

GUIDEBOOK FOR INTERNATIONAL STUDENTS

September, 2026

International Center,
Prefectural University
of Hiroshima

◆Procedures at City Hall and Ward Office	1
1 Resident Registration.....	1
2 Individual Number (<i>My Number</i>): Social Security and Tax Number System	1
3 National Pension	1
4 National Health Insurance	2
◆Procedures Related to Status of Residence	3
1 Hiroshima Regional Immigration Bureau.....	3
2 Residence Card.....	3
3 Extension of the Period of Status of Residence	4
4 Temporary Departure from Japan and Re-entry	5
5 Permission for Part-time Job	5
6 Leave of Absence	6
7 After Graduation or Completion of Studies.....	7
◆Health and Safety Management	9
1 “ <i>Gakkensai</i> ”, Insurance for Injuries from Accident and “ <i>Futai-baiseki</i> ”, Additional Insurance for Accidents Involving Third Parties or Their Property	9
2 Injury and Sickness.....	10
3 Disaster Prevention	10
4 Crime Prevention and Crisis Management.....	11
◆Student Life	15
1 Library.....	15
2 On-campus Network Services	15
3 Career Center	16
4 International Center (Hiroshima Campus).....	16
◆Daily Life	17
1 Accommodation	17
2 Bank Account	17
3 Mail Services	17
4 Utilities.....	18
5 Mobile Phones	18
6 Living Guide for International Residents	18
7 Transportation	19
◆Scholarship for International Students	19
◆Support Organizations for International Students Outside the University	21
1 Hiroshima International Center (HIC)	21
2 Hiroshima Support Center for International Students	21
3 Hiroshima Peace Culture Center	22
◆Contact	22

◆Procedures at City Hall and Ward Office

Once you have settled on an address in Hiroshima after entering Japan, please complete the necessary procedures at the local government office (city hall/ward office) without delay. Your Residence Card and Health Insurance Eligibility Certificate are often required as identification documents for daily life in Japan.

1 Resident Registration

Foreigners who plan to live in Japan for more than 3 months must register their place of residence in Japan at the local government office within 14 days of setting their address. 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
- ③ Student ID
- ④ 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/ward office within 14 days.

In addition, please make sure to report the change of address to the Academic Affairs Office (*Kyogaku-ka*), and the International Center of PUH.

2 Individual Number (My Number): Social Security and Tax Number System

The Individual Number (*My Number*) is used in Japan for three areas: social security, taxation, and disaster management. Upon arrival in Japan, a 12-digit “*My Number*” is issued when you register as a resident for the first time. Each individual is assigned a unique number, which is generally used throughout their lifetime. Even if you leave Japan and later return to create a new residence record, the same number will be used. Except in cases specified by law, it is prohibited to disclose your own *My Number* to others or to ask for or record another person's *My Number*. If asked for your *My Number*, carefully verify the person requesting it and the purpose of use to prevent your *My Number* from being misused.

*Examples of cases specified by law: ① Procedures for taxes, etc., at the workplace; ② Procedures at administrative agencies (city hall, tax office); ③ Overseas remittance procedures at banks, etc.

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/en/>

3 National Pension

All persons residing in Japan between the ages of 20 and 59, including foreign nationals with residence status, must enroll in the National Pension. The National Pension is a type of public pension system that provides benefits when participants reach old age or become 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 is postponed or exempted upon application. If you are enrolled at PUH for one year or longer, you can apply for premium exemption using the “Special Payment System for Students.”

Applications for exemption must be filed every year. If enrolled for less than one year, you may be eligible for the payment deferral system. Please complete the necessary procedures at the city hall/ward office.

4 National Health Insurance

All international students planning to stay in Japan for more than three months are required to enroll in the National Health Insurance. Please visit the insurance and pension section at the local government office and go through the procedure.

After enrolling in the National Health Insurance program, Health Insurance Eligibility Certificate will be issued. When visiting the hospital, be sure to bring your Health Insurance Eligibility Certificate and present it at the reception desk. By doing so, you will pay 30% of the total medical costs on your own, and the remaining 70% will be covered by the National Health Insurance system. You can also apply and register to use your “My Number Card” as your health insurance card.

(Reference: <https://www.mhlw.go.jp/content/12400000/001406614.pdf>)

As a rule, you must enroll in the National Health Insurance upon arrival in Japan. Please note that if the enrollment 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
- ③ Student ID
- ④ My Number (If you have)
- ⑤ Application Form (Obtain and fill out at the city hall/ward 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 city hall/ward office.

