

# **University of the Ryukyus**

## **Information Book for Foreign Researchers**



**2017-2018**

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## 【1】 Status for Foreign Researchers

When researchers from overseas visit the University of the Ryukyus and engage in research activities, they will be accepted under the following statuses:

Table 1.

Status	Activities	Faculty/Center
(1) Foreign Researcher ( <i>Gaikokujin Kenkyu-in</i> )	Those who were invited by the University of the Ryukyus and <u>are employed as full-time researchers</u> in order to promote academic research and engage in collaborative research.	Graduate School of Medicine, Tropical Biosphere Research Center
(2) Foreign Visiting Researcher ( <i>Gaikokujin Kyakuin Kenkyu-in</i> )	Those who engage in research activities at the University of the Ryukyus, except “Foreign Faculty Members” and “Foreign Researchers.” ( <u>Not employed</u> )	All Faculties / Graduate Schools, University Hospital, Tropical Biosphere Research Center, Instrumental Research Center, Regional Collaboration Institute, Computing and Networking Center, Institute for Global Education, Health Administration Center, International Institute for Okinawan Studies, Disaster Prevention Research Center for Island Regions, Transdisciplinary Research Organization for Subtropical and Island Studies
(3) Participant in a meeting	Those who participate in a meeting, symposium, etc. held by the university.	All Faculties / Graduate Schools / Centers
(4) Foreign Visitor	Those who visit the university for a courtesy visit or observation.	All Faculties / Graduate Schools / Centers

For the necessary procedures at the university, please contact a faculty member of our university who is going to accept you as a host professor.

## [2] Status of Residence

In principle, foreign researchers wishing to enter Japan are required to possess a valid passport issued by their home government and obtain a visa from a Japanese embassy or consulate overseas before coming to Japan.

The type of visa differs depending on the period of stay in Japan, whether or not you earn an income, and so on. For the appropriate type of a visa, please ask an official at the Japanese embassy/consulate where you are going to apply for a visa.

### [List of Japanese Embassies and Consulates]

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

Table 2.

Status at the University	Type of Visa	Status of Residence (period of stay)	Authorized Activities
(1) Foreign Researcher ( <i>Gaikokujin Kenkyu-in</i> )	working visa	Professor (5 years, 3 years, 1 year or 3 months)	Activities for research, guidance of research or education at a university, equivalent educational institutions or colleges of technology (" <i>Kotosenmongakko</i> ").
(2) Foreign Visiting Researcher ( <i>Gaikokujin Kyakuin Kenkyu-in</i> )	ordinary visa	Cultural Activities (3 years, 1 year, 6 months or 3 months)	Academic or artistic activities that provide no income, or activities for the purpose of pursuing specific studies on Japanese culture or arts, or activities for the purpose of learning and acquiring Japanese culture or arts under the guidance of experts (except for the activities listed in the "Student" and "Trainee" columns of this Table).
(3) Participant in a meeting	short-term visa	Temporary Visitor (90 days, 30 days, 15 days or period of less than 15 days)	Sightseeing, recreation, sports, visiting relatives, inspection tours, participating in lectures or meetings, business contact or other similar activities during a short period of stay in Japan.
(4) Foreign Visitor			

\* A foreign visiting researcher is required to obtain the status of residence as "Cultural Activities" even when s/he plans to stay for 90 days or less.

To apply for a visa, you are required to submit the necessary documents to a Japanese embassy/consulate according to the type of visa you are going to apply for. Visa application cannot be made inside Japan. You also need to submit documents issued by the host institution (University of the Ryukyus) to a Japanese embassy/consulate. The documents to be submitted are shown below. Please note that it might be necessary to submit additional documents. For detailed information about application procedures and documents, please contact the Japanese embassy/consulate where you apply for a visa.

Table 3.

Status of Residence	Supporting Documents
Professor	1.Passport 2.One visa application form (nationals of Russia, CIS countries or Georgia need to submit two visa application forms) 3.One photograph (nationals of Russia, CIS countries or Georgia need to submit two photographs) 4.Certificate of Eligibility (Note) - the original and one copy

	<p>Chinese nationals must also submit the following documents:</p> <p>5.Copy of the Chinese Family Register</p> <p>6.Temporary Residence Permit or Residence Certificate (If the applicant does not have a family register within the region under the jurisdiction of the embassy or consulate where the application will be made)</p> <p>(Note) Depending on the nationality of the applicant, other documents may be necessary in addition to the above. For details please refer to the web site of a Japanese embassy or consulate in your area.</p>
Cultural Activities	<p>1.Passport</p> <p>2.One visa application form (nationals of Russia, CIS countries or Georgia need to submit two visa application forms)</p> <p>3.One photograph (nationals of Russia, CIS countries or Georgia need to submit two photographs)</p> <p>4.Certificate of Eligibility (Note) - the original and one copy</p> <p>Chinese nationals must also submit the following documents:</p> <p>5.Copy of the Chinese Family Register</p> <p>6.Temporary Residence Permit or Residence Certificate (If the applicant does not have a family register within the region under the jurisdiction of the embassy or consulate where the application will be made)</p> <p>(Note) Depending on the nationality of the applicant, other documents may be necessary in addition to the above. For details please refer to the website of a Japanese embassy or consulate in your area.</p>
Temporary Visitor	<p>Documents to be submitted differ depending on nationality of an applicant or type of visa (single or multiple permit). For details, please refer to the website of each Japanese embassy or consulate.</p> <p><a href="http://www.mofa.go.jp/j_info/visit/visa/index.html">http://www.mofa.go.jp/j_info/visit/visa/index.html</a></p> <p>※ Nationals and citizens of those countries and regions with which Japan has taken measures concerning the Visa Exemption Arrangements are not required to obtain visas to enter Japan. (For the countries/regions with the Visa Exemption Arrangements, please refer to the website of the Ministry of Foreign Affairs.)</p>

For detailed and updated information, please access the following Websites:

Ministry of Foreign Affairs: [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

Immigration Bureau: <http://www.immi-moj.go.jp/english/index.html>

#### 《Certificate of Eligibility》

If foreign researchers plan to enter Japan with a status of residence other than “Temporary Visitor”, they may apply for the “Certificate of Eligibility by submitting the necessary documents required for the status of residence which they wish to obtain to the Immigration Office before coming to Japan, in order to simplify and accelerate immigration procedures. If they comply with the landing requirement designated by the Minister of Justice, the Certificate of Eligibility can be issued which allow them to go through the landing examination process smoothly.

