

# Welcome to Miyagi University of Education

Helpful Handbook for  
International  
Student



Miyagi University of Education welcomes all international students. We would like to offer our sincere gratitude for choosing our university among the many universities in Japan. This handbook contains important information for international students about the university and daily life in Japan. If you have any questions or experience any sort of problem, please refer to this handbook, and please consult the university as well. We will enthusiastically provide the necessary support, so please do not hesitate to consult us.

**We sincerely wish for you the best in your studies during your time here in Japan.**

## **[Table of Contents]**

1. Necessary Procedures for Admission
2. Japanese Language Study/Enrolling in Classes/Academic Consultation
  - a) Japanese language study
  - b) Japanese language study for undergraduate students
  - c) Enrolling in classes
  - d) Academic consultation
3. Entrance Fee and Tuition
  - a) Entrance Fee
  - b) Tuition
4. Tuition Waiver and Scholarship
  - a) Tuition waiver
  - b) Scholarship
5. Housing
  - a) Housing
6. Commuting to School: Bus, Bicycle, Car, and Motorcycle
  - a) Commuting to school
  - b) Bicycle
  - c) Car and motorcycle
7. Illness and Injury
  - a) Student Health Administration Center
  - b) Student Counseling Room
  - c) Insurance
8. Part-Time Employment
  - a) Part-time employment

9. Resident Status Application Process
  - a) Alien registration
  - b) Resident status
  - c) Temporary return and re-entry
  
10. University Information
  - a) Bulletin board
  - b) Center for International Understanding
  - c) Library
  - d) How to use personal computers
  - e) Club activities
  
11. Other Services
  - a) Tutor program
  - b) Events for international students
  - c) Support for daily living
  
12. Registration of Contact Information
  - a) Registration of contact information
  
13. Emergency
  - a) Traffic accident
  - b) Sudden illness
  - c) Fire
  - d) Criminal offense
  - e) Natural disaster
    - Earthquake preparedness
  
14. Finding Employment in Japan
  - a) Career Support Center
  - b) Changing resident status
  
15. Procedures for the Return to Your Home Country
  
16. If You Experience Problems

## 1. Necessary Procedures for Admission

Procedures that all international students must complete:

- Payment of entrance fee and tuition
- Submission of a student record
- Submission of a copy of your passport
- Submission of Pledge
- Registration of contact information
- Subscribing to Personal Accident Insurance for Students Pursuing Education and Research
- Submission of alien registration and certification of information recorded in the foreign resident registration file
- Subscribing to National Health Insurance
- Opening a bank account

Procedure that research students must complete:

- Submission of a research plan

Procedures that special audit students must complete:

- Submission of Completion Registration/Transcript
- Submission of Class Registration Form
- Submission of Record of Classes

## **2. Japanese Language Study/Enrolling in Classes/Academic Consultation**

### **a) Japanese language study**

There are 10 Japanese language classes per week for international students. If you would like to study Japanese, please participate in the classes. Please make sure that you take the placement test if you would like to enroll in the classes. For the test schedule and class details, please refer to the Japanese Language Program Guide.

If you encounter any problems while studying the Japanese language, please consult the Japanese language professors (Professor Ichinose or Professor Takahashi).

### **b) Japanese language study for undergraduate students**

Undergraduate students must take foreign language classes, but for international students, this can be replaced by Japanese language classes. The Japanese language classes will prepare students to write reports in Japanese, practice oral presentations, and acquire the knowledge and expressions needed for daily life.

Inquiries:  
Japanese Language Professors [3rd Floor of Building No. 5]

### **c) Enrolling in classes**

For how to take and/or register classes or the teaching practices, please consult the personnel at the following help desks.

Inquiries:  
Study Support [Desk (3) in Building No. 2]  
Teaching Practice [Desk (4) in Building No. 2]

### **d) Academic consultation**

If you have anything that you do not know about the classes, please consult the teachers in charge of the classes. Also, undergraduate students can consult their advisers in their academic years. With regard to graduate students, research students, and special audit students, please consult your academic advisers first.