In addition, some medical services are not covered by the National Health Insurance, 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 home country after completing your study in Japan, please visit the city hall or ward office of your place of residence and withdraw from the National Health Insurance before you leave Japan. If you do not follow this procedure, you will continue to be charged insurance premiums.

◆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

This 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 082-221-4468

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–12:00PM, 1:00PM–4:00PM (Excluding Saturdays, Sundays and holidays)

Tel: 084-973-8090

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

2 Residence Card

(1) Obligation to Carry the Residence Card

The residence card contains the following information: card number, name, date of birth, gender, nationality/region, address, status, date of expiration, type of permission, date of permission, date of issuance, and any restrictions on employment. You are obliged to always carry this card with you, and there are penalties for those who violate your duty. Furthermore, you are required to present it upon request by police officers and administrative officials of government agencies.

(2) Change of the Place of Residence

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

(3) Loss of the Residence Card

If you lose your residence card due to theft, loss, or other reasons, you must apply for a reissuance at the Regional Immigration Bureau within 14 days of becoming aware of the loss.

*If you lose your residence card, please inform the International Center of the fact 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 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 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 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 Extension of the Period of Status of Residence

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

As your period of stay approaches its expiration date, you must visit the Regional Immigration Bureau to renew your status. Applications can be submitted approximately three months prior to the expiration date. Please bring the items listed below to the International Center or the Academic Affairs Office at the Mihara/Shobara Campus at least one month before your period of stay expires. After verifying your documents, we will provide you with the forms prepared by the university. You must then personally visit the Regional Immigration Bureau to apply for your period of stay extension. If you remain in Japan even one day beyond your authorized period of stay, you will be considered an illegal resident and subject to penalties.

[Necessary Documents]

a) Application for Permission for Extension of Period of Stay

(<https://www.moj.go.jp/isa/applications/status/student.html>)

b) Passport

c) Residence Card

d) Official Transcript

e) Certificate of Enrollment

f) Certified Financial Statement

(Ex. Certificate of overseas remittance, a copy of the bankbook, and a salary statement for a part-time job)

g) Application for Permission to Engage in Activity Other than That Permitted under the Status of Residence Previously Granted (If working part-time) *Online application also available

(<https://www.moj.go.jp/isa/applications/procedures/16-8.html>)

h) Application for Kanji Name Notation on Residence Card (If requesting kanji notation for the first time)

(https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00019.html)

i) Scholarship Certificate (If applicable)

j) Processing fee paid by revenue stamp, i.e., *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, please visit your local government office to

update the information on your residence card. Also, submit copies of your passport and residence card to the International Center or Academic Affairs Office at Mihara/ Shobara Campus.

4 Temporary Departure from Japan and Re-entry

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

When traveling outside Japan, regardless of whether it is during the academic term or vacation period, please inform the International Center or the Academic Affairs Office at Mihara/Shobara Campus at least one week prior to your departure and submit the university-designated "Overseas Travel Notification Form (for International Students: Including Temporary Returns to Home Country)". The form is available at the International Center and the Academic Affairs Office at Mihara/Shobara Campus.

You can also download "Overseas Travel Notification Form" from the link below:

→<https://www.pu-hiroshima.ac.jp/site/international/gaikokujinryugakusei-guidebook2021.html>

(2) Special Re-entry Permit

Generally, foreign nationals holding a valid passport and residence card do not need to obtain a new entry permit when re-entering Japan within one year of departure to continue activities in Japan. This system is called "Special Re-entry Permit".

When temporarily leaving Japan using this system, present your residence card to the immigration officer at the airport and check the appropriate box on your Embarkation and Disembarkation Card for Reentrant (ED card). No handling fees are charged.

Immigration Bureau of the Ministry of Justice pamphlet:

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

[NOTE]

- Individuals who temporarily leave Japan under this Special Re-entry Permit cannot extend its validity period from abroad.
- If you do not re-enter Japan within one year of departure, you will lose your status of residence.
- * If your period of stay expires within one year of departure, you must re-enter Japan before the expiration date.

5 Permission for Part-time Job

(1) Application for "Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted"

Since the purpose of the international students' activities in Japan is study and research, their residence status is "Student" in principle, which does not allow them to work with payment. To work part-time, you must obtain permission for activities outside the scope of your status of residence from the Immigration Bureau in advance. Visit the Hiroshima Immigration Bureau with the necessary documents as follows and apply for "Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted". ※Online applications are available.

