients are requested to submit followings.

- Questionnaire (before your departure from Tsukuba)
- Credit Transfer Report (after the completion of credit transfer in your home university)

\*Details will be notified again after you come to Tsukuba.

\*There are no scholarships other than JASSO to which we can inform you.

## 11. Reminders

**CHECK!!**

- (1) Please check to see if your passport is valid, and that there are more than 6 months left in the effective period when you enter Japan.
- (2) Please apply for your **“Student visa.”**
- (3) If any of your information (e-mail address, home address, etc.) changes, you must let us know as soon as possible so as not to miss any important information from us.
- (4) You must have adequate financial resources to cover your tuition, rent, premiums for health insurance, and other expenses. Since it takes time to open an account, you should bring some cash in addition to credit card.
- (5) You are also advised to bring photos of yourself (40 mm long 30 mm wide) with you, as you may need them for various documents in Japan. The photographs must meet the following requirements:
  - High-resolution color or black and white photos.
  - Full face view with your head and shoulders at the center of the photo.
  - Taken on a white background and printed on photo paper.  
(Photocopied, scanned, or digitally altered photographs will not be accepted.)
- (6) If you do not get e-mail from your tutor one week before departure, please contact us.
- (7) Please check sim card available in Japan by yourself in advance

(8) When using the university information systems, please follow the guidelines on "Safe and Secure Use of the Information Systems."

Also, for security reasons, if you are going to use your personal computers brought in from your home countries, make sure that the operating systems (OS) installed, whether for Windows, Mac, etc., are copyrighted or legal. Please refrain from using illegal OS and software.

## 12. Contact Information

Division of Student Exchange  
University of Tsukuba  
1-1-1 Tennodai  
Tsukuba, Ibaraki  
305-8577 Japan

E-mail: [isc-short-term#un.tsukuba.ac.jp](mailto:isc-short-term#un.tsukuba.ac.jp)  
\* Please replace # to @  
Phone: +81-29-853-6089 or +81-29-853-6090  
Fax : +81-29-853-6204

★We get many e-mails every day.

Be sure to write a proper title,  
your name, and home university in the text.



**We look forward to having you soon in Tsukuba!!**



**UNIVERSITY OF TSUKUBA**

Division of Student Exchange