

INTERNATIONAL STUDENT HANDBOOK

留学生ハンドブック 2025



**OBIHIRO UNIVERSITY OF AGRICULTURE
AND VETERINARY MEDICINE**

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はじめに

留学生の皆さん、ようこそ帯広畜産大学へ！

このハンドブックは、帯広畜産大学へ入学した留学生の皆さんに大学での手続きや日常生活に関する情報を提供するために作成されたものです。皆さんが充実した学生生活を送る上で大切な情報が記載されていますので、是非活用して下さい。

慣れない環境での生活にはいろいろと苦労がつきまとうものです。例えば市役所での様々な手続きや保険への加入、銀行での口座開設等は日本人でも面倒なものです。でもやってみると意外と簡単なこともあります。大学と同様、市役所や銀行の窓口には担当の職員がいて親切に面倒を見てくれるはずです。まずはどこで何をしなければならないのか、このハンドブックで調べてみて下さい。

大学の外で暮らすのは、最初大変ですが、きっと良い経験になるはずです。隣近所の住人と顔見知りになり、声をかけたりかけられたりするようになると、日本の暮らしがずっと身近に感じられるようになるでしょう。そのためにはゴミ出し(27ページを見て下さい！)等の地域のルールを守ることはもちろんですが、ちょっとした気配りが役に立ちます。「おはようございます」「こんにちは」「こんばんは」などの挨拶や、すれ違った時の軽い会釈や微笑みが、あなたが地域に溶け込むための助けになります。特別なことは必要ありません。皆さんが家族や友人に対してやっていることをやればいいのです。日本人は言葉のせいで外国人に対してはシャイな人が多いのですが、あなたから声をかけてみましょう。皆さんはたくさんの努力をして遥か帯広までやってきたのですから、もうちょっとだけ頑張って日本の生活に溶け込んでもらえたらと思います。そしてこの街があなたにとってのもう一つの故郷になればと願っています。

このハンドブックを読んで何かわからないことがあれば、遠慮なく留学生支援室(学生支援課)にお問い合わせ下さい。周りの人、例えば留学生の仲間やチューター、スーパーバイザーの先生に聞いてみるのもいいかもしれませんね。

それではここ帯広畜産大学ですばらしい学生生活が送れますように！

留学生支援室一同

To International Students,

Welcome to Obihiro!

This handbook contains useful information for your everyday life and procedures necessary for interactions with the university and local/national authorities. Please make good use of it and have a happy and productive university life in Obihiro.

Living in an unfamiliar environment, you are likely to encounter various difficulties. For example, you may experience problems in completing complicated procedures necessary for residence registration, opening a bank account, or subscribing to an insurance plan. Even for Japanese, these procedures are sometimes troublesome and time-consuming events, but please don't be intimidated by them. Generally you can find somebody (or more likely they will find you) who will assist you. Once you get accustomed to the procedures, you will find them much easier than they seemed at the beginning. The first step is to understand what you should do and where you should go. Please check for the information in this handbook.

Life in a foreign country is a stressful experience for everyone. You may especially feel this way if you live by yourself outside the university. Japanese life, with its unique customs and language, might seem peculiar to you. My advice to you is don't be shy. Please talk to your neighbors; even a simple greeting such as "Ohayogozaimasu (Good morning)", "Konnichiwa (Hello)", "Konbanwa (Good evening)", or just a small gesture of gratitude "Arigatougozaimasu (Thank you)" or apology "Sumimasen (Sorry)" will greatly enhance your standing in the community. Japanese people are generally shy when meeting foreigners because of language problems (a majority of Japanese are not good at English and somewhat afraid of it). However, once they get to know you, they will appreciate your presence. It is also important to follow social rules such as those for handling garbage collection (you need to sort garbage by type and put it in a designated area in the morning of garbage collection day). Please check for this type of information in this handbook. You have made great effort to come to Japan, so why not make a little more effort to adapt to Japanese everyday life? We hope Obihiro will become like your hometown.

If you have any question, please don't hesitate to ask us at the International Student Support Office. You can ask your friends (it is likely that they have had similar experiences), your tutor, or your supervisor too. We hope you will have a wonderful and fulfilling student life in Obihiro University of Agriculture and Veterinary Medicine.

International Student Committee Members

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1. General Information

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1. General Information

1. General Information

2025 Academic Calendar

【First Semester】

Starting Date of the First Semester	April 1 (Tue)
Entrance Ceremony	April 4 (Fri)
Starting Date of Lectures (Current Students)	April 7 (Mon)
Foundation Day of the University	May 31 (Sat)
Ending Date of the First Semester	August 15 (Fri)
Summer Holidays	August 17 (Sun) – September 30 (Tue)
Deadline for Submission of Assessment	
Report for the 1 st semester	August 22 (Fri)
Graduation Ceremony	September 30 (Tue)

【Second Semester】

Entrance Ceremony (October Enrollment)	October 1 (Wed)
Starting Date of the Second Semester	October 1 (Wed)
Winter Holidays	December 26 (Fri) – January 4 (Sun)
Reiwa Year 8 (2026)	
Ending Date of the Second Semester	February 20 (Fri)
Spring Holidays	February 24 (Tue) – April 4 (Sat)
Deadline for Submission of Assessment	
Report for the 1 st semester	March 2 (Mon)
Graduation Ceremony	March 19 (Thu)
Ending date of academic year 2024	March 31 (Tue)

National Holidays and Other Holidays

National holidays and other holidays in Japan are as follows. There are no classes and all administrative offices are closed on these days. If you have urgent business, please take the holidays into account and be prepared to complete it before or after the holiday.

【Year 2025】

April 29	Showa Day
May 3	Constitution Memorial Day
May 4	Greenery Day
May 5	Children's Day
May 6	Observed holiday
July 21	Marine Day
August 11	Mountain Day
September 15	Respect-for-the-Aged Day
September 23	Autumnal Equinox
October 13	Sports Day
November 3	Culture Day
November 23	Labor Thanksgiving Day
November 24	Observed holiday

【Year 2026】

January 1– January 3	New Year Holidays
January 12	Coming-of-Age Day
February 11	National Foundation Day
February 23	The Emperor's Birthday
March 20	Vernal Equinox

International Students by Region

As of April 1, 2025, there are 71 international students from 33 different countries studying at the university.

Number of International Students by Country

Name of Country	Number of students
Indonesia	1
Ecuador	1
Egypt	2
Korea	4
Ghana	1
Guinea	1
Cuba	1
Kenya	6
Zambia	1
Sri Lanka	4
Thailand	3
Taiwan	1
China	16
Namibia	1
Nigeria	3
Nepal	1
Pakistan	1
Paraguay	1
Bangladesh	1
East Timor	1
Madagascar	1
Brazil	1
France	1
Vietnam	2
Malawi	2
South Sudan	2
Myanmar	1
Mozambique	3
Democratic Republic of the Congo (formerly Zaire)	1
Mongolia	3
Bolivia	1
Rwanda	1
USA	1
Total (Number of students)	71
Total (Number of countries)	33

Number of International Students by Affiliation

Types of Students	Classification (Type of Enrollment)	Students
Degree-seeking Students	Master's Program of Animal Science and Agriculture	10
	Doctoral Program of Animal Science and Agriculture	21
	Doctoral Program of Veterinary Science	20
	Undergraduate	4
Non-degree-seeking Students	Research Students	10
	Course Students	1
	Special Research Students	2
	Special Auditor	3
	Total	71

1. General Information

Quick Reference for Office Procedures

Items		Office Concerned	Ref. Page	Remarks
Payment	Entrance Fee and Tuition Fee	Finance Section	10	Due Date (Tuition Fee) 1 st Semester: the end of May 2 nd Semester: the end of November
	Rent for International House	Finance Section	19	Due Date: by 20 th of the month
	Student Accident & Injury Insurance (PAS)	Post Office	16	Please pay the fee with the payment handling slip at the Post Office.
	National Health Insurance	Obihiro City Hall	15	You can pay the fee at Lawson, Seven-Eleven or Obihiro City Hall
Change of Personal Information	Request for Temporary Leave Absence	Educational Affairs Section	7	A medical certificate must be attached in the case of sick leave.
	Readmission Request	Educational Affairs Section	7	
	Withdrawal Request	Educational Affairs Section	7	
	Notification of New Address	Educational Affairs Section, International Student Office, and Obihiro City Hall	7	The Family Register and Residents' Affairs Section (<i>koseki jyunin ka</i>)
	Notification of Name Change	Educational Affairs Section, International Student Office, and Obihiro City Hall	7	
Others	Notification of Temporary Leave from Japan	Student Affairs Section	8	The notification must be submitted as soon as possible. Supervisor's seal or signature is required.
	Notification of Return to Home Country	Student Affairs Section	34	The notification must be submitted as soon as possible. Supervisor's seal or signature is required.
	Notification of Vacating the International House	Student Affairs Section	19	One month's notice is required.
	Application for Parking Permit on Campus	Student Affairs Section	28	Annual renewal required.
Immigration Procedures	Application for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted (Working part-time)	Student Affairs Section	22	Obtain application form (<i>fukushin sho</i>) to get permission from respective supervisor before applying.
	Application for Visa Extension	Student Affairs Section	21	Proxy application by the university is available.
Official Documents Issued by the University	Certificate for Students Trip Fare Reduction	Educational Affairs Section	8	
	Academic Transcript	Educational Affairs Section	8	
	Certificate of University Registration	Educational Affairs Section	8	
	Certificate of Expected Completion	Educational Affairs Section	8	
	Certificate of Japanese Government Scholarships	Student Affairs Section	8	
	Certificate of Subsidy Recipient from the Association of International Education, Japan	Student Affairs Section	8	
	Certificate of scholarship recipient from OUAVM	Student Affairs Section	8	
	Certificate of Medical Examination	Health Care Administration Center	8,14	
Application	Tuition Fee Exemption	Student Affairs Section	10	
	Scholarship	Student Affairs Section	4-6	

2. Scholarships

Japanese Government (MEXT) Scholarship Students

Payment of Scholarship and Enrollment Confirmation

If you are a MEXT Scholarship student, you receive a monthly stipend directly deposited into your bank account. To receive the scholarship, you need to have a bank account and sign the enrollment confirmation sheet.

