

新規外国人研究者向け総合ガイド

# ONE-STOP INFO FOR NEW INTL' FACULTY



2025 EDITION

INTERNATIONAL AFFAIRS DIVISION KYUSHU UNIVERSITY

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# CoE (Certificate of Eligibility)



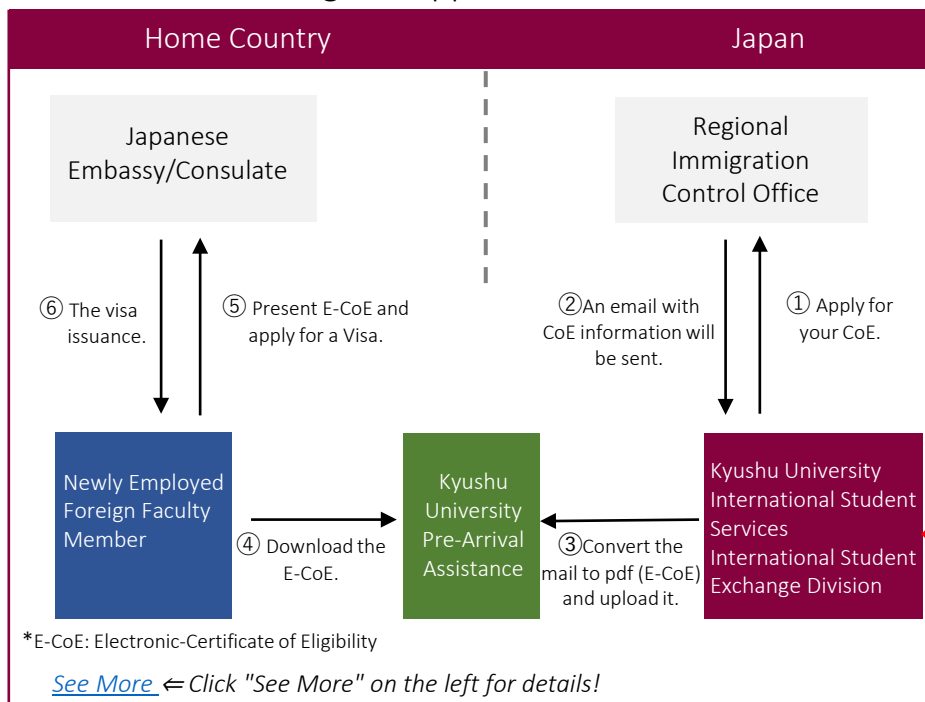
A Certificate of Eligibility is issued by a regional immigration control office under the jurisdiction of the Ministry of Justice before the visa application. It serves as proof that the foreign national meets the conditions for landing in Japan. These conditions include ensuring that the intended activity in Japan is not illegal and that it falls under the specified status of residence (excluding Temporary Visitor Status) stipulated in the Immigration Control Act.

Kyushu University will apply for the CoE on your behalf to the regional immigration control office as part of pre-departure assistance. Applications can be submitted through the "Kyushu University Pre-Arrival Assistance" website.

After the employment decision, we will send you a login ID and password for "Kyushu University Pre-Arrival assistance" by email.

After receiving this email, please promptly enter your CoE application information on the "Kyushu University Pre-Arrival Assistance" platform. It usually takes about 1.5 months for a CoE to be issued.

## Process after entering CoE application information



### 【Kyushu University Pre-Arrival Assistance】

<https://supportcenter.jimu.kyushu-u.ac.jp/student/base/login/login.php>

\*Please make sure to apply for your CoE by the specified deadline, as late applications may risk the denial of entry into Japan by your scheduled date.

\*Given that all information in the CoE application is essential for your entry visa, please provide accurate and truthful details.

\*A CoE is valid for 3 months from the date of issuance, and it will become invalid if you can't enter Japan within this period.

\*If you, your marital partner, and/or children are traveling to Japan at the same time, you can apply together.

### Required Documents

- ID page of your passport
- ID photo (face photo)
- Other documents required by the Regional Immigration Control Office.

### Contact

International Student Services, International Student Exchange Division:  
imm.r@jimu.kyushu-u.ac.jp

# VISA



*Based on the Immigration Control and Refugee Recognition Act, in principle a foreign national wishing to enter Japan is required to have a valid passport issued by the government of their own country with a visa issued by the Government of Japan.*

*The visa indicates that it is appropriate for the foreign national to enter and stay in Japan. Furthermore, holding a visa is only one of the requirements for entering Japan and does not guarantee that the holder of the visa will be able to enter Japan.*

*To apply for a visa after receiving your CoE (Certificate of Eligibility), the applicant must apply in person to an embassy or consulate. There is no system by which a proxy can carry out the application procedures in Japan and visas cannot be obtained after arriving in Japan.*

## ■ Guide to Japanese Visa

[https://www.mofa.go.jp/j\\_info/visit/visa/](https://www.mofa.go.jp/j_info/visit/visa/)

## ■ List of Japanese Embassies/Consulates

[http://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](http://www.mofa.go.jp/about/emb_cons/mofaserv.html)

## ■ Frequently Asked Questions

[https://www.mofa.go.jp/j\\_info/visit/visa/faq.html](https://www.mofa.go.jp/j_info/visit/visa/faq.html)

## ■ VISA info on Kyushu University Website

<https://www.isc.kyushu-u.ac.jp/intlweb/en/student/visa>

**Ministry of Foreign Affairs of Japan**  
外務省

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## VISA

September 28, 2022 Japanese

### ATTENTION

As a precautionary emergency measure in response to the Omicron variant of the novel coronavirus infection, [the validity of visas issued prior to December 2, 2021 has been suspended from 0:00 AM \(JST\) on December 2, 2021](#) except for those who have obtained the status of residence as "Spouse or Child of Japanese National", "Spouse or Child of Permanent Resident", or "Diplomat".

All foreign nationals who wish to travel to Japan must obtain a visa before entering the country, except for those with re-entry permit. In principle, visas are issued to those with "special exceptional circumstances".

With regards to visa inquiries, you can contact "Foreign Residents Support Center (FRESC) MOFA Visa Information" or "the Japan Visa Information Hotline" listed on the website of the Embassy or Consulate General of Japan. Due to the complex nature of visa requirements, we are UNABLE to respond to visa-related inquiries made through this website at the moment. We advise you to contact the Consular Section of [the Embassy or Consulate General of Japan](#) nearest you for more information and advice.

If you are a foreign national, please click the links below for specific information related to respective subjects.

- 1. Visa Application Procedures
- 2. About Visa
- 3. Visa Application Documents
- 4. Frequently Asked Questions
- 5. Announcements
- 6. Inquiries Concerning Visas

Be aware of fraudulent website, social media, emails in an attempt to extract payments from visa applicants (July 5, 2017)

### 1. Visa Application Procedures

#### Short-Term Stay

(A stay of up to 90 days for tourism, business, visiting friends or relatives, etc. that does not include remunerative activities)

Starting from 0:00 am (JST) on October 11, 2022, prescribed applications in the Entrants, Returnees Follow-up System (ERFS) completed by the receiving

# Japan Pre-Entry Tuberculosis Screening (JPETS)

A “Pre-Entry TB Screening” system has been implemented for individuals from countries with a high incidence of tuberculosis who plan to stay in Japan for an extended period. Foreign nationals subject to this screening must undergo a medical examination at a designated medical institution before entering Japan and, in principle, submit documentation proving they are not suffering from tuberculosis when applying for a Certificate of Eligibility (CoE).

## Applicants subject to JPETS

Those who intend to stay in Japan for more than three months under residence statuses such as “Student,” “Professor,” “Cultural Activities,” “Family Stay,” etc., and fall under the specified target categories.

	Commencing date for TB screening	Commencing date for obligation to submit the TB Clearance Certificate
The Philippines and Nepal	Scheduled for March 24, 2025	Scheduled for June 23, 2025
Viet Nam	Scheduled for May 26, 2025	Scheduled for September 1, 2025
Indonesia, Myanmar, and China	To be determined	To be determined

※ Please note that there may be exceptions.

※ If the applicant’s residence permit or other official documentation confirms that their current place of residence is outside the designated countries or regions, they will be excluded regardless of how long they have stayed in their current location..

## TB Clearance Certificate Submission

Eligible international students and foreign researchers must undergo a medical examination at a designated medical institution and, once the TB Clearance Certificate is issued, upload it to the Pre-Arrival Assistance system

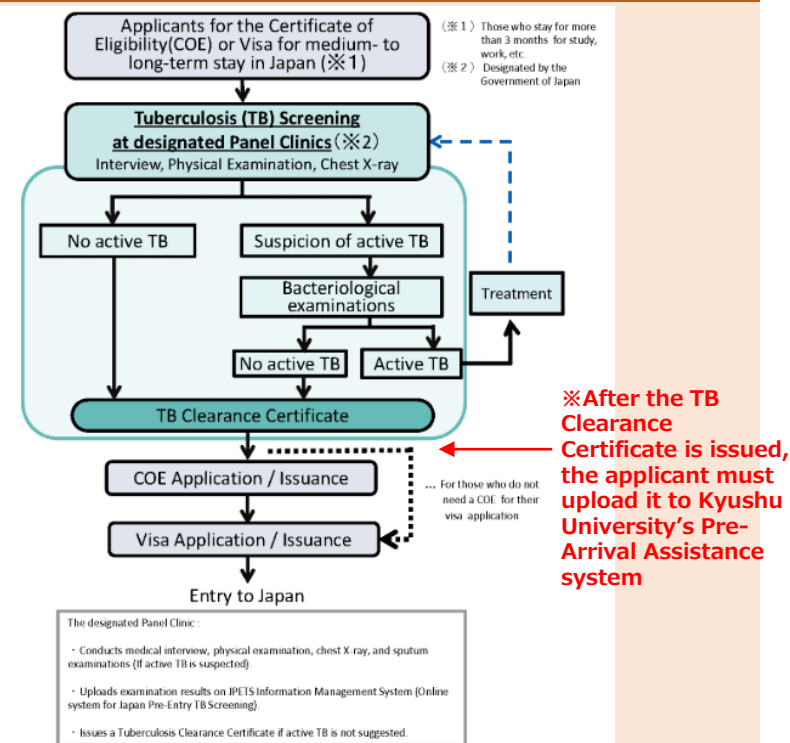
### See More

• <https://notepm.jp/sharing/92489bc9-91f4-45d5-b3a6-299d0d8e4e9b>

• <https://notepm.jp/sharing/09f46f8b-719e-47b1-931a-2adca801d9a9>

※Please always check for the up-to-date information.

## Screening flow chart



For information about Certificate of Eligibility application procedures, please refer to [Immigration Services Agency website](#).  
For information about visa application procedures, please refer to [the Ministry of Foreign Affairs website](#).

Image: Quoted from the Ministry of Health, Labour and Welfare (MHLW) website.

### See More

Japan Pre-Entry Tuberculosis Screening (Ministry of Health, Labour and Welfare (MHLW))

<https://jpets.mhlw.go.jp/>

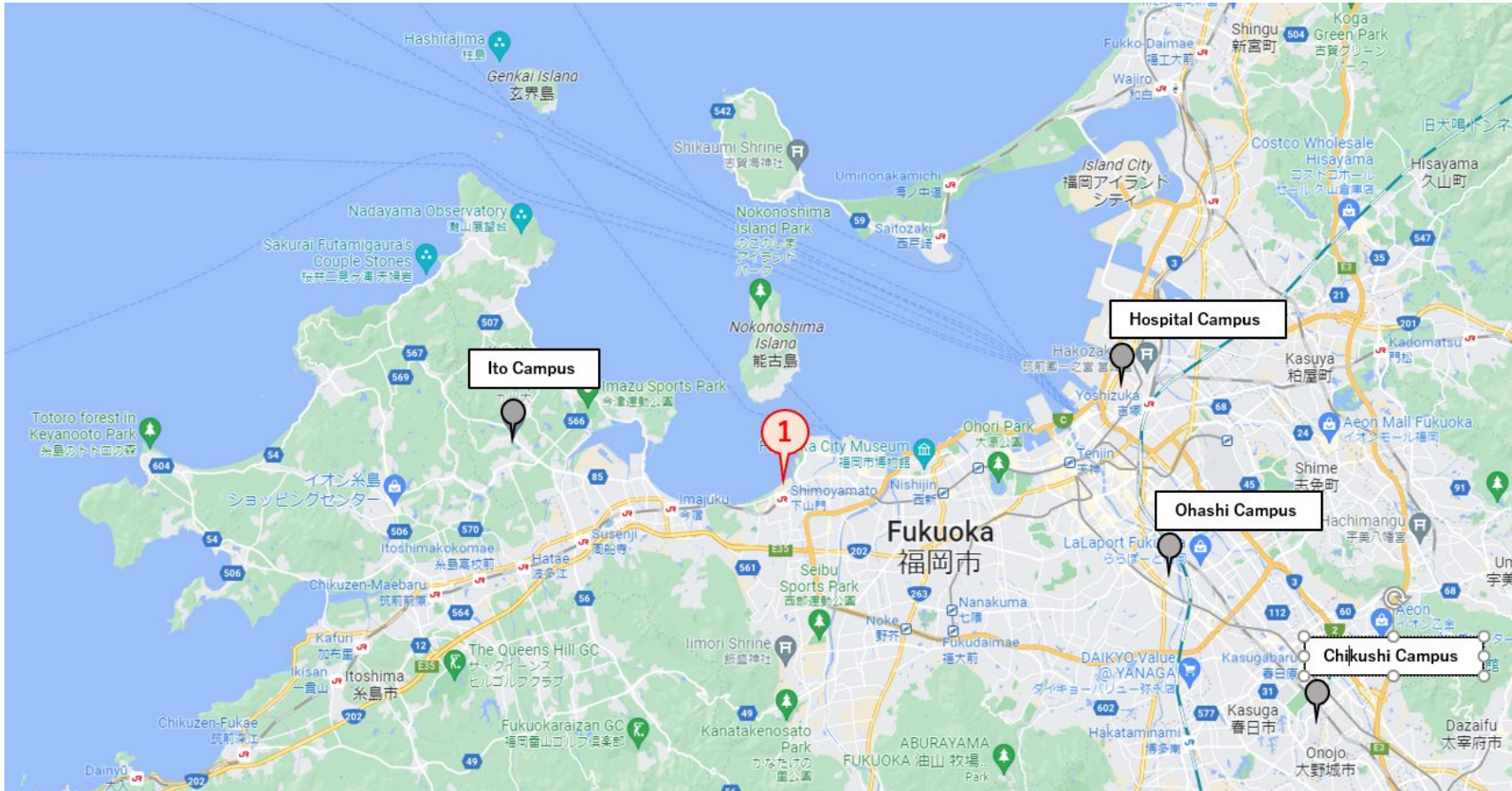
# Types of Housing

There are different types of housing you can choose from, such as Kyushu University Staff Apartments and Private Apartments.