Inquiries:  
Teachers in charge of classes, advisers in your academic year, and academic advisers

### 3. Entrance Fee and Tuition

#### a) Entrance fee

The entrance fee must be paid by the specified date. Failure to pay the entrance fee by the due date will result in expulsion.

Inquiries:  
Accounting Section [1st floor in Administration Building]

#### b) Tuition

Tuition must be paid by the specified date. Tuition must be paid using the payment slip from the post office, which is to be sent to you. In addition, failure to pay the entrance fee by the due date will result in expulsion.

Inquiries:  
Accounting Section [1st floor in Administration Building]

#### **4. Tuition Waiver and Scholarship**

##### **a) Tuition waiver**

There is a system to remit half of the tuition for students who have good academic performance but are economically disadvantaged. Application procedures will be posted on the bulletin board in February and July of the relevant school year, so please check the bulletin board. This is not for non-regular students such as research students.

Inquiries:  
Student Support Section [Desk (5) in Building No. 2]

##### **b) Scholarship**

Every year, we receive notices of scholarship applications for international students from a variety of different organizations. However, the application period varies for those scholarships; please be sure to check the bulletin board regularly.

Inquiries:  
Study Support (International Student Affairs) [Desk (4) in Building No. 2]

## 5. Housing

### a) Housing

Although Miyagi University of Education does not have a dormitory exclusively for international students, students can apply for a room at three international houses. Application procedures will be posted on the bulletin board on an as needed basis, so please be sure to check the bulletin board if you wish to apply.

Due to the fact that there are many applicants, however, only some of the students will be accepted. Therefore, most international students live in student dormitories at Miyagi University of Education or find privately owned apartments.

- (1) Tohoku University International House  
19-1, Sanjo, Aoba-Ku, Sendai City (40 minutes by bus and on foot to our university)  
Residential term: Within one year      Application period: June and December
- (2) Japan Student Services Organization's Sendai International House 1  
10-15, Sanjo, Aoba-Ku, Sendai City (40 minutes by bus and on foot to our university)  
Residential term: Within two years      Application period: When there is a vacancy
- (3) Japan Student Services Organization's Sendai International House 2  
6-14-5, Higashi-Sendai, Miyagino-Ku, Sendai City (One hour by train, bus and on foot to our university)  
Residential term: Within two years      Application period: When there is a vacancy
- (4) Miyagi University of Education student dormitory  
Men's dormitory: On the university campus  
Women's dormitory: 2-7-10, Mizu-No-Mori, Aoba-Ku, Sendai City (One hour by bus and on foot to our university)
- (5) Privately owned apartments  
Please consult the Miyagi University of Education Student Association or local real estate agencies. Most international students live in apartments with rental fees of around 20,000–30,000 yen per month.

Inquiries: (for (1)-(3))

Study Support (International Student Affairs) [Desk (4) in Building No. 2]

Inquiries: (for (4))

Student Support Section [Desk (5) in Building No. 2]



## 6. Commuting to School: Bus, Bicycle, Car, and Motorcycle

### a) Commuting to school

Since our campus is on the Aoba-Yama Hill, many students commute by bus, motorcycle, or scooter. When using public transportation (bus, subway, and JR train), you can purchase discount commuter passes. When purchasing a commuter pass, you may need a document from the university, so please inquire at the section in charge of this matter.

Inquiries:

Student Planning Section [Desk (5) in Building No. 2]

Or the public transportations' service counters

### b) Bicycle

A recent bicycle accident resulted in the death of a pedestrian. When riding a bicycle, please pay careful attention not only to cars but also to pedestrians. In addition, bicycles are high theft targets; please be sure to lock your bicycle (two locks, if possible) even when parking for a short time.

### c) Car and motorcycle

Commuting by car is not permitted. Please refrain from driving a car or riding a motorcycle as much as possible. Unfortunately, an accident will have a major impact on your studies because of liability and mental or physical damage issues. If you drive, please pay attention to the following:

- (1) Convert your driver's license into a Japanese driver's license or obtain a Japanese driver's license.
- (2) Always carry your driver's license.
- (3) Make sure that you understand and observe all traffic regulations and road signs.
- (4) When purchasing a car or a motorcycle, be sure to buy voluntary insurance.