Opening a Bank Account

In order to receive the scholarship payment on schedule, you must open an account at a Japan Post Office Bank (*yucho ginko*) as soon as possible after arrival. Please refer to P.27 for further details.

Monthly Enrollment Confirmation

At the beginning of every month, you are required to sign the enrollment confirmation sheet at the Student Affairs Section. The stipend is usually paid between the 20th and 25th of every month. If you fail to sign on time, your stipend will be paid the following month.

Please note that during busy periods such as at the beginning of the semester, payments may be slightly delayed.

Additionally, if you do not sign the enrollment confirmation sheet, or if you are not planning on attending university for at least one day each month, the stipend will not be paid for that month.

Amount of the Stipend

Course	Amount
Undergraduate students	¥117,000/Month
Research Students	¥143,000/ Month
Master's Students	¥144,000/ Month
Doctoral Students	¥145,000/ Month

¥3,000 per month will be added to the scholarship payment from November to March in the form of a cold-district allowance to cover the increase in the cost of heating etc.

Extension of Scholarship Period

Enrolled Japanese Government Scholarship students need to apply for the extension of their scholarship period when changing their degree status as follows:

- Undergraduate students who go on to graduate school.
- Research students who go on to graduate school.
- Master's students who go on to doctoral studies.

The application deadline for the scholarship extension is usually around October of the year before you start the advanced degree. If you are a research student admitted to the university in April and matriculate to a graduate school in October, you will need to submit your application in May. For details, please ask the Student Affairs Section.

【Documents to be prepared】

- Application form (available at the Student Affairs Section)
- Recommendation letter from your supervisor

Because of the large number of applications and limited budget, the Ministry of Education (*monbukagakusho*) will not be able to grant all applicants an extension of the scholarship period. In case you receive a rejection, you should be prepared to return to your country or continue your studies as a self-supported student.

Airfare Allowance for Returning Home

Upon completion of your designated study period and course / research work, you will receive an air ticket to return to your country. Air tickets cover flights departing from Tokyo or regular flights departing from cities with international airports to the international airport closest to your place of return. Travel expenses within Japan as well as airport taxes are not covered.

To receive a return air ticket, you must submit the Return Airfare Allowance Application (*kikoku ryohi shikyu shinseisho*) to the Student Affairs Section by early January at the latest if you are planning to leave Japan in March. (If you are planning to leave Japan in September, you must submit your application by early August). Even individuals requesting an extension of their scholarship period must submit a return airfare allowance application in the event their applications are denied and they are forced to return to their home country.

The return airfare allowance will not be provided under the following circumstances:

- Applicant has not completed the degree during the course term.
- Applicant has not departed from Japan by the designated date.
- Applicant has not submitted their application by the deadline.
- Applicant has returned to their home country for personal reasons before ending their designated study period.
- Applicant has chosen to remain in Japan after the designated study period ends.
- Applicant is receiving travel expenses from an institution other than MEXT.
- Applicant has violated any article of the pledge to MEXT.

Return air tickets will be issued about one or two weeks prior to the date of departure by a travel agency specified by MEXT. Please note that tickets cannot be converted into cash.

Career Plan Survey

At the end of your scholarship term, you will be asked to complete a career plan survey. Please participate in this survey.

Scholarships for Privately-Financed International Students

Scholarships Requiring University Recommendation

The following list is for scholarships for privately-financed international students and it is based on scholarships awarded in recent year. Please check the latest information to confirm the conditions because they may be subject to change.

The latest information will be provided via email and from the website of the Student Affairs Section.

Application Starts	Application Ends	Result	Name of Scholarship	Stipend/Month	Benefit Period
February	April	May	Sagawa Scholarship Foundation	(U・G)¥120,000 (D)¥180,000	2 years
April	May	July	Korean Scholarship Foundation	(U) ¥25,000 (M) ¥40,000 (D) ¥70,000	1 year
July	July	August	HIECC Scholarship for International Students	(U・G) ¥50,000 One-time payment	1 year
May November	August December	October March	Sato Yo International Scholarship Foundation	(U) ¥180,000 (G) ¥200,000	2 years
June	July	August	Special Financial Support Program for Doctoral Program	(D)¥50,000	Up to 4 years
August	October	January	Rotary Yoneyama Memorial Foundation	(U) ¥100,000 (G) ¥140,000	Up to 2 years
September	October	March	Heiwa Nakajima Foundation	(U) ¥120,000 (G) ¥150,000	1 year
November	January	March	Kyoritsu Maintenance Scholarship	(U) ¥60,000	1 year
November	December	March	Kyoritsu International Foundation	(U・G) ¥100,000	1 year

(U) Undergraduate Student, (G) Graduate Student, (M) Master's Student, (D) Doctor's Student.

Scholarships from Private Organizations and Local Governments

International students can apply for the scholarships listed below without a university recommendation. For details, please check the guidelines in the website of the Student Affairs Section.

Application Start	Application Ends	Result	Name of Scholarship	Stipend/Month	Benefit Period
November	December	February	Iwatani Naoji Foundation	(G) ¥150,000	2 years

3. Administrative Procedures

Leave of Absence, Readmission, and Withdrawal

Students seeking a leave of absence, readmission, or withdrawal should contact their supervising professor first and then complete the necessary procedures at the Educational Affairs Section.

Leave of Absence

If you leave the university for more than 2 months and less than 1 year for reasons of sickness or injury, you must submit a request to the Educational Affairs Section. A medical certificate must be attached in the case of sick leave. To extend the period of absence, you must submit an extension request before the original period expires.

If you take a leave of absence from the beginning of a semester, you will not be charged tuition for the semester. Full semester tuition must be paid when you leave in the middle of a semester. However, when you leave in the middle of the first month of a semester (April/October), you will only need to pay the first month's tuition.

Readmission

If you wish to return to the university, you should contact your supervising professor and submit the readmission Request through him/her to the Educational Affairs Section. Readmission after a leave due to sickness requires the submission of a health certificate issued by a hospital with the Readmission Request.

Withdrawal

If you wish to withdraw from the university, you must submit the Withdrawal Request form and have it approved before withdrawing from the university. Students who withdraw without submitting a Withdrawal Request form will continue to be considered registered, and will be charged tuition, etc.

Points to Be Aware of When Taking a Leave of Absence

According to the Immigration Control and Refugee Control Act, if holders of a "Student resident status" have not undertaken study and/or research activities for three consecutive months or more, they must leave Japan promptly or change their resident status if they plan to stay in Japan. They must have a legitimate reason to stay in Japan (hospitalization, etc.).

Please note that a leave of absence from the University for financial reason is not considered a legitimate reason to stay in Japan by the Immigration Bureau. Also it is prohibited to work part-time while taking a leave of absence from the university.

Points to Be Aware of When Withdrawing from the University

Those who withdraw from the university must notify the Immigration Bureau of their withdrawal within 14 days of withdrawing. Even if the period of residence status is valid, they must then leave Japan, or change their resident status if they plan to remain in Japan. Failing to abide by the law may result in a revocation of resident status.

Notification of Change

If you change your residential address, telephone number, or purchase a mobile phone, you must access to the Student Web Portal to register this information. Regarding change of your name, you need to submit the designated notification form to the Educational Affairs Section. The form is available at the Student Affairs Section. When you change your residential address or name, you need to notify the City Hall as well.

- The Student Web Portal is a website for course registration, credit and score confirmation, lecture cancellation and makeup date and times.

Transcripts and Certificates

OUAVM issues a variety of certificates and documents upon request. You can request the necessary certificates at the Educational Affairs Section and Student Affairs Section. Some of certificates are available from the ACM (Automated Certificate Machine).

Certificates Available at the ACM

- Certificate of Enrollment (without the description of leave of absence)
 - Certificate of Enrollment (with the description of leave of absence)
 - Transcripts
 - Certificate of (Expected) Completion
 - Certificate for Student Trip Fare Reduction
- English and Japanese certificates are available at the ACM. When you need sealed certificates, please ask the Student Affairs Section.
- Only degree-seeking students can use the ACM.
- Non-degree-seeking students need to request the certificates at the Educational Affairs Section

Certificates Available at the Educational Affairs Section or Student Affairs Section (8:30-17:15)

- Certificates issued at the ACM
 - Certificate of Japanese Government Scholarship Guarantee
 - Certificate of Subsidy Recipient from the Association of International Education, Japan (JASSO)
 - Certificate of Enrollment (Research Student・Special Auditing Student)
 - Certificate of Scholarship from OUAVM
- Please note it takes about 1 week to issue English certificates.

Certificate Issued by the Health Care Administration Center

- Certificate of Medical Examination (*kenkou shindansho*)
- You must have taken the health check-up once a year to request the certificate.
- Only degree-seeking students can request the certificate.

Notification of Temporary Leave from Japan

When you leave Japan temporarily to visit your family or travel to other countries, even for a short period, you need to submit the Notification of Temporary Leave from Japan form to the Student Affairs Section. In order to protect campus livestock from infectious disease, the university asks you to submit "Extramural Activities Application Form for Animal Quarantine" if you go to countries other than those registered as FMD free zone where the vaccination is not used. This form should be printed on the reverse side of the "Notification of Temporary Leave from Japan" form. You can get the form at the Student Affairs Section, too.