By showing the certificate to a Japanese Embassy or Consulate when applying for a visa, the visa procedure can be facilitated.

Application for the Certificate of Eligibility can be made in Japan by the applicant or a proxy (relatives, member of a host university). Please note that the Certificate of Eligibility does not always guarantee entry into Japan.

Table 4.

Where to Submit	Naha District Immigration Office
Who May Submit	1. Applicant 2. A staff member of the organization that accepts the foreign national (proxy)
When to Submit	The Applicant should submit necessary documents well in advance so that the applicant can submit the certificate when making visa application.
Application fee	No fee is required
Documents to Be Submitted	<p>[Common documents for all applicants]</p> <p>1) Application form (1 copy) 2) Photos (4cm X 3cm) 1 copy 3) A return-mail envelope (with 392-yen stamp)</p> <p><u>Status of Residence: "Professor"</u> - Documents issued by a university or institution which certifies the activity, its duration, position, title and the remuneration of the person concerned. *If a proxy makes an application, an identification paper issued by a university is necessary to be presented.</p> <p><u>Status of Residence: "Cultural Activities"</u> 1. Documents certifying the activity and its duration, and the outline of the organization where he or she intends to engage in the activity concerned. a) A Document certifying the activity in which the applicant intends to engage and its duration (1 copy) b) A material indicating the outline of the organization where he or she intends to engage in the activity concerned. 2. Any of the following document certifying academic or artistic career: (1) Recommendation letter from an institution involved (1 copy) (2) Article about an activity involved in the past (3) Awards (4) List of academic papers/art works in the past (5) Substantial document equivalent to (1) ~ (4) above 3. Documents certifying that the person concerned can defray all the expenses incurred during the stay in Japan (1) In case an applicant covers all the expenses by him/herself, one of the following documents: ①Certificate for scholarship indicating the amount and benefit period of scholarship (1 copy) ②Certificate showing the balance of a bank account of an applicant ③Document equivalent to ① or ② (2) In case all the expenses are covered by a person other than an applicant, a document related to a person covering expenses: ①Residential tax receipt or tax-exemption document and certificate of tax payment (indicating annual income and amounts of tax payment) 1 copy each * Certificates can be issued by the office of city/town/village of residence. *If a certificate indicates both annual income and tax payment, either certificate in ① is accepted. ②In case a person covering the expenses is outside of Japan, certificate showing the balance of a bank account of that person</p>

	③ Document equivalent to ① or ② *If a proxy makes an application, an identification paper issued by a university is necessary to be presented.
Expected Time to Complete the Procedure	1 month to 3 months

- \* Additional documents may be required if necessary.
- \* A Japanese translation is required if a document is written in a foreign language.
- \* In general, documents submitted to the Immigration Office can not be returned to the applicant. If you need to submit any document which is difficult to obtain again, please notify it to an immigration officer.
- \* For details, please make an inquiry at Naha District Immigration Office.

\* For more and updated information about the necessary procedures regarding the status of residence, please access the Website of the Immigration Bureau:

<http://www.immi-moj.go.jp/english/tetuduki/index.html>

\* Naha District Immigration Office

(Located on the 7th floor of the Naha First District Government Office Building)

Mon.—Fri. 9:00 ~ 12:00 & 13:00 ~ 16:00

1-15-15 Hikawa, Naha, Okinawa

TEL: 098- 832-4186

\* Immigration Information Center for Foreigners (URL: <http://www.immi-moj.go.jp/english/info/>)

(Services in English, Chinese, Korean, Spanish, Portuguese are available.)

TEL: 0570-013904 \*IP phone, PHS, overseas calls: 03-5796-7112

Hours: 8:30~17:15 (except Saturdays, Sundays and national holidays)

### **【3】 Research Grants for Foreign Researchers**

There are some research grants available for foreign researchers. For more information about research grants, please access the Websites concerned or contact the foundation/organizations providing research grants.

#### **(1) Japan Society for the Promotion of Science (JSPS)**

##### [Post-Doctoral Fellowship for Foreign Researchers]

This program was established to assist promising and highly qualified young foreign researchers wishing to conduct research in Japan. It is aimed at providing opportunities for such researchers to, under the guidance of their hosts, conduct cooperative research with leading research groups in universities and other Japanese institutions, thereby permitting them to advance their own research while stimulating Japanese academic circles, particularly young Japanese researchers, through close collaboration in scientific activities.

##### “Invitation Fellowship Programs for Research in Japan”

This program is designed to enable Japanese researchers to invite their foreign colleagues to Japan to participate in cooperative work and other academic activities. Researchers from all countries having diplomatic relations with Japan are eligible. Applications are submitted by the inviting researchers who wish to host foreign researchers in Japan.

##### “JSPS Ronpaku Program (Dissertation Ph.D.)”

The aim of the JSPS RONPAKU (Dissertation Ph.D.) Program is to provide tutorial and financial support for promising researchers in Asia who wish to obtain their Ph.D. degrees from Japanese universities through the submission of a dissertation without matriculating a doctoral course. This program is implemented in cooperation with JSPS's overseas nominating organizations in Asia.

[Japan Society for the Promotion of Science (JSPS)] <http://www.jsps.go.jp/english/index.html>

[Japan Science and Technology Agency (JST)] <http://www.jst.go.jp/EN/index.html>



## 【4】 Accommodations

### (1) International House

The International House is designed to provide not only housing for international students and researchers but also opportunities for promoting international exchange. The House consists of four buildings: one for singles (researchers: 8 rooms; students: 46 rooms), two for married students (26 rooms), and one for married researchers (2 couple's rooms, 4 family rooms). These are all private rooms. Each has a kitchen, bathroom, and toilet and is furnished with a desk, chair, bed, and bookshelf. Due to a shortage of rooms, rooms may not be available for all foreign researchers visiting our university.

Application for permission to reside in the International House should be made by the host professor, not by foreign researchers themselves. For information about the International House, please contact the International Collaboration Section (895-8033).

