

# JAPANESE LANGUAGE AND CULTURE PROGRAM

(Bekka Program)

## PRE-ARRIVAL INFORMATION GUIDE FOR SPRING 2020



**KANDA UNIVERSITY OF INTERNATIONAL STUDIES (KUIS)**

Japanese Language and Culture Program

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# 1. Academic Calendar

## 1. 2020 Spring Semester

March 24 (Tue.)	Designated Arrival Day / Dormitory Move-in
March 25 (Wed.) - April 6 (Mon.)	Orientation
April 7 (Tue.)	Classes begin
April 29 (Wed.)	Public holiday (classes are held)
May 4 (Mon.)	Public holiday (classes are held)
May 5 (Tue.)	Public holiday (classes are held)
May 6 (Wed.)	Public holiday (classes are held)
July 13 (Mon.)	Last day of Bekka classes
July 14 (Tue.)	Last day of undergraduate classes
July 31 (Fri.)	Dormitory move-out

## 2. 2020 Fall Semester

September 1 (Tue.)	Designated Arrival Day / Dormitory Move-in
September 2 (Wed.) - 11 (Fri.)	Orientation
September 14 (Mon.)	Classes begin
September 21 (Mon.)	Public holiday (classes are held)
September 22 (Tue.)	Public holiday (classes are held)
October 22 (Thu.) - October 26 (Mon.)	University Hamakaze festival (no classes)
November 3 (Tue.)	Public holiday (classes are held)
November 23 (Mon.) - 25 (Wed.)	KUIS entrance exam period (no classes)
December 22 (Tue.) - January 3 (Sun.), 2021	Winter vacation (no classes)
January 8 (Fri.), 2021	Last day of Bekka classes
January 25 (Mon.), 2021	Last day of undergraduate classes
January 29 (Fri.), 2021	Dormitory move-out

## 2. VISA

### 1. The Status of Residence You Should Apply to

An international student must apply for a **Student Visa** to study at KUIS. You cannot study at KUIS with a short-time visas. Be sure to obtain a Student Visa before entering Japan. You will need the COE and some other documents when applying for a Student Visa.

### 2. Certificate of Eligibility (COE)

After receiving your application documents, KUIS will apply for your COE at the Tokyo Regional Immigration Bureau.

### 3. Expected Time of COE Issuance

The COE is expected to be issued within a couple of months after applying. After receiving the COE from the Tokyo Regional Immigration Bureau, we will send it to your designated address (\*) along with a Certificate of Admission so that you can apply for a Student Visa at the nearest Japanese Consulate / Embassy in your country.

(\*) Before we send the COE and a Certificate of Admission, you are asked to register the shipping address where you want to receive the documents on the Admissions website. (STEP 4)

In recent years, the Immigration takes more time for the examination for a COE application and sometimes the severe delay of the COE issuance occurs. Please be aware that KUIS cannot be responsible for delays or rejections.

### 4. Applying for a Student Visa

On applying for a Student Visa, contact the Japanese Embassy or Consulate to find out the required documents for the application and the processing period for visa issuance.

Necessary documents for each nationality are indicated here:

[https://www.mofa.go.jp/j\\_info/visit/visa/long/visa6.html](https://www.mofa.go.jp/j_info/visit/visa/long/visa6.html)

Please be sure to **have your COE returned** from the Embassy / Consulate after the issuance of a visa because you will need to show it at the arrival airport.

## 3. Housing / Airport Pickup

### 1. Housing Application

Student Affairs Office will arrange your accommodation (dormitory/apartment) based on your application. The website for housing information and application is scheduled to open in December. Please understand that your preference cannot be guaranteed.

[https://www.kandagaigo.ac.jp/kuis/main/appilcp\\_en/](https://www.kandagaigo.ac.jp/kuis/main/appilcp_en/) (STEP5)

If you wish to stay outside of the provided dormitories or apartments, please arrange your housing on your own. Usually, you will need a guarantor when renting an apartment in Japan and KUIS is unable to act as a guarantor for privately-rented accommodations. You will also need to arrange your own hotel while finding accommodation.

### 2. Notification of Your Dormitory/Apartment

You will be notified by the Student Affairs Office by email in February about your dormitory / apartment and the payment.

You have to complete the first payment before arriving in Japan.

### 3. Move-in Day (Arrival day)

**Designated move-in day: Tue, March 24, 2020**

If you arrange the accommodation through the Student Affairs Office, you can start living in the dormitory / apartment on the designated arrival date. KUIS does not allow Bekka students to come to Japan nor move in the dormitory/apartment prior to the designated arrival date.

