



# Student life Orientation

for New International Students

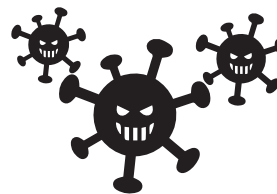
OKAYAMA  
UNIVERSITY

International Affairs Department

# Table of Contents

## COVID-19

P 1, 2



## Immigration

P 3 - 7

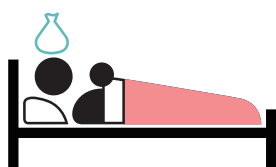
Residential Status / Temporary Leave /  
Extra-Status Activities /  
Precautions Regarding Part-time Job /  
Leave of Absence / After Graduation



## Safety

P 7 - 13

Leading a Safe Life / Bicycle Laws in Japan /  
Dangerous Offences / Unattended Bicycle /  
Bicycle Liability Insurance / Driver's License /  
Vehicle Liability Insurance / Secondary Insurance



## Health Care

P 13, 14

Illness and Injury / Influenza and Measles /  
National Health Insurance / Accident Insurance



## Student Life

P 14 - 16

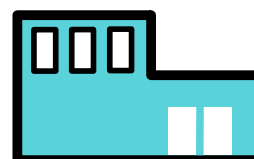
Storm Warning / Completely Smoking Free Campus /  
Harassment / If You Have Any Troubles /  
International Student Advising Room /  
Scholarships / University Co-op



## Daily Life

P 17 - 19

Bank / Housing / Garbage Disposal /  
Social Security and Tax Number System /  
Japanese National Pension



## Information

P 20 - 22

Free Advisory Services by External Association /  
International Affairs Department /  
Emergency Contact

# COVID-19



If you correspond to the following, consult the Okayama City Novel Coronavirus Consultation Center immediately.

- If you experience severe symptoms of at least one of the below; shortness of breath (dyspnea), severe drowsiness (fatigue), high fever, etc.
- If you experience mild cold or flu-like symptoms such as fever or coughing, and you are considered a high-risk individual.
- If you fall outside of the categories above, but you experience mild cold or flu-like symptoms for a prolonged period of time.



**Okayama City Novel Coronavirus Consultation Center**  
**TEL : 086-803-1360**

The following cases would be considered as authorized absence.



**Infected person**



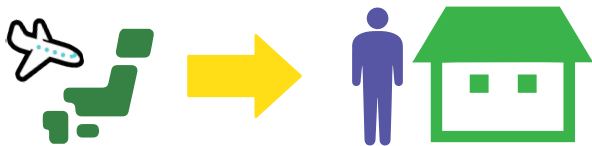
**Close contact person**

- ① If you are notified by the Public Health Center that you may have had contact with a person infected with COVID-19, you must stay quarantined until you have been permitted to attend school from Public Health Center.



- ② If you develop any cold or flu-like symptoms (including a fever, coughing, or fatigue), lose your sense of taste and smell, or feel unwell, please self-quarantine until 5 days after all symptoms have gone away.

**Quarantine for 14 days**



- ③ Period of quarantine for those who have returned from abroad or re-entering ⇒ 14 days

You must be self-isolated until the 14th day, counting the day of entry into Japan as the day 0.

e.g. In the case of entry into Japan on December 1, you must remain in isolation until December 15 and you will be free from December 16.



- ④ Those who cannot enter Japan by the start of semester due to entry-restrictions, travel restrictions, and/or suspension of flights.



- ⑤ Those who have difficulty to attend classes or to commute to school due to reasons such as high risk individuals with chronic diseases, insecurity towards public transport, restrictions by the prefecture to cross prefectural boarders.

COVID-19 has the **risk of spreading even if you do not have any symptoms**. In order to protect the people around you, and the community from the virus, please follow the “**New Lifestyle**” .



**Stay home**



**Avoid gatherings in crowded places**



**Avoid gatherings in close contact settings**



**Avoid gatherings in closed spaces**



**Ventilation**



**Coughing etiquette**



**Wash hands**



# Example of practicing "New Lifestyle"

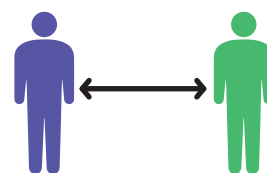


## (1) Basic infection prevention measures for each person

### Three basics for preventing infection:

#### ① Keeping physical distance, ② wearing a mask, ③ washing hands

- ☐ Keep a distance of **two meters, if not at least one meter**, between people
  - ☐ **Avoid standing right in front of each other** during conversation as much as possible
  - ☐ Wear a mask when you go out or talking indoors **even without any symptoms**
  - ☐ **Wash your hands and face** first when you get back home, followed by changing clothes and taking a shower as soon as possible
  - ☐ Carefully wash your hands **with water and soap for approximately 30 seconds** (hand sanitizer also recommended)
- ※Pay more attention to your health, especially when meeting high risk individuals such as the elderly or people with chronic diseases.



### Infection prevention related to traveling

- ☐ Refrain from traveling to and from where the infection is prevailing
- ☐ Refrain from traveling or for leisure. Business trips only when it is unavoidable
- ☐ Keep a record of the people you meet and the time of meeting in case you get infected
- ☐ Follow the infection spread in your locality

## (2) Basic lifestyle for daily life

- ☐ **Wash and sanitize hands** frequently
- ☐ Make sure to observe coughing etiquette (by covering your mouth)
- ☐ Ventilate frequently    ☐ Keep physical distance
- ☐ **Avoid gatherings in crowded places, close contact settings and closed spaces**
- ☐ Check your health condition and measure body temperature every morning

## (3) Lifestyle for each scene of daily life

### Shopping

- ☐ Use online shopping
- ☐ Shop by yourself or in a small group, at off-peak hours
- ☐ Use electronic payment
- ☐ Plan your shopping in advance and shop swiftly
- ☐ Refrain from touching displays like samples
- ☐ Keep a distance while lining up at the cashier

