

# GUIDEBOOK FOR INTERNATIONAL STUDENTS

August, 2023

International Center,  
Prefectural University  
of Hiroshima

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## ◆ Procedures at City Hall and Ward Office

Please go through the necessary procedures at the city hall/ward office as soon as you move in an accommodation in Hiroshima. In many cases, residence cards and national health insurance cards are required for living in Japan as identification.

### 1 Resident registration

Foreigners who have lived in Japan for more than 3 months must register their place of residence in Japan at the local government office within 14 days of their location. If the necessary notification is delayed or if you make a false notification, you may be subject to a fine, imprisonment, revocation of your status of residence or deportation.

[Necessary Documents]

- ① Passport
- ② Residence card (Not required if not issued)
- ③ Notification Form (Obtain and fill out at a government office)

\*When you change your address, you also have to go through the moving-out and moving-in procedures at the city hall within 14 days.

In addition, please make sure to report the change of address to the Students Affairs Office and the International Center, PUH.

### 2 My Number: Social Security and Tax Number System

Personal identification numbers (My Number) are used in 3 areas in Japan: social security, tax, and disaster preparedness. When a resident's certificate of residence is issued for the first time after coming to Japan, it is given a 12 digit My Number. Each person's My Number is a different number, and in principle, the same number will be used throughout the life. The same number is used when you leave Japan once and come back to Japan to make a residence certificate.

Except as required by law, you are not allowed to share your My Number with others or to listen to or write down others' My Numbers. When you are asked about your My Number, please make sure to confirm the purpose of use with the other party and be careful not to let other people abuse your My Number.

For more information, please refer to the link below and contact your local government.

My Number Card General Website: <https://www.kojinbango-card.go.jp/>

### 3 National Pension

People between the ages of 20 and 59 living in Japan, including foreigners with residence cards, are required to join the National Pension. The national pension is a type of public pension system that is paid when a subscriber reaches old age or is disabled. You need to go through the registration procedure at the local government office. If it is difficult to pay the insurance premium, there is a system in which the payment of the insurance premium is postponed or exempted upon application. If you have been enrolled in the course for 1 year or more, you can use the "Special Payment System for Students" and apply for an insurance premium exemption. Those who have been registered for less than one year may be able to use the payment deferral system, so please go through the procedure at the city office in your residential

area.

Applications for exemption must be filed every year.

## 4 National Health Insurance

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Foreigners who stay in Japan for more than three months must join the National Health Insurance. Please bring the following documents and go through the procedure at the insurance and pension section in your area of residence.

If you join the National Health Insurance program, an insurance card will be issued. When you go to the hospital, be sure to bring your health insurance card and show it at the reception desk. If you show your health insurance card, you will pay 30 percent of the total medical expenses, and the remaining 70 percent will be covered by the national health insurance system.

As a general rule, you should join the National Health Insurance plan when you come to Japan. Please note that if the enrollment procedure is delayed, you may be asked to pay the insurance premiums retroactively to the month you came to Japan.

### [Necessary Documents]

- ① Passport
- ② Residence Card (Not required if not issued)
- ③ Student ID
- ④ My Number (If you have)
- ⑤ Application Form (Obtain and fill out at a government office)

The monthly premium will increase if you have a large income from a part-time job. However, there is a discount system for insurance premiums, so please consult with the counter of the national health insurance section of the ward office.

In addition, some medical services are not covered by the national health insurance program, and you may have to pay all the expenses incurred.

### [Examples NOT Covered by National Health Insurance]

- Cost for medical treatment outside Japan
- Medical examinations
- Vaccinations
- Additional costs when hospitalized in a private room
- Orthodontic treatment
- Cosmetic surgery
- Normal pregnancy and childbirth
- Induced abortion



When you return to your country after studying abroad, please go to the city hall/ward office where you joined and return your health insurance card before you go back to your country.

Please note that if you don't do this procedure, it doesn't mean you have left the National Health Insurance membership.

## ◆ Procedures Related to Status of Residence

All foreign nationals who enter and stay in Japan are required to carry out activities and follow various

procedures in accordance with the relevant laws and regulations based on the "Immigration Control and Refugee Recognition Act". If you fail to follow the procedures prescribed by this law or violate the rules, you will not be able to continue your stay in Japan as a foreign student.

## **1 Hiroshima Regional Immigration Bureau**

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It is the place where you mainly do the procedures.

### **[Main Office]**

Location: Hiroshima Legal Department Building, 2-31 Kamihatchobori, Naka Ward, Hiroshima, 730-0012

Business hours: 9:00AM – 4:00PM (Excluding Saturdays, Sundays and holidays)

Immigration/Residence Examination Department: TEL 082-221-4412

Map: <https://goo.gl/maps/JuB295dB3bi8dGx7A>

### **[Fukuyama Branch Office]**

Location: Estparc 8F, 1- 21 Higashisakura-cho, Fukuyama City, Hiroshima, 720-0065

Business hours: 9:00AM – 4:00PM (Excluding Saturdays, Sundays and holidays)

Tel: 084-973-8090

Map: <https://goo.gl/maps/cF2H7PL3TQu2tBQh8>

## **2 Residence Card**

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### **(1) Obligation to Carry the Residence Card**

The residence card shows whether there are any restrictions on work, your name, date of birth, gender, nationality, region, status of residence, expiration date of your period of stay, type of permission, date of permission, date of issuance, and place of residence. You are obliged to carry this card with you at all times, and there are penalties for those who violate your duty. In addition, it is required to present it in response to the requests of police officers and administrative officers of public offices.