	University Staff Apartment	Public Housing	Private Apartment
<i>What</i>	Operated by Kyushu University	Operated by City Office	Managed by Real Estate Agencies
<i>Who (Eligibility)</i>	Faculty member employed by Kyushu University Lives with his/her family or a single transfer. Those moving from outside the Fukuoka City area.	Anyone who lives or works in Fukuoka with a mid-to long-term residence permit, living with their family.	Anyone, but must have a “Guarantor” or a rent liability guarantee service. See more about “ <a href="#">Guarantor</a> ”
<i>When to apply</i>	Generally before hiring	After resident registration in Japan	Generally after arriving in Japan
<i>Where to apply</i>	To University	To City Office	To Real Estate Agency
<i>From apply to move-in</i>	Approximately 1 month	Approximately 3 to 4 months	Approximately 1.5 to 2 months
<i>How long to stay</i>	Generally 5 years after moving in (max 10 years) *During the employment at Kyushu University *Except in the case of discontinuance of the apartment.	During living/working in Fukuoka	Until the end of contract (with the possibility of renewal)
<i>How much (Rent)</i>	Around 20,000 yen - 30,000 yen	Around 20,000 yen - 30,000 yen	Usually higher than that of Kyushu University Staff Housing and Public Housing.
<i>Where (Place) to live</i>	The apartment will be introduced by the university depending on the work location, etc. • Meinohama Housing  See more: <a href="https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2_Serial=ELDE8N7T">https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2_Serial=ELDE8N7T</a> *MAP & Details : Refer to page 2  ※Ikinomatsubara・Tajima・Tatara Housing are scheduled for closure.	(Municipal Housing) <a href="http://www.nicity.or.jp/">http://www.nicity.or.jp/</a> (Japanese ver. only)  (Prefectural Housing) <a href="https://lsf.jp/pref/">https://lsf.jp/pref/</a> (Japanese ver. only)  (UR) <a href="https://www.ur-net.go.jp/chintai/kyushu/">https://www.ur-net.go.jp/chintai/kyushu/</a>	(List of real estate agencies near university that can use GTN’s guarantee service) <a href="https://www.isc.kyushu-u.ac.jp/intlweb/en/student/housing#room_3">https://www.isc.kyushu-u.ac.jp/intlweb/en/student/housing#room_3</a>  (Kyushu University Co-op Joint Surely System of House Contract for International Students) <a href="http://www.coop.kyushu-u.ac.jp/room/index.html">http://www.coop.kyushu-u.ac.jp/room/index.html</a> (also available to international researchers)



# University Staff Apartment



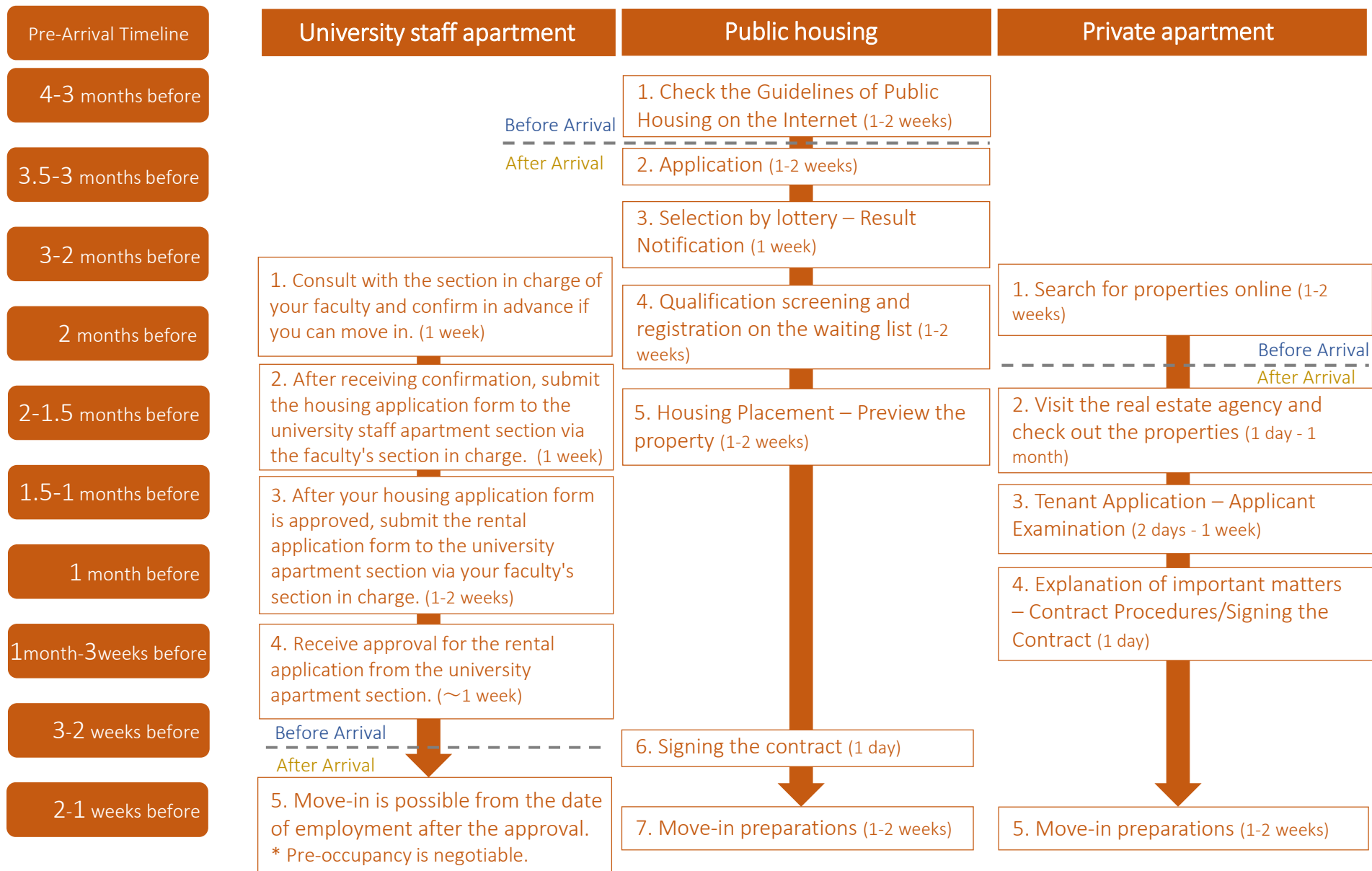
## ① Meinohama Housing

- Address:  
5-7 Odo, Nishi-ku, Fukuoka City  
5-8 Odo, Nishi-ku, Fukuoka City
- Rent: 24,003 – 28,736  
yen/month



# Housing contract procedures

The flow chart below provides an overview of the schedule and procedures for each housing contract. The example used for "Public housing" is from Fukuoka City. Note that in all housing contracts, separate arrangements will need to be made with electricity, gas, water, and other utility providers after the contract is signed.





# Guarantor System

Generally, a **“Guarantor”** is required to form a rental agreement in Japan. If you do not have a guarantor, you will need to use a guarantor service instead provided by a rent liability guarantee company. Some companies provide you with language support when communicating with your landlord and management company. A real estate agency may introduce you to a rent liability guarantee company. Contact the real estate agency for more information.

*\*Please note that Kyushu University and its members cannot become your guarantor.*



## What is a Guarantor?

A guarantor is required when you apply to rent an apartment. The guarantor has the responsibility to pay the rent if the tenant fails to pay the rent on time. The guarantor generally should be someone close to you, such as a family member. Since it is difficult for most foreigners to find a suitable guarantor in Japan, many of them use a guarantor service instead.

## 1) Guarantee Service Company: GTN

GTN is a rent guarantor company for foreigners who plan to sign an apartment lease contract in Japan. GTN provides support in Japanese, English, and other languages.

- Initial Guarantor Service Fee  
(for GTN to become your guarantor company)  
30%~100% of the monthly rent (It differs for each apartment.)  
✂ Minimum guarantor service fee is 15,000 Yen.
  - Annual Guarantor Service Fee 10,000Yen/year  
✂ You will be required to pay annual guarantor fee every year.
- SEE MORE: <https://00m.in/Gik7S>



## 2) Kyushu University Co-op Joint Surety System of House Contract for International Students

Also available to International Researchers: <http://www.coop.kyushu-u.ac.jp/room/index.html>

## Other Keywords for Contract

### • Security Deposit

The security deposit is kept by the landlord as a safeguard against non-payment of rent or repairs required when the rental accommodation is vacated. When the rental accommodation is vacated, any portion of the security deposit that remains after all expenses have been settled is returned to the tenant.

### • Key Money

A one-time payment that is made to the landlord when the rental agreement is signed. The key money is not returned.

### • Common Service Fee (Management Fee)

This covers the costs required (electricity, cleaning fees, etc.) to maintain the shared spaces of the property, such as stairways and hallways.

### • Agency Fee

This is paid to the real estate agent when the rental agreement is signed.

### • Damage Insurance

Provides insurance coverage against:

- ✓ Accidental fires or water leakage which occurs through the negligence of the tenant (if the tenant is required to pay for the damages by the landlord).
- ✓ Damage to the tenant's property in the accommodation due to wind, flooding, fire, lightning, etc.
- ✓ Damage caused to the property of people living on a lower level due to water leakage.

# Informative Websites



Various websites provide useful information on housing in Japan and living in Fukuoka. Since it takes several months to sign a contract, start searching for your apartment by gathering enough information.

## Guidebook for living and housing in Fukuoka

- Fukuoka City International Foundation <https://www.fcif.or.jp/en/>
- Handbook for Foreign Residents Living In Fukuoka  
<https://www.fcif.or.jp/en/en-information/living/>
- Guidebook for Tenants (National Federation of Real Estate Transaction Associations)  
<https://www.zentaku.or.jp/about/guidebook/>
- Rules for Housing and Living for International Students  
(Many parts are useful for faculty members, even not international students)  
[https://www.isc.kyushu-u.ac.jp/intlweb/en/student/housing#student\\_house\\_2](https://www.isc.kyushu-u.ac.jp/intlweb/en/student/housing#student_house_2)

## To find a Public Housing

- Fukuoka Municipal Housing  
Inquiry: Fukuoka Municipal Housing Providing  
Application Period: February, May, August and November  
You can get an application form at the municipal office of the city or ward.  
<http://www.nicety.or.jp/> (Japanese ver. only)
- Fukuoka Prefectural Housing  
Inquiry: Prefectural Housing Management Room, Fukuoka Prefectural Housing Providing Corporation  
Application Period: March, June and October  
You can get an application form at the municipal office of the city or ward.  
<https://lsf.jp/pref/> (Japanese ver. only)
- Urban Renaissance Agency Rental Housing Kyushu Area  
<https://www.ur-net.go.jp/chintai/kyushu/> (Japanese ver. only)

## To find a Private Apartment through real estate agencies

A guarantor is required when you apply to rent an apartment. GTN is a rent guarantor company for foreigners who plan to sign an apartment lease contract in Japan. Real estate companies that can use GTN's guarantee in the area around Kyushu University and be English speaking available are listed below.

- Gakusei-joho center Nasic Fukuoka Tenjin  
<https://749.jp/> (Japanese ver. only)
  - Asumirai Fukuoka  
<https://www.asumirai-fukuoka.jp/index.html>
  - Apamanshop Kyudaigakkentoshi  
<https://www.apamanshop.com/shop/40064101/>
- Also, Kyushu University Co-op provides guarantor service system when you choose an apartment introduced by the Co-op upon contracting.  
<http://www.coop.kyushu-u.ac.jp/room/index.html>

# Housing Allowance

*Housing allowance is provided to employees of Kyushu University who rent a house for their own residence, currently reside in the house, and pay a monthly rent of 16,100 yen or more.*



The amount to be paid is as follows.

In this case, “Rent” refers to the pure rent amount excluding common service charges (condo fees, utilities, etc.)

Monthly Rent	Amount of Allowance
16,100 yen --- 27,000 yen	(Monthly rent) – 16,000 yen
27,100 yen --- 60,999 yen	(Monthly rent – 27,000 yen) / 2 + 11,000 yen
61,000 yen ---	28,000 yen (maximum)

The following employees cannot receive a housing allowance

- Employees residing in the University's residences.
- Employees residing in a residence owned by a parent who is not a dependent.

## Contact

*Personnel affairs section at the administrative office of your faculty*

# Travel expenses for moving-in (*Funin Ryohi*)

*If newly hired Faculty Staff members need to relocate at the time of their employment, travel expenses for relocation will be reimbursed, in accordance with the job type. However, please note that travel expenses will not be provided for those moving from within the suburbs of Fukuoka City, Kasuga City, Onojo City, Kasuya County, and surrounding areas. Should you have any questions about your eligibility for travel expense reimbursement or the documentation required, please contact the section in charge of travel expenses at the administrative office of your faculty.*

## Main types of travel expenses\*<sup>1</sup> to be paid

- Travel expenses of the employee him/herself. (Air fares and other transportation expenses, daily allowance, accommodation charges)
- Travel expenses for accompanying family members\*<sup>2</sup>. (Air fares and other transportation expenses, daily allowance, accommodation charges)
- Moving expenses (Transfer charges, after-arrival allowance, and so on)

*\*<sup>1</sup> The travel expenses to be paid will be calculated in accordance with the university's regulations. Travel expenses for relocation may vary depending on the job type.*

*\*<sup>2</sup> If accompanying family members relocate later than the hired individual, the travel expenses for the accompanying family members will not be covered.*

## To be arranged by the individual

### ■ Transportation arrangements

1. Once the date of your arrival to Japan has been decided, please arrange the necessary transportation.
2. Upon arrival, please submit the following items for reimbursement of travel expenses:

### ■ Items required for reimbursement:

- Transport receipts (please refer to the table on the right) and statements, etc.
- A copy of the certificate of residence confirming old and new addresses.
- Form (University form; to be filled out after your arrival in Japan.)
- Notification of arrival (University form; to be filled out after your arrival in Japan.)

### ■ Documents required to be submitted for transportation reimbursement.

Means of Transportation	Documentary Evidence
Airplane	• Documents that verify boarding • Receipts
Railway	• Receipts (Not required for domestic travel within Japan)
Bus	• Receipts (Not required for domestic travel within Japan)
Ship	• Receipts (In Japan, only required if a sleeper fare is paid.)

# Social Security Agreement

*In order to prevent people from paying pension premiums in both employee's home country and Japan, and to enable the periods of coverage made in both countries to be totaled, the Ministry of Health, Labour and Welfare has signed social security agreements with an increasing number of foreign countries. We recommend that you check your own country's pension system to confirm the correct procedure.*



## The purposes of the agreement

- *Bilateral coordination of the systems to be joined to prevent "double premium burden" (prevention of double enrollment)*
- *To ensure eligibility for pension benefits, the period of participation in the pension systems of both countries can be aggregated to facilitate meeting the requirements for the period of participation needed to receive pension benefits (aggregation of the period of pension participation).*

## Partner countries of the agreements

*As of 1 June 2024, the status of social security agreements is as follows. Japan has signed agreements with 23 countries.*

*Please note that the elimination of dual coverage and the totalization of coverage periods are possible only between Japan and these countries.*

*Note: Agreements with United Kingdom, Republic of Korea, Italy and China include "elimination of dual coverage" only.*

Website: Japan Pension Service

<https://www.nenkin.go.jp/international/agreement/index.html>



# Travel Insurance

When visiting a medical institution due to illness or accidental injury, the costs can be high without insurance. Those coming to Japan for a short period without local health insurance in Japan are advised to purchase overseas travel insurance in their home country before departure.

In addition, even if you have health insurance in Japan, it may not cover medical expenses incurring during travel from overseas to Japan.

If you are concerned about accidents or illnesses while traveling, it is recommended to purchase traveler's insurance before departure. Check the coverage with your insurance company, and if it doesn't cover medical expenses for illness or injury during your stay in Japan, consider purchasing travel insurance before your visit.

Several Japanese insurance companies offer services for foreigners, providing insurance options after arrival in Japan.

Tokio Marine Nichido offers five services

<https://tokiomarinenichido.jp/>

1. Cashless Medical Service
2. Interpreting via telephone, etc.
3. Patient Repatriation
4. Travel Protection
5. Smartphone Application



Tokio Marine & Nichido Fire  
Insurance Co., Ltd.

✓ English

한국어

中文(简体字)

中文(繁体字)

Relax and enjoy your trip knowing you're prepared "just in case"!

## JAPAN TRAVEL INSURANCE



\* TOKIO OMOTENASHI POLICY is the nickname for the overseas travel insurance plan for foreign nationals visiting Japan available through this system.

# Allowances

## Contact

Personnel affairs section at the administrative office of your faculty

There are several types of allowances, including “**Commuting Allowance**”, “**Housing Allowance**”, and “**Dependent Allowance**”. (Allowances paid to faculty members differ depending on that member's position.) Payment of the above allowances will begin from the month following the month in which the payment requirements are met . (For new hires, this is the date of hire. Also, if the date falls on the first day of the month, benefits will be paid from that month onward.) You must notify the University within 15 days of the occurrence using a prescribed form. (The same notification process applies in case of changes.) See MORE: [https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?l2\\_Serial=OPM3DTRK](https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?l2_Serial=OPM3DTRK)

## Commuting Allowance



*Commuting allowance is paid to faculty members who regularly use public transportation or automobiles for commuting.*

*If the commuting distance by foot is less than 2 km one way, no commuting allowance will be paid.*

### Monthly allowance amount

#### ■ Public transportation, etc.

*The amount equivalent to the monthly fare will be paid based on the amount calculated in accordance with the university's regulations. However, the maximum amount per month is 55,000 yen.*

#### ■ Car, Bicycle

*Allowances will be paid for one-way fares ranging from 2,000 yen to 31,600 yen, depending on the distance used. The distance used is based on the shortest route in general.*

### Necessary Documents

- Form (Commuting notification)
- Any form to be submitted according to the means of commuting

## Housing Allowance



*Housing allowance is paid to faculty members who rent a house for their own residence and pay a monthly rent exceeding 16,000 yen.*

*If you are renting a dormitory from the University or from another national university corporation, etc., you will not receive Housing allowance.*

### Monthly allowance amount

1. Those who pay 27,000 yen or less per month  
Rent amount - ¥16,000
2. Those who pay more than 27,000 yen per month but less than 61,000 yen.  
(Rent amount - 27,000 yen) x 1/2 + 11,000 yen
3. If you pay 61,000 yen or more per month.  
28,000 yen.