### Leisure, Sports etc.

- ☐ Select off-peak time at parks
- ☐ Refer to videos for home training or yoga
- ☐ Jog in a small group
- ☐ Keep a distance when passing others
- ☐ Utilize booking systems for leisure
- ☐ Do not stay long in small rooms
- ☐ Keep a distance or go online for singing or cheering others

### Public Transports

- ☐ Refrain from chatting
- ☐ Avoid peak-hours
- ☐ Walk or ride a bike if possible

### Meals

- ☐ Take away or delivery
- ☐ Enjoy meals at outside spaces
- ☐ Serve individually, avoid sharing plates
- ☐ Do not sit face-to-face, rather besides
- ☐ Concentrate on eating, refrain from chatting
- ☐ Avoid pouring drinks for others, sharing glasses or sake cups

### Family ceremonial occasions

- ☐ Avoid banquets or meetings with large numbers
- ☐ Decline participation when you have symptoms of fever or cold

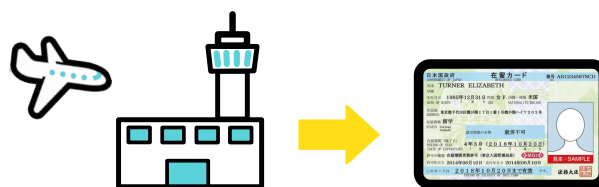


## Residential Status

# 1



After your arrival in Okayama and confirming your address, you must go to the City Hall **within 14 days** to notify authorities your place of residence. Your Residence Card and your passport are required for the procedure.



For those who have received your Residence Card at the port of entry, bring it to the City Hall.

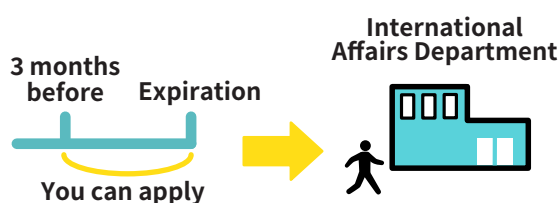


If your arrival is at a smaller airport such as Okayama airport, your Residence Card would not be issued there. In this case you only need your passport.

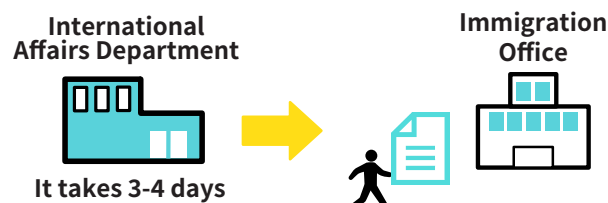


For those whose passports indicate that a Residence Card will be issued at a later date, the card will be mailed to the registered address within **about two weeks** after the registration at the City Hall.

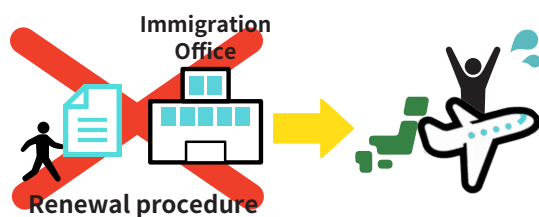
# 2



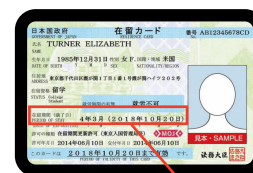
Your period of stay is indicated on your Residence Card. If you wish to continue to reside in Japan, you can apply for an extension of your period of stay **from 3 months before the end of your period of stay**. Please get the application documents from the International Affairs Department.



It takes **3-4 days** for the International Affairs Department to process your application for an official seal. After that, you will need to submit your application documents to the Immigration Office on your own, so please make sure to give yourself enough time to prepare the necessary documents.

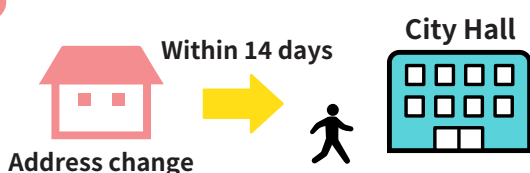


Staying in Japan beyond your period of stay is **illegal** and **may result in being deported**.



Okayama University would not notify you, so please **check your period of stay and remember when you need to complete the procedures**.

# 3



If you change your address, notify the City Hall authorities **within 14 days** from the date of the change.



If you lose your Residence Card, contact the Immigration Office immediately and apply for reissuance.

# 4



You must carry your Residence Card with you at all times during your stay in Japan.



## International Affairs Department



Bring your Residence Card to the International Affairs Department in the following cases.

- At the time of enrollment
- When you extend your period of stay
- When there are any changes to the information on your card

## Temporary Leave



### Faculty's academic office



If you plan to leave Japan temporarily\*, inform your faculty's academic office and complete the required procedures.  
\*Return to Japan within one year or within the period of stay.

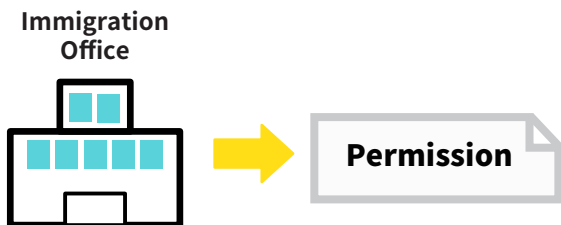


If you plan to return within 1 year or within the period of stay, be sure to fill in an ED card for reentrant and present it upon departure.



You will be required to re-apply for a student visa if you are away for more than one year or your period of stay expires while away from Japan. Due to COVID-19-related border measures, there may be sudden restrictions on re-entry after you have temporarily returned to your home country. Please stay updated on the latest information.

## Extra-Status Activities



For an international student to have a part-time job, **you need permission from the Immigration Office.**



The application form is available at the International Affairs Department or you can download it from the Immigration Office's website. You must fill it in and take it to the Immigration Office Okayama Branch.