### **(2) Change of the Place of Residence**

If you change your place of residence, you must submit a notification of change of address at the city hall/ward office of your new place of residence with your residence card within 14 days of moving. When you submit a notification of change of address on your residence card, your new address will be written on the back of your residence card.

### **(3) Loss of the Residence Card**

If you lose your residence card due to loss, theft, or for any other reason, you must apply to a regional immigration bureau for reissuance of your residence card within 14 days of learning of the fact.

\*If you lose your residence card, please report it to the International Center as soon as possible.

### **(4) Notes on "Immigration Control and Refugee Recognition Act"**

The laws related to those who have residence status "Student" are as follows.

- If you have not been engaged in activities related to the prescribed status of residence for more than 3

months without a proper reason, your status of residence will be revoked.

- If you get landing permission by falsifying your activities related to your status of residence or your educational background, you will be subject to revocation of your status of residence.
- If you are illegally staying in Japan, you will be sentenced to imprisonment with or without work for up to 3 years and fined up to 3 million yen. In addition, foreigners who engage in activities other than those permitted under the status of residence previously granted without permission (Part-time jobs, etc.) are subject to imprisonment with or without work for not more than 1 year or a fine of not more than 2 million yen.

### **3 Extending the Period of Status of Residence**

#### **(1) Application for Permission to Extend the Period of Stay**

To apply for an extension of the period of status of residence, you must go to the regional immigration bureau and apply for the extension by the expiration date of the period of stay. Applications are accepted from about 3 months before the expiration date. At least two weeks before the expiration of the period of stay, bring the following documents to the International Center or Student Affairs Office in Mihara/Shobara Campus, receive the forms stamped by the representative of PUH, and go to the regional immigration bureau to apply for permission to extend the period of stay. If you stay in Japan beyond the period of stay, it will be considered as illegal stay and you will be punished.

[Necessary Documents]

- ① Application for Permission for Extension of Period of Stay  
(<https://www.isa.go.jp/en/applications/procedures/16-3.html>)
- ② Passport
- ③ Residence Card
- ④ Official Transcript
- ⑤ Certificate of Enrollment
- ⑥ Certified Financial Statement  
(Ex. Certificate of overseas remittance, a copy of the bankbook, and a salary statement for a part-time job)
- ⑦ Application for Permission to Engage in Activity Other than That Permitted under the Status of Residence Previously Granted (Only applicable persons)  
(<https://www.isa.go.jp/en/applications/procedures/16-8.html>)
- ⑧ Scholarship Certificate (Only applicable persons)
- ⑨ Processing fee of 4,000 yen to be paid by revenue stamp (shunyu inshi : 収入印紙)

#### **(2) Notification of Residence Card**

After completing the procedures to extend the period of stay, a new residence card with an extended period of stay will be issued. After receiving your new residence card, go through the necessary procedures to change the information on your residence card at your city hall/ward office, and submit a copy of your passport and residence card to the International Center or Student Affairs Office at Mihara/Shobara Campus.

### **4 Temporary Departure from Japan and Re-entry**

#### **(1) Submission of Overseas Travel Notice (university designated form)**

If you are leaving Japan, please contact the International Exchange Center or the Student Affairs Office of Mihara/Shobara Campus at least 1 week before leaving Japan, and submit the "Overseas Travel Certificate (For international students: including temporary return home)" designated by the university, regardless of the period of your classes or holidays. (Travel documents are distributed at the International Center and the Student Affairs Office of Mihara/Shobara Campus.)

You can also download "overseas travel notification" from the following link:

[https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.pu-hiroshima.ac.jp%2Fuploaded%2Ffile%2F46974\\_115925\\_misc.xlsx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.pu-hiroshima.ac.jp%2Fuploaded%2Ffile%2F46974_115925_misc.xlsx&wdOrigin=BROWSELINK)

## **(2) Deemed Re-entry Permit**

If a foreign national with a valid passport and residence card re-enters Japan within one year of leaving the country in order to continue his/her activities in Japan, he/she does not need a re-entry permit in principle. This system is called the "deemed re-entry permit".

If you are going to temporarily leave Japan using this system, show your residence card to the immigration inspector at the airport where you are going to leave the country, and check the corresponding box on the Embarkation and Disembarkation Card for Reentrant (ED card). There is no handling charge.

Immigration Bureau of the Ministry of Justice pamphlet:

<https://www.moj.go.jp/isa/content/930002122.pdf>

[Note]

- A person who leaves Japan temporarily with a deemed re-entry permit cannot extend the valid date of the permit in abroad.
- If you do not re-enter the country within one year after leaving the country, you will lose your visa status.

\*If the period of stay is less than one year after leaving the country, you must re-enter the country by that period.

## **5 Permission to Engage in Activity Other than That Permitted under the Status of Residence Previously Granted (Part-Time Job)**

### **(1) Application for Permission to Engage in Activity Other Than That Permitted under the Status of Residence**

The purpose of the foreign students' activities in Japan is study and research, and in principle, their residence status is "study abroad". You are not allowed to work part-time with a status of residence "study abroad". To work part-time, you must obtain permission to engage in an activity other than that permitted under the status of residence previously granted at the Immigration Bureau. Take the following [What you need] to the Hiroshima Immigration Bureau and apply.