## 7. Illness and Injury

### a) Student Health Center

For illness, injury, and other health matters, please consult the university's Student Health Center. Simple diagnostic procedures and some medicines are available. Also, there are many hospitals in the local area. Please consult the Center if you do not know which hospital you should visit. There will be a health checkup in May of every year. Please make sure to have a checkup of your health.

Inquiries:  
Student Health Administration Center

### b) Student Counseling Room

If you feel depressed, lack motivation, or find yourself unable to concentration, please visit the Student Counseling Room. Professional staff will provide support.

Inquiries:  
Student Counseling Room [2nd floor in Building No. 2]

### c) Insurance

#### (1) National Health Insurance (NHI)

All international students whose resident status is "College Student" must participate in the National Health Insurance plan and pay the insurance premium. With this insurance, you pay 30% of the medical bill when you receive treatment for an illness or injury at hospitals that accept NHI. Please enroll in NHI when you process your alien registration.

Inquiries:  
Study Support (International Student Affairs) [Desk (4) in Building No. 2]

#### (2) Personal Accident Insurance for Students Pursuing Education and Research

This insurance is for the payment of insurance claims if you are injured in an accident during educational or research activities and receive medical treatment at a hospital. For instance, you are burned while conducting an experiment, you are injured during a group activity, or you fracture a bone in a traffic accident while commuting to the university. Please be sure to obtain the insurance.

Inquiries:  
Student Support Section [Desk (5) in Building No. 2]

## **8. Part-Time Employment**

### **a) Part-time employment**

International students come to Japan for the purpose of study and research, and the “College Student” resident status is granted for that purpose. Therefore, if you would like to work part-time, you must obtain permission from the Immigration Bureau. After receiving permission, undergraduate and graduate students can work part-time up to 28 hours per week and research or special audit students can work part-time up to 14 hours per week. However, working part-time in a job related to the adult entertainment business is prohibited. Also, research students cannot work part-time for a period of one month immediately after your arrival in Japan.

Inquiries:

Study Support (International Student Affairs) [Desk (4) in Building No. 2]

Or Sendai Regional Immigration Bureau

## 9. Resident Status Application Process

### a) Alien registration

Foreign nationals who reside in Japan must process alien registration at the municipal offices of the city or town where they reside. Please bring your passport and two photos (4.5 cm long x 3.5 cm wide) to the alien registration counter at the municipal office. The Alien Registration Certificate will be issued about 20 days after submitting the application. Please be careful because you must carry the certificate at all times.

Inquiries:

Study Support (International Student Affairs) [Desk (4) in Building No. 2]

Or Family Register and Resident Section of your local ward office

### b) Resident status

Foreign nationals who reside in Japan must have some form of resident status. Generally, the resident status of “College Student” is granted to international students attending universities, and the length of stay in Japan is either one or two years. If the permitted length of stay expires while enrolled at the university, please apply for an extension at the Immigration Bureau.

Also, if you enrolled at a Japanese language school before enrolling at our university and your resident status is “Pre-College Student,” you need to promptly change your resident status to “College Student.” Please be advised that other than health-related reasons, such as hospitalization, if you take a leave of absence from the university for more than three months and remain in Japan, your resident status may be cancelled. Even if your status is not cancelled, it will be difficult to renew your visa status the next time.

Inquiries:

Study Support (International Student Affairs) [Desk (4) in Building No. 2]

Or Sendai Regional Immigration Bureau

**c) Temporary return and re-entry**

If you leave Japan temporarily, such as during summer vacation, please be sure to obtain permission from your academic adviser and then report to the International Student Affairs Office. Also, please be sure to obtain a Re-entry Permit in advance from the Immigration Bureau. If you do not have the permit, it will take a long time to process your re-entry and you may not be able to re-enter Japan as scheduled.