You must observe the following conditions regarding your part-time jobs:

◆ During semester  
28 hours per week

◆ During vacations  
8 hours per day

Summer  
Vacation  
1st August  
to  
30th September

Winter  
Vacation  
25th December  
to  
4th January

Spring  
Vacation  
15th February  
to  
31st March

The maximum working hours **during semester is 28 hours per week, during vacations 8 hours per day.**

Please note that the vacation periods are not when you do not have classes but those dates are stipulated in the university rule.

|          |     |          |          |          |     |     |     |     |     |
|----------|-----|----------|----------|----------|-----|-----|-----|-----|-----|
| Sun      | Mon | Tue      | Wed      | Thu      | Fri | Sat | Sun | Mon | Tue |
| 4        |     | 2        | 4        | 5        | 5   | 5   | 5   |     | 3   |
| Total 25 |     |          |          |          |     |     |     |     |     |
|          |     | Total 26 |          |          |     |     |     |     |     |
|          |     |          | Total 26 |          |     |     |     |     |     |
|          |     |          |          | Total 27 |     |     |     |     |     |

The maximum working hours must always be within 28 hours, no matter which day of the week it is counted from.

For example, there are no classes during the first week of April, however, it is not spring vacation, so the working hours limit is 28 hours per week.



You should not work when you are taking leave of absence from the university.

# Precautions Regarding Part-time Job



Okayama  
Labor Office

Some bad employers do not pay wages for part-time work or only pay illegally low wages. If you face these problems, please talk to someone. You may use the Consultation Service for Foreign Workers offered by the Okayama Labor Office.

There are **illegal** places for international students to work;

- Dark bars, pubs, clubs, and other places that have little lighting darker than 10 lux
- Pachinko, mahjong or other gambling parlors
- All sex-related industries such as host/hostess clubs, bars, and internet and telephone-based clubs

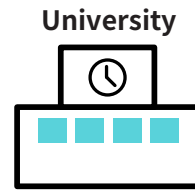
**These are illegal jobs even if you have obtained the Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted.** You may be immediately deported if found.

# Leave of Absence

## During leave of absence



With the residence status as “student”, you are not allowed to stay in Japan whilst taking leave.

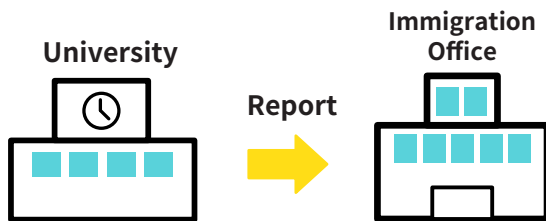


Staying longer than 3 months without going to school



**illegal stay**

**Staying longer than 3 months without going to school will be considered an illegal act** despite your official leave from school or not.



Universities and schools are obliged to report the attendance of their international students to the Immigration Office, and Okayama University has been reporting students with long term absence.

## Leave of absence



## Return home



Once your stay in Japan is discovered while absent from school, you may be deported for an illegal stay. In this case, your program will have to be terminated, so if you plan to take leave, remember to return to your home country.

You may be permitted to stay if you have a justifiable reason, such as long-term hospitalization due to sickness. Please consult the Immigration Office if unsure.



Immigration Services  
Agency of Japan

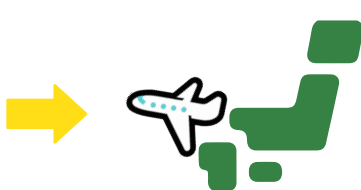


# After Graduation

## After graduation



## Leave Japan



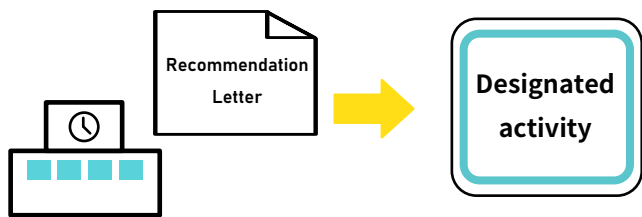
The period of stay is generally set 2-3 months longer than the scheduled graduation period, however, even if the period of stay is still valid, you are not permitted to remain in Japan with your present residence status after graduation. Your status as a “student” is for your studies, and this will expire once you graduate.

## Get a job



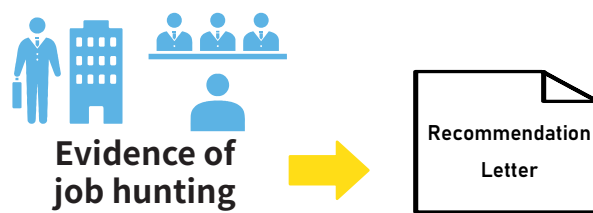
**Change  
your status of  
residence**

If you get a job in Japan and remain in Japan, please change your status of residence.



If you continue to find employment in Japan, you need to change your resident status to “designated activity”.

A recommendation letter from the university is necessary for the procedure.



If you plan to continue job hunting in Japan after graduation, please apply for a letter of recommendation **before graduation**. In doing so, a proof of your job hunting activities so far will be required.

If the previous job hunting is not sufficient, we cannot issue the letter of recommendation.

You cannot apply for a letter of recommendation after graduation.



## Safety

# Leading a Safe Life

### Earthquakes



### Storms



### Floods



Japan has earthquakes and storm/flood disasters. The “Disaster Prevention Guidebook for Foreign Residents” from the City Hall contains important and useful information on how to stay safe in your daily life.