The Notification of "Temporal Leave from Japan" can be downloaded from the URL below.

[Notification-of-Temporal-Leave-from-Japan.pdf \(obihiro.ac.jp\)](http://obihiro.ac.jp/Notification-of-Temporal-Leave-from-Japan.pdf)

4. Campus Life

Campus Support

Counseling Services

Student Counseling Room

Living abroad apart from your family and friends can be very stressful. Quite a few international students feel homesick, are anxious about studying in a new environment, have difficulty adjusting to a different culture or weather. To meet the unique needs of international students, counseling sessions deal with wide ranging issues including psychological, interpersonal and cultural adjustment problems, career and academic concerns and any other difficulties that international students may encounter. The counselor of the Student Counseling Room will help you make your own decisions on how to resolve these difficulties. A psychiatric consultation is also available at the Health Care Administration Center, with interpretation help provided by the administrative staff or faculty.

Language: Japanese

Location: Student Counseling Room (3rd Floor, General Research Building)

Office Hours: 9:00-12:00/13:00-17:00 (Weekday except Holidays)

HP: <https://www.obihiro.ac.jp/navi-student-counseling-room>

Email: soudan@obihiro.ac.jp

Phone: 0155-49-5638

International Student Office

Professors of the International Student Committee offer support for various issues including study skills, career decision-making and interpersonal issues. Please email or call to make an appointment.

Language: Japanese and English

Hours: Weekdays 9:00-17:00

Contact: Student Affairs Section International Student Office (rgk@obihiro.ac.jp / 0155-49-5298)

Advisors	Research field
KONO Hiroichi	Agricultural economics
AIUCHI Daigo	Applied Entomology
ASADA Masahito	Infection Control
KUBOTA Akira	Environmental Toxicology
ISAMI Romero	Political Science International Relations
TERAUCHI Maki	Teaching English to Speakers Other Languages
Kyu-Ho Han	Food Science

Tutoring System

Newly arrived international students may receive assistance in their academic and daily life from Japanese students (or senior international students) who have been assigned by their supervisor as personal tutors for international students.

The role of tutor is mainly to help international students with academic-and research-related concerns (preparation and revision of papers) and secondarily, Japanese language instruction and everyday life "guidance" such as a campus guide and help with applications.

We offer 2 years of tutoring support for undergraduates, and 1 year for graduate students. You should regularly consult your supervisor and tutor about the kind of help you may need for studies/research.

Tutors are also students, so he/she may not be available when you need help. We suggest that you schedule times to have meetings with your tutor.

Note that supporting your family including helping with administrative procedures to bring your family to Japan is not part of the tutor's responsibilities.

Entrance and Tuition Fees

Students, except for Japanese government scholarship students and OUAVM scholarship students are required to pay entrance examination, admission and tuition fees.

List of Fees

Category	Entrance Examination Fee	Admission Fee	Tuition
Payment Period	When applying for the examination	During a designated period after notification of acceptance	In May and November
Undergraduate	¥17,000	¥282,000	¥535,800/ year
Graduate	¥30,000	¥282,000	¥535,800/ year
Research Student	¥9,800	¥84,600	¥356,400/ year

Tuition Fee Waiver and Extension on Payment

For privately-financed international students who are unable to pay their tuition fees and have excellent grades, there's a system that waives all or half of their tuition fees or postpones the payment. There is also another system that waives the entrance fee. Please note that research students are not eligible for this system.

Application

Where to Apply: Student Affairs Section

Application Period:

1st Semester - The beginning of April

2nd Semester - The beginning of October

※The announcements are posted in advance on the bulletin board located at the Information Mall.

The application form is available at the briefing session.

Japanese Language Education

Japanese language classes are offered to international students to help them acquire conversational skills as well as basic knowledge about Japan necessary for their daily life so that they can pursue their studies and research as easily as possible. The classes consist of "Beginning" and "Elementary" Japanese, "Intermediate" Japanese and "Japanese Current Affairs". In all these classes instructors use English as the language of instruction when appropriate. "Beginning" and "Elementary" Japanese is for those who have no or little prior exposure to the language. Participants will learn, through the examples of common expressions, the minimum amount of Japanese needed for living in Japan. The topics covered also include reading and writing Japanese letters (50 hiragana and 50 katakana), basic vocabulary and elementary grammar. Those who have successfully completed the course will be able to communicate with local people in simple Japanese at various occasions in their daily life. "Intermediate" Japanese is intended for students who are already familiar with Japanese letters (hiragana and katakana) and more or less comfortable with simple conversation and greetings in Japanese. Students will learn more words, expressions as well as basic Chinese characters (100 to 200 kanji) while reviewing elementary grammar. Participants of this class are expected to be able to handle various situations they encounter in Japan. "Japanese Current Affairs" is for those who want to learn Japanese society, culture and custom while learning many aspects of modern Japan through textbooks with materials

Equipment Rental for Extracurricular Activities

The university offers rental equipment for after school activities. The application form is available at the Student Affairs Section.

【Cooking Utensils】 Rice cooker, barbecue stove, pots

【Sports Equipment】 Tent, sleeping bag, softball equipment, ski equipment

【Others】 Projection equipment

5. Campus Facilities

Library

The university library provides the latest books, materials and periodicals for your study and research.

Registration

Your student ID card is your library card. For united graduate school students, please ask at the library counter to have a library card issued to you.

Opening Hours and Closing Days

Opening Hours

Regular hours: Mon-Fri: 9:00–21:00 *During summer, winter & spring breaks: Mon-Fri: 9:00–17:00
Sat, Sun & holidays: 9:30–17:30

Closed days:

December 26 - January 4, Saturdays, Sundays and National holidays during the summer, Winter and spring breaks.

※Changes in the opening hours and extra closing days are posted when necessary.

Lending Service and Return of Materials

Limit on number of items and loan period are as follows:

- Books: Up to 15 volumes for 2 weeks
- Periodicals: Up to 5 volumes for 1 week

Books may be borrowed for a longer period during the summer, winter and spring breaks.

Check the notice board or the library website; <http://www.obihiro.ac.jp/navi-library>

- You can renew the loan period three times for books and once for periodicals. Renewal is not accepted after the deadline or if someone else has reserved the material.

You can return the materials at the counter. While the library is closed, you can return the materials to the book post at the main entrance of the library.

If you fail to return the materials by the due date, you will not be able to check out other materials for the same numbers of days that the materials you had were overdue.

Agri-Information Technology Center (AI center)

To connect your PC, smartphone, or tablet to the internet on campus, the MAC address of each device must be registered. Registration can be done at the Agri-Information Technology Center or via the Center's page on the university website.



1. Visit <http://univ.obihiro.ac.jp/~ipcenter/>
2. Click “端末接続申請”(Japanese), or Device connection application for LAN (English)
3. Fill out the form and click “OK” to send.

University Consumer Cooperative (Co-op)

The University Co-op sells items such as books, stationery goods, and food. The Co-op also operates the cafeteria and serves nutritious meals at a reasonable price.

Opening Hours

*Summer and winter breaks: Please check the HP

	(1F) Shop	(2F) Cafeteria
Monday to Friday	10:00-16:30 (Service counter 10:00-)	11:00-13:30, 18:00-19:00
Saturdays	Closed	11:00-13:30
Sundays and National holidays	Closed	

Automated Teller Machine (ATM)

Japan Post Office Bank (*yucho ginko*) ATM is located at the Co-op.

Name of Bank	Business Hours
Japan Post Office Bank (<i>yucho ginko</i>)	Weekdays 9:00-18:00 Saturdays, Sundays and National Holidays 9:00-17:00

Health Care Administration Center

Health Care Administration Center provides free medical checkups, health consultations and primary care for non-life threatening conditions to students. It also provides medical checkups to students who are engaged in special experiments.

If you have any concerns about your health, feel free to contact the Health Care Administration Center. Please note that the center is available for students and staff only. When a family member of an international student is not well, please go to a medical facility in Obihiro.

Office Hours

Monday to Friday (except national holidays) 9:00-12:00, 13:30-17:00

Medical Checkup

- Medical checkup for new students: April
- Medical checkup for current students: May
- Students who enroll in October have the medical checkup in October for the 1st year.
- Please have the medical checkup every year as a preventative measure to maintain your health.

Certificate of Medical Examination

If students complete the above medical checkup, they may receive a Certificate of Medical Examination (*kenkou shindansho*) upon request. The Certificate of Medical Checkup is often required when applying for a scholarship or job.

A Certificate of Medical Examination is issued by a doctor based on the results of a thorough physical checkup and examination. To apply for this certificate, go to the Health Care Administration Center. You can receive the certificate after 15:00 the next day (If the application is submitted on the day before a holiday, you can receive the certificate on the first day after holiday). Requests by email or telephone are not accepted.

6. Medical Procedure • Health

If you are not well or injured and visit a hospital for treatment, be sure to take your National Health Insurance Card (*The name has been changed to “kokumin kenko hoken shikaku shomeisho”, or “Individual Number hokensho” since Dec. 2024*) with you. Most hospitals are open for consultations on weekdays during regular business hours and Saturday morning, and closed on Saturday afternoons, Sundays and national holidays. When you visit a hospital, you will need to show your National Health Insurance Card and patient card (for first-time visitors, only National Health Insurance Card is required) at the reception and wait to be seen by a doctor. If the hospital is crowded, you may need to wait for over an hour. After your consultation, you need to pay for the visit at the cashier's window and, if necessary, pick up your prescription, take it to a pharmacy, and purchase your medication.