At the time of your return and re-entry, you need to present your Alien Registration Certificate, so please carry your card.

→ For information about a change in resident status relevant to being employed in Japan, please go to page 17.

Inquiries:

Study Support (International Student Affairs) [Desk (4) in Building No. 2]

Or Sendai Regional Immigration Bureau

## 10. University Information

### a) Bulletin board

There is a bulletin board on the first floor of Building No. 2. All international student information, such as scholarships and event announcements, will be posted there, so please check the bulletin board regularly. Also, the bulletin board for classes and courses, as well as the International Student Affairs Office, is located at the entrance to Building No. 2. Important information is posted on the bulletin board, so please be sure to check the board whenever you come to the university.

### b) Center for International Understanding

The Center for International Understanding is located on the third floor of Building No. 5. This is used for Japanese language classes and furnished with personal computers and books for the study of the Japanese language and Japanese culture. Everyone can use the resources whenever there is no class. You can use the Center from 8:00 a.m. to 8:00 p.m. when there is no class.

### c) Library

In the library, there are books, newspapers, magazines, and educational materials for studying the Japanese language. Additionally, there are audiovisual aids, such as movies that you can use on the second floor of the library.

### d) How to use personal computers

You can use personal computers at the Center for International Understanding on the third floor of Building No. 5. If you apply to use a computer at the Information Processing Center, a user ID will be issued. You can use personal computers at the Information Processing Center and the library. For an application, please ask your academic adviser.

### e) Club activities

The university sponsors many very active clubs, and they welcome the involvement of all international students. We recommend that you visit interesting clubs and actively participate in order to deepen your relationships with Japanese students.

Inquiries:

Extracurricular Activity Section [Desk (5) in Building No. 2]

## 11. Other Services

### a) Tutor program

This program helps new international students become accustomed to university life in Japan. Students at Miyagi University of Education serve as tutors and give advice on daily life. International students who are undergraduate students, graduate students, research students, and special audit students within one year of enrollment are eligible to participate. The program is offered for the first year after initial enrollment. If you would like to have a tutor, please consult your academic adviser.

Inquiries:

Study Support (International Student Affairs) [Desk (4) in Building No. 2]

### b) Issuance of certificate

When you need certificate in order to renew your resident status or apply for a scholarship, please seek assistance at the Study Support Section. Please note that it will take three days (except for Saturdays, Sundays, and holidays) from the application date to issue a certificate, so please allow sufficient time for processing.

Inquiries:

Study Support Section [Desk (3) in Building No. 2]

### c) Events for international students

The following events will be held during the one year from April to March of the next year, and we encourage participation in the events. Information about the application for the events will be posted on the bulletin board, so please try not to miss any information. Depending on the events, the number of participants is limited; therefore, it is necessary to apply as soon as possible for the events in which you are interested.

- **May: Hiking**

(Go to the suburbs of Sendai and experience Japanese nature and culture)

- **September: Field Trip**

(Visit Japanese historical sites, such as Nara and Kyoto)

- **October: Global Café** (International students open a café)

- **November: Speech Contest in Japanese**

(Make a presentation of what was learned in Japanese language classes)

- **December: Cinema Club**

(International and Japanese students watch a movie together, exchanges opinions )

- **February: Winter Hiking** (Experience Tohoku's winter nature and culture)

Inquiries:

Study Support (International Student Affairs) [Desk (4) in Building No. 2]

### d) Support for daily life

(1) Sendai International Relations Association (SIRA)

International students living in Sendai City will be appointed associate members, and they will participate in international exchanges within the local community as well as educational activities for international understanding. Financial incentives will be provided. There are other support projects on a regular basis, so please check the bulletin board.

Inquiries:

Study Support (International Student Affairs) [Desk (4) in Building No. 2]

Or Sendai International Relations Association



## **12. Registration of Contact Information**

### **a) Registration of contact information**

Announcements for international students will be made via the bulletin board; however, in an emergency or for a very important matter, we may contact directly you by phone or email; therefore, please be sure to register your phone number and email address with the International Student Affairs Office. If you change your phone number or your contact information, please do not forget to notify the Office.