Please read it carefully and check what you should do in case of storms, floods and earthquakes.

| Alert level                                       |  | New evacuation information   |
|---|--|--|
| <b>5</b>  | Disaster occurrence/<br>Disaster impending | <b>Emergency Safety Measures</b>   |
| ~~~~~<Be sure to evacuate by alert level 4!>~~~~~ |  |  |
| <b>4</b>  | High risk of disaster                      | <b>Evacuation Instruction</b>  |
| <b>3</b>  | Risk of disaster                           | <b>Evacuation of the Elderly, Etc.</b>                                     |
| <b>2</b>  | Weather worsening                          | Heavy Rain, Flood, or Storm Surge Advisories (Japan Meteorological Agency) |
| <b>1</b>  | Risk of weather worsening                  | Probability of Warnings (Japan Meteorological Agency)                      |

## Remember the emergency numbers in Japan.

Crime, theft, or traffic incidents

**110**

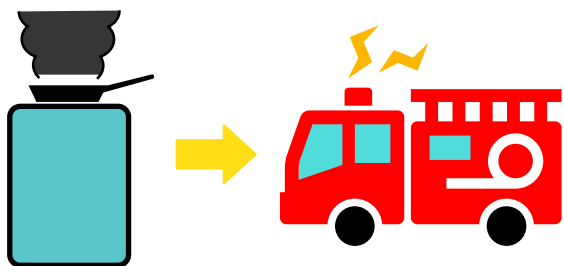


Fire, serious illness, or injury

**119**



## Be careful when cooking: carelessness can cause a fire



An international student left the room with the pot on a fire. The pot got burnt, causing the smoke alarm to go off, and caused a great commotion with the fire engine, the neighbors, and the university staff gathering at the apartment.



**Panic!!!**

Another fire alert went off at the international dormitory when a student left the stove with a pan toasting the bread. The burnt bread caused black smoke to start the fire alarm. The whole dormitory panicked and had to evacuate from the building.



Luckily, both cases did not develop into a serious fire, but they could have easily become one. Please be cautious and stay by the stove when using fire.

## There are several other items we would like you to be careful.



### Drugs

It is strictly prohibited to carry, use, buy and sell drugs in Japan. You will be arrested if found with drugs under your possession.



### Under 20



### Accidents caused by drinking

The legal drinking age in Japan is over 20 years old. Encouraging minors to drink is also illegal. You should drink appropriately and moderately. You should not do "Ikki" - "bottoms up" nor force it on others. If a person becomes ill after drinking too much, call an ambulance immediately and take proper care.



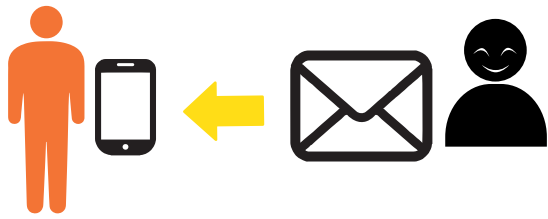
### Suspicious Person

Although Japan is a relatively safe country, avoid walking alone at night, and take a brightly lit and safe route. Make sure to lock the doors and windows of your residence.



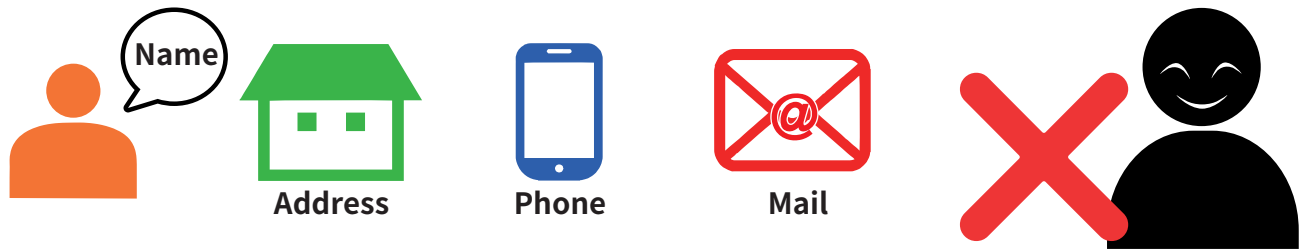
### Religious Cults

Several religious cults are trying to involve international students. Usually, they pretend to invite you to a club or circle, or a free event. Please be alert.



### Bank Transfer Scams

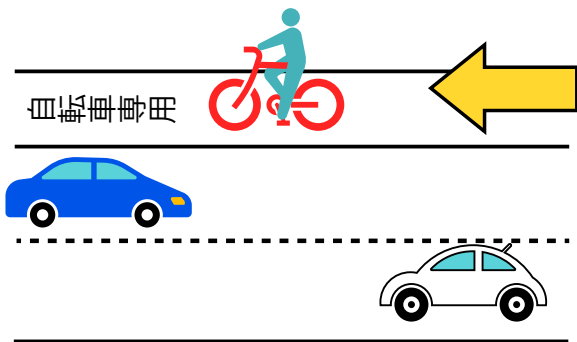
Recently, bank transfer scam has greatly increased. There have been cases of exchange students receiving strange emails on their mobile phones demanding payment for false claims. If you happen to receive such suspicious emails, please ignore them.



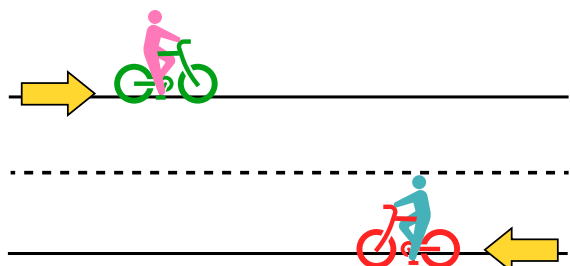
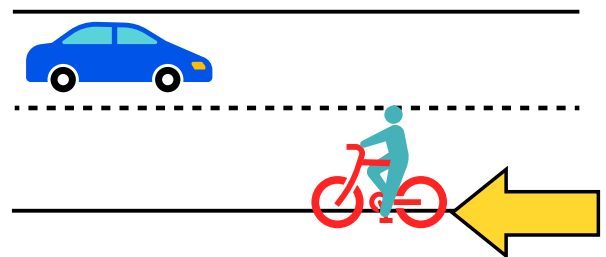
### Protection of your own individual information

Do not disclose your personal details such as your name, address, mobile phone number, and email address to strangers. There has been a case where international students shared their contact number to a friendly woman who invited them to a speech contest with prizes or parties with free food. These cases may develop into huge troubles such as stalking, scam and religious cult activities, so please be cautious of these risks when meeting a stranger.