National Health Insurance

The National Health Insurance System (*kokumin kenko hoken*) in Japan is designed to reduce an individual's medical expenses. All international students are required to enroll in this insurance. When presenting the card at a health clinic or hospital, you need to pay only 30% of the actual medical expense. Please note that medical checkups, immunizations and births are not covered by this insurance. There is another financial support system that covers the birth of a child. (Please refer to page 30).

Procedures for Registration

Registration Place: National Health Insurance Section (*kokuho ka*), Obihiro City Hall
Necessary Documents:

- Passport
 - Residence Card
- When there are any changes in the information on the card (change of address or name, etc.), you must report it to Obihiro City Hall within 14 days.
- When you return to your home country, you must return your National Health Insurance Card and pay any outstanding insurance premium.

Health Insurance Premium

When you join the National Health Insurance System (*kokumin kenko hoken*), the annual premium is calculated based on your previous year's income. The premium will be reassessed every year. The annual premium is paid in 10 installments from June to March. In the case where you have no income in Japan during the previous year, the premium will be around ¥20,000 for single person or ¥30,000 for married couples for 1 year. If your income increases due to a part-time job, the health insurance premium may increase.

When you register for the National Health Insurance System for the first time or if you had no income last year, you need to submit the Income Declaration Form to prove that you had no income in Japan in the previous year. If you fail to submit the declaration, the premium may increase. The National Health Insurance Section (*kokuho ka*) of Obihiro City Hall will mail a payment booklet that has the annual premium and the 10 payment slips every year. If you fail to pay the premium, you will have to pay the full amount for treatment at a hospital. You can pay the premium at City Hall, banks, the post office and convenience stores. Payment by Automatic Transfer is recommended. Under this system, your premium is withdrawn automatically from your savings account.

Hi-cost Medical Care Benefit

If you incur substantial medical costs due to hospitalization for surgery or other medical needs, you can often reduce the amount if expenses exceed the monthly ceiling set by the government.

Hi-cost Medical Care

Patients are generally required to pay 30% of the actual treatment costs, but there are "ceilings" (limits) on out-of-pocket treatment expenses for individuals with certain income levels. If costs of a treatment for a given month exceed your ceiling, you only need to pay the amount that corresponds to your income level self-pay ceiling. Please note that you must complete the necessary procedures to receive these services.

How to Apply

Place to apply: National Health Insurance Section (*kokuho ka*), Obihiro City Hall

Necessary Documents:

- National Health Insurance Card
- Receipts from the hospital, clinic or pharmacy
- Seal (*inkan*)
- Bank Account Book

You need to pay the full amount of the co-payment when you leave the hospital. After the application

procedures have been completed, you will be reimbursed.

If you complete the application procedure in advance, the amount in excess of the self-pay limit is not charged at the hospital. Please ask the National Health Insurance Section (*kokuho ka*), Obihiro City Hall for further information.

Medical Facilities with English Services

Medical Clinics near OUAVM that offer services in English

Name of Facility	Specialty	Address	Tel.
Inochi no Ki Clinic	Internal Medicine, General Surgery	13-1, Minami no Mori-9, Obihiro	0155-49-3622
Hokuto Hospital	Internal Medicine, Surgery, Pediatrics, Plastic Surgery, etc.	Inada-cho, Ki-sen 7-5, Obihiro	0155-48-8000

There are more medical facilities that offer English services. For further information, please refer to the website of Hokkaido.

Website: <https://www.pref.hokkaido.lg.jp/foreign/translate.html>

Student Accident & Injury Insurance (PAS)

This insurance is for students who are injured in an accident while they are engaged in research or educational activities at the University. Students are encouraged to join this insurance program to pursue their successful university life. Please note that National Health Insurance covers 70% of the total treatment fee, but this may not be sufficient in case of a serious injury or illness.

Eligibility

A degree-seeking student, a research student, auditor, or credited auditor.

Application

Please pay the premium at the Post Office with the designated payment slip.

- Informational brochure about “PAS” and handbook for subscribers is available in English, Chinese, and Korean.

Premium and Insurance Period (The period of the insurance is the same as the standard course term.)

Period	Premium	Additional Coverage for Accidents while Commuting	Additional Coverage for the Prevention of Contact Infections	Total Cost
1 year	¥650	¥350	¥20	¥1,020
2 years	¥1,200	¥550	¥40	¥1,790
3 years	¥1,800	¥800	¥50	¥2,650
4 years	¥2,300	¥1,000	¥70	¥3,370
5 years	¥2,800	¥1,250	¥80	¥4,130
6 years	¥3,300	¥1,400	¥100	¥4,800

- The annual fee will be charged even if you apply in the middle of the coverage year.
- The period of coverage will be the same as the academic course term in the case of applying in the middle of the coverage year.

Insurance Benefits

Main cases covered by the insurance	Personal Accident Insurance for Students Pursuing Education and Research (PAS)		Additional Coverage for Commuting Accidents	Additional Coverage for the Prevention of Contact Infections
	During the regular	While in school	While commuting	During clinical

	educational activities & school events	facilities or school event in extracurricular activities outside of school facilities		training
Death Benefit	¥20,000,000	¥10,000,000	¥10,000,000	Contact Infection Prevention Benefit ¥15,000/accident
Physical Disability Benefit	¥1,200,000- ¥30,000,000	¥600,000 - ¥15,000,000	¥600,000 - ¥15,000,000	
Medical Insurance Benefit	¥3,000- ¥300,000	*14 days or more for treatment ¥30,000-¥300,000	*4 days or more for treatment ¥6,000-¥300,000	

➤ In the case of hospitalization, ¥4,000 will be added to the medical insurance benefit (up to 180 days).

Liability Insurance Coupled with PAS

This insurance is for students who may be held legally liable if they should injure a third party or damage any property belonging to a third party during the course of their academic pursuits, during university events, club activities, or commuting to and from these activities. When students take part in laboratory work, internships, and other educational activities, they are required to buy this insurance. Students are encouraged to enroll in this insurance for peace of mind so they might concentrate fully on their studies and research.

Eligibility

Must be enrolled in the Student Accident & Injury Insurance (PAS).

Application

Ask at the Student Affairs Section.

Informational brochure about “liability insurance” and handbook for subscribers is available in English, Chinese, and Korean.

Courses and Premiums

Course		Course A	
Activities covered by insurance		During regular curricular activities, school events, extracurricular activities and commuting to and from them.	
Limit of Coverage		¥100 million per accident combining both bodily injury and property damage (no deductible).	
Premium	1 year	¥340	The annual premium is charged even for those enrolling midway through the academic year
	2 years	¥680	
	3 years	¥1,020	
	4 years	¥1,360	
	5 years	¥1,700	
	6 years	¥2,040	

7. Housing

International House

International students who belong to or are assigned to our university, and their spouse and children, can reside in International House I. In order to make rooms available to as many international students as possible, the period of residence is from one month up to one year. For further information, please refer to the Handbook for International House I.

Moving-out

It usually takes time to find a house and move, so we recommend that you start preparing at least two months before you intend to move. In Japan, an agent fee and security deposit will be charged in addition to the rent when you rent an apartment or house. For further information, please contact a real estate agency.

Guaranty System for International Students' Renting House

If you need a guarantor to rent a private apartment, you can join the "Comprehensive Renter's Insurance for Foreign Students Studying in Japan" system and pay the insurance fees, which will allow the university to act as your guarantor.

1. Eligible individuals for compensation:

- International students holding the "Student" residence status.

2. Important Notes:

- Even if the university acts as a guarantor, the student must handle the procedures for moving in and out of the apartment themselves.
- The student is responsible for paying any repair costs required upon moving out of the apartment.

Comprehensive Renters' Insurance for Foreign Students Studying in Japan.

If a joint guarantor is required to move into a private apartment or similar accommodation, you can enroll in the "International Student Housing Comprehensive Guarantee" system. By paying the insurance fee and other related costs, the university can act as your joint guarantor.

1. Eligible Persons for Compensation

- International students who hold the residence status of "Student".

2. Important Notes

- Even if the university acts as a joint guarantor, the international student must handle the procedures of moving in and out of the apartment themselves.
- The International student is responsible for paying any repair costs required when moving out of the apartment.

8. VISA Procedures

At the Port of Entry (Insurance of Residence Card)

A resident card will be issued to newly arrived, foreign nationals who intend to remain in Japan for a period of over three months. For those who are arriving at New Chitose, Narita, Haneda, Chubu, Kansai, Hiroshima and Fukuoka airports, the resident card will be issued after the immigration examination. For those who are arriving at other Airports, the card will be sent to their address after submitting a Notification of Place of Residence to the Obihiro City Hall.

What is Residence Card?

A Residence Card is an identification card that includes information such as your name, date of birth, nationality/region, address in Japan, residence status and period of residence. International residents are required by law to carry their resident card at all times. The resident card will expire on the same day as student's status of residence, and will be renewed when an application for an extension of the period of residence is granted by the Immigration Bureau.