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

* New entrants (excluding those entering under re-entry permits) who have been granted a period of stay exceeding three months under the “Student” status of residence may apply for this permit at the port of entry.

- When working part-time, please carry your residence card with the permission stamp affixed to the lower section of the back.

[illegible]

As the university needs to be aware of each student's activity status, we verify whether students have permission for activities outside the scope of their status of residence. If you wish to work part-time, be sure to submit a copy of both sides of your Residence Card to the International Center or the Academic Affairs Office at Mihara/Shobara Campus.

If you wish to take a leave of absence, please consult with your academic advisor, the International Center, or the Academic Affairs Office at Mihara/Shobara Campus.

7 After Graduation or Completion of Studies

(1) Career Paths after Graduation or Completion of Studies

Upon graduation or completion of studies, the PUH Career Center requests that you submit a Career Path Survey Form. Additionally, the International Center needs to confirm your post-graduation/completion plans, considering your residence status. Therefore, once your post-graduation/completion career path is decided, please promptly report it to the Career Center and the International Center.

(2) Renewal or Change of Status of Residence upon Graduation or Completion

After graduation or completion of the university, you cannot stay in Japan beyond the expiration date. If you continue to reside 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 graduation

Your status of residence will vary depending on the type of job you take. Please refer to the website below to confirm which status of residence applies to you. If you are unsure, please consult with your employer directly.

Ministry of Justice website: <https://www.moj.go.jp/isa/applications/index.html>

② When seeking employment in Japan after graduation

If you wish to continue your job-hunting activities after graduation/completion, you can change your status to "Designated Activities". The period of stay for this status is six months, and a single renewal may be permitted, extending the maximum period to one year. For application, a letter of recommendation from the Prefectural University of Hiroshima and documentation proving ongoing job-hunting activities are required. As the review process may take time, please prepare your application well in advance of 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>

* Please use the form listed under "本邦の大学等を卒業した留学生在が就職活動を行う場合 (For international students who have graduated from a university or other institution in Japan and are seeking employment)" among the items available on the website of the Ministry of Justice for "Application for Change of Status of Residence". (This is the form marked "U (Other)" in the upper left corner of its third page.)

* The form labeled "For organization" does not need to be submitted, but a letter of recommendation bearing the seal of the university president is required. (The format is available on the website above.)

* To receive a letter of recommendation, you must meet the university's specified requirements as shown on the next page. Please note that letters of recommendation cannot be issued to individuals who cannot provide proof of job-hunting activities.

How to Obtain 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 "Student".
- ② Those who can provide proof of job-hunting activities during their enrollment (those meeting either *a* or *b* below).
 - a. A person registered at the Career Center and whose continuous job search activities have been acknowledged by the Career Center.
 - b. A person conducting job searches independently who submits copies of documents proving job search activities, such as visit notifications, exam notifications, or interview notifications from companies. (Simply registering on a job support website or applying for seminars is not considered job search activities.)
- ③ A person with sufficient financial capacity during the period of stay.

◆ Obligations

- ① Submit a "Monthly job-hunting report" to the International Center once a month, detailing your job-hunting activities.
- ② Notify the International Center if you change your address or contact information, or if you return to your home country.
- ③ Notify both the International Center and the Career Center once you secure employment.

◆ Application documents and review

Those wishing to receive a letter of recommendation must submit the following documents to the International Center within one month of graduating or completing their studies at the university. The International Center will review the applicant's job-hunting activities and future prospects before deciding whether to issue the letter of recommendation.

[Required Documents]

- a. Application for Change of Status of Residence
- b. A photograph (4cm tall x 3cm wide)
- c. Copies of passport and residence card
- d. Documentation proving the applicant's ability to cover all expenses during their stay
- e. Diploma (copy) or graduation certificate of the Prefectural University of Hiroshima
- f. Materials clearly demonstrating ongoing job-hunting activities
- g. Written pledge *Available at the International Center or downloadable 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.

Foreign nationals residing in Japan under the “Student” status of residence may change their status to “Designated Activities” if they have secured a job offer during their enrollment at a university or after graduation, and wish to remain in Japan until their employment begins. Since there are many documents that need to be prepared by your prospective employer, please start preparing your application well in advance of graduation or program completion. For details, please check the Ministry of Justice website.

Ministry of Justice website: <https://www.moj.go.jp/isa/applications/status/designatedactivities15.html>

* Please use the form listed under “大学又は専門学校の在学中又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 (If you wish to stay in Japan after receiving a job offer during your enrollment at a university or vocational school, or after graduation, until your employment begins.)” among the items available on the website of the Ministry of Justice for “Application for Change of Status of Residence”.