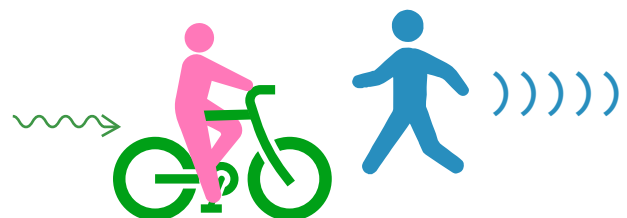
## Bicycle laws in Japan



① Ride on the designated bicycle lane, if there is none, ride at the side of the road.

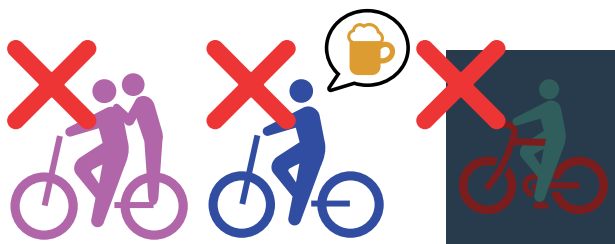


② Stay on the left side of the street.



③ If you see a pedestrian, slow down and move out of their way.

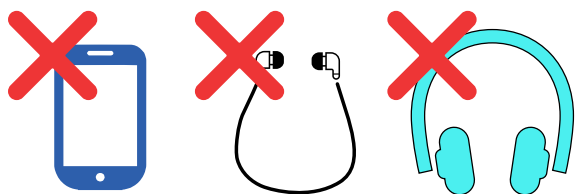




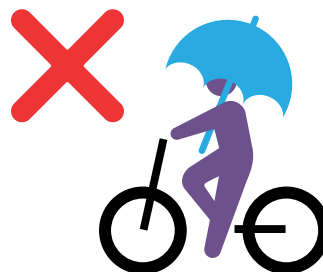
④ Do not ride double on a bicycle, after drinking alcohol, without lights at night.



⑤ Children must wear helmets.



⑥ Do not use cellphones, earphones, and headphones.



⑦ Do not use an umbrella.

## Dangerous Offences

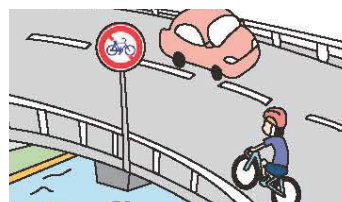
You are required to attend the safety course by the police if you commit the following offences more than twice within 3 years.

1



Ignoring traffic lights

2



Riding on a "NO Entry" road

3



Violating the obligation to slow down on a road for pedestrians

4



Riding on the right side (of the road) is dangerous

Riding in the wrong lane

5



Disturbing pedestrians on the side strip

6



Entering a railroad crossing when it is closed  
Be careful when you cross Minami-kata, Kita-kata railroad crossings



7



Disturbing vehicles proceeding straight or turning left when turning right

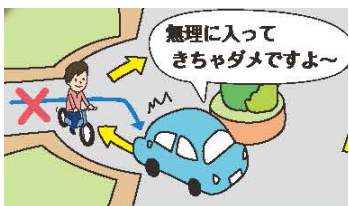
8



vehicles from the left should proceed first

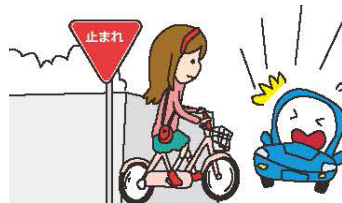
Failing to give way to a vehicle at an intersection when required

9



Intervening other vehicles on a roundabout

10



Failing to stop at a stop sign

11



Disturbing pedestrians on the pedestrian road

12



Riding a bicycle without brakes

13



Riding a bicycle while drunk

14

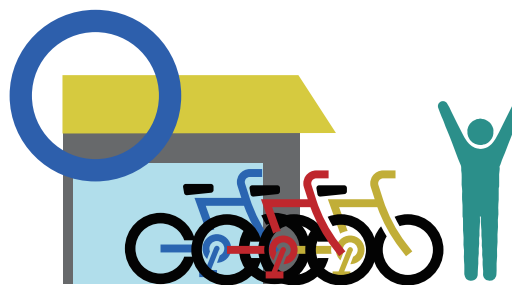


Violating the obligation to ride a bicycle safely

## Unattended Bicycle



Do not pick up old bicycles or use bicycles given by your friend. These bicycles may be a stolen one that may cause trouble.

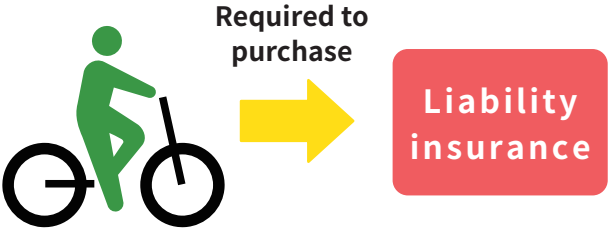


岡山西  
H12345  
自転車防犯登録会  
岡山東警察

Anti-theft  
registration  
sticker

Buy your bicycle at a bicycle shop and remember to register your ownership under your name.

# Bicycle Liability Insurance



People who use bicycles are required to purchase liability insurance to compensate for damages in the event of an accident involving a bicycle. It is required by the Okayama City Ordinance.

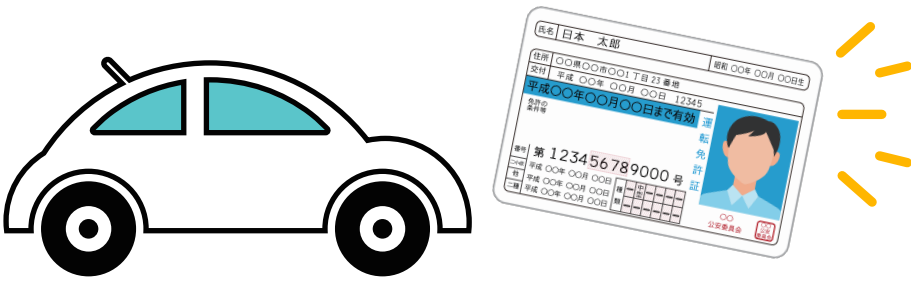
Accidents in daily life are not covered

The Liability Insurance for Student Pursuing Education and Research



The Liability Insurance for Student Pursuing Education and Research that you are enrolled in the university does not cover accidents that occur in your daily life, such as when you go to your part-time job or your friend's place. Please make sure to purchase insurance to cover damages caused by accidents in your daily life, such as insurance from the University Co-op.