\* The International House will be temporary closed due to conversion. In the academic year 2018, the rooms for married researchers will be closed and single rooms for researchers will be closed in 2019.

Room Rents (as of 2017)

Type of Room	Rent for Researchers		Utilities (electricity, water, gas)
	per month	per day	
Single Room	¥ 8,600	¥290	according to the quantity consumed
Couple's Room	¥17,700	¥590	"
Family Room	¥27,800	¥930	"

\* The room rents may be subject to change.

In addition, residents are required to pay the following fees as maintenance and cleaning fees.

(as of 2017)

Type of Room	Maintenance Fee (to be paid once when moving in)	Cleaning Fee (for rubbish disposal)
Single Room	¥11,800	¥1,500 (per month)
Couple's Room	¥20,600	
Family Room	¥22,600	

\* Period of residence to be permitted: one month or longer, up to one year (a period of residence less than one month may be permitted if the director of the International House approves it).

If residents wish to extend their stay, they are required to obtain permission for residence from the director of the International House (an application has to be submitted again).

\* Procedure for move-out: notification for moving out has to be submitted to the director of the International House at least one month prior to move-out.

※It should be noted that, due to reconstruction of the International House, couples and family rooms for researchers will be temporary closed in 2018 and single rooms for researchers will be closed in 2019.

### (2) Researcher Exchange Facility 50th Anniversary Memorial Hall

This Researcher Exchange Facility was constructed as a symbol of the 50th anniversary of our university and contains a lounge and an exhibition room as well as lodging for visitors in order to promote collaboration with researchers from our university.

Room reservations must be made by the host professor, not by the visitors themselves. For reservations and information about room availability, please contact the Research Promotion Section (895-8016).

Information about the facilities, guideline for use, application is available on the website of the Researchers Exchange Facility / 50<sup>th</sup> Anniversary Memorial Hall.

[http://gspd.jim.u-ryukyu.ac.jp/gakusaibu/kenkyu/?page\\_id=19](http://gspd.jim.u-ryukyu.ac.jp/gakusaibu/kenkyu/?page_id=19)

## Room Rents

(as of 2015)

Type of Room		Room Fee
Single Room		¥2,800/night
Twin Room (accessible room)	for two persons (per person)	¥2,800/night
	for one person	¥4,700/night

### (3) Accommodations Outside the Campus

On-campus accommodations for foreign researchers are limited, and it may be difficult to reserve a room on campus. If university accommodations are not available, you may need to stay outside of the campus, such as at a hotel or a private apartment.

In Japan, it is customary that a person who rents a room pays a deposit and “key” money to the owner in addition to the monthly room rent when a contract is made. The system of a deposit and key money may be difficult to understand for people from foreign countries, and they may have a difficult time understanding a contract and communicating with a real estate agent and/or an apartment owner. When you look for an apartment or make a contract, it is advised that you ask a Japanese national or someone who is familiar with Japanese housing for help.

#### 《Accommodations near the campus》

##### Rooms for single person

East Palace (website in Japanese: <http://eastpalace.iinaa.net/>)

1-1-2 Shimashi, Ginowan

Phone: 090-9787-3994 E-mail : okitan39@gmail.com

Granmer Samasita (website in Japanese <http://www.grandmers.com/>)

63-3 Samashita, Ginowan

Phone: 090-9787-3994 E-mail : okinawa@luck.jp

Rental Mansion Kijyu

243 Uehara, Nishihara (near the University Hospital)

Phone: 098-944-1903

Ginowan Seminar House (website in Japanese: <http://w1.nirai.ne.jp/oki-gsh/>)

c/o Okinawa Christian Center, 4-24-7 Shimashi, Ginowan

Phone: 098-898-4361 Fax: 098-897-6963 email: oki-gsh@nirai.ne.jp

Leo Palace 21 [many apartments in Okinawa] (website: <http://www.leopalace21.com/>)

Leo Palace CenterNaha Phone: 098-869-5300

##### Rooms for family

SUMUKA [available in south & central areas, for 1 week or longer]

(website: <http://www.sumuka.jp/>)

“Daito-kentaku Quarterly Chintai” [Daito-kentaku Quaterly rental housing]

(many apartments in Okinawa, for 3 months or longer)

(website: <http://e-heya.kentaku.net/quarterly/index.html>)

“Kina Jyutaku Kaihatsu” [Kina Housing] [available in Naha-city, for 1 week or longer]

(website: <http://www.kina.co.jp/weekly/>)

## 【5】 Procedures for Staying in Japan

### (1) Residence Registration

From July 9 2012, the Alien Registration Law was abolished and the new residency management system was started. By this new system, resident cards will be issued for qualifying foreign nationals who stay in Japan for longer than three months.

#### [Resident Card]

At Natira, Haneda, Chubu and Kansai International Airports, mid- to long-term residents will obtain a landing permission on a passport and be issued a resident card.

For other ports of entry, a seal of landing verification will be stamped in a passport and a description “a resident card to be issued on a later day” will be made near the stamp. In this case, a resident card will be issued after a mid- to long-term resident follows the residency procedure at a municipal office of the city/town/village. Basically, a resident card will be mailed by the Regional Immigration Office to the reported place of residence.

#### ① Notification of Change

##### - Change of Place of Residence

A mid- to long-term resident who has changed his/her place of residence is asked to bring his/her resident card to the municipal office of his/her new residence and notify the Ministry of Justice of the new residence within 14 days of moving to the new residence.

##### - Change of Name, Date of Birth, Sex, Nationality/Region

In case you change your name, date of birth, gender, or nationality/region, for instance you change your name or your nationality/region because of marriage, be sure to notify the Ministry of Justice of the change at a Regional Immigration Office within 14 days of the change.

#### ② Application for re-issuance of a resident card

- In case your resident card is lost, stolen, please apply for reissuance at a Regional Immigration Office within 14 days of the day when you noticed this (or the day when you re-enter Japan in case you noticed it outside Japan).

(\*) To apply for reissue, please bring with you a report of loss or a theft report certificate issued by the Police Department or a disaster victim certificate issued by the Fire Department in place of your resident card.

- In case your resident card is severely damaged or defaced, be sure to apply for reissuance as soon as possible. You can apply for a replacement resident card even if it is not severely damaged or defaced. In such a case, you are required to pay a reissuance fee.