[Necessary documents]

- ① Application for Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted
- ② Passport
- ③ Residence Card

## [CAUTION]

If you do a part time job without permission or renewal after the period of permission, it will be considered illegal. You will be subject to severe punishment as "labor."

\*New arrivals who have been granted the status of residence of "study abroad" may apply for permission to engage in an activity other than that permitted under the status of residence previously granted at the airport of entry. (Those who enter Japan with a re-entry permit and those who have been granted a three-month period of stay are not eligible.)

### (2) Precautions When Engaging in Activities Outside the Scope of Qualification

- You must not work part-time at places where adult entertainment businesses or adult entertainment businesses are held.
- Permitted part time job hours are within 1 week 28 hours (Up to 8 hours per day and 40 hours per week during long-term leave).
- Please confirm the summer, winter, and spring vacation periods of the university in your academic year history.
- When you work part-time, please bring your residence card with your permission stamped in the permission to engage in an activity other than that permitted under the status of residence previously granted.

住居地記載欄		
届出年月日	住居地	記載者印
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長
資格外活動許可欄		在留期間更新等許可申請欄
許可: 原則週 28 時間以内・風俗営業等の従事を除く		在留資格変更許可申請中

### (3) Submission of the Residence Card

In order to know the status of each student's activities outside the scope of their visa status, we check whether they have permission to engage in activities outside the scope of their visa status with their residence card. Students who work part-time must submit a copy of their residence card (both sides) to the International Exchange Center or the Educational and Educational Division of Mihara/Shobara Campus.

## 6 Leave of Absence

If a student who is enrolled in our university with a status of residence "study abroad" takes a leave of absence, he/she will not be able to continue to stay in Japan or work part-time. You need to apply for a change to an appropriate status of residence or leave Japan as soon as possible. (If your visa expires while you are on leave of absence, please return your residence card at the airport when leaving Japan. If a foreign student whose period of stay has expired returns to school, he or she must obtain a NEW



"study abroad" visa at the Japanese legation in his or her home country.)

If you are taking a leave of absence from school, please consult with your academic advisor, the International Center, or the Student Affairs Office of Mihara/Shobara Campus.

## **7 After Graduation and Completion**

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### **(1) Career Paths after Graduation or Completion**

At our university, we ask you to submit a career path survey form from the Career Center when you graduate and complete. In addition, the International Center also confirms the career path after graduation and completion of the course of study in relation to the status of residence. Please report to the Career Center, the International Center, or Student Affairs Office of Mihara/Shobara campus as soon as you decide your career path after graduation and completion.

### **(2) Renewal and Change of Status of Residence at the Time of Graduation or Completion**

After graduation or completion of the University, you cannot stay in Japan beyond the expiration date. If you continue to stay in Japan after graduation or completion of your studies, please follow the procedures for changing your status of residence according to your career path.

#### ① If employed in Japan after graduating

The status of residence differs depending on the type of job you get. Please refer to the following website to find out what your status of residence is. If you still don't know, please consult with your employer directly.

Ministry of Justice website: <https://www.moj.go.jp/isa/applications/procedures/16-2-1.html>

#### ② When seeking employment in Japan after graduating

If you continue your job-hunting activities after graduation, you can change your status to that of residence "designated activity". The period of stay for this status is six months, and you may be granted an extension only once, for a maximum of one year. In order to apply, you need a letter of recommendation from the Prefectural Hiroshima University and documents that show that you are continuing your job-hunting activities. It may take a long time to review, so please prepare for the application as soon as possible before graduation or completion. For details, please check the website of the Ministry of Justice.

Ministry of Justice website:

<https://www.moj.go.jp/isa/applications/status/designatedactivities14.html>

\*For the application form, please use the form included in the application form for permission for change of status of residence (Ministry of Justice website), which is listed in "本邦の大学等を卒業した留学生が就職活動を行う場合 (means "International students who have graduated from a university or other institution in their home country and are seeking employment") (the form with the other (U) written on the header of the 2nd application form).

\*You do not need to submit documents issued by your institution, but you need a letter of

recommendation with the university president's seal (The format is listed on the website above).

\*In order to issue a recommendation letter, you need to meet the requirements designated by our university. Please note that a letter of recommendation cannot be issued to a person who cannot prove the history of his/her job hunting.

### **Issuance of a letter of recommendation**

#### **◆ Requirement**

- ① **A person enrolled in the regular course of the undergraduate or graduate school of the university, who has the status of residence of "study abroad".**
- ② **Those who can prove their record of job-hunting while enrolled (A person who falls under either a or b).**
  - a. **A person who has been registered at a career center and is recognized by the center to be continuously engaged in job hunting.**
  - b. **A person who engaged in job-seeking activities and whom submitted copies of documents indicating that they are engaged in job-seeking activities, such as visiting notices, examination notices, and interview notices from companies. (If you only apply for online registration or seminars on the job-hunting support website, it is NOT accepted that you are engaged in job-hunting activities.)**
- ③ **A person with sufficient financial capacity during the period of stay.**

#### **◆ What to comply with**

- ① **Reporting the status of job hunting to the International Center once a month by submitting "Job hunting monthly report".**
- ② **If you change your address or contact information, or if you go back to your home country, please report to the International Center.**
- ③ **If you have found a job, report it to the International Center and the Career Center.**

#### **◆ Application documents and examination**

Those who wish to receive a letter of recommendation shall submit the following necessary documents to the International Center within one month after graduation and completion of the University, and the propriety of receiving a letter of recommendation shall be determined after examining the proof of job-seeking activities and prospects for future activities.