(This is the form marked “U (Other)” in the upper left corner of its third page.)

<https://www.moj.go.jp/isa/content/930004088.pdf>

* Please ask your prospective employer to complete the form labeled “For organization”.

(3) “Notification of the Accepting Organization” (Status of Residence “Student”)

If you leave your current institution or transfer to a new one due to graduation, transfer to another school, employment, or other reasons, please notify the Immigration Bureau within 14 days of the change.

* The status of international students is also reported to the Immigration Bureau by the universities that accepted them, and is cross-checked against the information submitted by the 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

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

◆Health and Safety Management

1 “Gakkensai”, Insurance for Injuries from Accident and “Futai-baiseki”, Additional Insurance for Accidents Involving Third Parties or Their Property

While it is essential to take adequate preventive measures against accidents during university life, all students are required to enroll in this insurance plan as a safeguard against unexpected incidents.

(1) “Gakkensai”, Insurance for Injuries from Accidents

The insurance will compensate students for injuries caused by unexpected disasters 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) “Futai-baiseki”, Additional Insurance for Accidents Involving Third Parties or Their Property (incidental liability insurance)

Compensation will be provided in cases where a student injures another person or damages another person's property during regular classes, school events, or while commuting to school.

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 school, a student caused a bicycle accident and the other person got injured.

[NOTE] Please note that insurance may not be paid in some cases.



Please carefully review the above link. If you have any questions, contact the Student Affairs Office. In the event of an accident, report it immediately to the Student Affairs Office.

2 Injury and Sickness

(1) Use a nurse's office

If you get injured or feel sick on campus, please go to the nurse's office (Academic Affairs Office if absent) for treatment. If you need rest, you can use a bed. If necessary, you will be referred to a medical institution. However, any costs incurred in such cases will be your responsibility.

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

Japan offers many options for medical facilities, including general hospitals and various private clinics. Which hospital you should visit depends on the type and severity of your illness or injury. You should obtain information about clinics in your area, including their medical specialties, hours of operation, and days they are closed.

If you have concerns about the language, please bring an interpreter or refer to the information below.

- Multilingual Medical Questionnaire (<http://www.kifjp.org/medical/>)

The medical questionnaire translated into multiple languages is available on the Internet.

- Hospitals accepting foreign languages (<https://www.iryuu.teikyouseido.mhlw.go.jp/znk-web/juminkanja/S2310/initialize?pref=34>)

You can search for medical institutions in the prefecture via "Medical information net (NAVII)".

3 Disaster Prevention

In addition to damage caused by earthquakes and tsunamis, Japan has recently experienced frequent disasters such as torrential rains, heavy snowfall, and tornadoes. In order to protect your life from such disasters, make sure that you are always prepared for emergencies by:

☐ Confirming evacuation sites (near the university and home)

* Check the evacuation site for each disaster such as landslide, flood and earthquake.

☐ Registering for your municipality's disaster prevention email alerts

☐ Confirming how to contact family members and where to meet

☐ Confirming how to contact the university and friends

- ☐ Taking measures to prevent furniture from falling over
- ☐ Keeping evacuation routes such as hallways clear (do not block them with belongings)
- ☐ Preparing emergency evacuation items
- ☐ Confirming the return route on foot
- ☐ Confirming Disaster Message Service

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

Disaster Prevention Manual: http://www.pu-hiroshima.ac.jp/uploaded/life/70974_188594_misc.pdf

[Links for disaster prevention]

- Japan Meteorological Agency Disaster Prevention Information: www.jma.go.jp/jma/index.html
- Disaster Information App for Foreign Travelers "Safety Tips":
<https://www.mlit.go.jp/kankocho/content/001768159.pdf>
- Hiroshima Prefecture Disaster Prevention Web: <https://www.bousai.pref.hiroshima.lg.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/19/124995.html>

4 Crime Prevention and Crisis Management

(1) Common Crime

Japan is generally considered a relatively safe country. Unfortunately, however, violent crimes have become more frequent in recent years. Please take precautions such as avoiding walking alone at night whenever possible and never letting personal items containing sensitive information—like your residence card or mobile phone—out of your sight. For reference, examples of crimes people are prone to encounter and the countermeasures to take are listed below.

【Snatch Theft】

When you are riding a bicycle with your belongings in the basket, or walking while focused on your cell phone, a motorcycle approaches from behind and snatches your belongings away.

