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**AIU SPIRIT!**

**Pre-Arrival Information**  
**Fall 2019 Graduate Students**

Akita International University, Japan

**国際教養大学**

**入学ガイド**

For non-Japanese Students currently living overseas



公立大学法人  
**国際教養大学**  
Akita International University

## INDEX

1. PROCEDURE FOR ENROLLMENT .....	2
2. TUITION, OTHER FEE AND ALUMNI ASSOCIATION FEE .....	3
3. GRADUATE STUDENT ORIENTATION .....	6
4. MATRICULATION .....	8
5. CAMPUS LIFE .....	9
COMPLETION OF “MEDICAL INFORMATION FORM” AND VACCINATION .....	11
SPECIAL ACCOMMODATIONS.....	12
LETTER OF AGREEMENT REGARDING PERSONAL DATA PROCESSING .....	13
PAPERWORK AND PROCEDURES FOR INTERNATIONAL STUDENTS .....	14

### 【Inquiry】

Student Affairs, Akita International University

Tel: 018-886-5935/5934

studentaffairs@gl.aiu.ac.jp

**Akita International University (AIU) aims to foster competent human resources who have the ability to tackle and overcome various problems or challenging situations by themselves. If you, as a future AIU student, have any questions about this booklet, please ask us by yourself, as your first step towards independence.**

### **Mission Statement of AIU Graduate School of Global Communication and Language**

The Mission of the AIU GSGCL is to prepare students for careers in professional communication fields that make positive contributions to today’s global society. With programs in English and in Japanese that engage students in classroom and practical training activities, the GSGCL provides students with the knowledge and practical skills they need to advance their careers.

# 1. Procedure for Enrollment

Please submit the following documents by no later than the deadline indicated.  
Please meet the deadline so that the procedure for enrollment will go efficiently.

## 1. Document application by post



Document	Note	Deadline
Letter of Agreement Regarding Personal Data Processing	Please read “Letter of Agreement regarding Personal Data Processing” thoroughly, and submit the signed document to us at the orientation or by post by the deadline.	Saturday, August 31 <sup>st</sup>

\* If you wish to correct any information after filling anything out, please correct it by crossing out the mistake with double lines, put your hanko stamp on it, and write the correct information in any blank space nearby. Please remember that we do not accept the documents, if your signature or hanko stamp image is considered as someone else’s.

### 【Mail Address】

Student Affairs, Akita International University  
 Okutsubakidai Tsubakikawa,  
 Yuwa, Akita, Japan 010-1292

## 2. Online Applications

Document	Note	URL/QR code	Deadline
(1) New Students Information Form	This is to register your basic information and attendance at the Matriculation Ceremony.	<a href="https://forms.gle/Pmj1fRxdKKeGSiAZA">https://forms.gle/Pmj1fRxdKKeGSiAZA</a> 	Friday, August 9 <sup>th</sup> noon
(2) Health Information Form	Please read the “Completion of ‘HEALTH INFORMATION FORM’ and Vaccination” thoroughly. Please fill in the ‘remarks’ if you need to submit the result of the anti-body test or if you have not been vaccinated yet.	<a href="https://forms.gle/AR65bpJnZotCvfUH7">https://forms.gle/AR65bpJnZotCvfUH7</a> 	

\* Once you completed the online form, confirmation email will be sent to the designated email address from forms-receipts-noreply@google.com. If you are protecting your email account with protection software, please adjust the setting so that you can receive email from forms-receipts-noreply@google.com.

If you have a trouble submitting those forms online or any inquiry, please ask us by yourself as a future student of AIU.

## 2. Tuition, Other Fee and Alumni Association Fee

### 1. Tuition and Payment Deadline

	Amount	Deadline
<b>September Matriculation</b>	348,000 JPY	Tuesday, October 1, 2019

\* Please note that when tuition is amended, the new tuition amount will be applied from that day forth.

#### 【Payment Method】

For the 1<sup>st</sup> semester, please make a tuition payment by bank transfer, wherever your tuition defrayer lives. If he or she lives;

<in Japan>

- Please make a remittance with a “Tuition Deposit Request Form”, which will be given to you at the orientation, at any nearest bank available. For the 2<sup>nd</sup> semester, an automatic bank transfer is available for him or her based on the prior application. Its application procedure will be informed later as a handout.

<Overseas>

- Please make an international bank transfer based on the account information below.