*If you are a faculty member who gets the payment benefit for being transferred without your family and you rent a house for your spouse to live in and pay more than 16,000 yen per month in rent, the amount paid will be 1/2 of the amount calculated above.*

### Necessary Documents

- Form (Housing notification)
- Copy of contract, rent receipt, and other documents to be submitted according to the contents of the report

## Dependent Allowance



*Dependent allowance is paid to faculty members with dependents. However, individuals who are the recipients of dependent allowances, such as a spouse or siblings, and those expected to have a consistent income of 1.3 million yen or more per year, are not eligible to be considered as dependents.*

### Monthly allowance amount

*Dependents are defined as those who have no other source of livelihood and are mainly supported by the faculty member. The amount of the allowance is as follows:*

- Spouse: 6,500 yen (3,500 yen for professors)
- Child : 10,000 yen per person  
(limited to the end of the financial year\* after said child reaches the age of 22)
- Grandchild : 6,500 yen per person (3,500 yen for professors)  
(limited to the end of the financial year\* after said child reaches the age of 22)
- Parents or grandparents: 6,500 yen per person (over the age of 60)  
(3,500 yen for professors)
- Siblings: 6,500 yen per person (3,500 yen for professors)  
(limited to the end of the financial year\* after said sibling reaches the age of 22)
- Person with severe disabilities: 6,500 yen per person  
(3,500 yen for professors)

*\*The financial year ends on March 31st.*

### Necessary Documents

- Form (Dependents notification)
- Documents to be submitted according to the reason for notification

# Pension System

*All residents of Japan between the ages of 20 and 59 must be enrolled in the Japanese National Pension System, including foreigners with a resident card. Enrolment procedures for the Japanese National Pension System are handled by the municipal office of the district you reside in. For the Employees' Pension System, please contact the person in charge of the general department you belong to.*

*The Employees' Pension System (MEXT Mutual Aid Association) applies to those who are employees of Kyushu University.*

*About MEXT Mutual Aid Association: <https://www.monkakyosai.or.jp/en/index.html>*

## ■ Public Pension Scheme

(1) Employees of Kyushu University join National Pension and Employee's Pension (Mutual-Aid Pension)

(2) Dependents of (1) such as spouse, children join National Pension

Reference: Reference: Recording video of Faculty Development in English for Kyushu University members "Financial Planning in Japan: Medical System, Insurance and Loans"

<https://www.isc.kyushu-u.ac.jp/intlweb/news/21569.html> \*Accessible from campus only after employment

Video: Public Pension System in Japan

[https://www.nenkin.go.jp/service/learn/shitteokitai\\_gaikoku.html](https://www.nenkin.go.jp/service/learn/shitteokitai_gaikoku.html)



## Social Security Agreement

*The Ministry of Health, Labour and Welfare is making social security agreements with an increasing number of foreign countries in order to prevent people from paying pension contributions in both their home country and Japan, and to make it possible to add up the periods of coverage in both countries. We recommend you check your own country's pension system to confirm the correct procedures.*

Japan Pension Service

<https://www.nenkin.go.jp/international/index.html>

Pamphlets in English

<https://www.nenkin.go.jp/international/pamphlet/english/index.html>

Social Security Agreement (Japan Pension Service)

<https://www.nenkin.go.jp/international/agreement/index.html>

# Medical Checkup

Kyushu University conducts a variety of general periodic health examinations to ensure the health of its employees. Newly employed faculty members are required to take a medical checkup at a designated medical institution prior to the start of employment. See MORE [https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2\\_Serial=HXWY21AV](https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2_Serial=HXWY21AV)



## Flow of Medical Examination

1. Newly hired faculty members are responsible for scheduling their appointments with a doctor at a medical institution designated by Kyushu University. When making the appointment, please specify that it is for the “medical checkup at the time of hiring for Kyushu University staff”.
2. Please visit the medical institution on the day of your appointment.
3. You will receive test results by the medical institution via Kyushu University, typically around the end of the month following your visit.

## Who needs to undergo a medical checkup

Individuals who are newly hired as full-time employees at Kyushu University and are expected to be employed for at least one year.

## When to take a medical checkup

In principle, the medical examination must be conducted prior to employment (within 3 months prior to the expected date of employment). If, for unavoidable reasons, you are unable to undergo the examination before being hired, please visit a medical institution within two weeks after your hiring date.

## Expenses

The University will cover the expenses for medical checkups conducted at medical institutions designated by the University. However, it should be noted that the examinee will bear the cost in the following cases:

- When the medical checkup is conducted at a medical institution outside those designated by Kyushu University.
- If the applicant declines employment for personal reasons after undergoing a medical checkup at a designated medical institution.

### Contact

Safety and Health Section, Office for the Work Environment, General Affairs Department  
E-mail [syjanzen@jimu.kyushu-u.ac.jp](mailto:syjanzen@jimu.kyushu-u.ac.jp)

# Registration (SSO-KID、 IC card、 ANPIC)

## Contact

Personnel affairs section at the administrative office of your faculty

## SSO-KID

Kyushu University issues a university-wide ID number (SSO-KID) to each individual as an account to be used at the university.

To use various information systems, you will need your own SSO-KID and password.

<How to confirm your own ID>

Faculty members will receive an A5 size SSO-KID card within one week after their arrival date.

See more: [https://web.sso.kyushu-u.ac.jp/english/index.html#SSO-KID\\_staff](https://web.sso.kyushu-u.ac.jp/english/index.html#SSO-KID_staff)



SSO-KID card

## IC card

Since 2009, Kyushu University has issued IC cards to students and staff for identification and access purposes. These IC cards, developed by the Kyushu University System LSI Research Center, focus on the protection and safety of personal information. Holders of an IC card can access various on-campus services, including entry/exit control with electronic locks, and the range of these services is expected to expand in the future. Three types of IC cards are available for faculty members and staff. If you are uncertain about which card you are eligible for, please contact the human resources office of your faculty. See more: [https://web-card-kyushu-u.ac.jp.translate.goog/staff/regular.html?\\_x\\_tr\\_sl=ja&\\_x\\_tr\\_tl=en&\\_x\\_tr\\_hl=ja&\\_x\\_tr\\_pto=wapp](https://web-card-kyushu-u.ac.jp.translate.goog/staff/regular.html?_x_tr_sl=ja&_x_tr_tl=en&_x_tr_hl=ja&_x_tr_pto=wapp)



## Kyushu University Safety Confirmation System (ANPIC)

At Kyushu University, we have introduced the “Kyushu University Safety Confirmation System (ANPIC)” to quickly and reliably confirm the safety of our community in the event of large-scale disasters. In case of an emergency, such as an earthquake of intensity five or higher or other major disasters in Fukuoka or surrounding prefectures, emails will be sent all at once to the registered email addresses of faculty, administrative staff, and students to verify their safety. (These emails will be sent to the primary email address provided by Kyushu University). To ensure you can receive ANPIC notifications through the mobile app, LINE, or a personal email on your phone, please complete the necessary setup by visiting the website below.

• Website for initial registration: <https://anpic-kyushu-u.jecc.jp/kyushu-u/regist/>

See more: <https://www.kyushu-u.ac.jp/f/35418/ANPIC-poster.pdf>





# Salary payments, etc.

## Contact

Personnel affairs section at the administrative office of your faculty

### ● Method of payment

*All payments, including salaries and business travel expenses, are made by wire transfer to financial institutions.*

### ● Registration of bank transfer account

*Please complete the "Consent for Account Transfer of Salary, etc." form and submit it to the accounting section responsible for salaries at your faculty.  
Transfers can only be made to financial institutions, including Japan Post Bank.*

### ● Payment date

*The payment dates are as follows, subject to change due to holidays and other factors:*

- *Salary: the 21<sup>st</sup> of each month*
- *Bonus: June 30<sup>th</sup> and December 10<sup>th</sup>*
- *Business travel expenses: Payment will be processed only after the submission of required documentation for travel expenses and completion of the relevant procedures.*

### ● Notification of payment

For salary and bonus payments, electronic pay slips will be available online at the time of payment.

For other payments, such as travel expenses, notifications including the date, amount, and payment details will be sent through the primary university e-mail address (@m.kyushu-u.ac.jp) assigned to each faculty member upon employment.



# Holidays

## Contact

Personnel affairs section at the administrative office of your faculty

Saturdays, Sundays, and national holidays, and other specified days (e.g. New Year's holiday) are considered days off. Holidays include "Annual paid leave," "Sick leave," and "Special leave," each defined by University rules. Additionally, employees may be granted permission to be absent from work for various reasons. Protective measures are also in place specifically for female employees.

## Annual paid leave

Employees are entitled to 20 days of annual paid leave each year. Those hired mid-year will receive a prorated amount of leave based on their employment duration within that year.



1. 20 days of annual paid leave each calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>)
2. Prorated leave in their first year, with the potential to carry over unused days, up to a maximum of 20 days, to the following year.
3. A requirement to take at least five days of leave if more than ten days are granted within the year.

## Sick Leave



Employees may take sick leave for the time necessary to receive medical treatment and are deemed unavoidably absent from work.

For sick leave exceeding one week, a physician's certificate indicating the expected period of medical treatment must be submitted.

If an employee returns to work after an absence of more than one month due to the same injury or illness, they must provide a physician's certificate confirming their recovery.

Sick leave is paid, with regular salary provided for normal work hours. However, the basic salary may be adjusted if the sick leave is extended for a long period.

## Special Leave



Employees meeting certain criteria outlined in the University rules may take special leave.

This leave is compensated, with the regular salary for normal work hours paid.

### Examples of special leave

Reason	Period of leave
Marriage leave.	5 days
Childcare leave: A staff member raising a child under one year of age, is entitled to breaks for breastfeeding and other childcare activities.	Twice a day, for up to 30 minutes each time.
Childbirth support leave: For accompanying a spouse or partner at the hospital for childbirth	2 days.
Child care leave: For caring for a child (until the child reaches the age of pre-elementary school).	5 days per year for one child or 10 days for two or more eligible children.
Bereavement leave: Granted upon the death of a family member	Duration depends on the relationship with the deceased (e.g. spouse and parents: 7 days).
Summer holidays	3 consecutive days, between July and September.

# Healthcare Insurance

## Contact

Personnel affairs section at the administrative office of your faculty

There are two types of healthcare insurance in Japan: the “**MEXT Mutual Aid Association**”, which is available for Kyushu University employees through their workplace, and the “**National Health Insurance**” for those who cannot join the Mutual Aid Association due to employment requirements. By paying monthly premiums, **members only need to cover 30% of medical expenses**. A membership card must be shown whenever treatment is received at a hospital or clinic.

Healthcare Insurance is especially beneficial in cases of serious illness or hospitalization, thanks to its reimbursement system: if the total sum of medical bills charged by a single medical institution to a member within 1 month exceeds a certain amount, the excess amount will be reimbursed to the member. There are also other systems that provide benefits in the event of childbirth or absence from work.

Reference: *Video of Faculty Development in English for Kyushu University members “Financial Planning in Japan: Medical System, Insurance and Loans”*

<https://www.isc.kyushu-u.ac.jp/intlweb/news/21569.html> \*Accessible from campus only after employment



## MEXT Mutual Aid

<https://www.monkakyosai.or.jp/en/index.html>

### Membership

When hired as a faculty member at Kyushu University, you become a member of the MEXT Mutual Aid Association from the date of hire, in accordance with your hiring requirements. At the same time, you gain access to various benefits offered by the Mutual Aid Association. A premium will be deducted from your salary each month based on a fixed calculation method.

### Membership Card

Upon notification, members will receive a “membership card” for the Mutual Aid Association, and a “member’s dependent card” (hereafter referred to as “dependent card”) for their dependents. These cards serve to verify the eligibility of the member and their dependents for the treatment of illnesses or injuries at healthcare institutions. Please keep the cards in a safe place.

### At Hospital/Clinic

Members and their dependents who fall ill or get injured due to reasons not related to official duties can receive necessary medical treatment by bearing 30% of the medical costs upon presentation of the membership card to any hospital or clinic that accepts insurance plans.

## National Health Insurance

### Where to Apply

The local City/Ward Office

### Who is Eligible

Those with a residence permit for a period exceeding three months

### Required Items for application

Passport, Residence Card

### Payment of Health Insurance Premium

The annual premium is paid in ten (monthly) installments from June to March. The calculation of the annual premium is based on the applicant's previous year's income in Japan. Once the insurance premium is set, it will remain the same, regardless of how many times a member receives medical treatment during the year.

# Purchase of goods

## Contact

*Accounting section (supplies section) at the administrative office of your faculty*



The expenses of Kyushu University are primarily funded by people's taxes, necessitating a commitment to fairness, transparency, competitiveness, and economic efficiency in fund utilization.

In principle, Kyushu University employs a system in which individuals intending to make a purchase (e.g., faculty members) select the item, and the accounting section handles the purchase procedures.

However, exceptions exist for faculty members with allocated budgets authorized to place orders by their respective departments, or those receiving subsidies, etc. They are permitted to place orders for items below 1.5 million yen per contract.

- Contracts to purchase goods (research equipment, office supplies, leases, etc.)
- Contracts of services (repair of goods, maintenance of equipment, printing and bookbinding, etc.)

Orders exceeding 1.5 million yen require a purchase request form submitted to the department administration.

For items below 1.5 million yen

When selecting items to be purchased, prospective users (e.g., faculty members) must consider the intended use, conditions of the items and conduct market research before making a selection.

When choosing contractors, users should investigate potential suppliers of goods and services, typically obtaining quotations before finalizing agreements.

See MORE

Kyushu University Research Funds Handbook

[http://kenkyuhi-in.jimu.kyushu-u.ac.jp/handbook/handbook\\_en.pdf](http://kenkyuhi-in.jimu.kyushu-u.ac.jp/handbook/handbook_en.pdf)

Faculty e-Handbook

[https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2\\_Serial=0NIZP8WH](https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2_Serial=0NIZP8WH)

# Business Trip

## Contact

Personnel affairs section at the administrative office of your faculty

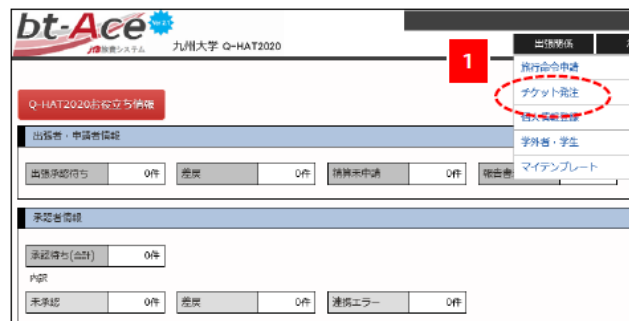


When faculty members embark on trips for academic research or related purposes (=business trip), they are required to apply to the person in charge of the trip for approval.

Upon completion of their trip, faculty members must submit a business trip report, and provide documentation for any incurred travel expenses to be eligible for reimbursement.