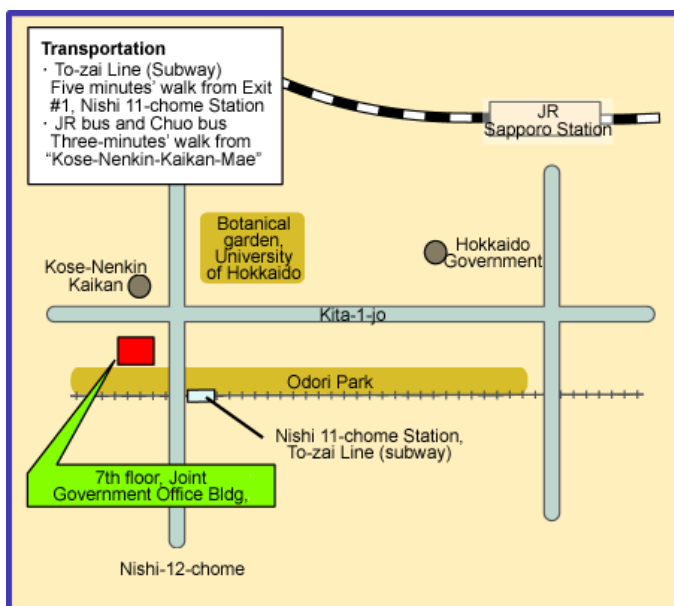
The following unauthorized uses of a Residence Card are prohibited by law, and are subject to criminal charges (possible imprisonment), cancellation of resident status, and /or deportation.

- Not complying with the obligation to apply for and carry the card, not presenting it upon request by the relevant authorities.
- Making a counterfeit card, possessing and/or using such card.
- Lending, borrowing, buying or selling the card.

At the Immigration Bureau (Extension of Period of Stay · Changing Status of Residence)

Please note that delayed or false registrations or notifications may result in criminal charges, imprisonment, cancellation of resident status, and/or deportation. Please understand the gravity of the procedures at the Immigration Bureau and be sure to follow the necessary procedures. The International Student Office can submit documents by proxy for some of the procedures below.

Sapporo Regional Immigration Bureau



Address: Sapporo Government Building No.3, Odori Nishi 12-chome, Chuo-ku, Sapporo City, Hokkaido
Postal Code: 060-0042

Tel: 0570-003259

Office Hours: 9:00-12:00, 13:00-16:00 (Except Saturday, Sunday and National Holidays)

Access: It takes 2 and a half hours between Obihiro and Sapporo by train and a round trip ticket costs about 15,580 yen. From Sapporo Train Station, you need to take the Namboku Subway Line to Odori, and change for the Tozai Subway Line to Nishi 11-chome. From Nishi 11-chome Station, it takes 3 minutes on foot. Train fare may vary by season.

Kushiro Port Branch Office



Address: Minamihama-machi 5-9, Kushiro City,
Hokkaido Postal Code: 085-0022

Tel: 0154-22-2430

Office Hours: 9:00-12:00, 13:00-16:00 (Except
Saturday, Sunday and National Holidays)

Access: It takes 1 hour and 40 minutes between
Kushiro and Obihiro by train and round trip costs
about 9,380 yen. Train fare may vary by season.
You need to take Bus No.26 for Sin-fuji (新富士)
from Kushiro Train Station and get off at
Naniwacho (浪花町) -6. From Naniwacho (浪花
町) -6, it takes 5 minutes on foot.

- Immigration Information Center offers information concerning procedures for entry and staying in Japan by phone in various languages including English, Chinese, Korean, and Spanish.
Tel: 0570-013904, (IP, PHS and overseas: 03-5795-7112)
Opening Hours: 8:30~17:15 (Weekdays)

Extension of Period of Stay

When you remain in Japan longer than the period authorized for your stay, you are required to apply for permission to extend your period of stay at the nearest Immigration Bureau office before the expiration date. The International Student Office is able to apply by proxy. Qualified students will be informed by the International Student Office 1 to 3 months before the expiration date. When you receive the announcement, please prepare the necessary documents listed below and submit them to the Office by the designated deadline. You can get the form from the URL below.

http://board.obihiro.ac.jp/bukyoku/gakusei_ka/gakunai//rgk/visa.html

【Documents Required】

- Application for Extension of Period of Stay. Please send the file to the International Student Office by email first.
 - Passport
 - Residence Card
 - National Health Insurance Card
 - Certificate of Enrollment
 - Academic Transcript
 - Certificate of Scholarship or Bank Balance Certificate (Documents that certify your income or deposits to cover the cost of living.)
 - Certificate for Payment of Fee (Purchase revenue stamp (*shunyu inshi*) for the required fee at a post office and put the stamp on the Certificate of Payment of Fee form)
 - Application for Indication of Name Using Kanji on the Residence Card (Only for the student whose name is in kanji characters on the Residence Card)
- If you are going to apply for permission for extending a period of stay on your own, please inform the International Student Office beforehand.
 - Immigration office will accept the application form three months before your period of stay expires.
 - When you receive a new card, a copy (both-sides) should be submitted to the International Student Office.

Permission to Engage in Remunerative Activities (Part-time Job)

If you are on a student visa and wish to work, to cover tuition or other necessary expenses, you must apply for permission, officially known as "Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted".

Please Note:

- ◆ Obtain permission from your supervisor before applying.
- ◆ You must receive the permit from the Immigration Bureau before you engage in any paid work.
- ◆ Any paid work undertaken without permission may result in the cancellation of your visa resulting in deportation.
- ◆ If engaged in activities assisting education or research at the University under a working contract, like a SA/TA/RA, permission is not required. However, in the case you are engaged in other activities on campus or have a part-time job off campus, permission is mandatory. If you are unsure whether you have to obtain permission or not, please ask the International Student Office.
- ◆ You are allowed to work up to 28 hours per week (maximum 8 hours per day during summer, winter and spring breaks.)
- ◆ When your period of stay expires, the permission becomes invalid. Thus when you extend your period of stay, you must re-apply for the permit.
- ◆ Be aware that you are prohibited from engaging in part-time jobs that are hazardous or may put you at risk such as jobs in adult entertainment.

【Documents Required】

	Name of the Forms	Formats
(1)	Declaration form of Applying for Part-time Work Permission (Form A)	PDF
(2)	Application form	Excel

How to apply

If you wish to apply for permission to engage in an activity other than that permitted under the status of residence at the same time as the application for extension of period of stay, the Student Support Division will apply on your behalf. (Please submit documents (1) and (2) to the International Student Office by e-mail (rgk@obihiro.ac.jp).

Changing Status of Residence

If you are employed or continuously seek a job after graduation, you have to change your status of residence. In the case you would like to stay for a while in Japan to prepare for your return home or for any other reasons, you have to change your "Student" status to "Short Stay". This procedure is supposed to be done on your own, but the staff of the International Student Office may be able to apply by proxy if there are students applying for extension of period of stay around the same time of your application. If there are no other applications you will need to do this by yourself.

If you stay for a short period before leaving Japan

You can change your status of "Student" to "Short Stay", which allows you to stay in Japan for 90 days. The necessary documents are as follows:

【Documents Required】

- Application for changing status of residence (Short stay)

- Passport
- Residence Card
- National Health Insurance Card
- Document certifying your departure such as the copy of your flight ticket
- Certificate of Completion or Certificate of Expected Completion

In the case of working in Japan

There are several types of status of residence for working. Further information can be found at the following website: Japan Study Support - International Job Search Guide: <http://www.jpss.jp/ja/life/job/>

In the case of searching for a job in Japan

If you have been seeking a job before graduation, and continue searching after graduation, you can change your residence status "Student" to "Designated Activities". The period is six months, but you can extend the status of residence by six more months if you can't find a job during the initial six month period (the maximum period is one year). As you will be asked to submit many documents for the application and it takes quite a long time for processing, please prepare the required documents as early as possible. For further information, visit the following Web site of the Immigration Bureau.

http://www.moj.go.jp/isa/applications/procedures/zairyu_henko10_21_10.html

【Documents Required】

- Application for Changing Status of Residence (Designated Activities)
- Passport
- Residence Card
- National Health Insurance Card
- Financial Statement showing you can provide for yourself through your stay
- Certificate of Completion
- Recommendation Letter from the Affiliated University
- Documents showing you are actively engaged in job-seeking. (Documents can be obtained from a "Hello Work" office you are registered with, or a copy of interview notification from a company will do.)
- Certificate for Payment of Fee (Purchase revenue stamp (*shunyu inshi*) for the required fee at a post office and put the stamp on the certificate of payment of fee form)

In the case of staying with your family

You need to change your status of "Student" to "Dependent".

【Documents Required】

- Application for changing status of residence (Dependent)
- Passport (Applicant's and supporter's)
- Residence Card (Applicant's and supporter's)
- National Health Insurance Card (Applicant's and supporter's)
- Proof of relationship with the supporter, such as Copy of family register, Copy of marriage certificate, etc.
- Documents certifying supporter's occupation or status, such as Certificate of Employment, Certificate of Enrollment, etc.
- Documents indicating financial capability to support you such as Certificate of Scholarship or Bank Balance Certificate of your supporter, etc.
- Certificate for Payment of Fee (Purchase revenue stamp (*shunyu inshi*) for the required fee at a post office and put the stamp on the certificate of payment of fee form)

Notification of the Accepting Organization

If you are planning to transfer/enter another university or find/get a job, you are required to submit a "Notification of the Accepting Organization" form and submit it to Immigration Bureau (Sapporo・Kushiro) or mail it to the Tokyo Regional Immigration Bureau. If you are mailing the form, please enclose "Notification

of the Accepting Organization” form and copy of your Residence Card.

- Period of notification is within 14 days of a change.
- If you return to your country after graduation, you are required to submit “Notification of the Accepting Organization”.

【Mailing Address】

Tokyo Immigration Bureau

Residency Investigation Section Notification Reception Section

14F, Yotsuya Tower, 1-6-1, Yotsuya, Shinjuku-ku, Tokyo 160-0004

- Please write in red “*Todokede-sho Zaichu* 届出書在中 ” (Notification Enclosed) on the front of the envelope.
- When making a notification by post: Send the form with a copy of your Residence Card (both-sides).