Preventive measures

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



【Theft】

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

Preventive measures

- When going out, avoid carrying valuables whenever possible. Keep cash to a minimum.
- Even in familiar places like classrooms or workplaces, never leave valuables unattended.
- Never leave your bag containing your residence card or wallet unattended when stepping away from your seat.
- Always double-lock your bicycle using a combination lock and chain lock.



【Burglary】

When you're out, thieves may break your lock or use special tools to open it and steal your valuables.

Preventive measures

- Always lock the door, even for a moment, such as when taking out the trash.
- If your front door has a mail slot for newspapers or mail, securely cover it from the inside to prevent peeping inside or reaching through.
- Do not let mail pile up in the mail slot. It makes your home look constantly unoccupied, making it a target for burglars.
- Inside your room, do not leave valuables in plain sight. Deposit cash at a bank whenever possible.

If you encounter any problems, please contact the police and the university's Academic Affairs Office immediately.

[Hiroshima Minami Police Station] TEL : 082-255-0110

4-65, Deshio 2-chome, Minami-ku, Hiroshima 734-0001, 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

Even if something seems totally fine, it might actually be against the law. Ordinary casual behavior can lead to unexpected results. You cannot simply say "I didn't know" to avoid responsibility, so please be fully aware. Here are some examples.

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

It is against the law to take items that are considered to have property value, such as televisions, bicycles, or electrical appliances, even if they appear to have been discarded.



Do not dispose of garbage arbitrarily.

When disposing of garbage, it is illegal to discard it anywhere other than the designated place or method. For example, dumping bicycles or refrigerators in riverbanks or mountains, or arbitrarily discarding household waste like food scraps on the street, will result in fines.



Do not sell your mobile phone and buy someone's mobile phone

Do not sell a mobile phone registered in your name to another person without the consent of the mobile phone company, nor should you purchase a mobile phone registered in another person's name. Additionally, providing false information such as name, address, or date of birth when signing a mobile phone contract is also a crime.

Do not share commuter tickets or health insurance certificates.

Using a friend's train or bus commuter pass is also illegal. You will be subject to a large fine, and the pass will be confiscated. This applies not only to commuter passes but also to health insurance certificates, tickets like weekend passes or sightseeing passes—you must not share a single ticket among friends.



Illegal acts often stem from small lapses in judgment, such as thinking “this much is okay” or “everyone else is doing it.” Such lapses can derail your life and lead to lifelong regret.

There are also cases where people help commit crimes without even realizing it. Keep your awareness of society sharp by checking newspapers and news daily, communicating regularly with neighbors, and actively participating in community activities.

(3) Riding a Bicycle

When riding a bicycle, if you violate traffic rules such as riding without lights at night or having two people on one bike, you may be stopped by a police officer. You will be asked to present your residence card, and they may also check your bicycle's anti-theft registration.

In Japan, bicycles are subject to a registration system to prevent theft. If it is discovered that you are riding a bicycle registered under someone else's name, you may be detained at a police station for a long time or suspected of bicycle theft, leading to an unpleasant experience. Therefore, when using a bicycle, please keep the following points in mind:

- When purchasing a bicycle, be sure to register it for theft prevention at the store (650 yen).
- If you get a bicycle from a friend, ask the friend to write a document confirming the transfer, then go to a bicycle shop and register it under your name.
- If you park your bicycle outside designated areas, such as near train stations, it may be removed as an "abandoned bicycle". To retrieve a removed bicycle, you must go to the designated location and pay a fee. Make sure to park your bicycle in the designated area.
- Do not ride bicycles abandoned near train stations or garbage collection points. If questioned by police and it is discovered you picked up the bicycle, you could be charged with bicycle theft.

< Five Rules for Safe Bicycle Use >

1. In principle, use roadways and ride on the left. When using the sidewalk as an exception, give pedestrians the right of way.
2. At intersections, obey traffic signals, be sure to come to a stop, and check safety.
3. Turn on lights at night.
4. Do not ride under the influence of alcohol.
5. Wear a bicycle helmet.



Effective November 1, 2024, penalties for dangerous cycling have been strengthened.

When riding a bicycle, please be careful not to do the following:

1) Using a smartphone while driving

Do not talk on the phone or look at the screen while driving.

(Operating while stopped is not subject to this penalty.)

-Violation: Imprisonment for up to 6 months or a fine of up to 100,000 yen

-Causing traffic danger: Imprisonment for up to 1 year or a fine of up to 300,000 yen

2) Driving under the influence of alcohol, and aiding/abetting

Driving a bicycle after drinking alcohol is prohibited. Additionally, providing alcohol to a driver, allowing drunk driving, or providing a bicycle to someone who has been drinking are also subject to fines..