# Driver's License



To drive a car in Japan, you must take the same driving test that is available to Japanese people or convert your home country's Driving License to an International Driving License or a Japanese Driving License.

**If you wish to own a car, you must purchase Mandatory Vehicle Liability Insurance and additionally, secondary car insurance.**

# Vehicle Liability Insurance

- If you injure or cause death to somebody
- ✗ If you injure yourself or die
- ✗ If you damage your car



- ✗ If you crash into an electrical pole



- ✗ If you hit someone's car
- ✗ If you break someone's belongings



**Everyone who owns a vehicle must purchase the Vehicle Liability Insurance by law.** The insurance covers for injuries or death caused by a car. However, insurance does not cover the cost for damages caused to your or someone else's property. **This is why secondary car insurance is required.**

# Secondary Insurance

 **Everything is covered** (Depends on the terms of your contract)

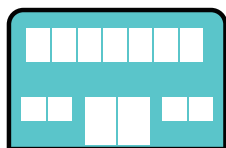


This optional secondary car insurance covers for cost or property damage that is not covered in the Vehicle Liability Insurance. The insurance fee depends on the insurance company, terms of compensation, the limit of monetary compensation, age, and so on. Purchasing secondary car insurance is not mandatory, however, as a car owner please purchase one for your safety.

## Health Care

# Illness and Injury

### Health Service Center



Okayama University Health Service Center provides health care services for students and staffs free of charge. It is open during the day on weekdays.

**119**



During nighttime and holidays, if you are seriously ill or injured call 119 for an ambulance.

### Health Service Center

Consult in advance 

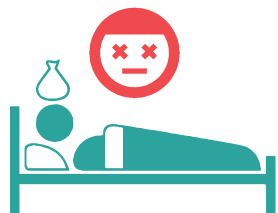


There are troubles of dental treatment reported in the clinics around the university. If you need to visit a dentist, dermatologist, or an eye specialist, please visit Health Service Center beforehand to find which clinics are reliable.

The Health Service Center provides check-ups twice a year in April and October. **You are required to take the check-up once a year.**



# Influenza and Measles



**Suspension of attendance**



If you have a sudden fever, go to the Health Service Center or a clinic or hospital immediately.

If you have an infectious disease such as influenza or measles, your attendance will be suspended until the doctor determines that you are recovered. Please do not attend classes. Classes that you are unable to attend during that period will be treated as official absences upon notification.

The period of suspension will be determined by the university based on the "Certificate of recovery" issued by the doctor, so please consult with your faculty's academic office.



Issue



Certificate of recovery



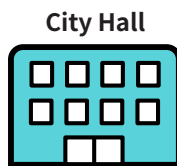
## National Health Insurance



Pay for 30% of your fees



All international students, who will live in Japan for more than 3 months, must apply for the National Health Insurance. The medical fees may be expensive, but if you are enrolled in the insurance, you would only have to pay for 30% of your fees at the hospital for your illness or injury.



City Hall

- Registering of residence
- National Health Insurance enrollment procedure



Apply together

The application should be submitted to the City Hall when you register your place of residence. Your insurance fee may be reduced by reporting your income.

## Accident Insurance



Supervisor



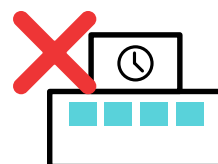
Please apply for 2 kinds of accident Insurances, "Personal Accident Insurance for Student Pursuing Education and Research" for any injuries of yourself, and "Liability Insurance for Student Pursuing Education and Research" for any injuries or damages you caused for others or their property. Most faculties require you to purchase both insurances. Inquire your faculty's academic office or your supervisor for details.

## Student Life

## Storm Warning



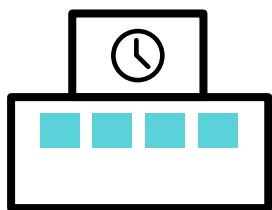
Class cancellation



If a storm warning is announced, all classes from that point will be cancelled. If the warning is announced between 6:00 am to 8:40 am, all classes for the day will be cancelled. Even if the storm warning is called off by 8:40, classes will still be cancelled.

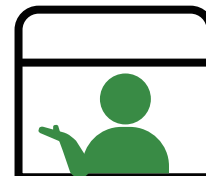
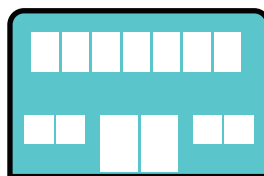
# Completely Smoking Free Campus

## Okayama University



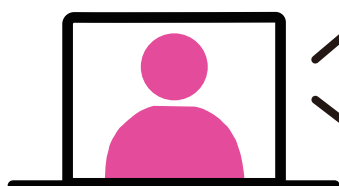
At Okayama University, all campus is strictly non-smoking.

## Health Service Center



If you need advice or support to quit smoking, please visit the Health Service Center.

# Harassment



Do not suffer alone  
and consult to people  
around you.



## About harassment



The International Student Advising Room and international advisors are open for any consultation on sexual harassment, race discrimination, gender discrimination, academic harassment, and other concerns related to your personal wellbeing and studies. Do not suffer alone and consult at an early stage with people around you.



If you feel that you are being harassed, tell the offender clearly to stop their behavior.

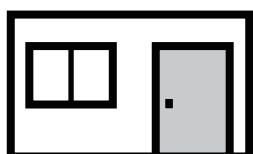


- Time
- Place
- What happened

If you have been harassed, record the situation such as time, place, and what happened in detail.