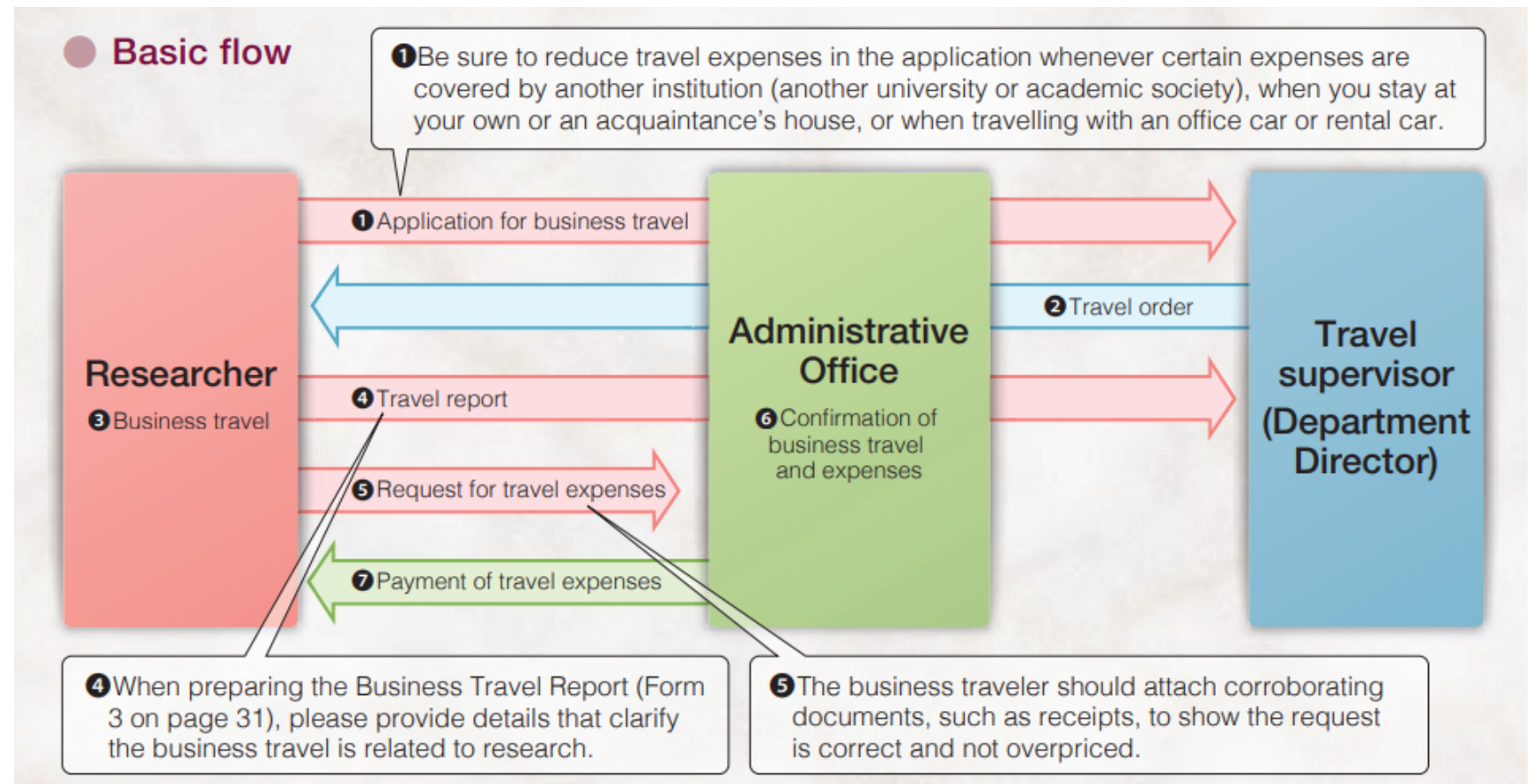
The entire process, from initial application to final reporting, is done using the “Q-HAT” business trip expenses system. This system not only streamlines the reporting of expenses but also serves as platform for arranging airline tickets and managing other aspects of business trips.

Faculty e-Handbook: [https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2\\_Serial=UT9LQ9J9](https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2_Serial=UT9LQ9J9)



Through the Kyushu University Q-HAT system, you can :

- Arrange airline tickets (and hotel)
- Receive reimbursement for expenses related to a business trip
- Submit a business trip report



\*Excerpt from page 11 of the Kyushu University Research Funds Handbook.  
[http://kenkyuhi-in.jimu.kyushu-u.ac.jp/handbook/handbook\\_en.pdf](http://kenkyuhi-in.jimu.kyushu-u.ac.jp/handbook/handbook_en.pdf)



# University Library



<https://www.lib.kyushu-u.ac.jp/en>

## Libraries

Central Library (Ito Campus Center Zone)

<https://www.lib.kyushu-u.ac.jp/en/libraries/central>

SciTech Library (Ito Campus West Zone)

<https://www.lib.kyushu-u.ac.jp/en/libraries/scitech>

Medical Library (Hospital Campus)

<https://www.lib.kyushu-u.ac.jp/en/libraries/medical>

Design Library (Ohashi Campus)

<https://www.lib.kyushu-u.ac.jp/en/libraries/design>

Chikushi Library (Chikushi Campus)

<https://www.lib.kyushu-u.ac.jp/en/libraries/chikushi>

Opening Hours

Weekdays: 9:00-21:00; Weekends: varies by Library

*Kyushu University Library supports research activities through the provision not only of around 4 million books and periodicals, but also more than 10,000 electronic journals and e-resources such as literature databases. Our collection makes us one of the top-class libraries within Japan.*

*The various services can be accessed from the University Library website.*

*The Library website features a discovery service that helps you identify the academic investigation you need for your research activities. You can search efficiently for academic resources in all kinds of formats, including electronic journals, electronic books, databases, books, and periodicals.*

## Searching for papers and books

### Collections

[https://catalog.lib.kyushu-u.ac.jp/opac\\_search/?lang=1](https://catalog.lib.kyushu-u.ac.jp/opac_search/?lang=1)

This site allows you to batch-search for books and periodicals in the collections of Kyushu University Library, as well as electronic journals and books the library subscribes to, rare books that have been digitized, doctoral dissertations and QIR (research output of Kyushu University researchers).

### World Contents

<https://www.lib.kyushu-u.ac.jp/en/worldcontents>

Useful content can be quickly found among a vast variety of academic information sources worldwide, regardless of language, media or accessibility at the University. A substantial amount of material is unavailable through general search engines like Google. You can also easily locate paper-based resources in the university libraries and swiftly access the content of electronic journals or e-books subscribed to by the University.

## Database



Web of Science™



Scopus

Google Scholar



JapanKnowledge Lib

... and more

# University Co-op



*Each campus in Kyushu University has cafeterias and stores, which are operated by university co-op and used by students and faculty members.*

<http://www.coop.kyushu-u.ac.jp/index.html> (Japanese ver. only)

## ■ Cafeterias

## ■ Stores

- Stationery, computer, software, and peripheral equipment sales
- Food, beverages, and other daily necessities
- Stamps, bus coupons

## ● Co-op Membership

*You can join the Co-op membership at any Co-op purchasing store. By becoming a Co-op member, you may receive discounts and benefits when purchasing goods or using the cafeteria. (Please note that you can still buy goods and use the cafeteria even without being a Co-op member). A membership fee (25,000 yen) is required to become a member of the cooperative, but this fee will be refunded upon withdrawal from membership.*

## ● Co-op Prepaid Money

*Anyone who is a member of Kyushu University Co-op can use Prepaid Money. There are two types: "Prepaid", which can be used to buy anything at Co-op stores, and "Meal Prepaid", which can only be used to purchase food at the cafeterias and stores.*

<http://www.coop.kyushu-u.ac.jp/e-money/index.html> (Japanese ver. only)

### a. Prepaid

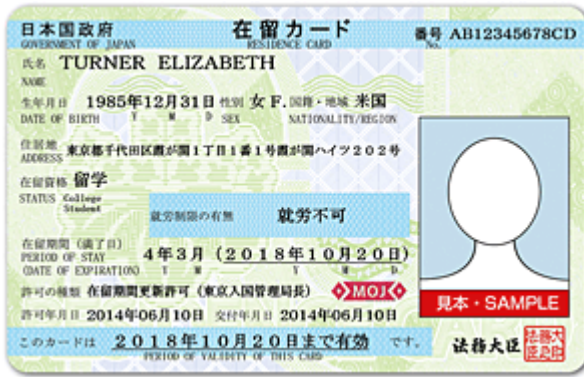
Available at all Co-op stores. Stationery, books, meals, beverages... You can buy anything. The card can be charged up to 20,000 yen and there is no daily spending limit.

### b. Meal Prepaid

It can only be used for meals in the cafeteria, food and beverages at stores, and purchases such as bread, lunch boxes, snacks, and desserts. There are five courses of Meal Prepaid, ranging from 50,000 yen to 250,000 yen in increments of 50,000 yen, with usage premia depending on the course. The meal prepaid is very convenient for those who use the Co-op for meals and other services.



# Residence Card



- A residence card contains information such as a facial photograph, name, nationality/region, date of birth, gender, residence status, length of stay and whether the applicant is permitted to work or not .
- A residence card is issued to foreign nationals who are newly permitted to land at their port of entry and who will be staying in Japan for more than three months.
- If you enter Japan via (or through) Narita, Haneda, Chubu, Kansai, Shin-Chitose, Hiroshima and Fukuoka International Airports, the residence card will be issued immediately after the landing permission procedure.
- If your residence card is not issued at the airport upon your arrival in Japan, the Immigration Bureau will mail your card to the address you have registered with the local ward office. No fee (or postage) is charged.
- Until you receive a residence card, you must always carry your passport or a copy of it with you as your identification document.
- The residence card must carry the residence card at all times while living in Japan.
- When registering as a resident at the ward office, (1) passport and (2) residence card (not required if not issued at the airport) are required.

See MORE: Immigration Services Agency of Japan

[https://www.isa.go.jp/en/publications/materials/newimmiact\\_4\\_index.html](https://www.isa.go.jp/en/publications/materials/newimmiact_4_index.html)

# Resident Registration *(Notification of residential address)*



*Foreign nationals staying in Japan for more than three months must register their residence in Japan at city (ward) office or branch office of their place of residence. (within 14 days of establishing residence)*

## Necessary Documents

- Passport
- Residence card (Not required if not issued at the airport)

Procedures at your local ward office: Immigration Services Agency of Japan

[https://www.isa.go.jp/en/publications/materials/newimmiact\\_4\\_port-city.html#anchor-city](https://www.isa.go.jp/en/publications/materials/newimmiact_4_port-city.html#anchor-city)

Living Guidebook "Moving in/Moving out" Fukuoka City International Foundation

<http://www.fcif.or.jp/en/en-information/living/moving-in-and-moving-out/>

## Procedures at ward offices after completing Resident Registration

National Health Insurance  
Children's Medical Care Certificate

*Once you have completed the move-in procedure, you should submit the notification to the Health Insurance and Pensions Section (Insurance Counter).*

*If you don't enroll in the National Health Insurance scheme at the same time as submitting your move-in declaration, you will need to bring your child's insurance card with you to apply for a Children's Medical Care Certificate.*

National Pension

*Once you have completed the move-in procedure, bring documents showing the date of your arrival in Japan, such as a passport, to the Health Insurance & Pension Section (National Pension counter).*

Health Insurance, Welfare Pension  
Mutual Aid Pension

*These services are usually provided through your employer, so please contact your department's human resources department for more information.*

Child Allowance

*Once you have completed the move-in procedure, you have 15 days to complete the Child Allowance procedure with the Child Rearing Support Section.*

*If you don't complete these procedures quickly, you may not receive Child Allowance for certain months.*



# My Number Card *(Individual Number Card)*

*“Individual Number” has been implemented in Japan since October 2015. Under this system, a number (12 digits) will be issued individually to every person with a residence record, including international students and researchers residing in Japan. This number, called “My Number”, will be used for administrative procedures related to Social Security or Taxation, etc.*



See MORE

<https://www.kojinbango-card.go.jp/en/>

<https://www.kojinbango-card.go.jp/en-kojinbango/>

## What is My Number Card?

*My Number Card (an Individual Number Card) is a plastic card containing an IC chip, on which the bearer's name, address, date of birth, gender, My Number (the Individual Number), and ID photograph, etc., are displayed on it. This card can be used as an identification card for identity verification as well as to receive a wide range of services including municipal services.*

*My Number is used;*

- ✓ As a document which certifies the Individual Number
- ✓ Online application for various administrative procedures
- ✓ Official identification card for identity verification
- ✓ For various private online transactions
- ✓ Multi-purpose card for a wide range of services
- ✓ Obtain various certificates at convenience stores, etc.

## How to apply for your My Number Card

*The application process for an Individual Number Card is outlined below.*

(1) Application via the website using a smartphone.

Use your smartphone to take your ID photograph and complete the online application form.

<https://www.kojinbango-card.go.jp/en-kofushinse-smartphone/>

(2) Application via a personal computer

Take your ID photograph with a digital camera and access the website to apply using the application form provided.

<https://www.kojinbango-card.go.jp/en-kofushinse-pc/>

(3) Application by mail

Attach your ID photograph to the application form for the Individual Number Card, then put the form in a self-addressed envelope and post it.

<https://www.kojinbango-card.go.jp/en-kofushinse-yubin/>



# Pension System

All residents of Japan between the ages of 20 and 59 must be enrolled in the Japanese National Pension System, including foreigners with a resident card. Enrolment procedures for the Japanese National Pension System are handled by the municipal office of the district in which you reside. For the Employees' Pension System, please contact the person in charge of the general department to which you belong.

The Employees' Pension System (MEXT Mutual Aid Association) applies to those who are employees of Kyushu University.

About MEXT Mutual Aid Association: <https://www.monkakyosai.or.jp/en/index.html>

## ■ Public Pension Scheme

(1) Employees of Kyushu University join National Pension and Employee's Pension (Mutual-Aid Pension)

(2) Dependents of (1) such as spouse, children join National Pension

Reference: Recording video of Faculty Development for Kyushu University members "Financial Planning in Japan: Medical System, Insurance and Loans"

<https://www.isc.kyushu-u.ac.jp/intlweb/news/21569.html> \*Accessible from campus only after employment

## Video: Public Pension System in Japan

<https://www.youtube.com/watch?v=FqkwfbYxs34>



## Social Security Agreement

The Ministry of Health, Labour and Welfare is concluding social security agreements with an increasing number of foreign countries in order to prevent people from paying pension contributions in both their home country and Japan, and to make it possible to add up the periods of coverage in both countries. We recommend that you check your own country's pension system to confirm the correct procedure.

Japan Pension Service

<https://www.nenkin.go.jp/international/index.html>

Pamphlets in English

<https://www.nenkin.go.jp/international/pamphlet/english/index.html>

Social Security Agreement (Japan Pension Service)

<https://www.nenkin.go.jp/international/agreement/index.html>

# Child Allowance

*The Child Allowance system is a system that provides an allowance to anyone who is raising a child until the child graduates from junior high school (up to the 31<sup>st</sup> March following the child's 15<sup>th</sup> birthday). After registering as a resident at your local ward office, please visit the Child Rearing Support Section to apply for the Child Allowance.*

## Eligibility

Anyone caring for a child can claim child allowance until the child graduates from junior high school (up to the 31<sup>st</sup> March following the child's 15<sup>th</sup> birthday).

*As a rule:*

- If both parents are caring for a child, the allowance is paid to the parent with the highest regular income (the main breadwinner).
- The child must live in Japan.

## How to Apply

When a child is born or you move from another municipality or foreign country, you must submit (apply for) a "request for certification" to the municipality of your current address.

Once certified by the municipality, the allowance will normally be paid from the month following the month in which the application was submitted. You should therefore apply as soon as possible.

## 15 Day Rule

Child allowance is usually paid from the month following your application. However, if the date of your child's birth or the date you move to your current address (change date) is near the end of the month, you will be paid for the month in which you claim, even if you apply in the following month, as long as you claim within 15 days of the day after the date of your child's birth or the date of your move.

Contact

*Health and Welfare Section of your ward/branch office*

# Bank

*Banking services, including deposits and savings, direct payment for utility bills, automatic debit transfer for credit card, remittance, etc. are all handled at banks and post offices (yucho ginko).*

*Having a bank account enables you to deposit money, send money to designated recipients, pay utility bills by automatic transfer, obtain a credit card, and perform other operations.*



## Opening a Bank Account

When opening an account at banks or post offices, you will need to fill out an account application form. You will need to bring personal identification documents such as your residence card or something that verifies your name, current address in Japan, and date of birth, as well as your personal seal.