-Driving under the influence: Imprisonment for up to 3 years or a fine of up to 500,000 yen

-Providing a bicycle: Imprisonment for up to 3 years or a fine of up to 500,000 yen

-Providing alcohol or riding with an intoxicated person: Imprisonment for up to 2 years or a fine of up to 300,000 yen

3) Others

Penalties also apply for riding while holding an umbrella or wearing earphones that block ambient sound.

(Both carry a fine of up to 50,000 yen)

No smartphone use, drunk driving, double riding, or riding in parallel!

Always turn on your lights at night.

Always obey traffic signals at intersections, come to a complete stop, and check for safety.



[Reference]

National Police Agency: Safety Guidelines for Cyclists

https://www.keishicho.metro.tokyo.lg.jp/multilingual/english/traffic_safety/traffic_rules/index.files/SafetyGuidelinesforCyclists.pdf

◆ Student Life

1 Library

Library of Academic 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 days

[Hiroshima Campus]

Sundays, Saturdays during holidays, National holidays, New Year holidays (Dec. 28 – Jan. 4), etc.

[Shobara Campus]

Sundays, National holidays, New Year holidays (Dec. 28 – Jan. 4), etc.

[Mihara Campus]

Sundays, Saturdays during holidays, National holidays, New Year holidays (Dec. 28 – Jan. 4), etc.

* Depending on circumstances, opening hours and closed days may change, or the library may close temporarily. In such cases, notice will be posted on the library bulletin board and website.

(3) How to use

- Reference use

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

Please return it to the original place after use.

- Borrowing Books

Please present the books or magazines (materials) you wish to borrow along with your student ID to the staff at the counter.

For the number of books to be borrowed and the lending period, please refer to 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 drop box next to the entrance.

In addition, we offer book reservations, photocopying, and reference services.
For more details, please visit our website or ask at the library counter.

2 On-campus Network Services

At our university, you can access various services using the campus network.

For details, please refer to the website of the Academic Information Center's Information Systems Department. (http://www.galaxy.pu-hiroshima.ac.jp/~aic_support/)

(1) University-wide Account

To use various services on the university network, students must have a user account (University-wide Account), which is assigned to each student and comes with a password. The initial password can be changed later.

(2) Systems and services accessible with the University-wide Account

- Webmail
- Academic Management System (Course Registration, Class Cancellation/Makeup Information, Class/Schedule Inquiry, Automatic Certificate Issuance Machine)
- Career Support System (Job Postings, etc.)
- Library Web Services



3 Career Center

Job hunting for international students generally begins in earnest the year before graduation, just like for Japanese students. The Career Center provides employment information for international students seeking jobs within Japan. Please check the following website for detailed support services.

We understand that job hunting in a foreign country may cause anxiety for international students.

Regardless of your year of study, please feel free to utilize the Career Center.

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

FYI : <https://www.pu-hiroshima.ac.jp/p/career/international.html>

(You can read job-hunting stories from senior students here.)

4 International Center (Hiroshima Campus)

The International Center primarily handles the services listed below. International students can receive support not only for their academic matters and study abroad, but also for daily concerns and career counseling. If you have any questions, please feel free to drop by.

Additionally, the bulletin board in front of the International Center displays the latest information on scholarship opportunities, international exchange events, job hunting resources, volunteer recruitment, and more.

(1) Services Provided

- Admission of international students (self-funded and government-sponsored)
- Assistance with residence period extensions and applications for Certificates of Eligibility
- Publication of scholarship information and application support
- Introduction to housing and compensation systems
- Organization of international exchange events such as study tours and language exchanges
- Reception and dispatch of exchange students under agreements
- Consultation on studying at overseas universities, including partner institutions
- Operation of overseas study programs
- Collaboration with overseas universities
- Introducing Buddy Students to international students

(2) Service Hours

During the academic term: Monday–Friday, 8:30 AM–6:00 PM

During vacation periods: Monday–Friday, 8:30 AM–5:15 PM

◆Daily Life

1 Accommodation

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

When a room becomes available, the university will announce the vacancy. Recruitment notices will be posted on the bulletin board in the hallway in front of the International Center. If you wish to apply, please submit the required documents to the International Center. Please note that recruitment will not be conducted if there are no vacancies.