※Concerning the new residency management system, please refer to the website of the Immigration Bureau, Ministry of Justice.

[http://www.immi-moj.go.jp/newimmact\\_1/index.html](http://www.immi-moj.go.jp/newimmact_1/index.html)

[Offices around the university campus] (Mon. — Fri. 8:30 ~ 12:00, 13:00 ~ 17:00)

- Nishihara Town Office, Citizen Section Phone: 098-945-5012

Website (in Japanese, translation available): <http://www.town.nishihara.okinawa.jp/>

- Ginowan City Office, Citizen Section Phone: 098-893-4411

Website (in English): <http://www.city.ginowan.okinawa.jp/about/2410.html>

- Nakagusuku Village Office, Citizen and Living Section phone: 098-895-2131

Website (in English): <http://www.vill.nakagusuku.okinawa.jp/index.jsp>

## (2) Permission to Engage in an Activity Other Than That Permitted Under the Status of Residence

Since you are staying in Japan as a foreign researcher and have the resident status of “Professor” or “Cultural Activities,” you are expected to engage only in research activities. If you need to engage in any other activity other than that permitted under the status of residence previously granted and earn some income, you are required to obtain permission to do so from the Immigration Office in advance. (Although the number of working hours is not limited, please be careful not to interfere with your research. It should be mentioned that activities are limited to those not related to businesses such as bars and cabarets which may affect public morals.)

In some cases, for example, when a person with the status of “Professor” delivers a lecture at a symposium and receives an honorarium, permission from the Immigration Office may not be necessary. You are advised to contact the Immigration Office before you engage in such activity. It should be noted that those with “temporary visitor” status cannot apply for permission to engage in an activity other than that permitted.

If you are going to engage in an activity and receive some income from any institution/association other than our university, you may need to obtain permission from our university in advance. Please consult with the Personnel Section (895-8023).

For detailed information about application, including necessary documents, please contact the Naha District Immigration Office in advance.

Table 5.

Where to Submit	Naha District Immigration Office
Who May Submit	The applicant him/herself
When to Submit	Before engaging an activity other than that permitted under the status of residence the applicant currently holds
Application Fee	No fee is required
Documents to Be Submitted	1) Application for permission (1 copy) 2) A document which indicates the nature of the activity in which the applicant wishes to engage (1 copy) 3) Passport, Resident Card (or alien registration certificate equivalent to the resident card)
Expected Time to Complete the Procedure	2 weeks – 2 months

## (3) Extension of Period of Stay

The authorized period of your stay in Japan is shown in the landing permission that was stamped in your passport at your port of entry. If you desire to extend your stay in Japan, you must apply for and obtain permission to extend your period of stay. (If the permitted period for your status at our university expires, you also need to make an application for extension of your status as a foreign researcher through your host professor.)

When submitting an application for extension, a stamp “in the process of application” will be affixed to applicants’ passports, which will allow them to stay even after the expiration date until an application for extension is approved.

For detailed information about application, including necessary documents, please contact the Naha District Immigration Office in advance.

Table 6.

Where to Submit	Naha District Immigration Office
Who May Submit	The applicant him/herself
When to Submit	Up until the applicant's resident status expires (If the applicant is authorized to stay in Japan for 6 month or longer, the immigration office will start accepting his/her application form three months before his/her stay period expires)
Application Fee	4,000-yen revenue stamp (when extending the period of stay)

Documents to Be Submitted	<p>1) Application form (1 copy)  2) Photo (4cm X 3cm)  3) Passport and Resident Card (or alien registration certificate equivalent to the resident card)</p> <hr/> <p><u>Status of Residence: "Professor"</u>  1. Document that provides an outline of the intended activities, period, the status, and the income; either of the following:  (1) Certificate of incumbency (1 copy)  (2) Copy of employment agreement (1 copy)  (3) Copy of appointment letter (1 copy)  (4) Equivalent documentation to all of the above  2. Residential tax receipt or tax-exemption document and certificate of tax payment (indicating annual income and amounts of tax payment)</p> <p><u>Status of Residence: "Cultural Activities"</u>  1. Documents certifying the activity and its duration for the person concerned, and an outline of the organization where he or she intends to engage in the activity concerned.  (1) Document indicating an outline of the activity and the period, prepared by the applicant him/herself or the organization (1 copy)  (2) Document providing an outline of the organization where the applicant intends to engage in the activity concerned (1 copy)  2. Documents certifying that the person concerned can defray all expenses incurred during the stay in Japan.  (1) In case an applicant covers all the expenses by him/herself, one of the following documents:  ① Certificate for scholarship indicating the amount and benefit period of scholarship (1 copy)  ② Certificate showing the balance of a bank account of an applicant  ③ Document equivalent to ① or ②  (2) In case all the expenses are covered by a person other than an applicant, a document related to a person covering expenses:  ① Residential tax receipt or tax-exemption document and certificate of tax payment (indicating annual income and amounts of tax payment) 1 copy each  * Certificates can be issued by the office of city/town/village of residence.  * If a certificate indicates both annual income and tax payment, either certificate in ① is accepted.  ② In case a person covering the expenses is outside of Japan, certificate showing the balance of a bank account of that person  ③ Document equivalent to ① or ②</p> <p><u>Status of Residence: "Temporary Visitor"</u>  In principle, extension of the period of stay for "temporary visitor" status can be permitted only when unavoidable circumstances for humanitarian reasons or equivalent special reason arise.  1. Statement of reason explaining extension of the period of stay for "Temporary Visitor" is necessary. (any format)  2. Document explaining activities done after arrival at Japan (any format, in concrete terms) (1 copy)  3. Medical certificate (1 copy)</p>
Expected Time to Complete the Procedure	2 weeks – 3 months

\* Additional documents may be required if necessary.

\* Any document prepared in a foreign language must be submitted along with Japanese translation.


(4) Temporary Leave and Re-entry Permission → A special re-entry permit system started.

Foreign nationals in possession of a valid passport and resident card (\*1) who will be reentering Japan within 1 year of their departure to continue their activities in Japan (\*2) are, in principle, not be required to apply for a re-entry permit. (This is called a special re-entry permit.)


When you leave Japan, be sure to present your residence card and tick the column indicating your intention of departure by the Special Re-entry Permit System on an ED card for Special Re-entry Permit.