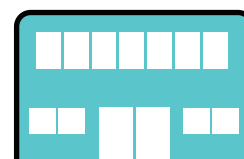
# If you have any troubles

## Your friends and tutors



International Student  
Advising Room

## Student Affairs Section of your Faculty or Graduate School



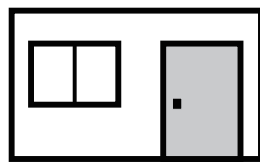
Health Service Center

If you have any troubles, please feel free to talk to: your friends and tutors, International Student Advising Room, International Students Advisors, Student Affairs Section of your faculty or graduate school, International Affairs Department, your supervisor, Health Service Center, and off-campus free advisory services.

# International Student Advising Room

1st floor, Wing C,  
General Education Building

International Student  
Advising Room



Facebook



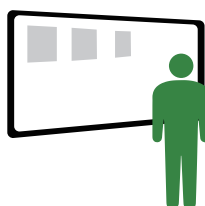
If you would like a consultation, please make an appointment by email ([advising02@okayama-u.ac.jp](mailto:advising02@okayama-u.ac.jp)).  
Feel free to consult if you have any worries or troubles.

## Scholarships



Okayama University offers  
information on scholarships  
from different associations.

There are a number of scholarships for self-supported international students. The application procedure, necessary documents for submission and scholarship amount differ between associations.



Check !!

About scholarships



Information will be posted on the notice boards of your faculty or graduate school and the International Affairs Department. Also, check the website of the International Affairs Department regularly for the latest information.

## University Co-op



10% OFF



If you become a member of the University Co-op, you can receive benefits such as 10% discounts at the bookstore and cafeterias.

Membership  
fee: 4,000yen



Will be  
reimbursed



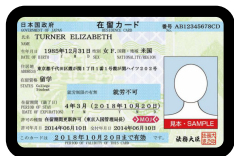
The membership fee is required when enrolling, but it will be reimbursed upon graduation.

You can also purchase Co-op Student Indemnity Insurance that covers accidents against others, if you become the member.



## Bank

When opening a bank account, bring a fluent Japanese speaker with you. Prepare necessary documents and follow the procedures at the counter. The necessary documents differ from banks, but it is recommended to bring the following.



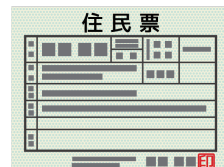
Residence card



Student card



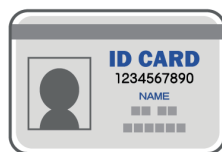
My Number card or a copy of residence certificate with My Number on it



Passport



National Health Insurance card



Personal number in your home country (if you have one)



Personal seal

If you have opened your account, please be aware of the following.



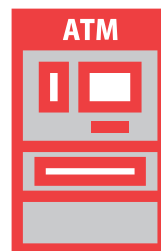
Extention your residence period



Change your address

Notify the bank

- ① If you have extended your residence period or changed your address, you need to go to the bank counter and notify them of the changes. If you do not follow the procedures, your transaction may be limited.



- ② Enter your bank book at least once a month. If you do not enter your bank book for more than 30 transactions, these actions will not be printed on your bank book and might cause trouble when applying for extension of period of stay.

Return to country



¥ Account ¥

Return to Japan



¥ Account ¥

Draw money  
Use or cancel account  
Create new account

May not be possible



- ③ When departing from Japan, the owner of the account must close the account. If you leave your account and leave, you might not be able to draw money, use or even cancel the same account, moreover you might not be able to create a new account from the same bank, when you return to Japan.

Bank gets crowded in April and October. If it is not urgent, we advise going after a period of time.



# Housing

## Real estate agency



Introduce



## Apartment



In Japan, if you want to rent an apartment, the university Co-op or neighborhood real estate agency will introduce you to the properties.

## Contractor



Necessary



## Guarantor



In most cases, a guarantor is required to rent an apartment. Okayama University cannot become a guarantor. Please use a guarantor service provided by private companies.

Okayama University recommends Global Trust Networks (GTN) as a guarantor company and introduces GTN to neighborhood agencies. GTN is a guarantor company exclusively for the international community, and they not only provide multi-language trouble assistance, but they also assist in the apartment search. Please check their website for more details.

### About GTN



### Website of GTN



For those who live in one of on-campus dormitories, be sure to attend **Dorm Orientation** which is mandatory for all residents.



# Garbage Disposal



In Japan, garbage is categorized into four different types.

- ① Burnable trash
- ② Non-burnable trash
- ③ Recyclable trash
- ④ Large-size garbage



⇐ Designated by the city

Dormitory residents ⇒



To dispose of garbage, if you live off-campus, use the yellow plastic bag designated by the city. For those in the dormitory, use a transparent plastic bag.

## Garbage station



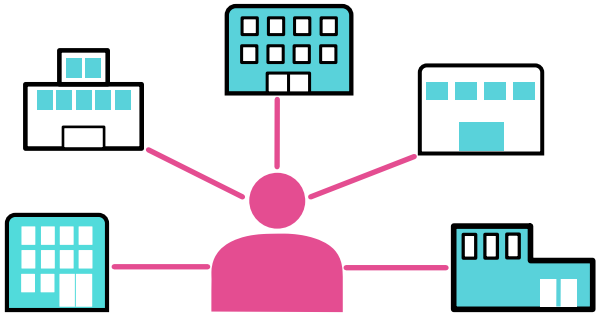
### Garbage separation



Each type has its own collection date. If you live off-campus, check the trash disposal days from your neighbors or apartment owner. For dormitory residents, refer to The Rules and Regulations handout, or ask the manager. For residents of university leased apartments, ask at the International Affairs Department or the University Co-op.

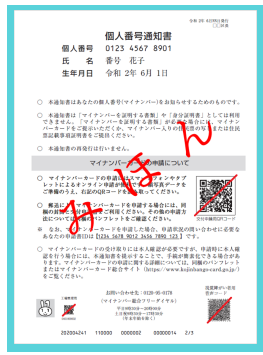


# Social Security and Tax Number System



Municipalities will issue a single 12-digit Individual Number named “My Number” to each and every person who holds a resident record in their city.