(2) Comprehensive Renters Insurance for Foreign Students Studying in Japan:

<http://www.jees.or.jp/crifs/>

In Japan, a guarantor is required when renting a room, which is often difficult for international students to find. This system allows school-affiliated organizations to act as joint guarantors for the duration of the student's enrollment. It provides compensation in cases where the tenant must pay damages to the landlord due to fires or water leaks caused by the tenant's negligence, or when the guarantor is requested by the landlord to fulfill the guarantee obligation due to unpaid rent. There are various restrictions for joining this compensation program, and it may not be available for certain properties. If you wish to join, please consult the International Center or Academic Affairs Office at Mihara/Shobara Campus.

2 Bank Account

By opening a savings account at a bank, you can conduct transactions such as deposits, money transfers, automatic payments for public utilities, and currency exchange. Branch counters are open Monday through Friday from 9:00 AM to 3:00 PM (Japan Post Bank until 4:00 PM), excluding Saturdays, Sundays, and national holidays. Some branches may close counters temporarily during lunch breaks, so check in advance. ATM operating hours vary by location.

The typical required documents are as follows:

- ① Passport
- ② Residence Card
- ③ Student ID
- ④ Seal * Some banks accept signatures.
- ⑤ Cash for deposit * The minimum amount varies by bank.

3 Mail Services

Standard domestic postage rates in Japan are 85 yen for postcards and 110 yen for letters weighing 50g or less. International postage rates vary by region, so check at the post office or on their website (<http://www.post.japanpost.jp/index.html>). Most services, excluding savings counters, are open Monday through Friday from 9:00 AM to 5:00 PM.

You can also open a regular savings account at the post office. Savings counters are open Monday through Friday from 9:00 AM to 4:00 PM, excluding Saturdays, Sundays, and national holidays. To open an account, you will need your residence card, student ID, and personal seal (signature is acceptable if you don't have a seal).

4 Utilities

(1) Electricity

Electricity in Hiroshima operates at 60Hz. Use appliances designed for this frequency. If a short circuit occurs or the electrical load exceeds capacity, the circuit breaker will trip, automatically cutting off the power supply and causing a blackout. Check the electrical capacity of your room beforehand and avoid overloading the circuit. Electricity in Hiroshima is supplied by the Chugoku Electric Power Co., Inc. For inquiries regarding electricity service applications, please contact their Customer Center.

<https://www.energia.co.jp/e/index.html>

(2) Gas

Gas primarily comes in two types: city gas and propane gas, depending on the housing. After moving in, first contact the gas company to schedule a date and time for gas service activation. On the appointed day, a technician will visit your home and open the gas supply after inspecting the gas appliances and providing instructions.

(3) Water

Tap water in Japan is safe to drink. Water is supplied by each municipality. After moving in, contact the Water Department at your local city hall.

- 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>



5 Mobile Phones

When purchasing a mobile phone, please bring your residence card and student ID to a nearby mobile phone carrier agent or telecommunications company to complete the necessary procedures. As service offerings vary by provider, please gather information using their websites or other resources before applying.



6 Living Guide for International Residents

Hiroshima City publishes the “Life in Hiroshima: A Guide for International Residents” every year. This guidebook compiles essential administrative services and daily living information for international residents in eight languages (Japanese, English, Chinese, Korean, Portuguese, Spanish, Vietnamese, and Filipino). It contains useful information such as how to dispose of garbage, emergency medical contacts, and disaster prevention information.

You can download it as a PDF. Please make use of it.

<https://www.city.hiroshima.lg.jp/soshiki/49/11498.html>

7 Transportation

Hiroshima City offers various transportation options such as JR, buses, streetcars, and the Astram Line. When using short-distance transportation, IC cards issued by each transit company (e.g., ICOCA) are convenient. You can use them simply by touching the reader while keeping the card in your wallet. They also offer fare discount services and electronic money functions.

"Hirotabi" (<https://www.hiroshima-navi.or.jp/en/transportation/>) provides a comprehensive guide to transportation within the city. It also offers translation functions for English, Korean, Chinese, and other languages, making it a very convenient site.

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

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

[Bus] Hiroshima Den-tetsu (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>

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

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

ICOCA is an IC card usable on JR and other railways and buses in major regions in Japan. It also has an electronic money function and can be used at stores displaying the ICOCA mark.

MOBIRY DAYS (<https://www.mobirydays.jp/>) *English not supported. (as of Jul. 2026)

MOBIRY DAYS is a ticket system usable on major buses and trains (excluding JR) within Hiroshima Prefecture. You can charge it from credit cards or bank accounts and pay for boarding and exiting using either a QR code from the smartphone app or an IC card.