The part you tick is as shown below.

New form



Old form



Foreign nationals who have departed from Japan on a special re-entry permit will not be able to extend that permit while abroad. Please note that such foreign nationals will lose their resident status if they fail to re-enter Japan within 1 year of their departure (\*2).

(\*1) If a person has a passport containing a statement to the effect that the residence card shall be delivered later, or has an alien registration certificate that is deemed to be a residence card are also eligible for the Special Re-entry Permit.

(\*2) If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.

●The maximum validity period of a re-entry permit is set at "5 years."

The maximum validity period of a re-entry permit issued after implementation of the new system (July 9th, 2012) is to be "5 years," instead of the current "3 years."

※Foreign nationals who are not eligible for a Special Re-entry Permit, or those who will return to Japan after one year are required to obtain an ordinary re-entry permit.

Table 7.

Where to Submit	Naha District Immigration Office
Who May Submit	The applicant him/herself
When to Submit	Before the expected date of your departure
Application Fee	3,000-yen revenue stamp for a single re-entry permit, 6,000-yen revenue stamp for a multiple permit
Documents to be Submitted	1) Application for Re-entry Permission (1 copy) 2) Passport and Resident Card (or alien registration certificate equivalent to the resident card)
Expected Time to Complete the Procedure	1 day (a permit can be given on the day of application)

## (5) Changing of Status of Residence

If foreign nationals desire to cease their present activity and engage in a new activity that falls outside those permitted by their status of residence, they must obtain permission to change their status of residence. For instance, if foreign researchers with the “cultural activities” status are hired as professors at a university in Japan after completing their research activities at our university, they have to obtain permission to change their status of residence to “professor.” It should be mentioned, however, an application will not necessarily be approved.

For foreign nationals with the status of residence as “Temporary Visitor”, they are required to leave Japan and visit Japan again after obtaining an appropriate visa at a Japanese Embassy/Consulate overseas, except for unavoidable circumstances. It is possible to obtain the Certificate of Eligibility at the Immigration Office before leaving Japan. Although there are cases change of the status of residence can be permitted without leaving Japan, decisions are relied on examinations at each immigration office. If you need to change your status of residence, please contact Information Center of Naha Immigration Office.

Table 8

Where to Submit	Naha District Immigration Office
Who May Submit	The applicant him/herself
When to Submit	From any changes in the applicant's resident status up until the applicant's resident status expires
Application Fee	4,000-yen revenue stamp (when extending the period of stay)
Documents to Be Submitted	<ul style="list-style-type: none"> <li>- Application form 1copy</li> <li>- Photo (4cm×3cm) 1copy</li> <li>- Passport and Resident Card (or alien registration certificate equivalent to the resident card)</li> </ul> <p><u>Status of Residence: “Professor”</u></p> <ol style="list-style-type: none"> <li>1. Document that provides an outline of the intended activities, period, the status, and the income; either of the following:               <ol style="list-style-type: none"> <li>(1) Certificate of incumbency (1 copy)</li> <li>(2) Copy of employment agreement (1 copy)</li> <li>(3) Copy of appointment letter (1 copy)</li> <li>(4) Equivalent documentation to all of the above</li> </ol> </li> </ol> <p><u>Status of Residence: “Cultural Activities”</u></p> <ol style="list-style-type: none"> <li>1. Documents certifying the activity and its duration for the person concerned, and an outline of the organization where he or she intends to engage in the activity concerned.               <ol style="list-style-type: none"> <li>(1) Document indicating an outline of the activity and the period, prepared by the applicant him/herself or the organization (1 copy)</li> <li>(2) Document providing an outline of the organization where the applicant intends to engage in the activity concerned (1 copy)</li> </ol> </li> <li>2. Any of the following document certifying academic or artistic career:               <ol style="list-style-type: none"> <li>(1) Recommendation letter from an institution involved (1 copy)</li> <li>(2) Article about an activity involved in the past</li> <li>(3) Awards</li> <li>(4) List of academic papers/art works in the past</li> <li>(5) Substantial document equivalent to (1) ~ (4) above</li> </ol> </li> <li>3. Documents certifying that the person concerned can defray all expenses incurred during the stay in Japan.               <ol style="list-style-type: none"> <li>(1) In case an applicant covers all the expenses by him/herself, one of the following documents:                   <ol style="list-style-type: none"> <li>①Certificate for scholarship indicating the amount and benefit period of scholarship (1 copy)</li> <li>②Certificate showing the balance of a bank account of an applicant</li> <li>③Document equivalent to ① or ②</li> </ol> </li> <li>(2) In case all the expenses are covered by a person other than an</li> </ol> </li> </ol>

	<p>applicant, a document related to a person covering expenses:</p> <p>① Residential tax receipt or tax-exemption document and certificate of tax payment (indicating annual income and amounts of tax payment) 1 copy each</p> <p>* Certificates can be issued by the office of city/town/village of residence.</p> <p>* If a certificate indicates both annual income and tax payment, either certificate in ① is accepted.</p> <p>② In case a person covering the expenses is outside of Japan, certificate showing the balance of a bank account of that person</p> <p>③ Document equivalent to ① or ②</p>
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- \* Additional documents may be required if necessary.
- \* A Japanese translation is required if a document is written in a foreign language.
- \* In general, documents submitted to the Immigration Office cannot be returned to the applicant. If you need to submit any document which is difficult to obtain again, please notify it to an immigration officer.
- \* If you need to change your activity and engage in an activity falls under other status of residence, please make application for change of the status of residence immediately. In case a foreign resident does not do an activity under his/her status of residence for three months or longer, his/her permission for residence may be cancelled.

\* For more and updated information about the necessary procedures regarding the status of residence, please access the Website of the Immigration Bureau:

<http://www.immi-moj.go.jp/english/tetuduki/index.html>

\* Naha District Immigration Office Information Center

(Located on the 7th floor of the Naha First District Government Office Building)

Mon.—Fri. 9:00 ~ 12:00 & 13:00 ~ 16:00

1-15-15 Hikawa, Naha, Okinawa

TEL: 098- 831-5497



## 【6】 Health

Because it is relatively warm and humid in Okinawa, people from foreign countries may have difficulty adjusting to the climate. Some may also have difficulty getting used to Japanese or Okinawan food and have a difficult time eating properly; others may become too busy with their research to live a regular life.