## **13. Emergency**

In case of illness, injury, or fire, please call 119.

In case of accident or criminal offense, please call 110.

### **a) Traffic accident**

Please check everyone involved in the accident for any injuries; if anyone is injured, immediately call an ambulance (phone number: 119). Also, call the police (phone number: 110) and report the location and the circumstances of the accident. Please be sure to check the other party's name, contact information, phone number, license plate of the car that caused the accident, and whether or not the driver has insurance. Ask for the name and contact information of any witnesses. Once the police arrive, please follow the police officer's instructions.

Medical bills for traffic accidents are not covered by insurance. Generally, payment from the voluntary insurance of the person causing the accident will be made at a later date.

### **b) Sudden illness**

Please call an ambulance (phone number: 119).

There are emergency medical centers that provide medical care at night and during holidays. Please check Sendai City's website.

### **c) Fire**

Please call for a fire engine (phone number: 119). If another building is on fire, please cooperate in the firefighting if at all possible.

**d) Criminal offense**

If you are the victim of theft and money and valuables were stolen, please report to the nearest police station (phone number: 110) or police box. If you are involved in a crime in which you fear for your physical safety, ask people on the street for help and immediately call the police (phone number: 110).

**e) Natural disaster**

Japan is a country where there are many disasters caused by earthquakes and typhoons. If an earthquake occurs, please turn off all gas stoves and heaters and seek shelter under solid furniture, such as desks and tables, until the tremors stop. If your residence is affected and you need to evacuate, please go to the nearest evacuation center. You can watch multilingual disaster-prevention procedures on a DVD at the Sendai International Center, so we recommend that you watch this.

**If you find it difficult to communicate in the Japanese language, please ask your academic adviser or Japanese friends for help. Also, if you are involved in a crime, please report to your academic adviser, adviser for your academic year, or the International Student Affairs Office.**

**→ Earthquake preparedness**

Japan has many earthquakes. Particularly, as of January 1, 2010, an earthquake off the coast of Miyagi Prefecture is predicted to occur within the next ten years with a probability of 70%.

Please follow the earthquake preparedness procedures listed below:

- (1) Do not sleep near heavy items such as a TV set or chest of drawers.
- (2) Please check your evacuation center in Sendai City's website.
- (3) Please keep water, a flashlight, radio, your passport, and money in one place.

## 14. Finding Employment in Japan

### a) Use of the Career Support Center

If you wish to find a job in Japan after you graduate from the university or complete your course, please use the Career Support Center. You can view information on jobs and job postings and consult with special staff for career support.

Inquiries:

Career Support Office [Career Support Center, 1st floor in Building No. 2]

### b) Changing resident status

If you find a job in Japan after you graduate from the university or complete your course, you need to change your resident status. Please confirm with the person in charge of this at your workplace and process the change at the Immigration Bureau.

If you would like to continue looking for employment after graduation or completion of the course, please change your resident status to “Temporary Visitor” at the Immigration Bureau. If the change is granted, it will be possible for you to stay for a maximum of 180 days (including the first extension) to seek employment.

Inquiries:

Study Support (International Student Affairs) [Desk (4) in Building No. 2]

Or Sendai Regional Immigration Bureau

### **15. Procedures for the Return to Your Home Country**

- Process for moving out from your residence (especially if you live in a privately owned apartment, you have to give notice one month prior to moving out)
- Report the discontinuation of electricity, gas, and water services
- Arrangements for airline tickets to return home
- Cancellation of mobile phone contracts and closing bank accounts
- Submission of contact information in your home country to the university

### **16. If You Experience Problems**

Please consult with your close Japanese friends, the International Student Affairs Office, Japanese language teachers, your academic adviser, or the adviser for your academic year if you have any problems. The university, the International Student Affairs Office, and the teachers in charge of international students (Professor Ichinose and Professor Takahashi) will always provide consultations, so please do not hesitate to ask for help. If you have any questions, please refer to this handbook.