◆Scholarship for International Students

In addition to tuition reduction programs, the university introduces scholarships from external foundations and organizations for international students. Application details are posted on the bulletin board in front of the International Center and on the Academic Affairs Office bulletin boards at the Mihara and Shobara campuses. Application guidelines may also be sent to your designated personal email addresses.

Please note that some scholarships require application through the university, while others require direct application to the external foundation or organization. Be sure to check the specific application requirements for each scholarship before applying.

(Reference: Scholarships Offered by the International Center)

NO.	Scholarship	Eligibility	Monthly Amount (JPY)	Duration	Application Period
1	Scholarship for Newly Arrived International Students (HIC)	Undergraduate, Graduate	180,000 (Lump-sum)	-	April / September
2	Hiroshima International Center Scholarship	Undergraduate, Graduate, Research student	30,000	1 year	April
3	Hiroshima Peace Culture Foundation Scholarship	Undergraduate, Graduate	30,000	1 year	April
4	The Korean Scholarship Foundation (For Korean Students)	Undergraduate Master Course Doctoral Course	25,000 40,000 70,000	1 year	April
5	JEES Scholarships (Japan Educational Exchanges and Services)	Undergraduate, Graduate	50,000	Up to 2 years	May
6	JEES Scholarship for the Promotion of Japanese Language Learning (JLPT)	Undergraduate, Graduate,	50,000	Up to 2 years	May
7	Monbukagakusho Honors Scholarship for Privately Financed International Students	Undergraduate, Graduate	48,000	1 year / 6 months	January / September
8	Rotary Yoneyama Memorial Scholarship	Undergraduate, Graduate	100,000 140,000	1 year	September
9	Heiwa Nakajima Scholarship	Undergraduate, Graduate	120,000 150,000	1 year	September
10	Yahata-kinen Scholarship	Undergraduate Graduate	140,000 160,000	1 year	January
11	Kumahira Scholarship	Undergraduate, Graduate, Research Student	50,000	1 year	January
12	SGH Foundation Scholarship (For students from ASEAN countries)	Undergraduate, Graduate	120,000	2-3 years	February

* Additionally, some scholarships introduced by the Academic Affairs Office are also available to international students. Please check Campus Xs and the bulletin boards regularly.

◆Support Organizations for International Students Outside the University

The following facilities offer various services for international students. We encourage you to actively utilize these services, especially the free Japanese language learning services, to support your studies.

1 Hiroshima International Center (HIC)

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

Location	Hiroshima Crystal Plaza 6F 8-18 Naka-machi Naka-ku, Hiroshima City
Open	Mon.-Fri. 10:00AM – 7:00PM Sat. 9:30AM – 6:00PM
Close	Sun., National 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 “Fukuro-machi” station



【Services】

- Books and 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 conversation salon, etc.

2 Hiroshima Support Center for International Students

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

Location/Opening Hours: Same as Hiroshima International Center

TEL : 082-541-3781

【Services】

- Housing Guarantee System
- Job-hunting Support
- Access to Various Information Resources
- Establishing an Information Network for International Students in Hiroshima Prefecture
(Email Newsletter Distribution)

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
Open	April-September 9:00AM-7:00PM
	October-March 9:00AM-6:00PM
Close	New Year Holidays (12/28-1/4)
TEL	082-242-8879
Access	Get a streetcar (No.1) at JR Hiroshima station (South exit) Line No.1 → get off at “Fukuro-machi” 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

Hiroshima Campus	
International Center	082-251-9607 puh-ie-s@pu-hiroshima.ac.jp
Academic Affairs Office (<i>Kyogaku-ka</i>)	082-251-9720
Accounting (Tuition, etc.)	082-251-9939
Career Center	082-251-9699 career@pu-hiroshima.ac.jp
Disaster Prevention Center *Emergency only	082-251-5178
Shobara Campus	
Academic Affairs Office (<i>Kyogaku-ka</i>)	0824-74-1701
Accounting (Tuition, etc.)	0824-74-1781
Career Center	0824-74-1718 shusyoku@pu-hiroshima.ac.jp
Security *Weekend Emergency only	0824-74-1000
Mihara Campus	
Academic Affairs Office (<i>Kyogaku-ka</i>)	0848-60-1126
Accounting (Tuition, etc.)	0848-60-1128
Career Center	0848-60-1126 mcareer@pu-hiroshima.ac.jp
Security *Calls forwarded after hours	0848-60-1126
Other	
Police	110
Ambulance ・ Fire-engine	119