##### **[Necessary documents]**

- a. **One application for permission for change of status of residence**
- b. **Photo (Length 4cm x Width 3cm): 1 leaf**
- c. **Copy of passport and residence card**
- d. **Document certifying the applicant's ability to pay all the expenses during his/her stay in Japan.**
- e. **Diploma (copy) or graduation certificate of Prefectural University of Hiroshima: 1 copy**
- f. **Material that clarifies continued job-hunting activities**
- g. **Written pledge: 1 copy \* distributed at the International Center, also available for download from the university website: <https://www.pu-hiroshima.ac.jp/uploaded/attachment/18488.pdf>**

3) If received a tentative job offer and wish to stay until you are hired.

If you are a foreign national staying in Japan with a status of residence "study abroad" and you want to

stay in Japan until you are hired after graduating from university, you can change your status to that of residence "designated activity". There are a lot of documents to be submitted by prospective employers, so please prepare for the application as soon as possible before graduation or completion. For details, please check the website of the Ministry of Justice.

Ministry of Justice website:

<https://www.moj.go.jp/isa/applications/status/designatedactivities15.html>

\*As for the application form, please use the form listed in the (Ministry of Justice website) of the application form listed in the " 大学等の在学中あるいは卒業後に就職先が内定し採用までの滞在を希望する場合 (means "If you are a student at a university or other institution or if you have a job offer after graduation and wish to stay until you are employed")".

(This is the form that says "Other (U)" on the header part of the second sheet for applicant etc.).

<https://www.moj.go.jp/isa/applications/procedures/16-2-1.html>

\*Please ask the company to make it for your organization.

### **(3) "Notification Concerning the Organization of Affiliation" (Status of Residence "Study Abroad")**

If you have left an organization or transferred to a new organization for graduation/completion, advancement to another school, employment, etc., you must notify the Immigration Bureau within 14 days after the change.

\*University (as an educational institution for foreign students) also reports the status of international students to the Immigration and Residential Affairs Bureau, and the information is checked against the information submitted by the international students themselves.

For details of the notification, please check the website of the Immigration Services Agency of Japan.

[http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10\\_00014.html](http://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html)

You can also make a notification online using the electronic notification system of the Immigration Services Agency of Japan. (User registration is required.)

[http://www.moj.go.jp/isa/publications/materials/i-ens\\_index.html](http://www.moj.go.jp/isa/publications/materials/i-ens_index.html)

## **◆Health and Safety Management**

### **1 Gakkensai Insurance for Injuries from Accident / Gakkensai Insurance for Accidents Involving Third Parties or Their Property**

As for the prevention of accidents during university life, it is necessary to take sufficient measures on a daily basis, but even so, accidents happen at unexpected times. This insurance is a system in Japan and overseas for students who have had such accidents, and all regular students are required to take out this insurance. Exchange students are also advised to take out such insurance if you do not have it in your home country.

#### **(1) Gakkensai Insurance for Injuries from Accidents**

The insurance will compensate students for injuries caused by accidents or accidents that occur during regular classes, school events, school trips, extracurricular activities, or school commuting. For more information, please visit the following link: <http://www.jees.or.jp/gakkensai/>

## **(2) Gakkensai Insurance for Accidents Involving Third Parties or Their Property (incidental liability insurance)**

Compensation will be provided in the event that a student injures another person or damages another person's property during a regular lesson, school event, or a round trip.

Example:

- Students opened a booth at a school festival, but a food poisoning accident occurred and five people were hospitalized.
- During internship at a regular class, a student accidentally broke a machine at the place of employment.
- When commuting to college, a student caused a bicycle accident and the other person got injured.

[Note] Please note that insurance may not be paid depending on the case.

Please read the guide carefully, and if you have any questions, please contact the Student Affairs Office. Also, if you have an accident, please report it to the Student Affairs Office immediately.



## **2 Injury and Sickness**

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### **(1) Use a nurse's office**

If you get injured or feel sick on campus, please go to the nurse's office (Student Affairs Office if absent) for treatment. If you need rest, you can use a bed. If necessary, I will refer you to a medical institution; however, in that case, you will be responsible for the expenses.

Also, if you have any questions about your physical and mental health, please feel free to come to the nurse's office.

### **(2) See a Doctor**

There are general hospitals and private clinics in Japan, but it depends on which hospital you should go, the type and degree of illness or injury. You should get information on the subjects, hours and closed days of the clinic in your neighborhood.

If you're not sure what to say, use one of the following services or have an interpreter accompany you.

- Multilingual Questionnaire Useful in Clinical Practice (<http://www.kifjp.org/medical/> )

The medical questionnaire translated in multiple languages is available on the Internet. Please print and use it.

- Hospitals accepting foreign languages

(<http://www.qq.pref.hiroshima.jp/qq34/qqport/kenmintop/hospital/fk9020.php> )

You can search medical institutions in the prefecture by "Hiroshima Prefecture Emergency Medical Information Network".

### **3 Disaster Prevention**

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In addition to damage from earthquakes and tsunamis, disasters such as heavy rain, heavy snow, and tornadoes have frequently occurred in Japan in recent years.

In order to protect your life from such disasters, make sure that you always prepare for emergencies.

Confirmation of evacuation sites (University and neighborhood)

\* Check the evacuation area for each disaster such as sediment disaster, flood and earthquake.