### 2. Other fee

	Other Fee	Deadline
<b>September Matriculation</b>	5,430 JPY	Tuesday, August 20, 2019

#### 【Payment Method】

- Other fee must be paid in one payment by the deadline written above.
- The university will not issue an invoice.
- Please note that other fee will not be automatically withdrawn from your registered bank account for tuition fee payment.
- Please make the required payment **under the student’s name** to the bank account below.
- Other fee and the rent of Graduate House, if applicable, can be paid together. The details of the rent amount will be sent to you via email.

#### Bank information

AIU Bank Account Information	
Beneficiary Name	Akita International University
Beneficiary Phone Number	+81-18-886-5900
Beneficiary Account Number	195034
Beneficiary Address	Yuwa, Akita-city 010-1292, Japan
Beneficiary Bank ABA or SWIFT Bank Identification Code (BIC)	AKITJPJT
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Bank Address	12-4 Aza Hojogasaki, Wada, Kawabe, Akita-city, Akita 019-2601, Japan

**【Breakdown of other fees】**

Breakdown	Amount	
	Regular Graduate Student	Pre-graduate Student*
① Influenza Immunization Fee/one injection	3,000 JPY	0 JPY
② Insurance Fees	2,430 JPY (for 2 years)	1,340 JPY
<b>Total</b>	<b>5,430 JPY</b>	<b>1,340 JPY</b>

\*As for the payment of ① and the application of ②, you will be informed of the details when you are enrolled as a regular graduate student.

**① Influenza Immunization Fee (3,000 JPY /one-time only)**

Influenza is a contagious disease caused by a virus. In order to prevent transmission on campus, all students without a valid excuse must be vaccinated against influenza in November. Please note that when the amount is amended, the difference will be refunded or collected.

**② Insurance Fee (2,430 JPY /two years)**

Insurance organized by JEES (Japan Educational Exchanges and Services) will cover you for two years from the day of your matriculation. If you remain at the university longer than this period, you must consult the Office of Student Affairs about the re-entry procedure into the insurance before it expires.

**【Payment of Pre-graduate student】**

Since the minimum contract period of insurance is one year, a pre-graduate student should pay the fee for one year. At the time when you are enrolled as a regular graduate student, you have to pay the fee newly for two years.

**3. Alumni Association Fee**

	Regular Graduate Student	AIU Alumni	Pre-graduate Student	Deadline
Alumni Association Fee	20,000 JPY	0 JPY	0 JPY	Tuesday, August 20, 2019

All AIU students are requested to pay the AIU Alumni Association Lifetime Membership Fee upon matriculation. The AIU Alumni Association was founded in March, 2008 to contribute to the development of the university, the international and local communities, and to deepen connections among its members.

Current students at the university are all considered as pre-members of the association. After graduating, they automatically become full members. Please see Alumni Association Website for details, <https://aiualumni.or.jp>. This fee is non-refundable.

**【Payment Method】**

Alumni Association Fee must be paid in one payment by the deadline written above. The university will not issue an invoice. Please make the required payment **under the student's name** to the bank account below.

**Bank information**

<b>AIU Bank Account Information</b>	
Beneficiary Name	Akita International University Alumni Association
Beneficiary Phone Number	+81-18-886-5900
Beneficiary Account Number	207727
Beneficiary Address	Yuwa, Akita-city 010-1292, Japan
Beneficiary Bank ABA or SWIFT Bank Identification Code (BIC)	AKITJPJT
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Bank Address	12-4 Aza Hojogasaki, Wada, Kawabe, Akita-city, Akita 019-2601, Japan

### 3. Graduate Student Orientation

The schedule of Graduate Student Orientation, Matriculation Procedures and Schedule until classes begin are as below. You are required to attend the Orientation since important information will be provided by representatives from each office in AIU. Also, please complete other procedures for matriculation by the due dates.