For more information

<http://www.fcif.or.jp/en/en-information/living/banks/>

## Banks in Fukuoka

Japan Post Bank (yucho ginko)

<https://www.jp-bank.japanpost.jp/index.html>



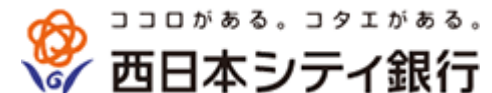
Fukuoka Bank

<https://www.fukuokabank.co.jp/>



Nishi-Nippon City Bank

<https://www.ncbank.co.jp>



# Mobile Phone



*There are several mobile phone companies in Japan. To buy a mobile phone and begin a new mobile phone service subscription, you must have a bank account in Japan. In general, you are required to present your bankbook, seal, residence card or a copy of your jumin-hyo (certificate of residence record) and passport.*

*There is a wide range of mobile phone models and service packages with different costs. Subscription plans can even differ from one shop to another. Please make sure to fully understand the contract details before signing up, since misunderstanding can lead to unexpectedly high telephone bills. For more details, please check the websites of the respective service providers.*

*In recent years, the use of a mobile phone brought from abroad by installing SIM Card purchased at electronics retail shops in Japan is becoming common as well.*

See MORE

<http://www.fcif.or.jp/en/en-information/living/telephone-and-Internet/>

## Major Mobile Companies

NTT docomo

<https://www.nttdocomo.co.jp/english/>



SoftBank

<https://www.softbank.jp/en/mobile/>



au

<http://www.au.kddi.com/>



Y!mobile

<https://www.ymobile.jp/english/>



# Utilities *(Electricity, Gas, Water)*

*To start using Electricity, Gas and Water when moving into any apartment regardless of the location (University Staff Apartment, Public Housing or Private Apartment), you need to contact the service company for each utility by phone or online.*

*For the payment of utilities, you will receive electricity/gas bills monthly while the water and sewage bills comes every other month. You can pay your utility bills by the due date at banks, post offices, or convenience stores. You can also set up an automatic transfer from your bank account to avoid missing the due date.*

See MORE: Living in Fukuoka

<http://www.fcif.or.jp/en/en-information/living/utilities/>



## Electricity

*Power supply in Japan is 100V and 50Hz (Eastern Japan) / 60Hz(Western Japan).*

*Electrical Plug Type in Japan is Type A*

*Electric appliances manufactured for use with different voltage/frequency should not be used and could cause an accident if used improperly.*

*The electricity fee is calculated each month.*

Kyushu Electric Power Company

[https://www.kyuden.co.jp/user\\_index.html](https://www.kyuden.co.jp/user_index.html)



## Gas

*For household use, gas is supplied in two ways -- city gas and propane gas -- depending on the area where you live.*

*Procedures for connecting propane gas vary by company, so confirm with your company of choice.*

*Details for how to connect city gas (Saibu Gas) in Fukuoka are explained in the above "Living in Fukuoka" website. The gas fee is calculated each month.*

Saibu Gas

<https://www.saibugas.co.jp/> (Japanese ver. only)



## Water

*When starting your water supply when moving in, contact the Customer Service Center of the Fukuoka City Waterworks Bureau and notify them of your address, name, and moving date.*

*The water fee including sewage use is calculated every 2 months.*

Fukuoka Municipal Water Bureau

<https://www.city.fukuoka.lg.jp/mizu/somu/index.html>

# Garbage Disposal



*Garbage disposal methods are different depending on each municipality where you live in. Each type of garbage has a specific pickup day, time, and method of collection, so be sure to check when you move in.*

*Each municipality collects household garbage separately, and as such, citizens are required to dispose of them according to the rules. Garbage must be disposed of in designated bags available at supermarkets, convenience stores, etc. Then, separated into three to four categories; e.g. burnable garbage, non-burnable garbage, or glass containers and PET bottles. They should be taken out to designated spots on the scheduled days from sunset by midnight. Oversized Furniture, appliances, and other items that are too large to fit in the designated bags needs to be disposed by making a special arrangement for the garbage pick up. Details of rules for putting out and separating garbage in Fukuoka City, Itoshima City and Onojo City can be seen in the following websites.*

See MORE: Living in Fukuoka

<http://www.fcif.or.jp/en/en-information/living/garbage/>

## Fukuoka City

Pamphlet

<https://www.city.fukuoka.lg.jp/kankyo/jigyokeigomi/life/katei-bunbetsu/gomi-download.html>

Rules for Garbage Disposal

<https://www.city.fukuoka.lg.jp/kankyo/jigyokeigomi/life/katei-bunbetsu/kateigomidasikata.html>

*(\*The website above is written in Japanese, but it can be translated in English.)*

## Itoshima City

<https://www.city.itoshima.lg.jp/li/kurashi/050/020/index.html>

*(\*The website above is written in Japanese, but it can be translated in English.)*

## Onojo City

<http://www.city.onojo.fukuoka.jp/0100/040/070/index.html>

*(\*The website above is written in Japanese, but it can be translated in English.)*

## Kasuga City

<https://www.city.kasuga.fukuoka.jp/kurashij/gomi/gomidashi/index.html>

*(\*The website above is written in Japanese, but it can be translated in English.)*



# Internet



*Internet access and providers have different requirements depending on the accommodations (University Staff Apartment, Public Housing, Private Apartment) which you move into. Before moving into an apartment, please check with the person in charge of your apartment or other relevant agency.*

*You can choose from dialup, ISDN, CATV, ADSL, and optical fiber for connecting to the Internet. However, the services available may differ depending on where you live.*

See MORE: Living in Fukuoka

<http://www.fcif.or.jp/en/en-information/living/telephone-and-Internet/>

*In addition, public wireless LAN service is available in some locations in central Fukuoka City.*

Fukuoka City Wi-Fi

<https://www.city.fukuoka.lg.jp/wi-fi/index.html>



## Internet Providers

BBIQ (Japanese ver. only)

<https://kyushu-internet.com/>

GTN Hikari (English ,etc.)

<https://gtm-mobile.com/hikari/>

Sakura fiber internet (English)

<https://www.sakuramobile.jp/>

NTT WEST (English)

<https://www.ntt-west.co.jp/english/>

NTT docomo Hikari (Japanese ver. only)

<https://www.nttdocomo.co.jp/hikari/>

au Hikari (Japanese ver. only)

<https://www.au.com/internet/>

SoftBank Hikari (Japanese ver. only)

<https://www.softbank.jp/internet/>

# Transportation *(Bus, Subway, Train)*



*Three major bus companies are operating in Fukuoka: Nishitetsu, Showa and JR Kyushu. Nishitetsu Bus covers almost all of Fukuoka, while Showa Bus operates in the western region such as Gakkentoshi and Karatsu, and JR Kyushu operates lines in the eastern region.*

See MORE <http://www.fcif.or.jp/en/en-information/living/public-transportation/>

## Bus / Train

### Bus

- Nishitetsu Bus <http://www.nishitetsu.jp/en/>
- Showa Bus <http://www.showa-bus.jp/> (Japanese ver. only)

### Subway

- Fukuoka City Subway <http://subway.city.fukuoka.lg.jp/eng/index.php>

### Train

- JR Kyushu <http://www.jrkyushu.co.jp/english/>
- Nishitetsu Railway <http://www.nishitetsu.jp/en/>

## IC Cards as bus/train tickets

*Fukuoka bus, subway and train systems adopt rechargeable IC cards as a method of fare payment. These cards also function as commuter passes and a debit cards in many shops. You can use any one of the cards listed below in the service areas of all the other cards.*

### Types of IC Cards (issued by)

- nimoca (Nishitetsu) <http://www.nimoca.jp/language/en.html>
- SUGOCA (JR Kyushu) <https://www.jrkyushu.co.jp/sugoca/> (Japanese ver. only)
- Hayakaken (Fukuoka City Subway)  
<http://subway.city.fukuoka.lg.jp/eng/fare/one/#no02>

## Discount tickets (example)

### ① One-day subway ticket

*This card allows 1-day unlimited rides on all subway lines (Kuko, Hakozaki, Nanakuma Lines). The price is 640JPY.*  
<https://subway.city.fukuoka.lg.jp/eng/fare/one/>

### ② Ito Campus coupon tickets

*Ito campus coupon tickets are usable between any subway station and Kyudai Gakkentoshi station on the JR Chikuh Line and between Kyudai Gakkentoshi and each area in Ito Campus on Showa Bus, offering a saving of about 300JPY per ride as compared to a regular single ticket.*  
*Price: 1 strip of 10 tickets for 6,380JPY (adult)*  
*\*Valid until the last day of the 3 months from the month of purchase*

<https://subway.city.fukuoka.lg.jp/fare/card/itocampus.php>

### ③ JR, Nishitetsu and Subway commuter passes

*Commuter passes are available at ticket counters at train station. The longer the commuter pass validity, the greater the discount. 1, 3 and 6 month(s) passes are available.*

# Cash and Cashless Payment

*Japan is a country where the use of cash is higher than in other countries. Until several years ago, cashless payments were not as widespread in Japan as in the rest of the world, but in recent years, various cashless payment methods have rapidly become popular and established as a means of payment.*

## Payment Methods in Japan

### Cash

*Cash can be used anywhere in Japan and in any situation. Some small and medium-sized stores, shopping arcades, hospitals and clinics do not accept credit cards or other cashless payment methods and handle only cash. When traveling to a rural areas, small shops, local trains, entrance fees for temples and shrines, or privately owned inns and restaurants may only accept cash payments.*



### Electronic Money (e-money)

*Electronic payments in Japan are mainly card-based, such as transportation-related e-money (e.g. Suica and nimoca) and store-related e-money (e.g. nanaco and WAON). E-money is a pre-paid system in which money is deposited in advance.*



### Credit Card

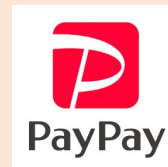
*Credit cards can be used at convenience stores, supermarkets, shopping malls, restaurants, and many other places in daily life in Japan.*

*The two major credit cards that can be used in Japan are VISA and MasterCard, which are widely accepted at stores that accept credit cards. JCB, a Japanese credit card brand, is also popular. American Express and Diners Club may not be accepted at some locations.*



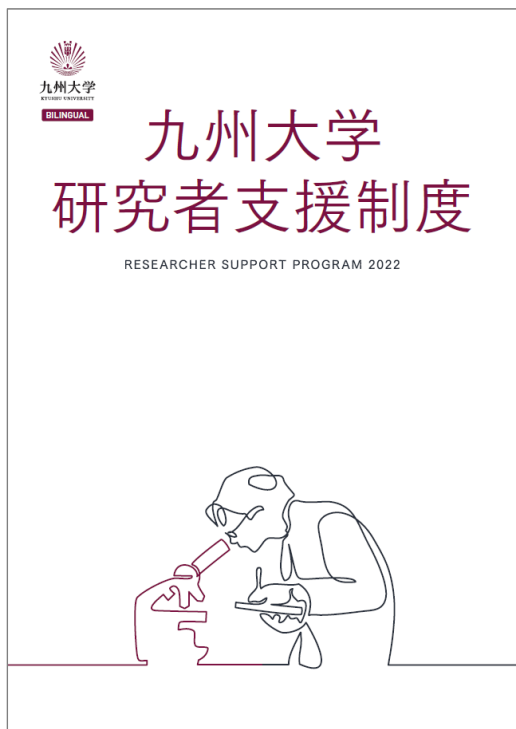
### QR code Payment (Smartphone Payment)

*QR code payments are smartphone-based payment application and can be used with credit card. The app allows you to manage your expenses, making money management very convenient. Various types of apps are available such as PayPay, LINEPay and Rakuten Pay.*



# Research Support Handbook

*Kyushu University provides various support systems to assist researchers in their research activities. This handbook summarizes the support programs according to the needs of the researchers (e.g., to obtain research funding, etc.). Please make use of this brochure for your research activities.*



KYUSHU UNIVERSITY RESEARCHERS SUPPORT PROGRAM assists on:

1. Acquiring Research Funds
  - Support for Research Funds within Kyushu University
  - Support for Obtaining Competitive Research Funds
2. Expanding Research Globally
3. Starting Interdisciplinary Research Projects
4. Enhancing Research Capability
5. Exploring Support Programs for Young/Female/International Researchers
6. Exploring Support Programs for Doctoral Students
  - Support Program for Acquiring JSPS Research Fellowship
  - Educational Programs within Kyushu University
  - Other Research Funding Support
  - Other Financial Support
  - Study Abroad and International Student Support
7. Seeking Collaboration with Industry
8. Dissemination and Social Implementation of Research Findings

Research Support Handbook

[https://airimaq.kyushu-u.ac.jp/upload\\_file/editor\\_files/Research-Support-Program.pdf](https://airimaq.kyushu-u.ac.jp/upload_file/editor_files/Research-Support-Program.pdf)

# Internal Research Fund

*Kyushu University provides various internal research funds to faculty members which are mainly targeted to young researchers on their research activities and collaborations with other researchers. Please make use of these programs for your research activities.*

See MORE: <https://airimaq.kyushu-u.ac.jp/en/university-relations-only/> (\*All the links of this slide are accessible from campus only after employment)

## Research Funding

- Support for Women Returning from Maternity and Parental Leave

<https://airimaq.kyushu-u.ac.jp/en/university-relations-only/support-returning-from-maternity-and-parental-leave/>

- Research proposal matching program for next-generation basic R & D (Japanese ver. only)

<https://airimaq.kyushu-u.ac.jp/about/search-program/>

- RIKEN-Kyushu Univ Science and Technology Hub Collaborative Research Program

<https://airimaq.kyushu-u.ac.jp/en/university-relations-only/riken-ku-hub-collaborative-research-program/>

- Research Start Program (Support for young/foreign researchers)

<https://airimaq.kyushu-u.ac.jp/en/university-relations-only/research-start-program/>

- Q-PIT Support Program for Young Researchers and Doctoral Students

<https://airimaq.kyushu-u.ac.jp/en/university-relations-only/q-pit-support-program/>

- Career support program for doctoral students through industry-university collaboration (Japanese ver. only)

<https://airimaq.kyushu-u.ac.jp/university-relations-only/phd-enrollment-and-career-support-joint-research-program/>

- Interdisciplinary Program of the Humanities and Social Sciences

<https://airimaq.kyushu-u.ac.jp/en/university-relations-only/interdisciplinary-program-of-hss/>

## Writing Academic Papers

- Support for Proofreading Expenses for Foreign Language Papers (Top 10% Support / Basic Support)

<https://airimaq.kyushu-u.ac.jp/en/university-relations-only/support-for-reviewing-foreign-language-paper/>

- Support for Article Processing Charge (APC) of International Academic Papers

<https://airimaq.kyushu-u.ac.jp/en/university-relations-only/publication-fee-support/>

## Employment of Research Assistants

- Support for the Employment of Research Assistants (short-term)

<https://airimaq.kyushu-u.ac.jp/en/university-relations-only/support-employment-of-ra/>

- Support for the Employment of Research Assistants (Childcare Leave for Professors and Associate Professors)

<https://airimaq.kyushu-u.ac.jp/en/university-relations-only/support-returning-from-maternity-and-parental-leave/>

## International Research Exchange

- Support for Dispatch to International Academic Conference

<https://airimaq.kyushu-u.ac.jp/en/university-relations-only/support-international-conference-travel/>



# External Research Grants

*Kyushu University provides various support systems to assist researchers to acquire external research funds. Please make use of the support programs below for your research activities.*

## “KAKENHI” Grants

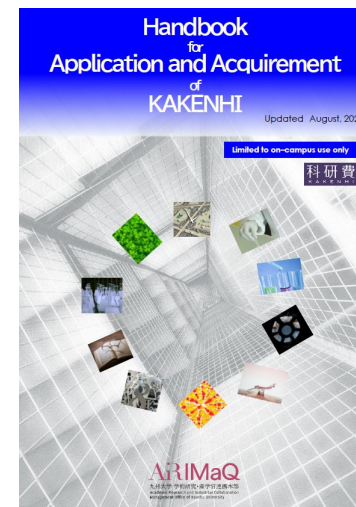
Grants-in-Aid for Scientific Research <KAKENHI> are competitive research funds that are intended to significantly develop all scientific research (research based on the free ideas of the researcher), from basic to applied research in all fields, ranging from the humanities and the social sciences to the natural sciences. The grants provide financial support for creative and pioneering research projects that will become the foundation of social development. Research projects are selected using a peer-review screening process (screening by multiple researchers whose field of specialization is close to that of the applicant). KAKENHI is supported by the Japan Society for the Promotion of Science (JSPS), one of the main funding agencies in Japan.

### Support for the acquisition of KAKENHI Grants

- Viewing of Accepted Proposals
- Handbook for Application and Acquirement of KAKENHI
- Seminars and briefing sessions on KAKENHI Grants
- Proposal Review Support
- Interview Rehearsal

See MORE *\*Accessible from campus only after employment*

<https://airimaq.kyushu-u.ac.jp/en/university-relations-only/support-grants/>



Handbook for Application and Acquirement of KAKENHI

## Support for the Acquisition of International Competitive Research

Gathering and disseminating information on international grants (governmental international joint research, overseas grants), providing application support, offering proposal review assistance, and delivering comprehensive application support.