Registering Local Government Disaster Prevention Emails

Confirming how to contact family members and where to meet

Confirming how to contact the university and friends

Measures to prevent furniture from falling over

Do not place luggage in hallways, etc.

Preparation of emergency evacuation items

Confirmation of the return route on foot

Confirmation of Disaster Message Service

\*Please print out the disaster prevention manual prepared by our university and carry it with you.

Disaster Prevention Manual: [https://www.pu-hiroshima.ac.jp/uploaded/life/39530\\_94105\\_misc.pdf](https://www.pu-hiroshima.ac.jp/uploaded/life/39530_94105_misc.pdf)

[Disaster Prevention Related Link]

- Japan Meteorological Agency Disaster Prevention Information: [www.jma.go.jp/jma/index.html](http://www.jma.go.jp/jma/index.html)
- Provided by the Ministry of Land, Infrastructure, Transport and Tourism and the Japan Tourism Agency "Disaster Information Application for Foreign Tourists "Safety Tips":  
[www.mlit.go.jp/kankocho/news03\\_000136.html](http://www.mlit.go.jp/kankocho/news03_000136.html)
- Hiroshima Prefecture Disaster Prevention Web: <http://www.bousai.pref.hiroshima.jp/>
- Hiroshima City Disaster Prevention Portal: <http://www.bousai.city.hiroshima.lg.jp/>
- Shobara City HP (disaster prevention): <http://www.city.shobara.hiroshima.jp/main/life/cat10/cat2/cat6/>
- Mihara City HP (Evacuation centers and hazard maps) :  
<https://www.city.mihara.hiroshima.jp/soshiki/19/hinanmihara.html>

### **4 Crime Prevention and Crisis Management**

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#### **(1) Frequent Crime**

Japan is said to be a relatively safe country, unfortunately, there are many heinous crimes these days. Please take measures to protect yourself, such as not walking outside alone at night as much as possible, and never taking your residence card, mobile phone or other personal information away from your body. For your reference, here are the crimes that are easy to be involved in and the measures you should take.

### **【Bag-snatching】**

When you run with your luggage in the back of your bicycle or when you are walking with your cell phone in your mind, the bike will come up to you from behind and take your luggage away.

#### **Countermeasure**

- Put the bag across the shoulder. (hang from one's shoulder to one's armpit)
- Don't carry your bag on the roadway.
- Try not to use a cell phone while walking.



### **【Theft】**

Your wallet, bag, or bicycle you parked may be stolen when you are out.

#### **Countermeasure**

- Try not to carry valuables when I go out if possible. Keep money to a minimum.
- Even in familiar places, such as classrooms and workplaces, you do not take your valuables away from your body.
- Do not leave your bag containing your residence card and wallet.
- Bicycle keys are double-locked, for example, with chain keys.



### **【Burglary】**

There are cases where valuables are stolen by breaking the key or opening it with special tools while you are out.

#### **Countermeasure**

- Always lock the door, no matter how short it is, even when you go out to throw trash.
- If the front door has a mailbox for inserting newspapers or mail, cover it firmly from the inside so that you cannot look into the room or touch it.
- Don't put mail in the mailbox. It's easy for a burglar to enter because it's always considered to be out.

**In case something happens, please contact the police and Student Affairs Office of the university immediately.**

**【Hiroshima Minami Police Station】 TEL : 082-255-0110**

1- 34, Ujina Higashi 4-chome, Minami-ku, Hiroshima 734 0003, Japan

**【Shobara Police Station】 TEL : 0824-72-0110**

3-8, Nakamoto-cho 1-chome, Shobara, Hiroshima 727 - 0012, Japan

**【Mihara Police Station】 TEL : 0848-67-0110**

2 -6 Minami 3-chome, Mihara 723 - 0052, Japan

## (2) Illegal Act

There seems to be no particular problem, but it is actually a violation of the law. Ordinary casual behavior leads to unexpected results. And that's not just "I didn't know.". The following are the main examples.

### **Do not take away someone else's stuff, even if it is abandoned.**

Even if it is considered to be abandoned, taking away such stuff which have a property value, such as a TV, a bicycle, or an electric appliance, is considered a violation of the law.



### **Do not dispose of bulky waste illegally.**

When disposing of garbage, it is illegal to dispose it in a place other than the designated place or method. For example, if you throw away a bicycle or a refrigerator in a river or a mountain, or throw away household garbage such as kitchen garbage on the street without permission, you will be fined.



### **Do not sell your cell-phone and buy someone's cell-phone**

Don't sell your cell phone to others without permission from the cell phone company, or buy a cell phone under someone else's name. Also, if you make a contract with a false name, address or date of birth when you make a contract with a cell phone, it will be a crime.

### **Do not share commuter tickets or health insurance certificates.**

It is also illegal to use your friend's commuter pass when you use public transportation. A large fine will be imposed and the commuter pass will be confiscated. Not only commuter passes, but also health insurance certificates, tickets such as a free pass for Saturdays and Sundays and excursion tickets should not be used by friends.



Illegal behavior results from small slackness, such as "This much is fine." or "We're all doing this.". Your laziness can upset your life and lead to a lifetime of regret.

In addition, there are cases where a person helps a crime without knowing it. Make sure to avoid getting caught up in criminal activity by checking news every day, communicating well with your neighbors, and actively participating in community activities and please have a peaceful and safe time in Japan.

### (3) Bicycle

If you don't follow traffic rules, such as not turning on the lights at night or riding with two people, you will often be stopped by a police officer when you are riding a bicycle, and asked to show your residence card, and you will be checked for security registration.