【Schedule of Graduate Student Orientation】

#### ◆ Saturday, August 24, 9:00 - 17:00: Orientation Sessions (Classroom D103)

09:00-09:30	<b>GREETINGS</b> –D103 Greeting from Professor Uchida, Dean of Graduate School of Global Communication and Language <i>* Dean of Graduate School of Global Communication and Language</i>
09:30-10:30	<b>ACADEMIC ORIENTATION</b> –D103 Explanation of Class Schedule/Registration <i>*Office of Academic Affairs</i>
10:30-10:45	<b>Break</b>
10:45-11:30	<b>STUDENT LIFE ORIENTATION</b> –D103 Information on student life support/Harassment prevention  *Students must get the <b>Letter of Agreement regarding Personal Data Processing</b> completed and ready. They will be collected during this session <i>*Office of Student Affairs</i>
11:30-13:00	<b>Lunch Break</b> *Cafeteria is available.
13:00-13:30	<b>COMPUTER ORIENTATION</b> – L101 * ID Photo shall be taken. <i>*IT Staff</i>
13:30-14:15	<b>LIBRARY and ALAC ORIENTATION</b> –L101 <i>*Library and ALAC Staff</i>
14:15-16:45	<b>Advising Session</b> English Language Teaching Practices - D201 Japanese Language Teaching Practices - D202 Global Communication Practices- D203

✧ (For ELT students) If you want to join the **Teacher's License Program**, there will be an information session on August 29<sup>th</sup>, 11:15 a.m. in B103. If this is not convenient, please make an individual inquiry at Office of Academic Affairs.

#### ◆ Monday, August 26: Health Checkup in Student Hall

[Note]

**Time in for men: 9:00-9:30AM**

**Time in for women: 9:30-10:30AM**

\*Health checkup is mandatory. In case you are not able to join, you can substitute it with a record of your previous health checkup done within 3 months in the past. If this is not available, you must take a health checkup on your own at a local clinic and submit the result to the Health and Medical Care Room by the end of September.

#### ◆ Monday, August 26, 13:00-15:00: Student ID application and Immigration Check –in

*\*For International Students Only*

[Place] the office of Student Affairs (1<sup>st</sup> floor of A Bldg.)

[Note]Please bring your passport, residence card and “Student ID Application Form for International Students”.

◆ **Sunday, September 1: Receiving Student ID at Library counter**

◆ **Sunday, September 1, 13:30-14:30: Matriculation Ceremony in Suda Hall**

◆ **Monday, September 2: Classes begin**

**【Matriculation Procedures and Schedule until classes begin】**

<b>event</b>	<b>venue</b>	<b>September Matriculation</b>
<b>Orientation</b>	D103	24th August
<b>Student ID application</b>	Student Affairs	26th August
<b>Immigration check-in</b>	Student Affairs	26th August
<b>Student ID distribution</b>	Library counter	1st September
<b>Health check-up</b>	Student Hall	26th August
<b>Matriculation</b>	Suda Hall	1st September
<b>Class begin</b>		2nd September

This info is as of July 31st. Subject to change.



## 4. Matriculation

### 1. Date, Time and Venue

Date	Time	Venue
Sunday, September 1, 2019	1:30 p.m. – 2:30 p.m.	Suda Hall

### 2. Notes

All freshmen are required to attend the Matriculation Ceremony wearing semi-formal attire.

### 3. Attendance of Guardians / Family

#### ① Attendance

If your guardians wish to attend the ceremony, you should sign up for them in advance. For more information, see “New Students Information Form.” (Please see page 2.)

#### ② Lunch for Guardians

If your guardians wish to have lunch on or around campus, please refer to the following information. They can bring their own lunch. In that case, a waiting room for guardians (Building D) will be available for them.

The university suggests the following lunch places as options:

- ❖ Cafeteria
- ❖ College Café on campus (The number of tables is limited).
- ❖ Plaza Crypton (Seat reservation is recommended. The number of tables is limited.)  
<http://www.plaza-crypton.jp/restaurant/>
- ❖ Cycling Terminal adjacent to the campus

#### ③ Accommodations

Students and family or friends can stay at the following hotels with a special AIU discount by presenting the attached “AIU優待カード” at the time of check-in. Please make direct inquiries to the hotels.

VICINITY OF AIU	
<b>Plaza Crypton</b>	<a href="http://www.plaza-crypton.jp">http://www.plaza-crypton.jp</a> ☎ 018-882-4811
JR Akita Station Area	
<b>Akita View Hotel</b>	<a href="http://www.viewhotels.co.jp/akita/">http://www.viewhotels.co.jp/akita/</a> ☎ 018-832-1111
<b>Hotel Metropolitan Akita</b>	<a href="http://www.metro-akita.jp">http://www.metro-akita.jp</a> ☎ 018-831-2222
<b>Toyoko Inn Akita</b>	<a href="http://www.toyoko-inn.com/hotel/00087/index.html">http://www.toyoko-inn.com/hotel/00087/index.html</a> ☎ 018-889-1045

## 5. Campus Life

### 1. Academic Year Calendar

Class days and event schedules are posted on Academic Year Calendar. There are some class days on holidays. Please refer to the updated calendar on AIU Official Website when you plan to go home or to do other activity.