Researchers from overseas sometimes have health problems caused by stress in their academic or personal lives in Japan. Being in good health both physically and mentally is extremely essential for you to conduct research successfully; therefore, you need to take good care of your health. For the purpose of maintaining your health, the following facilities and services are available:

### 1) Health Administration Center

Our university has a Health Administration Center, which aims to preserve and promote the health of students as well as of university faculty members and staff. Please feel free to visit the Center when you need simple medical treatment, medication, or first-aid treatment, or seek medical advice. The service provided there is free. For problems that require more specialized treatment, you will be referred to a hospital or a specialist that has experience in caring for foreign students.

Health Administration Center (next to the Gymnasium):

Mon.—Fri. 8:30 ~ 17:00 (Except 12:00 ~ 13:00)

Phone: 098-895-8144

### 2) University Hospital

The University Hospital, located on the Uehara campus, has clinical departments in various fields for both inpatients and outpatients, as well as an emergency department.

The reception for outpatients is until 11:00AM, Monday through Friday. Consultation days are different depending on clinical departments. For detailed information, please contact the hospital.

\*For those who visit the University Hospital for the first time, a referral letter (documents providing medical treatment information) is necessary for most clinical departments. For new patients without a referral letter, extra charges (medical departments: 5,400 yen, dental: 3,240 yen) is required in addition to an initial fee.

Phone: 098-895-3331 Ext. 3297 (8:00 ~ 11:00)

Mon.—Fri. 8:30 ~ 11:00 (For outpatients)

Website (in Japanese): <http://www.hosp.u-ryukyu.ac.jp/>

[Internal Medicine I, Internal Medicine II, Internal Medicine III, Cardiovascular, Surgery I, Surgery II, Cardiovascular Surgery, Neurosurgery, Orthopedic Surgery, Plastic Surgery, Obstetrics/Gynecology, Pediatrics, Dermatology, Urology, Otorhinolaryngology, Ophthalmology, Neuropsychiatry, Radiology, Anesthesiology, Oral and Maxillofacial Surgery]

[Schedule for Consultation days]

[http://www.hosp.u-ryukyu.ac.jp/guideline/schedule\\_calendar.html#med1](http://www.hosp.u-ryukyu.ac.jp/guideline/schedule_calendar.html#med1)

For those who have never been to a hospital in Japan and those who do not understand Japanese well enough, it is recommended that you ask a Japanese to go to the hospital with you.

If an ambulance is really necessary, please dial “119.” (Please avoid improper use of ambulances.)

### \* Hospital Near the Campus

The following are some major hospitals outside of the campus. Consultation days and hours may differ according to clinical departments. Please call the hospital and make sure it is open before you go.

◆Ginowan Memorial Hospital

183 Shimashi, Ginowan TEL: 098- 893-2101

Mon.—Fri. 8:30 ~ 12:00, 14:00 ~ 18:00

Saturdays 8:30 ~ 12:00

Website (in Japanese): <http://www.ginowan-kinen.or.jp/>

[Internal Medicine, Surgery, Orthopedic Surgery, Psychosomatic Internal Medicine, Rehabilitation]

◆Adventist Medical Center

868 Kochi, Nishihara, Okinawa TEL: 098-946-2833

Monday—Thursday 9:00 ~ 11:30, 14:00 ~ 16:30

Fridays 9:00 ~ 11:30

Sundays 8:00 ~ 11:00, 14:00 ~ 16:00

[Patients during the nighttime can be accepted.]

Website: <https://www.amc.gr.jp/english/>

[Internal Medicine, Surgery, Orthopedics, Obstetrics/Gynecology, Pediatrics, Dermatology, Dentistry, Continence Clinic, Palliative Medicine, General Practice, Smoking Cessation Clinic]

\* Consultation in English is available depending on days/clinics. Please contact the hospital.

◆Heartlife Hospital

208 Iju, Nakagusuku, Okinawa TEL: 098-895-3255

Monday—Friday 8:00 ~ 11:30, 12:00 ~ 16:30

Saturdays 8:00 ~ 11:30

Website (in Japanese): <https://www.heartlife.or.jp/hospital/>

[Internal Medicine, Cardiovascular Internal Medicine, Respiratory Organs, Digestive Organs, Liver Internal Medicine, Hematology, Dialysis Internal Medicine, Nephrology, Pediatrics, Psychosomatic Medicine, Surgery, Esophageal Surgery, Pancreas Internal Medicine, Vascular Surgery, Breast Surgery, Large Intestine/Anus Surgery, Orthopedic Surgery, Plastic Surgery, Neurosurgery, Otolaryngology, Ophthalmology, Obstetrics/Gynecology, Urology, Radiology, Anesthesiology, Rehabilitation, Pathological Diagnosis]

### 3) National Health Insurance

All foreign nationals who have been in Japan or plan to stay in Japan for three months or longer are obligated to join the National Health Insurance Program. You are required to pay an annual insurance fee when you join. By using the insurance, you will be charged 30% of the full medical expenses you incur.

You have to apply for the National Health Insurance Program at the city/town/ village office in the district where you live. (You need to show your Registration Card (or alien registration certificate) for an application. An insurance fee will be charged later.) An insurance certificate is issued by your city/town/village office, and insurance fees vary according to the city/town/village. (For example, the annual insurance fee for 2016 for those without income in Nishihara town was 14,100 yen.)

According to the law, when you apply, you will be charged the insurance fee for the period of your residence in the city/town/village; this means it will be retroactive to the date on which you registered your address at the office in the district when moving there (not from the date of application for the insurance). Even if you have not been to a hospital during the period you were not insured, you must pay the insurance fee. It should also be noted that even if you have been to a hospital and spent your own money during the uninsured period, the money that you paid will not be reimbursed after you join the program. Therefore, it is strongly advised that you join the National Health Insurance Program within 14 days after your arrival in Japan or moving to another city/town/village. (In some cities/towns/villages, residents can join the National Health Insurance only after completing residence registration. In that case, medical expenses paid by residents before joining the insurance can be reimbursed.)