In Japan, we have a registration system for bicycles to prevent theft. If you find out that you are riding a bicycle registered in another person's name, you will be detained for a long time at a police box, and you will be suspected of being a bicycle thief. Therefore, when using a bicycle, please be aware of the following points:

- When you buy a bicycle, be sure to register it at the store (500 yen).
- If you get a bicycle from a friend, ask your friend to write a document (proof of assignment) that shows it was transferred, and go to a bicycle shop and register it under your name.
- If you park your bicycle in a place other than the bicycle parking area such as in front of the station, it may be removed as "abandoned bicycle". In order to have the removed bicycle returned, you have to report to the designated place and pay a fee. Be sure to park your bicycle in the designated place.
- Don't ride a bicycle left in front of the station or in the garbage area. This is a violation of the law and you will be punished.

\*Bicycle safety 5 rules \*

1. In principle, bicycles should run on the roadway. You can use the sidewalk only when it is unavoidable.
2. Always keep to the left on the roadway.
3. Pedestrians have priority on sidewalks. Ride slow down on the side of the road.
4. Follow the safety rules.
5. Children should wear helmets.



Drunk driving, riding with two people, and parallel riding are prohibited.  
Be sure to turn on the light at night.  
Observe traffic lights, pause, and confirm safety at intersections

[Reference]

National Police Agency: Traffic Safety Guides in Japan for Pedestrians and Bicycles:

[https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic\\_safety\\_en.pdf](https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic_safety_en.pdf)

## ◆ Student life

### 1 Library

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Library of Science Information Center (<https://librarywww.pu-hiroshima.ac.jp/drupal/riyouannai>)

#### (1) Opening hours

For details, please check the opening calendar of each campus library on the website above.



## (2) Closed

[Hiroshima Campus]

Sundays, Saturdays during holidays, national holidays, year-end and New Year holidays (December 28 - January 4), etc.

[Shobara Campus]

Sundays, national holidays, New Year holidays (December 28 - January 4), etc.

[Mihara Campus]

Sundays, Saturdays during holidays, national holidays, year-end and New Year holidays (December 28 - January 4), etc.

\*Depending on the circumstances, the opening hours and closing days may be changed or the library may be temporarily closed. In that case, we will inform you on the bulletin board and the website of the library.

## (3) How to use

- Use inside the building

Books, magazines, newspapers and audiovisual materials in the reading room are freely available.

Please return it to the original place after use.

- Lending Books

Please show the book or magazine you want to borrow (Materials) and your student ID card to the staff at the counter.

The number of books to be borrowed and the lending period can be checked in the website above.

\*Please note that some books cannot be borrowed.

- Returning Books

Please return the borrowed books to the counter by the due date.

When the library is closed, please use the book return post next to the entrance.

In addition, there are book rental reservation, copying and reference service.

For details, please check the website or ask at the counter of the library.

## 2 On-campus Network Services

Information Systems Department, Academic Information Center ([http://www.galaxy.pu-hiroshima.ac.jp/~aic\\_support/](http://www.galaxy.pu-hiroshima.ac.jp/~aic_support/)) <https://www.pu-hiroshima.ac.jp/site/student/list130.html>)

You can use various services using the campus network.

### (1) Internal Common Account

In order to use the various services of the university's network, the user account (the university's common account) must be used.

\* The Campus Common Account is the ID (something like a student ID on a network) required to use the campus services. The Campus Common Account is distributed to each student and has a

password. The password is the initial password and can be changed later.

## **(2) Systems and Services Available with the Campus Common Account**

- Webmail
- The system is used for registration, information on cancelled and make-up classes, class and timetable enquiries, and automatic certificate issuing machines.
- Job search support system (job information, etc.)
- Library web services



## **3 Career Center**

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Job hunting by foreign students is basically the same as job hunting by Japanese students. At the Career Center, we provide information on employment to foreign students who wish to work in Japan. For further assistance, please visit the website below.

Foreign students may feel uneasy about job hunting in a foreign country, but please feel free to use the Career Center regardless of your grade.

Career Center: <https://www.pu-hiroshima.ac.jp/p/career/index.html>

## **4 International Center (Hiroshima Campus)**

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The main duties of the International Center are as follows. Not only do they provide advice for studying or studying abroad, but they also provide advice on daily life and job hunting. Please feel free to drop in if you have any questions.

The bulletin board in the hallway in front of the International Center also provides the latest information on scholarships, international exchange events, and volunteer activities.

### **(1) What to Do by International Center**

- Receiving operation for International Students (private and national expenses)
- Application for Extension of Period of Stay and Certificate of Eligibility
- Disclosure of Scholarship Information and Applications
- Introduction of housing and compensation system
- Conducting study tours and other international exchange events
- Receiving international students and dispatching of Japanese students under exchange agreements.
- Consultation for study abroad at partner universities and other overseas universities
- Management of study abroad programs
- Collaboration with overseas universities

### **(2) Office Hours**

Regular Term : Monday - Friday 8:30 -18:00

During long vacation : Monday - Friday 8:30 -17:15

## ◆Daily Life

### 1 Accommodation

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(1) **Hiroshima City International Students Hall:** <http://www.i-house-hiroshima.jp/>

If there is a vacant room, there is a tenant recruitment every month, through the university. We will recruit at the bulletin board in the hallway in front of the International Center, please apply through the International Center. If there are no vacant rooms, recruitment will not be conducted.