### 4. Move-out Day

**Move-out day**

**Spring semester: By Fri, Jul 31, 2020.**

**Fall semester: By Fri, Jan 29, 2021.**

\*Students cannot extend this for any reason.

### 5. Airport Pickup Service (Welcome Team)

An airport pickup service is available only on the designated arrival date, **Tuesday, March 24, 2020**. Please apply for the airport pickup service on the housing application website.

A group of KUIS students wishing to support Bekka students, called Welcome Team, will contact you by email after receiving your application for an airport pickup service. Not only does the Welcome Team receive you at the airport, but they will also guide you from your dormitory/apartment to the university and act as interpreters on the first day. You can also talk with them about life in Japan and what to do before coming.

## 4. Insurance

### 1. Insurances

All Bekka students are asked to purchase a study/travel abroad insurance in their home countries. The insurance should be a comprehensive package which covers: accidental death, accident disability, death from illness, medical & rescuer's expenses, liability, household goods and personal belongings, emergency travel expenses, etc.

### 2. National Health Insurance (NHI) or Kokumin Kenko Hoken (Kokuho)

**\*Mandatory for all citizens living in Japan (including all Bekka students at KUIS)**

**\*You will apply for the NHI during the orientation.**

A student who stays in Japan with a student visa must join the National Health Insurance (NHI). NHI/ Kokumin Kenko Hoken (Kokuho) is a system that lessens your financial burden when you pay the medical expenses for your illnesses or injuries during your stay in Japan. With the NHI, you only pay 30% of the total medical cost. The remaining 70% will be paid by the Japanese government. NHI fee for a student is approximately 18,000 yen per year and you pay every month in cash.

After joining the NHI, you will receive an NHI card (Hokensho) which proves that you are an insured member of NHI. Please take good care of the card because you will need to bring the card when you receive medical treatment at a hospital.

### 3. Liability Insurance (Inbound Insurance)

**\*Mandatory for all Bekka students**

**\*Details will be given during the orientation**

The insurance covers compensation when a student injures others or damage the property of others.

It also includes out-of-court settlement negotiation service. The premium will be deducted from your first scholarship.

Premiums: Approx. 3,000 yen – 4,000 yen (depending on the period of stay, one-off payment)

## 5. Vaccination

You are asked to get vaccinations against at least these diseases before coming to Japan.

Measles/ Rubella/ Mumps/ Varicella (Chickenpox)

## 6. Medical

### 1. Before Coming to Japan

If you have a chronic disease or injury, or if you need continual medical treatments by a doctor, please be sure to plan ahead and prepare the necessary amount of fee. Bring in a sufficient amount of medicine for the period of your stay from your home country. In many cases, it is difficult to find exactly the same type of medicine in Japan.

### 2. Bring Medicine into Japan

In order to bring medicine (especially prescription medicine) into Japan, you may have to apply for the *Yakkan Shomei*. Doctors in Japan might also be able to prescribe the same type of medicine. For details, please visit the website of the Ministry of Health, Labour and Welfare below.

<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

# 7. Money

## 1. Scholarship

KUIS offers scholarships to support Bekka students to live and study successfully in Japan. Rules and conditions will be announced in the orientation.

### **N.B.**

Spring semester : Scholarship for April and May will be given in May

Fall semester: Scholarship for September and October will be given in October

## 2. Cash

Please note that it takes more than a month to receive the first scholarship. It is advised to prepare a sufficient amount of cash for essential expenses such as transportation and food. It is recommended that you exchange some money into Japanese Yen beforehand. Money exchange is also available at Narita Airport.

Transportation: Approx. 1,000 yen from Narita Airport to the closest stations to most of the dormitories/apartments

Meal: 500-1,000 yen per meal

## 3. Credit Card

Credit card is a convenient method of payment for utilities (water, electricity, gas, etc.) If you are to live in an apartment, please make sure to bring your credit card because the gas bill can be settled only by credit card.

## 4. Bank Account

To receive your KUIS scholarship, you have to open an account with a Japanese bank. Instructions will be given during the orientation.

If your nationality is the United States, you will need your "Taxpayer Identification Number".

## 8. Part-time Work

### Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted

A Student Visa gives you a status of residence that does not allow you to work. If you wish to work part-time in order to supplement your academic fees and other expenses, you need to apply for a “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted”.

If you work without the permission, or if you do not follow the rules, you will be fined or, in some cases, you will need to leave Japan. Students with the permission may work for up to 28 hours per week. During long holidays, they may work a maximum of 8 hours a day.

Application for the permission can usually be done at the immigration section of the arrival airport. The application form will be sent along with your COE. You can also apply for it at the regional immigration offices after entering Japan.