【ATTENTION】

If you are planning to transfer/enter another university, or your employment is confirmed, you are also required to submit “Notification of the Accepting Organization — left•transfer” form to the Immigration Bureau. If your visa status changes to a “Designated Activities” for job-seeking after graduation or completion, please submit “Notification of the Accepting Organization — left the organization” form. As soon as you get a job, please submit “Notification of the Accepting Organization — transfer” form.

◆ Please check more details and the documents at HP below

https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00014.html

Re-issuing of the Residence Card

In the event your Residence Card is lost, stolen or severely damaged, please apply for a new card within 14 days (or on the day you re-enter Japan) at a Regional Immigration Office.

【Documents Required】

- Passport
- Residence Card (if damaged)
- Application to re-issue the Resident Card
- Document issued by the police upon reporting the loss or theft, a disaster victim certificate issued by the Fire Department in place of your Residence Card.
- A Photograph (regulation size)
- Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted (if you have permitted)

At the Municipal Office (Moving-in/out • National Health Insurance • National Pension etc.)

Notification of Moving-in

Upon entering Japan, you must register your address within 14 days of arrival in Obihiro by submitting the Notification of Moving-in (*tennyu todoke*) form. Without this procedure, you cannot join the National Health Insurance System. Please complete the necessary procedures as soon as possible.

Place to Register: The Family Register and Residents' Affairs Section (*koseki jyumin ka*) Obihiro City Hall.

【Documents Required】

- Passport
- Residence Card
- Notification of Moving-out (*tenshutsu todoke*) if you lived in the other place in Japan.

Issuance of Certificate of Residence

After submitting the Notification of Moving-in (*tennyu todoke*), you are eligible to apply for Certificate of Residence (*juminhyo*), which may be required when you go on to the next stage of education or apply for tuition waivers etc.

Place of Issue: The Family Register and Residents' Affairs Section (*koseki jyumin ka*), Obihiro City Hall

【Documents Required】

- Official ID such as passport.
- Fee: ¥200

Notification of Moving-out

When returning home or moving out of the Obihiro area, you must complete the moving out and obtain the Notification of Moving-out (*tenshutsu todoke*). If you move to another place in Japan, apply for Moving-out Certificate at Obihiro City Hall. You are required to submit it with the Notification of Moving-in (*tennyu todoke*) at the municipal office of your new location.

Place of Issue: The Family Register and Residents' Affairs Section (*koseki jyumin ka*), Obihiro City Hall

【Documents Required】

- Passport
- Residence Card

Health Insurance and My number card System

Please refer Obihiro city Hall HP below.

Japanese: <https://www.city.obihoro.hokkaido.jp/kurashi/hoken/kokuho/index.html>

English: [About uniting of My Number Card and health insurance card, \(national health insurance\) | Obihiro city Website Tokachi](#)

National Pension System

All people who reside in Japan and are between the ages of 20 and 59 (including international students) are required to enroll in the National Pension System (*nenkin seido*). This system is a basic public pension, which is designed to provide financial support to the elderly or disabled.

You will be mailed a blue Pension Handbook and payment slip after submitting the Notification of Moving-in (*tennyu todoke*). You must keep the Pension Handbook as it will be necessary for miscellaneous procedures regarding the National Pension. You can pay the National Pension fee in cash at banks, post

offices, and convenience stores.

on your resident card. Please be careful not to lose it as the number is used for administrative procedures related to social security, taxation, and other legally stipulated tasks

Contribution Payment Exemptions

There are 2 types of exemption for the National Pension System depending on the type of enrollment.

When you apply, please tell the staff which type you will be applying for. (Refer to the table below)

Processing an application for an exemption will take approximately 3 months. Please keep your Pension Handbook in a safe place until returning home.

You must apply for the Student Exemption System every year.

Place to apply: Obihiro City Hall, The Family Register and Residents' Affairs Section (*koseki jumin ka*)

Types of Enrollment	Degree-seeking Student (undergraduate・graduate)	Non-degree-seeking Student (Research student・Special Auditor)
Types of Exemption	Special Payment System for Students	Contribution Payment Exemption System
What to bring	<ul style="list-style-type: none"> • Passport • Residence Card • Student ID card or Certificate of Enrollment 	<ul style="list-style-type: none"> • Passport • Residence Card

Tax Information

Residence Tax

Individuals living in Japan are required to pay residence tax regardless of their nationality. The residence tax will be imposed on those who have a registration in the city on January 1st. The tax calculation is based on individual income of the previous year.

Income Tax

If you do a part-time job and receive a salary, you need to pay the income tax. If the amount of one-year income is less than 1,030,000 yen, you do not need to pay the tax.

Tax Convention

If your country had concluded a tax convention with Japan, you can claim an exemption of your income tax payment. The provision is different depending on each tax treaty, therefore, you need to refer to each tax treaty in each case. For details, please refer to the website of the National Tax Agency (Japanese only):

<https://www.nta.go.jp/taxes/shiraberu/zeimokubetsu/sozei/sozei.htm>

9. Daily Life

Bank

Services such as automatic transfer or deposits, remittances, utility payments, and credit card payments, are offered at all banks. Some scholarships can only be transferred into a Japan Post Office Bank (*yucho ginko*) savings account. Therefore we recommend that you open a post office bank account “if you do not have any special preferences”.

【Documents Required】

- Passport
- Official ID which shows your address (Residence Card, National Health Insurance Card or Certificate of Residence)
- Personal seal* (*inkan*) *A signature can be used but we recommend having an *inkan* made.

Electricity · Gas · Water

Utilities (electricity, gas, water) used at the International House should be paid by either cash or direct debit every month.

(Refer to Handbook for International House I).

When you move to a new residence, you need to notify the electric and gas companies, and water department to start using these utility services. Please follow the procedures below.

Electricity

When you begin to use the electricity, turn on the breaker and notify the electric company.

Hokkaido Electric Power: 0120-07-5154

Online application is available (Japanese only) (<https://www.enemall.hepco.co.jp/idou/>)

Water

To start using the water, please contact Obihiro City Waterworks Bureau (Japanese only).

Obihiro City Waterworks Bureau: 0155-65-4213

Be careful of frozen pipes

During winter, water sometimes freezes and water pipes burst. If this happens, your residence may flood or cause problems for residents downstairs, and you may be liable for significant monetary damages. Accordingly, when the nighttime temperature is forecast to fall below -4C°, or if you will be away from home for a few days, be sure to turn off the main water valve and open the taps to drain water remaining in the pipes. Ask your landlord how to do this beforehand.

Gas

Please be sure to confirm what type of gas is used, and relevant name and phone number of the company by asking your landlord. If City Gas is used, call Obihiro Gas (Japanese only).

Obihiro Gas: 0155-24-4200

A service representative needs to visit the residence on an appointed date to open/close the main valve. Call the customer service center at least 2 to 3 days prior to your move-in date. They may be closed for the weekend.

LP gas (*propane gas*) is provided by many companies. If you live in a residence where propane gas is used, please contact the relevant company after asking your real-estate agent/landlord for the relevant name and phone number.

How to Separate Garbage

International House

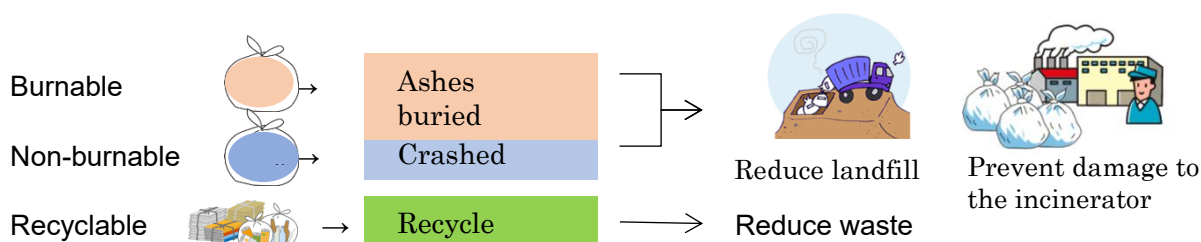
There is a garbage bin on the east side of the building. Please separate waste appropriately in line with the instructions issued upon moving in. Put trash in transparent plastic bags and place it in the bin.

Private Apartment in Obihiro • Municipal Housing

Obihiro City collects garbage at regular scheduled times. The garbage needs to be separated into “Burnable (Red bag)”, “Non-burnable (Blue Bag)”, “Recyclable (a clear bag)”. The red, blue and clear bags can be purchased at the university Co-op, convenience stores and supermarkets. Garbage improperly put out for collection or unsorted waste will not be picked up. Check the information about the proper separation of garbage you received from your landlord. Please put out your garbage out by 9:00am on the designated day of collection.

Why should we separate garbage ?

Burnable waste is incinerated and Non-burnable waste is buried after being crushed. Our proper separation is a first step to avoid polluted air and ambient pollution



Illegal Dumping (leaving garbage in undesignated areas) is strictly prohibited by law.

Making a Personal Seal

In Japan, personal seals (called *inkan* or *hanko*) are used instead of signatures for official documents and agreements. We recommend that you have an *inkan* made, not a self-inking stamp. An *inkan* costs 500 yen to 1,000 yen.

Cars and Bicycles

Cars

If you are planning to use a car, you must submit a copy of your driver's license and auto insurance policies (mandatory third-party liability insurance and other optional insurance) to the International Student Office. Please submit “Parking permit application” form at Student Affairs Section if you use a parking space on campus. Application form is available at Student Affairs Section.

On Campus Parking Rules

Parking permits should be placed on the front dash and be readily visible from outside the car. On-street parking is prohibited on campus, and car must be parked in a designated parking area. If you fail to park in a designated parking area, a notice will be placed on your car. If you continue to park in the wrong area, a wheel lock will be placed on your car by a university staff member and you will need to contact your supervisor to have it removed.

If you break the rules.....