(2) **Foreign Student Housing Comprehensive Compensation System:** <http://www.jees.or.jp/crifs/>

In Japan, you need a joint guarantor when you rent a room. The Comprehensive Guarantee System for Foreign Students Studying in Japan is a system that international students can use when a school related person becomes a joint guarantor. It consists of overseas travel insurance and a guarantor compensation fund, which compensate the landlord for damage caused by an accidental fire in a rented room or when the guarantor is requested by the landlord to perform a guarantee obligation due to unpaid rent.

If you are in trouble to find your guarantor when you rent a room, please consult with the International Center or Student Affairs Office in Mihara/Shobara Campus.

### 2 Bank Account

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If you open a savings account at a bank, you can make a deposit, transfer money, transfer utility bills automatically, or exchange money. The office is open from 9: 00 to 15: 00 (Japan Post Bank at 16: 00) Monday through Friday, except on Saturdays, Sundays and national holidays. The available time of ATM depends on the location. The general documentation requirements are as follows:

- ① Passport
- ② National health insurance card or residence card
- ③ Seal \* Some banks accept signatures, so please check in advance.
- ④ Cash for deposit \* The minimum amount varies from bank to bank, so please confirm in advance.

### 3 Mail Services

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The standard postage in Japan is 63 yen for a postcard and 84 yen for a letter under 25 grams.

As the postage rates to foreign countries differ depending on the area, you should ask at the post office or check the website ( [https://www.post.japanpost.jp/index\\_en.html](https://www.post.japanpost.jp/index_en.html) ). Most post offices excepting saving section are open from 9: 00 to 17: 00 Monday through Friday.

You can also open an ordinary savings account at a post office. Savings counters are open from 9: 00 to 16: 00 Monday through Friday, except on Saturdays, Sundays and national holidays.

In order to open an account, you need your residence card, student ID, and seal (If you don't have it, you can sign it.).

### 4 Utilities

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#### (1) Electric

The frequency of electricity in Hiroshima is 60 Hz. Use appliances that are appropriate for the frequency. If there is a short circuit or if you use more electricity than the capacity, the breaker will go off and the electricity supply will stop automatically. Check the room's electrical capacity in advance and avoid using too much electricity. Electricity in Hiroshima is supplied by the "Chugoku Electric Power". If you would like to apply for electricity, please contact Chugoku Electric Hiroshima Customer Center. <https://www.energia.co.jp/e/index.html>

## (2) Gas

There are mainly city gas and propane gas, and it depends on the house. When you move in, first contact the gas company, decide the date and time, and ask them to open the gas valve. The staff will visit you on the appointed day and open the gas after checking and explaining the gas appliances.

## (3) Water Supply

You can drink tap water in Japan as it is. Water is supplied by each municipality. When you move in, please contact the Water Department of the city hall where you live.

- Hiroshima City Waterworks Bureau Customer Reception Center (Phone: 082-511-5959)
- Shobara City Waterworks Bureau, Water Supply Division, Administration Section (Phone: 0824-73-1197)
- Mihara City Waterworks Bureau (Online Application Available)



<https://www.city.mihara.hiroshima.jp/ques/questionnaire.php?openid=12&check>

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## 5 Mobile phones

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When you buy a mobile phone, take your residence card and student ID with you and go through the procedure at the agent or communication company of the mobile phone company nearby. Each company has different services, so please apply after collecting information on the website.



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## 6 Living Guide for Foreign Residents

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The Hiroshima City Hall is where you can register your residency status and go through the procedures for the National Health Insurance. In addition, they also distribute "Guide to Living for Foreign Citizens" and (English, Korean, Chinese, Filipino, Portuguese, Spanish) which show you trash separation, contact information for emergency hospitals, and evacuation sites in case of earthquakes. You can get one at the citizen's section of each ward office (Foreign Registration Office), so please make use of it.

A Guide to Living for Foreign Citizens:

<https://www.city.hiroshima.lg.jp/uploaded/attachment/182736.pdf>

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## 7 Transportation

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Hiroshima City offers a variety of transportation options, including JR, the Astram Line, trams and buses.

When using short-distance transportation, it is convenient to use IC cards (PASPY and ICOCA) issued by each transportation company. You can use it just by touching the reader with it in your wallet, and it has fare discount service and electronic money function.

"Hirotabi" (<https://www.hiroshima-navi.or.jp/en/transportation/> ) introduces all the means of transportation in the city. It is a very convenient site with conversion functions for English, Korean and Chinese. The following is an introduction to the website by means of transportation.

[Train (JR)] JR West <http://www.jr-odekake.net/railroad/>

[Astram Line] <http://astramline.co.jp/>

[Streetcars (Hiroshima Electric Railway)] <https://www.hiroden.co.jp/en/>

[Bus] Hiroshima Dentetsu (Hiroshima Electric Railway) <https://www.hiroden.co.jp/bus/>

Hiroshima Bus <http://www.hirobus.co.jp/>

Hiroshima Kotsu <http://www.hiroko-group.co.jp/kotsu/index.htm>

PASPY (<http://www.paspy.jp/> )

PASPY is an IC card that can be used for buses, streetcars, astrum lines, etc. with a common mark. The fare is automatically discounted by up to 10%. However, PASPY service will be phased out by March 2025.

(PASPY cannot be used on JR trains.)