### Supports:

- Provision of information on overseas and international research funding
- Briefing sessions conducted within the university
- Serving as an intermediary between funding agencies and representative organizations
- Supporting the preparation and review of applications

Contact: [research@airimaq.kyushu-u.ac.jp](mailto:research@airimaq.kyushu-u.ac.jp)

Research Planning and Research Support Group, Academic Research and Industrial Collaboration Management Office

# University Equipment & Facilities



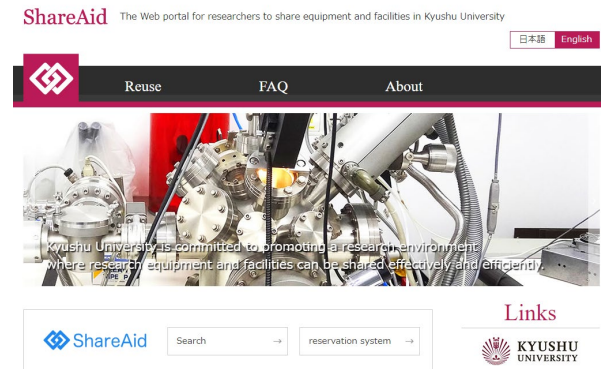
## ShareAid

*The Web portal for researchers to share equipment and facilities at Kyushu University*

The “ShareAid” website is an equipment-sharing database where you can search for shared-use equipment and facilities owned by Kyushu University.

Through the database you can search for the facilities or equipment you wish to use and book them via the contact information or department website listed on the respective equipment/facility information pages.

In addition to the use of facilities, for the purpose of reuse, you can post research equipment, facilities, and other related instruments registered as assets of Kyushu University.



Website <https://shareaid.kyushu-u.ac.jp/en>

## Space Management System

### Space Management System

This system allows users (faculty members, etc.) to apply for the facility they wish to use and manage its utilization status. To access the space management system, please visit the URL below.

<https://rent.facility2.kyushu-u.ac.jp> (\*Accessible only from campus after employment)

#### ■ Details about registration

- Persons eligible for registration: All faculty members
- Facilities subject to registration: Laboratories, etc. used by faculty members individually or jointly.
- Items to be registered: Room name, purpose of use, classification and use, organization for using the room, etc.

### System for Booking Lecture Rooms

This web-based system enables users to check the reservation status of lecture, seminar, and conference rooms.

To use the lecture room reservation system, access the same URL as the space management system.

#### ■ System Operation

The lecture room reservation system is applicable to certain lecture, seminar, and conference rooms.

Please contact the reservation operator for each lecture room, etc., to confirm the exact available times or for inquiries about reservations.

# Research Ethics and Compliance

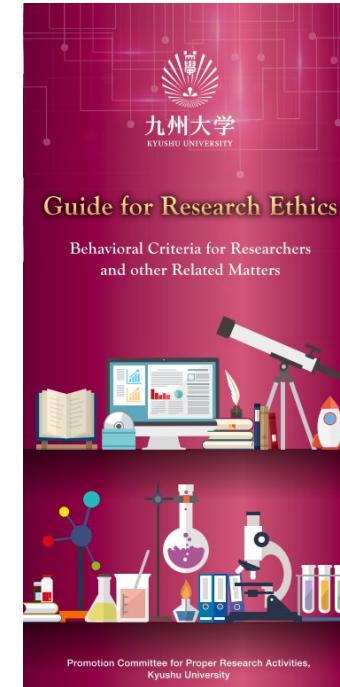
*Based on the guidelines set by MEXT, Kyushu University provides both, the “**Research Ethics Education**”, which covers ethical rules for researchers, and the “**Compliance Training**”, addressing the rules on the use of research funds and the prevention of improper actions. These initiatives aim to prevent improper actions in research activities, promote responsible research conduct, prevent the improper use of research funds, and ensure the proper management of research funds. Both are available on e-learning platforms. Faculty members of Kyushu University are required to take the courses on Research Ethics Education and Compliance. For more details, please check the handbooks and websites.*



Research Funds Handbook  
[https://www.kyushu-u.ac.jp/f/43257/handbook\\_en.pdf](https://www.kyushu-u.ac.jp/f/43257/handbook_en.pdf)

Faculty e-Handbook  
[https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2\\_Serial=CAI623HP](https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2_Serial=CAI623HP)

Website Related Page (Japanese only)  
<https://www.kyushu-u.ac.jp/ja/research/ethics/prevention/>



Guide for Research Ethics  
[https://www.kyushu-u.ac.jp/f/45109/research\\_guide\\_eng.pdf](https://www.kyushu-u.ac.jp/f/45109/research_guide_eng.pdf)

Faculty e-Handbook  
[https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2\\_Serial=CAI623HP](https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2_Serial=CAI623HP)

Website Related Page (Japanese only)  
<https://www.kyushu-u.ac.jp/ja/research/ethics/propulsion/>

# Process of Teaching Classes

*The general flow of classes is as follows. You will typically be notified by your academic affairs section. If you have any questions, please contact them directly.*



## 1 Confirmation of assigned classes

- *Confirm your class assignments based on the communication from your academic affairs section.*

## 2 Preparation for classes

- *Register your syllabus on the Academic Information System\* as instructed by your academic affairs section before the start of the semester. After registration, you can also use Moodle\* for course management. For more details, please check with your academic affairs section and refer to below links provided.)*

*\*Academic Information System [https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?l2\\_Serial=0ZLRNRDE](https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?l2_Serial=0ZLRNRDE)*

*\*Moodle <https://la.kyushu-u.ac.jp/en/usage-support/accessing-moodle/>*

## 3 Classes

- *Download the list of course registrants from the Academic Information System as instructed by your academic affairs section.*
- *If a course evaluation survey is requested from your academic affairs section, it is mandatory to conduct it with your students.*

## 4 Periodic examinations

- *Conduct the examinations in accordance with the instructions received from your academic affairs section.*

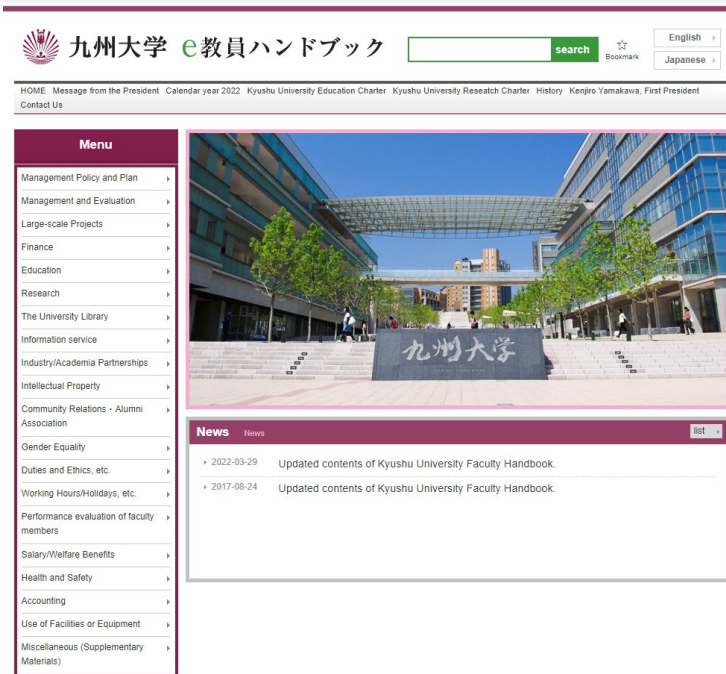
*Alternative forms of evaluation, such as reports, are also acceptable. For more details, please consult with your academic affairs section.*

## 5 Grade evaluation

- *Input the grades into the Academic Information System following the grading method and evaluation period provided by your academic affairs section.*

# Faculty e-Handbook

*Since 2010, the Faculty e-Handbook has been issued mainly for newly hired faculty members and academic researchers. The handbook serves to promote understanding of the University's philosophy and policies, administrative organization, education and research system, service and ethics regulations, use of facilities and equipment, and various administrative procedures. It also aims to share the University's management policies, ensure compliance with laws and regulations, and foster an environment where faculty members can concentrate on education and research.*



## Faculty e-Handbook

<https://e-handbook.kyushu-u.ac.jp/english/>

## MENU

1. Management Policy and Plan
2. Management and Evaluation
3. Large-scale Projects
4. Finance
5. Education
6. Research
7. The University Library
8. Information service
9. Industry/Academia Partnerships
10. Intellectual Property
11. Community Relations • Alumni Association
12. Gender Equality
13. Duties and Ethics, etc.
14. Working Hours/Holidays, etc.
15. Performance evaluation of faculty members
16. Salary/Welfare Benefits
17. Health and Safety
18. Accounting
19. Use of Facilities or Equipment
20. Miscellaneous (Supplementary Materials)



# Faculty Evaluation System

There are mainly two types of Faculty Evaluation Systems in Kyushu University: the Faculty Activity Evaluation and the Faculty Performance Evaluation.

Reference: Recorded Video of Faculty Development in English for Kyushu University members “Understanding the Faculty Evaluation Systems at Kyushu University”

<https://www.isc.kyushu-u.ac.jp/intlweb/en/news/26151.html> \*Accessible from campus only after employment



## 1. Faculty Activity Evaluation

### Q-RADeRS

Kyushu University Researcher's Activity Developments & Reports System

#### ■ Purpose

Q-RADeRS is a faculty database of Kyushu University used not only for university management and future planning, but also as a researcher information website for disseminating the research results of each faculty member.

See MORE

<https://hyoka-lab.ir.kyushu-u.ac.jp/search/FSIServ>

(To log in, you need SSO-KID)

<https://www3.ir.kyushu-u.ac.jp/en/accreditation>

#### ■ Contact

Analysis Section, Planning Department, Office of Institutional Research

## 2. Faculty Performance Evaluation

#### ■ Purpose

Since 2020, Kyushu University has introduced performance evaluations of faculty members along with a new annual salary scheme. This initiative aims to establish a balanced salary system and implement a performance evaluation based on clear and unified assessment criteria. The goal is to revitalize the organization and retain outstanding faculty members.

See MORE

[https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2\\_Serial=OFSBPIOR](https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2_Serial=OFSBPIOR)

#### ■ Contact

Personnel affairs section at the administrative office of your department

# Counseling and Health Center

## Center for Health Sciences and Counseling

*The Center for Health Sciences and Counseling is a university organization that aims to maintain and promote the mental and physical health of students, staff, and faculty members at Kyushu University. Its mission is to ensure that the campus is safe and comfortable for everyone, fostering self-reliance and growth among students through the provision of counseling services. The center's mission can be broken down into five areas - Healthcare, Student Counseling, Support Section for Inclusion, Health Promotion and Development, and Coordination - based on the expertise of each of its departments.*

Website: <https://www.chc.kyushu-u.ac.jp/~webpage/english/index.html>

### Consultation Services

- Mental and Physical Disorders
- Consultation about Students
- Metabolic Syndrome
- Quit Smoking
- Support for Disabilities

If you wish to receive a consultation, please fill out the Web consultation reception form.

[Web consultation reception form] <https://www.chc.kyushu-u.ac.jp/~webpage/form/en/form.html>

## Kyushu University Ito Clinic

*Ito Clinic is located on the Ito Campus and is readily accessible to the local community and Kyushu University residents. It provides medical care as a "family clinic" without the need for a letter of introduction. It is also available for consultation for physical and mental health issues.*

- Internal Medicine (Weekdays, 10:00-13:00, 14:00-17:00)
- Psychiatry (Mon, Tue, Fri, 14:00-17:00) \*Appointment required

See more: <https://itoclinic.kyushu-u.ac.jp> (Japanese ver. only)



# Nursery School

*Currently, Kyushu University offers two on-campus childcare facilities to faculty, staff, and students to improve the working and studying environment.*

*The nurseries are available on a monthly-basis and can also provide temporary care.*

*An outline of each nursery is given below. Please see the On-site Nursery page on the Gender Equality website for more details.*

## On-Campus Nursery



### Himawari Nursery (Hospital Campus)

- Eligibility  
Children aged from 57 days up until they enter primary school, being brought up by a staff/faculty member or student.
- Details of care  
Basic care (7.00-18.00), Extended care (18.00-22.00), Overnight care (Wednesdays only), Temporary care (7.00-22.00), Children recovering from illness (7.00-18.00)
- Capacity: 75 children



### Takenoko Nursery (Ito Campus)

- Eligibility  
Children aged from 57 days up until they enter primary school, being brought up by a staff/faculty member or student.
- Details of care  
Basic care (7.00-18.00), Extended care (18.00-22.00), Temporary care (7.00-22.00)
- Capacity: 60 children

See MORE

On-campus childcare facilities (Japanese ver. only)

<https://danjyo.kyushu-u.ac.jp/facility/childcare2.php>

Faculty e-Handbook

[https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?l2\\_Serial=ZDC3TAJI](https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?l2_Serial=ZDC3TAJI)

#### Contact

Employee Support Section, Human Resources Division,  
Human Resources Department

# Extension of Period of Stay

*If you intend to stay in Japan after your period of stay, you are required to renew your visa period.*



## When to apply

You may apply to extend your period of stay from three months before your period of stay expires. Any stay after the expiration is punishable for illegal residence, so be sure to apply to the Fukuoka Immigration Bureau before the termination.

## Where to apply

Fukuoka Regional Immigration Services Bureau  
Weekdays from 9:00 a.m. to 4:00 p.m.

<https://www.isa.go.jp/en/about/region/fukuoka/index.html>

## Handling Fee

4,000 yen

## Documents to be submitted

- Application form for extension of period of stay - 1 copy  
<https://www.isa.go.jp/en/applications/procedures/16-3-1.html>
- One photograph (4 cm long × 3 cm wide)
- Passport and Residence Card

Documents other than the ones listed above may be needed depending on the Category of Resident Status.

[Category: Professor]

[https://www.isa.go.jp/en/applications/procedures/shin\\_zairyu\\_koshin10\\_02.html](https://www.isa.go.jp/en/applications/procedures/shin_zairyu_koshin10_02.html)

See MORE: Immigration Services Agency of Japan

<https://www.isa.go.jp/en/applications/procedures/16-3.html>

## Information Centers & One-Stop Consultation Centers

*In order to respond to various inquiries regarding immigration and residence procedures, the Immigration Services Agency has established "Immigration Information Centers" at Regional Immigration Services Bureaus and District Immigration Services Offices.*

Tel: 0570-013904

03-5796-7112 (for IP phones and calls from overseas)

E-mail address: [info-tokyo@i.moj.go.jp](mailto:info-tokyo@i.moj.go.jp)

Weekdays from 8:30 a.m. to 5:15 p.m.

<https://www.isa.go.jp/en/consultation/center/index.html>

# Change of Status of Residence

*If a foreigner who came to Japan with "College Student" or "Cultural Activities" status of residence will then be employed by Kyushu University as a faculty member, he/she needs to change his/her status of residence to "Professor".*

*On the bottom right, you can find the overview of "Points-Based System for Highly-Skilled Professionals" system which has been introduced since 2012 for the purpose of promoting the acceptance of more highly skilled foreign professionals.*

## When to apply

Any time after a change of circumstance warrants a change of status of residence, provided the application is submitted before the final day of the period of stay. Standard processing period will be around two weeks to one month.

## Where to apply

Fukuoka Regional Immigration Services Bureau  
Weekdays from 9:00 a.m. to 4:00 p.m.

<https://www.isa.go.jp/en/about/region/fukuoka/index.html>

## Handling Fee

4,000 yen

## Documents to be submitted

- Application form for change of status of residence  
<https://www.isa.go.jp/en/applications/procedures/16-2-1.html>
- One photograph (4 cm long × 3 cm wide)
- Passport and Residence Card
- Employment/Appointment Certificate issued by Kyushu University

Documents other than listed above may be needed depending on the Category of Resident Status.

[Category: Professor]

[https://www.isa.go.jp/en/applications/procedures/shin\\_henko10\\_01.html](https://www.isa.go.jp/en/applications/procedures/shin_henko10_01.html)

See MORE: Immigration Services Agency of Japan

<https://www.isa.go.jp/en/applications/procedures/16-2.html>



## Points-Based System for Highly-Skilled Professionals (HSP)"

The "Points-Based System for Highly-Skilled Professionals (HSP)" is a points-based system that provides highly-skilled foreign professionals with preferential immigration control and residency management treatment.

If you wish to change your residence status under this system, please contact the section in charge of the personnel affairs section at your department. Prepare the necessary documents, and apply for the change of status at the Immigration Bureau. When the application is approved, a new residence card will be issued. After completing the processes at the Immigration Bureau, please bring your passport and new residence card to the section in charge of your department.