The University has strict policies concerning incidents involving automobiles such as driving without a license, driving after drinking and excessive speeding. Students can be suspended for these offenses.

Bicycles

The number of accidents involving bicycles is increasing. Please follow the rules when riding bicycles.

Rules

- In general, bicycles are ridden on the left side of the street.
- Be sure to stop at “stop signs”: “とまれ”(tomare)
- Use a light when cycling at night
- Lock your bicycle when parking for any length of time
- Do not use an umbrella while riding.
- Do not use a cell-phone/smartphone or wear a headset/headphones while riding.
- Do not ride side by side with another cyclist.
- Do not ride while drunk.

Bicycle Registration

It is required by law to register your bicycle. Registering your bicycle makes it easier to find it if it is stolen. You can register bicycle by taking it, along with your ID, and 800 yen for the registration fee to any bicycle shop or police box. Once the bicycle is registered, they will affix a bicycle registration sticker. You should copy down the number for use in case your bicycle is stolen. For details about the procedure, please ask at a bicycle shop.

When you buy a second hand bicycle, it is necessary to transfer ownership. Police can arrest you for bicycle theft if they find out your bicycle belongs to somebody else.

Do not claim abandoned bicycles. In most cases they will have been stolen. It is illegal to ride a stolen bicycle.

10. Family

Bringing Your Family to Obihiro

Having your spouse and/or children join you in Obihiro while you are studying will enable you to have a sense of security and peace of mind, but it can also be a financial burden. It can also take time away from your studies and research to look after your family members, who may have difficulty living in a different county with a different language. You should consider carefully whether to bring your family, keeping in mind what you have to do and your purpose for studying abroad. If you decide that you would like your family with you during your stay in Obihiro, you need to think about when they should come. To make the most of your studies and family life in Japan, we strongly recommended that you do not bring your family until you have adjusted to your new living environment, set up accommodations and have a clear budget for living expenses. (Based on the experiences of previous students, 6 months should be sufficient time for preparation.)

The international student is fully responsible for the miscellaneous procedures (Visa, School, Health) for their family, so please consult with your supervisor or the Student Affairs Section before you decide to bring your family. The process is cumbersome, and the university is unable to assist with any procedures related to family matters.

Birth of Children

If you and your spouse have a child in Japan, please be sure to follow the necessary procedures.

Registration

Birth Notification

When your baby is born, you will need to register the birth at your local municipal office within fourteen days. After you submit the birth notification (*shussho todoke*) to the municipal office, a Certificate of Residence (*juminhyo*) is issued to you.

【Documents Required】

- Birth Certificate (Your doctor will fill out the right side of the certificate)
- Mother and Child Health Handbook (*boshi techo*)
- Copy of parents' Residence Card (both-sides)

Enrollment in National Health Insurance

Enrollment can be completed when submitting the birth notification a The Family Register and Residents' Affairs Section (*koseki jyumin ka*) Obihiro City Hall.

【Document Required】

- Mother and Child Health Handbook (*boshi techo*)
- National Health Insurance Card

Status of Residence

If your newborn baby will stay in Japan for more than sixty days, you must apply for a residency permit at the nearest immigration office within thirty days of the birth. If you fail to apply for a residency permit by the deadline, services such as National Health Insurance System or Child Care Allowance will not be offered to the newborn baby.

【Documents Required】

- Infant's passport (or a document explaining the reason for not having a passport)
- Application for Certificate of Eligibility
- Certificate of acceptance of the birth registration issued from your local municipal office.
- Residence Cards of both parents
- Passports of both parents
- A photocopy of the Certificate of Residence (*juminhyo*)

Passport

Please ask the embassy/consulate of your country for details.

Assistance Programs

Please contact your local municipal office for details on any forms of assistance that may be available.

Program Name	Content	Office
Lump-Sum Birth Allowance	When a mother is covered under the National Health Insurance, a lump-sum birth allowance is available.	National Health Insurance Section (<i>kokuho ka</i>) Tel: 0155-65-4138
Infant Medical Assistance Program	Reduction of medical expenses for children until they graduate from junior high school is available.	Children's Section (<i>kodomo ka</i>) Tel: 0155-65-4160
Child Care Allowance	If you are raising a child between the ages of 0 and 18, you are eligible for a child allowance.	Children's Section (<i>kodomo ka</i>) Tel: 0155-65-4160

- There are income limits for these programs.

11. Emergency

Earthquakes

The following is the minimum information that you should know in the case of an earthquake.

What to have Ready

Prepare emergency supplies by referring to the following list.

- Essential food (for 3 days) and water (3L per person per day).
- First-aid kit (disinfectant, gauze, bandage, Bandages, digestive medicine etc.)
- Blankets, towels, clothes, helmet.
- A flashlight, batteries, a radio, a lighter, a can opener, candles, a knife.
- Valuables (cash, bank book, personal seal).

What to Do When Earthquake Occurs

If inside a house or building

- Shut off the stove (heat) and the main gas valve
- Open your windows and doors.
- Take cover under a desk or table.
- Keep a safe distance away from bookshelves and other furniture that may tip over.
- Use the stairs, not an elevator.

When Outside

- Watch out for windowpanes or objects falling and move to a safe place.
- Stay away from unstable structures such as vending machines and walls.
- If you are driving, reduce speed slowly and stop the car on the left side of the street.
- If you are on a train or bus, hold on to the strap or rail and follow the instruction of the conductors.

When Near the Sea

- If you feel tremors at the beach, leave and go to a nearby hill immediately.
- Even weak tremors can cause a tsunami, so leave the beach immediately.

Evacuation Area

Open areas around the University, and Obihiro Agricultural High School are designated as evacuation areas. Other evacuation areas in Obihiro can be found on the Obihiro City website. Know where your evacuation area is located in case of an emergency.

Obihiro City : <https://www.city.obihoro.hokkaido.jp/kurashi/bousai/1007324/1002242.html>

Police Department . . . 1 1 0

Dial 110 (toll free) for 24-hour police service and be ready to tell the police officer the following information.

- The accident (*jiko*) or crime (*hanzai*)
- The location or address
- Your name

Fire and Ambulance . . . 1 1 9

In case of a fire or if you need an ambulance, dial 119 (toll free) for 24-hour emergency service, and be ready to provide the following information.

- Fire (*kaji*) or ambulance (*kyukyu*)
- The location or address
- Your name

11. Emergency

Explain where the incident occurred by giving the address or the name of the place. Point out a landmark or prominent building, so that the fire truck/ambulance can arrive quickly.

When calling from a public telephone

First push the red button for emergency, and then dial. You can dial for free from public telephone. There is no need to insert money or card.

Emergency Contact in University

Working Hours (Monday – Friday, 8:30 – 17:15)

International Student Office
Extensions: 5297, 5298
From off campus: (0155) 49-5297, 49-5298

Outside Working Hours, Saturdays, Sundays and National Holidays

Disaster Prevention Center
Next to Health Care Administration Center
(Service in Japanese only)
Extension: 5111
From off campus: (0155) 49-5111

12. Procedures for Returning Home

As you come to the end of your time in Obihiro, you need to follow the necessary procedures. Here are the things you need to do. Please read carefully and start making the arrangements and make sure to complete all the necessary steps in a timely manner.

Procedures for Returning Home

At the University

- Return books if you've borrowed any from the library
- Return Student ID card to International Student Office
- Return Co-op Membership Card to receive a refund if you joined the Co-op.

At the Municipal Office

International students leaving Japan or moving outside of Obihiro must return their National Health Insurance Card at the Obihiro City Hall and close the account a few days before they leave.

Necessary Procedures	Place
Cancellation of National Health Insurance	National Health Insurance Section (<i>kokuho ka</i>) (1F)
Notification of Moving-Out (<i>tenshutsu todoke</i>)	The Family Register and Residents' Affairs Section (<i>koseki jyumin ka</i>) (1F)

Moving Out – International House

Please submit Notification to Vacate the International House [Form12] due one month before the move-out date. Move-out processing will be delayed for residents failing to submit the form in time, and rent/fees for the following month will apply. Please remember to submit the form at least a month prior to the move-out date.

Moving Out- Private Apartment

Before moving out of a rented apartment, give the landlord or the real estate company at least one or two-month notice. If the notice is given at the last minute, the next month's rent will be charged.

- Do not forget to settle gas, electricity, and water bills by contacting the respective companies several days before moving out.
- The landlord or Real estate company will inspect the condition of your room on your move out date, so you need to clean the room thoroughly.
- You may be liable for significant damages or cleaning charges depending on the condition of your room or the details of your rental contract.

Submit the Application Form for Release of Joint Surety [Form3] to the International Student Office to cancel your residence insurance.

Bulk Trash and Oversized Items Disposal

Please follow the rules of garbage disposal of Obihiro City.

When you wish to put out bulk trash (oversized items), you need to apply beforehand.

For details on how to apply for bulk trash disposal, refer to the Obihiro City website.

Do not leave garbage or unwanted articles at the International House or waste collection area on campus.

Close your Bank Account

Bring your passbook and cash card to the bank to close your account. If you opened the account with a personal seal (*inkan*) you will need to bring it as well.

Make sure you received your final scholarship funds and all your bills are paid before closing the account. To avoid duplicate payments, make sure your final payments for electricity or gas have been withdrawn. Banks close at 15:00 and the post office closes at 16:00.

Cancel Contract of Mobile Phone • Internet

Contact your mobile phone or internet provider to take necessary steps cancel or change your address in Japan. In principle, this must be done by the person who signed the contract for the service. If you wish to have a friend do this for you, make sure to contact the company and find out what documents are necessary.