When selecting a part-time job, you should make sure the work does not affect your studies. For example, working until late at night might affect your performance the following day.

For details:

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/09.html>

## 9. Arrival in Japan

### Designated Arrival Date for spring semester 2020: Tue, Mar 24, 2020

Please arrange a flight that arrives in Japan (Narita International Airport) between 9:00 am and 4:00 pm on Tuesday, March 24, 2020. Please be instructed that **arrival on other dates is not allowed.**

Your COE is not yet guaranteed. Be careful of when to purchase your flight ticket. Please do not stopover on the way from your home country (this does not mean that you can only use a direct flight).

We will arrange airport pickup service if you apply. Application for the airport pickup service will be announced from the Student Affairs Office along with the housing information.

On arrival, you will receive a Landing Permission Seal on your passport and also a Residence Card will be issued at the airport by the immigration officer. Please make sure to bring the following documents and do not put them in your checked baggage so that you can get into Japan with a Student Visa on your arrival.

1. Passport + Student Visa
2. Certificate of Eligibility (COE)
3. Certificate of Admission
4. Application form for “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted” (only for people who wish to get a part-time job in Japan)

# 10. Orientation

***Wed, March 25, 2020 – Mon, April 6, 2020***

We will have an orientation week to welcome you and to equip you with all the key tools for success before the semester starts.

## =CONTENTS=

Welcome Meeting  
Dormitory / Apartment Contract and Housing Orientation  
Resident Registration  
Entrance Ceremony  
Guidance on National Health Insurance  
Placement Tests  
Media Orientation  
Bekka Program Guidance  
Medical Check-up  
KUIS Scholarship  
Bank Account  
Sim Card            etc.

### Welcome Meeting

#### **What to bring: Passport / Residence Card / Pen**

You will receive your student ID card and have some information about campus facilities, medical check-up, part-time job, Re-entry Permit during the meeting.

Please bring your **passport and Residence Card**, which you receive at the arrival airport.

We would like to collect your passport and Residence Card for residence registration at the city/ward office.

### Dormitory / Apartment Contract

You will sign on the contract. You will also be given instructions of how to use your dormitory / apartment.

### Resident Registration / Housing Orientation

Once you have moved into your accommodation, you must register for the Resident Registration and National Health Insurance Registration at the local ward/city office within 14 days of arrival in Japan.

We will help you register during the orientation period.

### Placement Tests

You will take the following placement tests during the orientation period:

Grammar Comprehension / Vocabulary and Kanji / Writing / Interview    etc.

### Media Orientation

You will have information about

1. Network on Campus
2. Network Account Setting
3. Important Websites for Bekka Students

### Bekka Program Guidance

You will learn about the Bekka Program and its course registration, rules and policies, and other Japanese learning opportunities on campus during this session.

### Medical Check-up (free of charge)

All students are required by law to get a medical check-up once a year. The contents of medical check-up are chest x-ray, urinalysis, height/weight, visual acuity, blood pressure, interview with a doctor, etc.

### Scholarship

KUIS offers a scholarship to support Bekka students to live and study successfully in Japan.

Rules and conditions will be announced in the orientation.

### Bank Account

Students who wish to receive scholarship need a bank account in Japan. We will help you open a bank account.

### SIM Card

If you wish to purchase a Japanese SIM card, we will have guidance for it in the orientation period. If your phone is SIM-locked, either unlock your phone or purchase an unlocked phone.

## 11. Attendance Rate

Low attendance rate will result in as follows: (This is in accordance with the regulation of the Immigration Bureau.)

Below 90%: Scholarship stops, Warning

Below 85%: Meeting

Below 85 % (continuous): Correspondence to your home university

## 12. Personal Information

During your study at KUIS, your talk, your name and pictures and movies of you may be used and uploaded for our website, social media and paper media. If you would like to refuse, please inform the International Affairs Office in advance.

## 13. After Completing the Program

Even if your "Student" resident status period is still valid after completion of your program at KUIS, you are asked to leave the country in a timely manner. Please be sure to leave your dormitory / apartment by the designated date and go back to your home country.

You are not permitted to work after completion of the program. Completing your program means that you are no longer participating in an "activity" as a student. The immigration offices has the right to "revoke the resident status" if you are engaging in activities not covered by your resident status. If your resident status is revoked, you will be regarded as an illegal resident and will be subject to detention and deportation.

## 14. Contact

For any questions about Housing and Welcome Team ➔ **Student Affairs Office** [gakuseika@kanda.kuis.ac.jp](mailto:gakuseika@kanda.kuis.ac.jp)

For any other questions ➔ **International Affairs Office** [international@kanda.kuis.ac.jp](mailto:international@kanda.kuis.ac.jp)