All insurance certificates expire on March 31 every year, regardless of the date issued, so the insurance certificate has to be renewed by the end of March at the office in your district that issued it. (Some cities/towns/villages send the new certificates to residents by mail. If you do not renew it, you cannot use the certificate on or after April 1.)

When you leave Japan or move to another city/town/village, please return your insurance certificate to the office in your district at which it was issued. Otherwise, you will be charged the insurance fee even after you leave the district.

For more details, please contact the National Health Insurance Section of the city/town/village office concerned.

\* Offices around the university campus [Mon. — Fri. 8:30 ~ 12:00, 13:00 ~ 17:00]

- Nishihara Town Office: National Health Insurance Section TEL: 098-911-9163  
Website (in Japanese): <http://www.town.nishihara.okinawa.jp/goven-service/09-kokuho12.html>
- Ginowan City Office: National Health Insurance Section TEL: 098-893-4411  
Website (in Japanese): <http://www.city.ginowan.okinawa.jp/2573/2712/1145.html>
- Nakagusuku Village Office: Health and Welfare Section phone: 098-895-2131  
Website (in English):  
<http://www.vill.nakagusuku.okinawa.jp/menuIndex.jsp?id=53525&menuid=11699&funcid=28>

\* In case for high-cost medical expenses for a sickness or injury

In case that medical expenses for hospital admission or visit exceeds the certain amount, “high-cost medical expense support system” by the National Health Insurance can be applicable. The criterion amount for this system differs depending on income, family members and so on. A foreign resident without income is regarded as a family exempted from tax, and when medical expenses covered by him/herself exceeds 35,400 yen in one month, the amount exceeding the criteria will be reimbursed. It should be noted that expenses for meals, advanced medical cares, additional charge for a bed, and so on will not be covered by the high-cost medical expense support system.

Concerning necessary procedures for this support, an insurance holder needs to pay 30% of the total medical expenses at a hospital. Later s/he will receive an application form for “high-cost medical expense support system” at a city/town/village office. After submitting an application form, s/he will receive reimbursement. In case that an insurance holder has some difficulty in paying 30% at a hospital by him/herself, it is possible to obtain an eligibility certificate for amount limit in advance at a city/town/village office. By using this certificate, the amount exceeding the criteria will be paid to the hospital directly by a city/town/village office, instead of making payment by an insurance holder and receiving reimbursement.

For details about “high-cost medical expense support system and eligibility certificate for amount limit, please contact the National Health Insurance Section at a city/town/village office.

## 【7】 Banks

In Japan, according to the law, it is not allowed for foreign nationals who stay in Japan for short-stay (90 days or less) and those with long-stay visa (90 days or longer) who have stayed for less than six months in Japan to open a bank account at ordinary banks. At Japan Post Bank (called “Yucho Bank”), foreign nationals who have stayed for less than six months are able to open a bank account.

If you open a bank account during your stay in Japan, please make sure to close your bank account before leaving Japan.

## 【8】 Income Tax Convention

If foreign researchers earn any income (such as a salary, a bonus and an honorarium) in Japan, it is subject to income tax. If your home country and Japan have a tax treaty, however, you can apply for deduction from income tax in Japan.

Please note that the content of a tax treaty may differ depending on a country. Please make an inquiry at a taxing authority in your home country before applying for tax deduction. It may be better not to apply a tax treaty depending on a tax rate in a home country. Please notify your host professor where you would like to apply for tax deduction or not.

For researchers from U.S., U.K., France, Australia, Dutch, Switzerland, New Zealand, Sweden, Germany, it is required to submit "Attachment Form for Limitation on Benefits Article" and "Residency Certification". The Residency Certification has to be obtained by researchers themselves. Since it sometimes takes 2-3 months until the certification is issued, please keep in mind when applying for tax deduction.

The countries/areas with which Japan has a tax treaty are listed below. For updated information and more details, please refer to the website of the Ministry of Finance.

Japan's Tax Convention Network (Ministry of Finance website)

[http://www.mof.go.jp/english/tax\\_policy/tax\\_conventions/international\\_182.htm](http://www.mof.go.jp/english/tax_policy/tax_conventions/international_182.htm)

Table 9 (70 treaties, 123 countries/areas)

(as of Feb. 1, 2018)

Region	Countries/Areas
Asia and Pacific (24)	<u>Australia</u> , <u>Bangladesh</u> , <u>Brunei</u> , <u>China</u> , <u>Fiji</u> , <u>Hong Kong</u> , <u>India</u> , <u>Indonesia</u> , <u>Malaysia</u> , <u>New Zealand</u> , <u>Pakistan</u> , <u>Philippines</u> , <u>Singapore</u> , <u>Korea</u> , <u>Sri Lanka</u> , <u>Thailand</u> , <u>Viet Nam</u> , <u>Macao (*)</u> , <u>Samoa (*)</u> , <u>Taiwan</u> (see note 3) (No bilateral convention with Japan) <u>Cook Islands</u> , <u>Marshall Islands</u> , <u>Nauru</u> , <u>Niue</u>
Middle East (8)	<u>Israel</u> , <u>Kuwait</u> , <u>Oman</u> , <u>Qatar</u> , <u>Saudi Arabia</u> , <u>Turkey</u> , <u>United Arab Emirates</u> (No bilateral convention with Japan) <u>Lebanon</u>
Africa (11)	<u>Egypt</u> , <u>South Africa</u> , <u>Zambia</u> (No bilateral convention with Japan) <u>Cameroon</u> , <u>Ghana</u> , <u>Mauritius</u> , <u>Nigeria</u> , <u>Senegal</u> , <u>Seychelles</u> , <u>Tunisia</u> , <u>Uganda</u>
Europe (42)	<u>Austria</u> , <u>Belgium</u> , <u>Bulgaria</u> , <u>Czech</u> , <u>Denmark</u> , <u>Finland</u> , <u>France</u> , <u>Germany</u> , <u>Hungary</u> , <u>Ireland</u> , <u>Italy</u> , <u>Latvia</u> , <u>Luxemburg</u> , <u>Netherlands</u> , <u>Norway</u> , <u>Poland</u> , <u>Portugal</u> , <u>Romania</u> , <u>Slovakia</u> , <u>Slovenia</u> , <u>Spain</u> , <u>Sweden</u> , <u>Switzerland</u> , <u>United Kingdom</u> , <u>Guernsey (*)</u> , <u>Isle of Man (*)</u> , <u>Jersey (*)</u> , <u>Liechtenstein (*)</u> (No bilateral convention with Japan) <u>Albania</u> , <u>Andorra</u> , <u>Croatia</u> , <u>Cyprus</u> , <u>Estonia</u> , <u>Faroe Islands</u> , <u>Gibraltar</u> , <u>Greece</u> , <u>Greenland</u> , <u>Iceland</u> , <u>Lithuania</u> , <u>Malta</u> , <u>Monaco</u> , <u>San Marino</u>
America & the Caribbean (26)	<u>Brazil</u> , <u>Canada</u> , <u>Chile</u> , <u>Mexico</u> , <u>United States</u> , <u>Bahamas (*)</u> , <u>Bermuda (*)</u> , <u>British Virgin Islands (*)</u> , <u>Cayman Islands (*)</u> , <u>Panama (*)</u> (No bilateral convention with Japan) <u>Anguilla</u> , <u>Aruba</u> , <u>Argentina</u> , <u>Barbados</u> , <u>Belize</u> , <u>Colombia</u> , <u>Costa Rica</u> , <u>Curaçao</u> , <u>Guatemala</u> , <u>Montserrat</u> , <u>Saint Christopher and Nevis</u> , <u>Saint Lucia</u> , <u>Sint Maarten</u> , <u>Saint Vincent and the Grenadines</u> , <u>Turks and Caicos Islands</u> , <u>Uruguay</u>
Russia and New Independent States (12)	<u>Armenia</u> , <u>Azerbaijan</u> , <u>Belarus</u> , <u>Georgia</u> , <u>Kazakhstan</u> , <u>Kyrgyz</u> , <u>Moldova</u> , <u>Russia</u> , <u>Tajikistan</u> , <u>Turkmenistan</u> , <u>Ukraine</u> , <u>Uzbekistan</u>