At the Immigration Bureau

Changing Status of Residence

If you are planning to go on to graduate school or seek job in Japan, you need to change your visa status accordingly. Make sure to change your visa status at the Immigration Bureau or Office before the end of your period of stay. Refer to Page 20 for further details.

Residence Card

Hand in your Residence Card to the Immigration Officer at the airport upon your departure. If you are planning on re-entering, you do not need to return the Residence Card.

Report to Immigration Bureau

When you graduate, leave the university, or transfer to another university, you are required to report the change to the Immigration Bureau before leaving Japan. Refer to Page 24 for further details. Please inform the International Student Office after you have submitted the form.

Consular Authentication • Apostille

When you need certificates issued in Japan (Certificate of Completion, diploma, birth certificate, and so on) authenticated for use in your home country, you are typically required to get official seals authenticated by the Japanese Ministry of Foreign Affairs before applying for consular authentication. Please contact your country's embassy or consulate first to find out what may be required for the procedures before you leave Japan. You can find further details about authentication in the website of Ministry of Foreign Affairs:

http://www.mofa.go.jp/mofaj/toko/page22_000548.html

13. Data

Campus Map



施設名 (Name of Facilities)

No	日本語(Japanese)	英語 (English)	ローマ字表記 (Roman Character)
1	総合研究棟Ⅰ号館	General Research Building I	<i>Sōgōkenkyūtō 1gōkan</i>
2	附属図書館	University Library	<i>Toshokan</i>
3	学生寄宿舍	Dormitory	<i>Gakusei kishuku sha</i>
4	創立70周年記念館(逍遙舎)	Alumuni Building	<i>Shōyōsha</i>
5	福利施設(大学生協)	University Co-op	<i>Seikyō</i>
6	かしわプラザ	Kashiwa Plaza (Student Lounge)	<i>Kashiwa puraza</i>
7	本部棟	Administration Bureau	<i>Honbutō</i>
8	総合研究棟Ⅱ・Ⅲ号館	General Research Building II and III	<i>Sōgōkenkyūtō2 gōkan, 3gōkan</i>
9	動物医療センター	Veterinary Medical Center	<i>Dōbutsu Iryō sentaa</i>
10	総合研究棟Ⅳ号館	General Research Building IV	<i>Sōgōkenkyūtō 4gōkan</i>
11	動物・食品検査診断センター	Diagnostic Center for Animal Health and Food Safety	<i>Dōbutsu・shokuhin kensa shindan sentaa</i>
12	産業動物臨床棟	Large Animal Hospital and Clinical Research Building	<i>Sangyō dōbutsu rinsyō tō</i>
13	原虫病研究センター	National Research Center for Protozoan Disease	<i>Genchū byō kenkyū sentaa</i>
14	地域連携推進センター	Center for Regional Collaboration in Research and Education	<i>Chiiki renkei suishin sentaa</i>
15	厩舎	Horse Barn and Stables	<i>Kyuu sha</i>
16	畜産フィールド科学センター	Field Center of Animal Science and Agriculture	<i>Chikusan fiirudo kagaku sentaa</i>

No	日本語 (Japanese)	英語 (English)	ローマ字表記(Roman Character)
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①	野球場	Baseball Field	<i>Yakyu jyō</i>
②	アイスホッケー場	Ice Hockey Rink	<i>Aisu jokkei rinku</i>
③	体育館	Gym	<i>Taiiku kan</i>
④	武道館	Martial Arts Gym	<i>Budo kan</i>
⑤	合宿棟	Student Club Training Camp Building	<i>Gasshuku tō</i>
⑥	宿泊研修棟	Lodging and Learning Facility	<i>Shukuhaku Kenshu tō</i>
⑦	音楽練習室	Music Practice Building	<i>Ongaku tō</i>
⑧	サークル棟	Student Club and Circle Building	<i>Saacuru tō</i>
⑨	弓道場	Japanese Archery Range	<i>Kyudo jyō</i>
⑩	カフェ「Farm Designs」	Farm Designs Café	<i>Kafe faamu dezainzu</i>
⑪	国際交流会館Ⅱ	International House 2	<i>Kokusai koryu kaikan 2</i>
⑫	テニスコート	Tennis Courts	<i>Tenisu koto</i>
⑬	ラグビー場	Rugby Field	<i>Ragubii jyō</i>
⑭	アメフト場	American Football Field	<i>Amefuto jyō</i>
⑮	サッカー場	Soccer Field	<i>Sakka jyō</i>
⑯	農業情報基盤センター	Agri-Information technology Center	<i>Nōgyō Jōhō Kiban center</i>
⑰	講義棟	Lecture Rooms and CALL Room	<i>Kogi tō</i>
⑱	柏陵池(ビオトープ)	Hakuryo Pond (Biotope)	<i>Hakuryō ike</i>
⑲	実験動物舎Ⅰ	Laboratory Animal Building 1	<i>Jikken doubutsusha 1</i>
⑳	実験動物舎Ⅱ	Laboratory Animal Building 2	<i>Jikken doubutsusha 2</i>
㉑	防災センター	Disaster Prevention Center	<i>Bousai Sentā</i>
㉒	講堂	Auditorium	<i>Kōdō</i>
㉓	保健管理センター	Health Care Administration Center	<i>Hoken kanri sentā</i>
㉔	国際交流会館Ⅰ	International House 1	<i>Kokusai koryu kaikan 1</i>
㉕	農産加工実験棟	Laboratory Building for Agricultural Product Processing	<i>Nogyo kako jikken tō</i>
㉖	土木工学実験室	Civil Engineering Laboratory	<i>Doboku kogaku jikken shitsu</i>
㉗	農業機械実験実習棟	Agricultural Machinery Experience and Practice laboratory	<i>Nogyo kikai jikken jisshyu tō</i>
㉘	実験圃場	Experimental Fields	<i>Jikken hojyō</i>
㉙	碧雲蔵(上川大雪酒造)	Hekiungura(Kamikawa Taisetsu Sake Brewery)	<i>Hekiun Ryō (Kamikawa Taisetsu Shuzō)</i>
㉚	農機具庫	Agricultural Machinery Shed	<i>Nōkigu ko</i>
㉛	松尾記念温室棟	Matsuo Commemorative Greenhouse	<i>Matsuo kinen onshitsu tō</i>
㉜	農畜産プラント	Agricultural Products Plant	<i>Nochikusan puranto</i>
㉝	農畜産資源循環研究棟	Agricultural and Livestock Research Building	<i>Nouchikusan shigen kankyō kenkyu tō</i>
㉞	全天候型車両消毒ゲート	All-weather Sterilization Gate for Vehicles	<i>Zentenkō gata sharyō shōdoku geēto</i>
㉟	実習用豚舎	Pig Enclosure for Practical Training	<i>Jisshū yō tonsha</i>
㊱	豚飼育養試験棟	Pig Feed Research Building	<i>Buta shiiku shiken tō</i>
㊲	肥育用牛舎	Fattening Barn	<i>Hiiku yō gyūsha</i>
㊳	代謝試験棟	Metabolic Test Building	<i>Taisha shiken tō</i>
㊴	羊飼養試験棟	Sheep Feed Research Building	<i>Hitsuji shiyō shaken tō</i>
㊵	食品加工実習施設	Food Processing Practice Facility	<i>Shokuhin kakō jisshū shitsu</i>
㊶	温室	Greenhouses	<i>Onshitsu</i>
㊷	メインパドック	Large Paddock	<i>Mein Padokku</i>
㊸	サブパドック	Small Paddock	<i>Sabu Padokku</i>
㊹	実験圃場	Experimental Fields	<i>Jikken hojyō</i>

Transportation

【BUS】

OUAVM ⇄ Obihiro Station

No.70, No.72 Bus runs between the University (or near University) and Obihiro station.

Fare : 420 yen one way (it takes about 30 ~ 40 minutes)

Because the time Table is revised periodically, please confirm on Tokachi Bus website.

<https://www.tokachibus.jp/rosenbus/timetable/>

(Please click “Language” mark on the top for translation.)

OUAVM ⇄ Tokachi Obihiro Airport

There is no direct bus, so please transfer at Obihiro Station. One-way fare from Obihiro Station to Tokachi Obihiro Airport is 1,000 yen and it takes about 40 minutes. Please refer to the website of Obihiro Tokachi Airport for the time table. (Japanese, English, and Chinese)

<https://obihiro-airport.com/access/>



Obihiro Station ⇄ Shin Chitose Airport ・ Obihiro Station ⇄ Sapporo

Long distance bus to Shin Chitose Airport or Sapporo depart from Obihiro Station. You can purchase the tickets at the Co-op.

Map of Obihiro Station and surrounding area**JR (Japan Railway)**

If you use JR, please refer to the following website. It is in Japanese, English, Chinese and Korean.

<https://www.jrhokkaido.co.jp/index.html>

To-Do List before Leaving Japan

At the University

- ☐ Inform your supervisor of the departure date
- ☐ Confirm necessary procedures at the Student Affairs Section
- ☐ Apply for a transcript and certificate of your degree, etc.
- ☐ Return student ID card to the Student Affairs Section

Housing

- ☐ Inform the Student Affairs Section and landlord of your moving date.
- ☐ Pay outstanding utility charges.
- ☐ Clean your room and dispose of any garbage in the specified manner.

At the City Hall

- ☐ Return your National Health Insurance Card and settle your accounts.
- ☐ Submit Moving-out Notification to The Family Register and Residents' Affairs Section (*koseki jyuminka*).

Others

- ☐ Close your bank account (Make sure all automatic deductions have been made.)
- ☐ Cancel the mobile phone and internet
- ☐ Submit the Notification of Accepting Organization to the Immigration Bureau
- ☐ At the airport: Return your Residence Card to an Immigration Officer