[https://www.isa.go.jp/en/publications/materials/newimmiact\\_3\\_index.html](https://www.isa.go.jp/en/publications/materials/newimmiact_3_index.html)



# Temporary Departure & Re-entry Permission

## Special re-entry permission

*Special re-entry permission refers to the case where a foreign national residing in Japan with a status of residence who has a valid passport and residence card does not need to obtain normal re-entry permission when re-entering into Japan within one year from the date of departure. This excludes the case where the foreign national's period of stay is less than "three months," or when they have a "Temporary Visitor" status of residence.*

*No fee is required for re-entry and re-exit with a special re-entry permit.*

*When leaving Japan, please check the appropriate box on the Embarkation and Disembarkation Card for Re-entrants (ED card) and present it together with your residence card.*

*Please note that if you do not re-enter Japan within one year of your departure, you will lose your status of residence. If you plan to leave the country beyond the one-year period, you must obtain a re-entry permit to leave.*

<https://www.isa.go.jp/en/applications/guide/minashisainyukoku.html>

Embarkation and Disembarkation Card for Re-entrants (ED card)

## Application for re-entry permission

*Foreign nationals who reside in Japan and plan to depart with the intentions to re-enter Japan before the expiration of their period of stay.*

### ■ When to apply

*Before departure*

### ■ Where to apply

*Fukuoka Regional Immigration Services Bureau*

*Weekdays from 9:00 a.m. to 4:00 p.m.*

<https://www.isa.go.jp/en/about/region/fukuoka/index.html>

### ■ Documents to be submitted

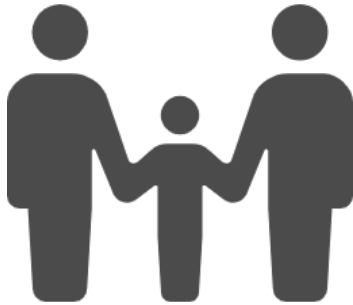
- Application form for Re-entry permit
- Passport
- Residence Card
- Handling Fee: 3,000 yen (one-time re-entry) or 6,000 yen (multiple-time re-entry)

See MORE

<https://www.isa.go.jp/en/applications/procedures/16-5.html>

# Living with Family

*If a family member (spouse and/or children) of the faculty member is coming to Japan to live with the faculty member for an extended period of time, the family member must be issued a visa with the status of residence of "Dependence."*



## In case the faculty member has already traveled to Japan

The faculty member himself/herself visit the immigration bureau with jurisdiction over his/her place of residence as an agent for the family member's application and applies for the issuance of a "certificate of eligibility" for the family member.

## In case the faculty member is pre-departure

If a faculty member applies for a Certificate of Eligibility for their family members at the same time as they apply for a Certificate of Eligibility for themselves before coming to Japan (even if the family members come to Japan later than the researcher), Kyushu University can assist to apply for the Certificate of Eligibility on their behalf.

However, the application cannot be accepted if the proxy application for issuance of a Certificate of Eligibility for the faculty member has already been completed.

## Documents to be submitted

- Application for certificate of eligibility
- ID photo(s) of your family member(s) coming to Japan (4cm x 3cm)
- Official documents proving family relationships (marriage certificate, birth certificate, etc.)
- Supporter's (your) certificate of employment
- Supporter's (your) passport and Residence Card
- Documents proving your financial ability during your and your family's stay in Japan (bank statement, etc.)
- Additional documents may be required in some cases
- Documents written in foreign languages other than Japanese or English must be accompanied by Japanese or English translations

See MORE

[https://www.isa.go.jp/en/applications/procedures/zairyu\\_nintei10\\_19.html](https://www.isa.go.jp/en/applications/procedures/zairyu_nintei10_19.html)

# Birth of Child

*After your baby is born, you must follow some procedures to notify the birth of your child and acquire his/her nationality and status of residence. Regarding the nationality, if one of the parents has Japanese nationality, the child can obtain Japanese nationality as well.*

*Remember to also register the birth with the embassy of your home country.*

*Each procedure has a set deadline, so please be sure to complete the procedure without delay.*

See MORE: Living Guide Book <http://www.fcif.or.jp/en/en-information/living/pregnancy-and-birth/>



## Within 14 days after Birth

### Notification of Birth (Birth Report)

@City/Ward Office

#### ■ Items required

- Form (Notification of birth)
- Birth certificate issued by the hospital
- Maternal and Child Health Handbook (Boshi Kenko Techo)
- Passports of both parents
- Residence Card of the person submitting the application
- Other items may be required by the municipal office

\*Based on the application, you may be qualified to receive Medical Care Certificate for Children and Child Allowance.

## Within 30 days after Birth

### Acquisition of Status of Residence

@Immigration Office

*If both of parents are foreign nationals and the baby is staying in Japan for over 60 days, apply for a status of residence at the immigration bureau within 30 days.*

#### ■ Items required

- Application Form
- Birth certificate (Certificate of Acceptance of Notification of Birth)
- Resident Certificate
- Passports of both parents
- Residence Cards of both parents
- Other items may be required by the immigration office

See MORE

<https://www.isa.go.jp/en/applications/procedures/16-10.html>

### Registration of Birth in the Home country

@Embassy/Consulate

*Since the procedures for birth registration differ depending on the country, confirmation with the embassy/consulate is necessary. For the list of embassies/consulates of each country, please confirm on the web page of the Ministry of Foreign Affairs of Japan below.*

Embassies/Consulates in Japan

[https://www.mofa.go.jp/about/emb\\_cons/protocol/a-h.html](https://www.mofa.go.jp/about/emb_cons/protocol/a-h.html)

# Pregnancy Report & Prenatal Checkups



*When becoming pregnant, submit a notification of pregnancy to a Health and Welfare Center (public health center) and you will receive a Maternal and Child Health Handbook. Keep this handbook, as it is used to record important data such as the course of your pregnancy and your child's growth and development, and is used as a reference for your child's physical examination when entering elementary school. Health and Welfare centers also provide various health services for expectant mothers and infants.*

See MORE

- Living in Fukuoka <http://www.fcif.or.jp/en/en-information/living/pregnancy-and-birth/>
- Maternal and Child Health Handbook (Ministry of Health, Labour and Welfare) <https://sukoyaka21.mhlw.go.jp/useful-tools/thema3/>

## 1. Notification of Pregnancy and Issuance of Maternal and Child Health Handbook

- When you find out that you are pregnant, promptly report the pregnancy to the municipality in which you live.
- The municipality will provide the following to those who have notified them of their pregnancy.
  1. Issuance of Maternal and Child Health Handbook (boshi kenko techo) (in Japanese) \*If you are registered as a foreigner in Fukuoka City, you will be issued a foreign language version for free upon request.
  2. Issuance of medical examination tickets or subsidy coupons for pregnant women who can receive health examinations at public expense.
  3. Health Consultation by public health nurses and midwives
  4. Classes for expectant mothers and fathers

## 2. Health Checkups for Pregnant Women

- Please visit your doctor or midwife for periodic health checkups and receive advice on how to take care of your health.
- Pregnancy health examinations should be taken at the following frequencies.

1. Once every 4 weeks from early pregnancy to 23 weeks
2. Once every 2 weeks from 24 to 35 weeks
3. Once a week from 36 weeks to childbirth

## 3. Health Consultation by Public Health Nurses and Midwives

Public health nurses and midwives will come to your home and offer advice regarding pregnancy, childbirth, and childcare.

## 4. Classes for Expectant Mothers and Fathers

Municipalities offer classes on pregnancy, childbirth, childcare and nutrition for expectant mothers and fathers.

# Financial Aid and Assistance

- Living in Fukuoka <http://www.fcif.or.jp/en/en-information/living/pregnancy-and-birth/>
- Maternal and Child Health Handbook (Ministry of Health, Labour and Welfare) <https://sukoyaka21.mhlw.go.jp/useful-tools/thema3/>

## Coverage of Birth-Related Expenses (Lump-Sum Allowance for Childbirth and Nursing)

*If you or your spouse are enrolled in Health Insurance, you will receive an allowance for each birth. The allowance is 420,000 yen for each birth. For births that are not covered by the Obstetrics Medical Care Compensation System, the subsidy is 404,000 yen for pregnancies exceeding 12 weeks and up to 22 weeks in length (including stillbirths and miscarriages). Other types of health insurance such as National Health Insurance and Mutual Aid Associations also offer the same kind of lump-sum payments for births.*

## Medical Care Certificate for Children

*After your baby is born, immediately enroll in public health insurance (e.g., Health Insurance, National Health Insurance, etc.) and “Subsidy for Medical Care for Children”. A “Medical Care Certificate for Children” is needed to receive financial assistance for the children’s medical expenses. For details, please consult your employer or the health insurance and pension section of your ward office.*

## Childcare Leave Benefits

*Those who enroll in employment insurance and take childcare leave to care of a child who is under 1 year of age (1 year and 2 months if certain requirements are met, 1 year and 6 months or 2 years of age if certain additional requirements are met) and meet the prescribed conditions, can receive childcare leave benefits by applying to Hello Work for payment. (For the first six months, the benefit is equivalent to 67% of the wages before the leave begins, and thereafter it is equivalent to 50% of the wages after the leave begins.)*



## Child Allowance

*The Child Allowance is a system to provide an allowance to anyone who is raising a child up to junior high school graduation (until March 31st after the child's 15th birthday). Please visit the Child Rearing Support Section at your local ward office to apply for the child allowance.*

Age of Child	Amount of Allowance (per child per month)
Under 3 years old	15,000 yen
3 years old –the final year of elementary school	10,000 yen (15,000 yen for third child and after)
Junior high school	10,000 yen

# Vaccinations for Children



*The immunity that has been gifted to the infant from the mother is naturally lost over time, and as the infant grows and ventures into the outside world, they are exposed to infectious diseases. Therefore, it is necessary for your child to develop his/her own immune system to prevent illness. This is where vaccination comes in. You are advised to correctly understand vaccines and make sure your child is vaccinated when his/her health is in good condition.*

See MORE

Living in Fukuoka <http://www.fcif.or.jp/en/en-information/living/vaccination/>

## ■ About Vaccinations in Fukuoka City

<https://www.city.fukuoka.lg.jp/hofuku/hokenyobo/health/vaccine/kodomo-hukuokashinoyobousesshu.html>

(The URL above is in Japanese, but it can be translated into English by the language function on the page.)

## ■ Fukuoka City Childcare Information Website

<https://www.city.fukuoka.lg.jp/kosodate/kodomo-kosodate/>

(The URL above is in Japanese, but it can be translated into English by the language function on the page.)

## ■ Maternal and Child Health Handbook (Ministry of Health, Labour and Welfare)

<https://sukoyaka21.mhlw.go.jp/useful-tools/thema3/>

## ■ Childhood Immunization Schedule (made by KNOW★VPD! Protect Our Children)

[https://www.know-vpd.jp/feature/vc\\_schedule\\_multilingual.html](https://www.know-vpd.jp/feature/vc_schedule_multilingual.html)



# Nursery School, Kindergarten, Temporary Child Care

*Facilities for pre-elementary school children under 6 years old include nursery schools, kindergartens, and certified childcare facilities. Basically, there is no fee for children aged 3 to 5 years old to use nursery schools, kindergartens, and certified childcare facilities.*

See MORE

- Living in Fukuoka <http://www.fcif.or.jp/en/en-information/living/nursery-school-and-kindergarten/>
  - Fukuoka City Childcare Information Website <https://www.city.fukuoka.lg.jp/kosodate/kodomo-kosodate/index.html> \*
  - Search for Childcare Facilities in Fukuoka City <https://www.city.fukuoka.lg.jp/kosodate/kodomo-kosodate/mokuteki/azukeru/index.html> \*
- (\*The URLs above are pages in Japanese, but they can be translated into English by the language function on the page.)



## Nursery School

Nursery facilities provide child care for infants from 0 years old to preschool age and are child welfare facilities where, parents who are having difficulty taking care of their child at home for work or health reasons, can leave their children.

Fees

Japan's preschool education and daycare services are free from October 2019. This applies to the followings:

- Children from the ages of 3 to 5 are provided at kindergartens, nursery schools, and similar facilities.
- Daycare will be made free for households that are exempt from paying municipal taxes and that have infants or children up to the age of 2 and require daycare.

## Kindergarten

While nursery schools are purposed for child welfare, kindergartens are purposed for under-school education and follow the kindergarten education guidelines which focus on learning through various recreational activities. Kindergarten teachers are certified with kindergarten teaching licenses. Kindergarten is an educational facility for children from 3 years old up to elementary school age.

## Temporary Child Care

- Fukuoka Family Support Center

<https://www.city.fukuoka.lg.jp/kodomo-mirai/c-shien/familysap.html>

- Temporary Childcare Services (provided by Fukuoka City)

<https://www.city.fukuoka.lg.jp/kodomo-mirai/hoiku/child/itijiazukari.html>

[https://www.city.fukuoka.lg.jp/kodomo-mirai/c-shien/child/itijiazukari01\\_2.html](https://www.city.fukuoka.lg.jp/kodomo-mirai/c-shien/child/itijiazukari01_2.html)

(The URLs above are pages in Japanese, but they can be translated into English by the language function on the page.)

# Elementary School & Junior High School

*The Japanese education system is comprised of elementary school (6 years), junior high school (3 years), and senior high school (3 years). The school year usually runs from April to March, and one year is divided into 3 terms: April to July, September to December, and January to March.*

*Japanese public elementary and junior high schools accept foreign children free of charge if they wish to enter them, and the opportunity of receiving the same education as Japanese students is guaranteed to foreign children.*

See MORE

- Living in Fukuoka <http://www.fcif.or.jp/en/en-information/living/elementary-and-junior-high-schools/>
- Fukuoka City Childcare Information Website <https://www.city.fukuoka.lg.jp/kosodate/kodomo-kosodate/index.html>  
(The URLs above are pages in Japanese, but they can be translated into English by the language function on the page.)



## ● The period of elementary school and junior high school

*Children enter elementary school (shougakkou) in April following their 6th birthday and study there for six years. After graduating from elementary school, students enter junior high school (chuugakkou) and study there for another three years.*

## ● Tuition and Textbooks

*Tuition and textbooks used in public elementary and junior high schools are free. However, you have to pay the cost of school lunch and supplies every month.*

## 1. Guidebook for foreign students to start school -Procedures for Entering Japanese Schools-

[https://www.mext.go.jp/a\\_menu/shotou/clarinet/003/1320860.htm](https://www.mext.go.jp/a_menu/shotou/clarinet/003/1320860.htm)

## 2. Procedures for Starting School at Fukuoka City Elementary Schools (Fukuoka city)

[https://www.city.fukuoka.lg.jp/kyoiku-iinkai/gakkoshien/ed/enter-school\\_3.html](https://www.city.fukuoka.lg.jp/kyoiku-iinkai/gakkoshien/ed/enter-school_3.html)

*(The URLs above are pages in Japanese, but they can be translated into English by the language function on the page.)*

## 3. Procedures for Changing Schools within Japan to Fukuoka City Elementary/Junior High Schools

<https://www.city.fukuoka.lg.jp/kyoiku-iinkai/gakkoshien/life/school-move.html>

*(The URLs above are pages in Japanese, but they can be translated into English by the language function on the page.)*

# International School

*In Fukuoka, there is the Fukuoka International School which is recognized by WASC (Western Association of Schools and Colleges) and offers the curriculum from kindergarten to senior high school in the American education system, using English. This school is also a member of the International Baccalaureate. For details, please consult the school directly.*



FUKUOKA  
INTERNATIONAL SCHOOL

*In 2022, the Fukuoka International School was celebrating its 50 years Anniversary. Since first opening its doors to just a handful of students in August 1972, the Fukuoka International School has grown to an annual enrollment of over 300 students.*

*Its primary campus overlooks the Muromi River and is equipped with a large gym and playground, science labs, many classrooms and multiple large learning spaces (with age-appropriate equipment), and a 12,000-volume library. The second campus ("The Annex") is located about a 4-minute walk from the main campus and houses the FIS Art Center, Design Lab, and a few other classrooms.*

## CONTACT

- Street Address: 3-18-50 Momochi, Sawara-ku, Fukuoka 814-006, Japan
- Website: <https://www.fis.ed.jp>
- Tel: +81-92-841-7601
- General Inquiries: [admin@fis.ed.jp](mailto:admin@fis.ed.jp)
- Admissions Inquiries: <https://fisedjp.finalsite.com/join/inquiries>



# Medical Facilities and Interpreter Service

Hospital Guide in Fukuoka for Foreign Residents: <http://www.fcif.or.jp/en/en-consultation/health/>

## 1. Search for Medical Facilities in Fukuoka

### Fukuoka Medical Information Guide

You can search for medical institutions in eight different languages from the website below.