ICOCA (<http://www.jr-odekake.net/icoca/> )

ICOCA is an IC card that can be used for JR, and it can be used not only in Hiroshima Prefecture, but also in the Kinki and metropolitan areas. There is no discount for the fare, but you can use it at the store with the mark with the electronic money function.

## ◆Scholarship for Foreign Students

In addition to the tuition fee reduction system, kinds of organizations also offer scholarships for international students. Information on how to apply will be posted on the bulletin board in front of the International Center and on the bulletin board of the Student Affairs Office of Mihara/Shobara Campus, and the application guidelines will be sent to the e-mail address specified by the individual.

Applicants may apply through the university, or individuals may apply directly to the foundations.

Please carefully read the application guidelines before applying.

NO	Scholarship	Eligible Applicant	Benefit (Monthly) Unit: yen	Benefit Period	Disclosure (schedule)
1	Yahata-kinen Scholarship	Undergraduate	80,000	1 year	Jan.
2	Kumahira Scholarship	Undergraduate (More Sophomore)	50,000	1 year	Jan.
3	SGH Foundation Scholarship	Undergraduate (Over Junior)	120,000	2 year	Feb.
4	The Korean Scholarship Foundation (For Korean Students only)	Undergraduate	25,000	1 year	Feb.
5	Scholarship for new and transferring international students (HIC)	Undergraduate	180,000 (Lump-sum)	-	Apr. Sep.
6	Hiroshima International Center Scholarship	Undergraduate	30,000	1 year	Apr.
7	Hiroshima Peace Culture Foundation Scholarship	Undergraduate	30,000	1 year	Apr.
8	Monbukagakusho Honors Scholarship for Privately Financed International Students	Undergraduate (Over Sophomore)	48,000	1 year	Apr.
9	Momiji Bank Scholarship (For students from ASEAN)	Undergraduate	50,000	1 year	Apr.
10	Heiwa Nakajima Scholarship	Undergraduate	100,000	1 year	Aug.
11	INOAC International Education and scholarship Foundation	Undergraduate	50,000	1~2 Year	Oct.
12	Rotary Yoneyama Memorial Scholarship	Undergraduate (Over Junior)	100,000	1~2 Year	Aug.
13	JEES Scholarship	Undergraduate	40,000	2 year	Mar.
14	Hiroshima Ohtagawa Lion's Club Scholarship	Undergraduate	75,000	1 year	Nov.

## ◆Outside Support Group for International Students

You can use various services for international students at the following facilities. In particular, please actively use free Japanese language learning services for your study.

### 1 Hiroshima International Center (HIC)

( <http://hiroshima-ic.or.jp/> )

Location	8-18 Naka-machi Nakaku, Hiroshima City
	Hiroshima Crystal Plaza 6F
Hours	Mon.-Fri. 10:00~19:00
	Sat. 9:30~18:00
Close	Sun., Public Holidays, New Year Holidays (12/28-1/4)
TEL	082-541-3777
Access	Get a streetcar (No.1) at JR Hiroshima station (South exit) and get off at “Fukuromachi” station



#### 【Services】

- Books, Information Corner : Books and videotapes about Japan and foreign countries
- Information Counter : Providing information on international exchange events and introducing volunteers
- FUREAI Counter : Access to foreign newspapers and magazines, satellite broadcasting, etc.
- Consultation desk : Problems in daily life, Visa-related problems, volunteer activities, etc.
- Japanese language learning support : One-on-One Japanese language salon, etc.

### 2 Hiroshima Support Center for International Students

( <https://www.int-students-hiroshima.jp/en/> )

Location • Office Hours: Same as Hiroshima International Center

TEL : 082-541-3781

#### 【Services】

- Support for studying and everyday life
- Support to receive international students
- Job search assistance

### 3 Hiroshima Peace Culture Center

( <https://h-ircd.jp/en/guide-en.html> )

Location	1-5 Nakashima-cho Nakaku, Hiroshima City (Inside the Peace Memorial Park)
	Hiroshima International Convention Center 3F
Hours	April~September 9:00~19:00
	October~March 9:00~18:00
Close	New Year Holidays (12/28-1/4)
TEL	082-247-9715
Access	Get a streetcar (No.1) at JR Hiroshima station (South exit)
	Line No.1 → get off at “Fukuromachi”
	Line No.2 → get off at “Atomic Bomb Dome”
	Line No.6 → get off at “Atomic Bomb Dome”



#### 【Services】

- Foreign residents' consultation service
- Exchange meetings
- Japanese language classes
- Safety classes for foreign residents, etc.

### ◆ Contact

<b>Hiroshima Campus</b>	
International Center	082-251-9607 puh-ie-s@pu-hiroshima.ac.jp
Student Affairs Office	082-251-9720
Accounting (Tuition etc.)	082-251-9939
Career Center	082-251-9699 career@pu-hiroshima.ac.jp
Security (Emergency only)	082-251-5178
<b>Shobara Campus</b>	
Student Affairs Office	0824-74-1700
Accounting(Tuition etc.)	0824-74-1000
Career Center	0824-74-1701 shusyoku@pu-hiroshima.ac.jp
Security (Emergency only)	Facebook Group “international students for emergency”
<b>Mihara Campus</b>	
Student Affairs Office	0848-60-1126
Accounting(Tuition etc.)	0848-60-1128
Career Center	0848-60-1126 mcareer@pu-hiroshima.ac.jp
Security (Emergency only)	0848-60-1126
<b>Other</b>	
Police	110
Ambulance・Fire-engine	119