The Number is used for administrative procedures related to social security, taxation, and disaster response.



You will receive the number to your registered address.

You cannot use this notification letter to prove your My Number or as an identity card. If you need to prove your My Number in cases such as creating a bank account or taking a part-time job, please acquire your Certificate of Residence with your My Number on it, or request for your My Number Card.

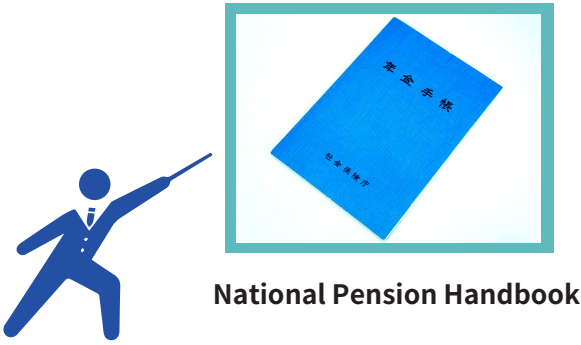


# Japanese National Pension

All people that reside in Japan and are 20 years of age or older, including international students, are required to enroll in the national pension plan.

There is an exemption procedure that can be taken from the time of application. The exemption needs to be made each year.

When you receive a blue Pension Handbook and National Pension Contribution Payment Slip, save it, and do not throw it away (even after you leave Japan).



**Degree seeking students:  
Special Payment System for Students**

You can apply for exemption of the pension plan when you apply for pension. **The exemption needs to be made every year.** You need to show your Student ID.

**Non degree seeking students :  
Contribution Payment Exemption System**

You may be exempt from contribution payments if the previous year’s income of you/your spouse is low. You will be exempt after the application is approved.

# Free Advisory Services by External Association

There are a number of places where you can receive support services free of charge in Okayama.

### Legal Advice

#### NOZOMI Law Office

086-201-1934

Place: 4th floor, 1-10-10 Nakasange, Kita-ku, Okayama  
<http://nozomi-lawoffice.com/> (Japanese only)



#### Okayama Prefectural International Exchange Foundation (Okayama Bar Association)

086-256-2914 \*Reservation required

Date: Every 1st Tuesday 13:00-16:00 / Every 3rd Saturday 10:00-13:00

Place: Okayama International Center (2-2-1 Hoka-cho, Kita-ku, Okayama)

<http://www.opief.or.jp/consulting/>



### Visa Consultation

#### Okayama Prefectural International Exchange Foundation

086-256-2914

Date: Every 1st and 3rd Saturday 10:00-12:00

Place: Okayama International Center (2-2-1 Hoka-cho, Kita-ku, Okayama)

<http://www.opief.or.jp/consulting/>



### Housing Issues

#### Okayama Real Estate Agent Association

086-222-2131 (Japanese only)

Date: Visit the website

Place: 2nd floor, Okayama-ken Takken Kaikan (2-5-28, Ekimae-cho, Kita-ku, Okayama)

<http://okayama-takken.jp/soudan.html>



### Consultation Service for Foreign Residents

#### Okayama City General Consultation Counter for Foreign Residents

086-803-1128

Date: Monday to Friday 9:00-16:00

Place: Okayama City Hall 1st floor (1-1-1 Daiku, Kita-ku, Okayama)

<https://www.city.okayama.jp/kurashi/0000012926.html>



#### Okayama Prefectural International Exchange Foundation Okayama, International Support Center

086-256-6052

Date: Monday to Saturday 9:00-17:00

Place: Okayama International Center (2-2-1 Hoka-cho, Kita-ku, Okayama)

<http://www.opief.or.jp/consulting/>



### Telephone Consultation Service for Foreign Workers

#### Ministry of Health, Labor and Welfare

[https://www.check-roudou.mhlw.go.jp/soudan/foreigner\\_eng.html](https://www.check-roudou.mhlw.go.jp/soudan/foreigner_eng.html)



### Telephone Consultation Service for Medical Matters

#### AMDA International Medical Information Center

03-6233-9266 Date: Monday to Friday 10:00-16:00

<https://www.amdamedicalcenter.com/activities>



### Interpretation Volunteer

#### Okayama Prefectural International Exchange Foundation

086-256-2914 Date: Monday to Saturday 9:00-17:00 ※Reservation required

<http://www.opief.or.jp/supporter/>



### Other information

#### Hospitals and Pharmacies in Okayama available in English

Okayama Medical Information Network

[http://www.qq.pref.okayama.jp/pb\\_md\\_fnc\\_language?screen\\_kind=top](http://www.qq.pref.okayama.jp/pb_md_fnc_language?screen_kind=top)



#### Information about events, volunteers and living in Japan

Okayama Prefectural International Exchange Foundation

<http://www.opief.or.jp/>



#### Disaster Prevention

Disaster Prevention Guidebook  
for Foreign Residents

<https://www.pref.okayama.jp/page/detail-31559.html>



Okayama Portal Site for Disaster Prevention

<http://www.bousai.pref.okayama.jp/bousai/en/>



## International Affairs Department

Visit the website of the International Affairs Department for up-to-date information on scholarships and events. If you have any concerns, please feel free to visit us!



International Affairs  
Department



Reception Hours (8:30AM~12:00PM/1:00PM~5:00PM)

- Tsumima Campus : 1st floor, Wing C, General Education Building
- Shikata Campus : 1st floor of Administration Office Building

# Emergency Contact

Weekdays (8:30AM ~ 5:00PM)

**International Affairs Department 086-251-7051**

Every day 24h

**Okayama University Security Guard 086-251-7096**  
(Japanese Only)

**Details of the orientation are  
on the Campus Book  
on Okayama University website**

English is also available. Read and understand carefully to complete all procedures promptly.



<http://seikagai.ccsv.okayama-u.ac.jp/campusbook/j.html#j01>



( 学生生活→「大学におけるルール」  
キャンパスブック→J 留学生に関すること )  
Current students→ campusbook (English)