(Note 1) Since the Convention on Mutual Administrative Assistance in Tax Matters is a multilateral convention, and the tax conventions with the former Soviet Union and with the former Czechoslovakia were succeeded by more than one jurisdiction, the numbers of jurisdictions do not correspond to those of tax conventions, etc.

(Note 2) The breakdown of the numbers of conventions, etc. and jurisdictions is as follows:

- Tax convention (a convention principally for the elimination of double taxation and the prevention of tax evasion and avoidance); 57 conventions applicable to 68 jurisdictions.
- Tax information exchange agreement (a convention principally for the exchange of information regarding tax matters); 11 conventions applicable to 11 jurisdictions (These jurisdictions are marked with (\*) above).
- Convention on Mutual Administrative Assistance in Tax Matters; Entered into force by 84 jurisdictions (not including Japan) (These jurisdictions are underlined above) and applicable to 99 jurisdictions due to the extension of the application of the Convention (Jurisdictions to which the Convention is extended are underlined above with dotted lines). 43 jurisdictions out of 99 do not have a bilateral convention with Japan.
- Private-sector tax arrangement with Taiwan; 1 jurisdiction

(Note 3) As for Taiwan, a framework equivalent to a tax convention is established in combination of (1) a private-sector tax arrangement between the Interchange Association (Japan) and the Association of East Asian Relations (Taiwan) and (2) Japanese domestic legislation to implement the provisions of the private-sector tax arrangement in Japan. (The two associations are now named Japan-Taiwan Exchange Association (Japan) and Taiwan-Japan Relations Association (Taiwan), respectively.)

Table 10: Application for Tax Deduction

For foreign researchers receiving honorarium	When to submit	By one day before the payment of honorarium, including cases when any change is made in submitted documents.
	When to SubmitHow to submit	Submitting the completed application form (made in duplicate) to the employer (paying the honorarium). The employer will submit the original to the North Naha Taxation Office.
	Documents to be submitted	Application for Income Tax Convention (relief from income tax on income earned by Professionals, Entertainers, Sportsmen, or Temporary Visitors)
	Additional documents	For researchers from U.S., U.K., France, Australia, Dutch, Switzerland, New Zealand, Sweden, Germany: "Attachment Form for Limitation on Benefits Article" and "Residency Certification"
For foreign researchers receiving a salary	When to submit	By one day before the payment day, including cases when any change is made in submitted documents.
	How to Submit	Submit the completed application form (made in duplicate) to the employer (paying the salary). The employer will submit the original to the North Naha Taxation Office.
	Documents to be Submitted	Application for Income Tax Convention (incomes received by Professors, Students, or Business Trainees)
	Additional Documents	For researchers from U.S., U.K., France, Australia, Dutch, Switzerland, New Zealand, Sweden, Germany: "Attachment Form for Limitation on Benefits Article" and "Residency Certification"

\* For foreign researchers who are invited under the Post-Doctoral Fellowship for Foreign Researchers by JSPS (Japan Society for the Promotion of Science), the monthly allowance is not subject to taxation.

\* For detailed information, please access the Website of the National Tax Agency Japan:

<http://www.nta.go.jp/taxanswer/english/gaikoku.htm>

\* North Naha Taxation Office

5-6-12 Miyagi, Urasoe, Okinawa 901-2550

TEL:098-877-1324

Mon. – Fri. (except holidays): 8:30 ~ 17:00

## 【9】 Security Export Control System

In many countries including Japan, security export control are performed to prevent the conversion to weapons of mass destruction and conventional arms by the unprepared outflow to the foreign countries such as important advanced technology information in the country and the leak.

Security control in Japan is prescribed strictly by the Foreign Exchange and Foreign Trade Control Act. In this act, when a person exports goods or provides the technique related to international security without acquiring the permission of the Minister of Economy, Trade and Industry, criminal penalty and administrative penalty will be imposed.

When a foreign researcher makes a research plan in Japan, please confirm the lists of countries/areas, subject institutions, goods, information and techniques to become a target by all means.

※For detailed information about the Security Export Control System, please refer to the website of the Ministry of Economy, Trade and Industry:

○Security Export Control, Ministry of Economy, Trade and Industry

[Japanese] <http://www.meti.go.jp/policy/anpo/index.html>

[English] <http://www.meti.go.jp/policy/anpo/englishpage.html>