<https://www.fmc.fukuoka.med.or.jp>



## 2. Interpretation and Medical Information Service

### Fukuoka International Medical Support Center

TEL: 092-286-9595

Services

- Telephone Interpretation Service
- Assistance with Medical Information (Information on medical institutions in Fukuoka, Japanese healthcare system, and other matters related)



Service Fee: Free of charge (Telephone charges may be needed)

Open hours: 24 hours, 365 days

Service available in 21 languages

<https://imsc.pref.fukuoka.lg.jp/service/>

## 3. Interpretation Service

### Fukuoka City Medical Interpreting Call Center

TEL: 092-733-5429

When to use it

- When talking to a doctor at a clinic/hospital
- When getting your prescription at a hospital or pharmacy



Service Fee: Free of charge (Telephone charges may be needed)

Open hours: 24 hours, 365 days

Service available in 18 languages

[https://www.city.fukuoka.lg.jp/hofuku/byo-jigyo/health/hukuoka\\_iryoutuuyakuko-rusenta-.html](https://www.city.fukuoka.lg.jp/hofuku/byo-jigyo/health/hukuoka_iryoutuuyakuko-rusenta-.html)

### Kyushu University Ito Clinic



*Ito Clinic is located on Ito Campus and is readily accessible by the local community and Kyushu University residents. It provides medical care as a "family clinic" without the need for a letter of introduction. It is also available for consultation for physical and mental health issues.*

- Internal Medicine (Weekdays, 10:00-13:00, 14:00-17:00)
- Psychiatry (Mon, Tue, Fri, 14:00-17:00) \*Appointment required

Website: <https://itoclinic.kyushu-u.ac.jp> (Japanese only)

# Consultation and Counseling Service

Some institutions provide consultations in Foreign Languages to support foreign residents living in Fukuoka.

Living in Fukuoka <http://www.fcif.or.jp/en/en-information/living/consultations-in-foreign-languages/>

## Kokusai Hiroba (Fukuoka International Exchange Foundation)

### ■ Fukuoka Multilingual Assistance and Information Center

*Provides consultation services in 22 languages for various daily life problems such as employment, labor, housing, and children's education, as well as residence and legal consultations. Consultations are available at the reception desk, by phone, or by e-mail.*

- Location: Kokusai Hiroba, Fukuoka International Exchange Foundation, ACROS Fukuoka 3rd floor, 1-1-1 Tenjin, Chuo-ku, Fukuoka
- Opening hours: 10:00 a.m. to 7:00 p.m., including Saturdays, Sundays, and holidays. (except December 29th to January 3rd)
- TEL: 0120-279-906
- Email: [fukuoka-maic@kokusaihiroba.or.jp](mailto:fukuoka-maic@kokusaihiroba.or.jp)

### ■ Various consultation services with specialists

- Free legal consultation for foreigners \*Reservation required
- Consultation on immigration and residency procedures
- Human rights consultation for foreign nationals

See MORE

<https://kokusaihiroba.or.jp/lifeguide/consultation/>

## Fukuoka City Consultation Support Center for Foreign Residents

*Provide information and consultations that are essential to all aspects of a foreign national's life, including visa, work, medical, childcare, education, and so forth. Multilingual service is available. Free counseling on immigration, legal and personal matters is available for foreign residents.*

- Location: Fukuoka City International Center 1F, 4-1, Tenyamachi, Hakata-ku, Fukuoka
- Opening hours: Weekdays, 9:00 a.m. to 6:00 p.m.
- TEL: 0120-66-1799 (toll free) or 092-262-1799 \*LINE Call is also available
- Online Inquiry: <https://www.fcif.or.jp/en/en-contact/>

### ■ Professional Consultation Services for Foreign Residents

1. Legal Counseling
2. Consultation on Immigration, Residency and Nationality
3. Personal Counseling

See MORE

<https://www.fcif.or.jp/en/en-consultation/life-interaction/>

<https://www.fcif.or.jp/en/en-consultation/>





# Post Office, Express Delivery Service

Living Guidebook <http://www.fcif.or.jp/en/en-information/living/postal-service-and-courier-service/>

Japan Post Service [https://www.post.japanpost.jp/index\\_en.html](https://www.post.japanpost.jp/index_en.html)

## Post Office

### Inside Japan

- Standard Mail Services (letter, postcard)  
[https://www.post.japanpost.jp/service/standard/index\\_en.html](https://www.post.japanpost.jp/service/standard/index_en.html)
- Letter Pack  
[https://www.post.japanpost.jp/service/letterpack/index\\_en.html](https://www.post.japanpost.jp/service/letterpack/index_en.html)
- Yu-Pack (parcel)  
[https://www.post.japanpost.jp/service/you\\_pack/index\\_en.html](https://www.post.japanpost.jp/service/you_pack/index_en.html)
- Registered Mail  
[https://www.post.japanpost.jp/service/fuka\\_service/kakitome/index\\_en.html](https://www.post.japanpost.jp/service/fuka_service/kakitome/index_en.html)
- Express Mail  
[https://www.post.japanpost.jp/service/fuka\\_service/sokutatsu/index\\_en.html](https://www.post.japanpost.jp/service/fuka_service/sokutatsu/index_en.html)
- Delivery date-specified Mail  
[https://www.post.japanpost.jp/service/fuka\\_service/shitei/index\\_en.html](https://www.post.japanpost.jp/service/fuka_service/shitei/index_en.html)

### Overseas

- Express Mail Service (EMS)  
[https://www.post.japanpost.jp/int/ems/index\\_en.html](https://www.post.japanpost.jp/int/ems/index_en.html)
- Letters  
[https://www.post.japanpost.jp/int/service/letter\\_en.html](https://www.post.japanpost.jp/int/service/letter_en.html)
- Postcards  
[https://www.post.japanpost.jp/int/service/postcard\\_en.html](https://www.post.japanpost.jp/int/service/postcard_en.html)
- International Parcel Post  
[https://www.post.japanpost.jp/int/service/i\\_parcel\\_en.html](https://www.post.japanpost.jp/int/service/i_parcel_en.html)



## Other Major Delivery Services

### Domestic Destinations

- Yamato Transport  
<https://www.kuronekoyamato.co.jp/en/>
- Sagawa Express Co., Ltd.  
<https://www.sagawa-exp.co.jp/english/>



**YAMATO  
TRANSPORT**

**SAGAWA**

### International Destinations

- FedEx  
<https://www.fedex.com/en-jp/home.html>
- DHL  
<https://www.dhl.com/jp-en/home.html>





# Bicycle, Car, Car Rental

Living Guidebook <http://www.fcif.or.jp/en/en-information/living/driving/>

## Bicycle

*You can buy a bicycle at bicycle stores near your home. It may also be sold in supermarkets. Bicycles purchased in Japan must be registered for theft prevention and early detection of a stolen bicycle. Change of registered information is mandatory when the bicycle owner has changed. Possessing a bicycle without updating its ownership information is considered as theft and will be punished.*

*Please note that, in Japan, riding a bicycle while under the influence of alcohol is punishable in the same way as drunk driving. It is also illegal to ride a bicycle while using an umbrella or carrying another person.*

*\*From October 1st, 2020, all bicycle riders in Fukuoka Prefecture are required to have bicycle insurance. Please check your insurance status and be sure to purchase one when buying a bicycle.*

<https://www.pref.fukuoka.lg.jp/contents/bicycle-insurance.html>

## Car Rental

*If you have a Japanese driver's license or an international driver's license, you may rent a car at car rental shops. Your passport will be also needed. Some car rental shops provide information about their services in English.*

- Times CAR RENTAL

<https://www.timescar-rental.com/en/>

- NIPPON RENT-A-CAR

<https://www.nrgroup-global.com/en/>



## Car

*Driving a car in Japan requires either a Japanese driver's license or an international driver's license. It is possible to replace your driver's license obtained in your home country or a third country with a Japanese driver's license.*

*Unlicensed driving is heavily punished and is even more heavily punished if such driving results in an accident. Therefore, if you intend to drive in Japan, you are strongly advised to subscribe to voluntary insurance (nin-i hoken), in addition to the mandatory liability insurance. For more details, ask your car or motorcycle dealer upon purchase.*

*Always carry your driver's license when driving.*

## Traffic Rules

*In Japan, cars drive on the left. Be particularly careful if you drive on the right in your home country. Japanese traffic rules are very strict, and violations are heavily punished (fined). Be sure to learn the local traffic rules before you drive. Compensation demanded in a traffic accident is extremely expensive in Japan. Mandatory automobile liability insurance is usually insufficient to cover such demand entirely and does not cover the medical expenses or property damage caused to the victim. For this reason, when driving in Japan, be sure to purchase a voluntary insurance in addition to the mandatory insurance.*

*JAF (Japan Automobile Federation) has a guide about Japanese traffic rules. Its e-book version in English is available from the JAF website.*

<https://english.jaf.or.jp/driving-in-japan/rules-of-the-road>

# Driver's License, International Driving Permit

In order to drive in Japan, one of the following licenses is required.

1. Japanese Driver's License
2. International Driving Permit (IDP) based under the Geneva Convention on Road Traffic
3. Driver's licenses (with a Japanese Translation) from certain countries

See MORE

Living Guidebook <http://www.fcif.or.jp/en/en-information/living/driving/>

Japan Automobile Federation (JAF) <https://english.jaf.or.jp/driving-in-japan/drive-in-japan>



## 1. Japanese Driver's License (Switch your country's license to a Japanese license)

A driver's license issued by a foreign administrative office can be switched to a Japanese license by applying to the Driver's License Center.

### ■ Where to apply

Fukuoka Driver's License Center, 4-7-1 Hanahata, Minami Ward, Fukuoka  
TEL: 092-565-5109

<http://www.police.pref.fukuoka.jp/kotsu/unshi/015.html>

### ■ Who can apply

- 1) The applicant must have a valid foreign driver's license.
- 2) The applicant must prove that he or she has stayed in the issuing country for at least three months in total after obtaining the license.

### ■ Required documents for application

- Application form (available at the Test Center)
- 2 ID photos (3 cm x 2.4 cm)
- 1 official copy of jumin-hyo (certificate of residence record)
- Valid foreign driver's license
- Japanese translation of the driver's license translated or certified by the Embassy/Consulate or the Japan Automobile Federation (JAF)
- Passport
- Processing fee

## 2. International Driving Permit (IDP)

In accordance with Japanese laws, anyone with an International Driving Permit (IDP) issued abroad under the 1949 Geneva Convention on Road Traffic can drive a car in Japan.

For more information, including requirements for driving with an IDP, please visit:

<https://english.jaf.or.jp/driving-in-japan/drive-in-japan>

<List of the contracting countries of the 1949 Geneva Convention>  
<https://english.jaf.or.jp/driving-in-japan/drive-in-japan/geneva>

## 3. Driver's licenses from certain countries + Japanese Translation

If you possess a driver's license issued in Switzerland, Germany, France, Belgium, Monaco, or Taiwan, and meet the following requirements, you will be allowed to drive in Japan.

- 1) A Japanese translation prepared by an entity specified by law must be carried along with the original license.
- 2) The period elapsed since your entry into Japan must be less than one year.

See more: <https://english.jaf.or.jp/driving-in-japan/drive-in-japan>

# Japanese Language Classes

*In Fukuoka, there are many Japanese language schools and classes run by volunteers. Because each class offers a different course, you can make a choice according to your goals for learning Japanese. Volunteer classes are usually offered once a week for a few hours.*

*There are more than 50 Japanese language classes in Fukuoka City and the surrounding metropolitan area, and nearly 100 classes in total in Fukuoka Prefecture. For applications and inquiries, please send an email to the contact information of each institution on the list.*

See MORE

Living in Fukuoka <http://www.fcif.or.jp/en/en-information/living/consultations-in-foreign-languages/>



## ■ Japanese Class Map in Fukuoka City and the surrounding metropolitan area

*The Fukuoka City International Foundation provides information about Japanese classes taught by volunteers in Fukuoka City and the surrounding metropolitan area. For details, please consult the school or class of your choice.*

<https://www.fcif.or.jp/en/en-language/japanese-language-class/>

## ■ Japanese Language Classes in Fukuoka Prefecture

*"Japanese Language Classes for foreigners" are held in about 100 locations in the prefecture. The classes are not only places to learn Japanese but are also opportunities to interact with local volunteers and residents. Feel free to join them.*

<https://kokusaihiroba.or.jp/lifeguide/japanese/>

## ■ Japanese Classes near Ito Campus

### ● Nihongo Hiroba Itoshima

<http://itoshima.tv/nihongo/>

### ● Motooka Hiroba

<https://motooka-kokusaihiroba.mystrikingly.com>

## ■ Website for Foreign Nationals as Residents to Learn Japanese Language – Connect and Enhance Your Life in Japan-

[https://tsunagarujp.bunka.go.jp/?lang\\_id=EN](https://tsunagarujp.bunka.go.jp/?lang_id=EN)

# Emergency, Safety & Security, Crime & Disaster Prevention

## 1. Emergency Call

Call	Contact	What to report/ask for	See MORE
110	Police	Crime or Accident	<a href="http://www.fcif.or.jp/en/en-information/living/crime/">http://www.fcif.or.jp/en/en-information/living/crime/</a>
119	Fire/Ambulance	Fire, Ambulance, Emergency Medical Services	<a href="http://www.fcif.or.jp/en/en-information/living/emergency-case-and-ambulance/">http://www.fcif.or.jp/en/en-information/living/emergency-case-and-ambulance/</a>

## 2. Traffic Accidents

*In case of a traffic accident, first, call 119 (ambulance) if someone is injured; otherwise, call 110 (phone). If you are personally involved, you must note down the other party's name, address, telephone number, age, driver's license number, vehicle's license plate number, insurance company, etc. You should also note down the witnesses' names and telephone numbers if any. If you are injured, even slightly, you must see a doctor and receive a medical certificate issued by a medical facility.*

## 3. Fire

*If you find a fire, shout "kaji-da (fire)!" and alert the people around you; then call 119 for a fire engine. If a fire extinguisher or water is nearby, use it to contain the fire. However, never splash water over a cooking pot containing oil, a kerosene stove, or an electric appliance. If the fire has spread near the ceiling, please do not try to extinguish it and evacuate quickly.*

## 4. Natural Disaster

*Please take the necessary precautions for an emergency caused by natural disasters such as typhoons and earthquakes.*

See MORE: <http://www.fcif.or.jp/en/en-information/living/natural-disasters/>

■ Disaster Prevention Info-mail Service "Mamoru-kun" (Fukuoka Prefecture)>

<http://www.bousaimobile.pref.fukuoka.lg.jp/en/>

■ Disaster Prevention Guide (Earthquakes/Tsunami/Typhoons/Floods)

<Video> <http://www.fcif.or.jp/en/en-information/disaster-prevention/>

<Handbook> <https://www.pref.fukuoka.lg.jp/contents/bousaihandbook-36.html>

■ ANPIC (Kyushu University Safety Confirmation System)

<https://www.kyushu-u.ac.jp/en/crisismanagement/riskmanagement>

# Daily Life Supports and Informative Websites

## Tutor Program (Fukuoka City International Foundation)

<https://www.fcif.or.jp/en/en-volunteer-bank/tutorprogram/>

- Eligible Applicants: Foreign residents living in Fukuoka City
- Contents of Language Support
  - A brief translation of letters and other documents from schools or public offices
  - Consultation in daily life, etc.

### ■ Process of Applying and Using Services

<https://www.fcif.or.jp/form-list/tutor-programapplicationform/>

1. Send an application for the Tutor Program.
2. Fukuoka City International Foundation will match tutors and users.
3. You will meet the tutor online for the first time, and decide how to contact each other (SNS, e-mail. etc.) from next time onwards.
4. If there is any letter or document you have trouble understanding, contact your tutor with an attached photo of the document.
5. Your tutor will contact you within a few days and provide you with a brief translation of the document.

### ■ Introduction Video of Tutor Program (YouTube)

<https://www.youtube.com/watch?v=MKKtKalvrcY>



## Informative Website for Daily Life and Fukuoka City Guides

- Fukuoka International Foundation <http://www.fcif.or.jp/en/>
- Kokusai Hiroba (Fukuoka International Exchange Foundation) <https://kokusaihiroba.or.jp>
- Itoshima City International Exchange Association <http://window-kokusai.com> (Japanese only)
- Fukuoka NOW <https://www.fukuoka-now.com/en/>
- Fukuoka City Guide YOKA NAVI <https://yokanavi.com/en/>
- Visit Fukuoka <https://visit-fukuoka-japan.com>