[https://web.aiu.ac.jp/wp/wp-content/themes/aiu/doc/about/academic/gr\\_calendar/GraduateAcademicCalendar\\_2019-2020.pdf](https://web.aiu.ac.jp/wp/wp-content/themes/aiu/doc/about/academic/gr_calendar/GraduateAcademicCalendar_2019-2020.pdf)

### 2. Certificate of Enrollment

Certificate of Enrollment will be available right after the day of Matriculation Ceremony. You can print it out from a machine at the Administration Office for free of charge.

### 3. Financial Support

Financial Aid programs are available to AIU students such as JASSO, AIU grants and other private scholarships. Please contact the Office of Student Affairs for details.

#### ❖ Tuition Reduction and Exemption

AIU may reduce or exempt the tuition payments for students in financial difficulties caused by economic context, unanticipated disasters and so on. AIU will decide whether the tuition should be reduced or exempted according to the standards of social aid allowance by the Ministry of Health, Labor and Welfare.

### 4. Healthcare

#### ❖ Medical Check-Up

All new students must undergo medical check-up. **Please be sure to take medical check-up** on following schedule.

◇Date: August 26th, Monday

◇Time in for men: 9:00-9:30AM

Time in for women: 9:30-10:30AM

◇Place: Student Hall 1<sup>st</sup>floor

Please note:

- For the chest X-ray, please wear comfortable clothes and avoid those with thick textile, metal buttons/pins or embroideries.
- For the electrocardiogram, please avoid to wear stockings.
- If you are on period, inform to the staff at the reception in advance.
- If you usually wear glasses, please bring them.

In case you cannot take it on the day scheduled, please take it by yourself and submit result to the healthcare room. If you have already taken it within three months, you can submit the result instead.

Please bear any cost caused by taking check-ups or issuing certificate to submit to AIU by yourself.

#### ❖ National Health Insurance Card and First-Aid Kit

For unexpected injuries and diseases, please always keep your National Health Insurance Card and first-aid kit at hand. You will always be required to present your National Health Insurance Card each time you go to the hospital. In addition, your first-aid kit should contain the following items, including medicines suited for you.

- Medicine for Cold ●Antipyretic Analgesics ●Gastrointestinal Drugs ●Ointment ●Disinfectant
- Other items for injury care (thermometer, scissors, tweezers, sterile gauze, absorbent cotton, plaster tape, bandage, plastic bags)

### 5. Insurances

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

All AIU students are required to join "Personal Accident Insurance for Students Pursuing Education and Research (PAS)" while enrolled in the university. This insurance is a compensation system, which covers injuries that you may suffer due to unexpected accidents during classes, extracurricular activities, or when they are on their way

to or from campus. Please refer to the documents which will be distributed at the orientation for details. AIU will take care of the application process.

❖ **Liability Insurance Coupled with PAS**

All AIU students are also required to join a liability insurance program called “Liability Insurance coupled with PAS.” This insurance covers injuries and destruction of properties, which may be caused by you during classes, internships, university events, and on the way to or from campus. Please refer to the documents which will be distributed at the orientation for details. AIU will take care of the application process.

❖ **Student Life Insurance Coupled with PAS**

In case the above insurances are insufficient, you can join for the “Student Life Insurance coupled with PAS.” This covers academic expenses when your guardians suffer an injury or pass away as a result of an unexpected accident, in addition to your medical expenses. If you wish to join this insurance, please refer to the enclosed documents for details and directly contact Nakamura Insurance Service (Japanese only).

## 6. Facility on campus

❖ **AIU shop**

This is located on the 1<sup>st</sup> floor of Student Hall. You can buy lunch, sweets, drinks, sundries, stationary, etc.

❖ **Cafeteria**

The cafeteria serves “Meal Plan Menu,” “Restaurant Menu,” and “Menu of the Day” for Komachi residents, current students, faculty and staff members. Microwaves and toasters are available at the cafeteria for students to use when needed.

Please refer to the following website for opening hours. <https://web.aiu.ac.jp/campuslife/campusmap>

❖ **College Café**

This is located on the 1<sup>st</sup> floor of Student Hall. College Café serves light meals, non-alcoholic, and alcoholic beverages for students, faculty, and staff members.

Please refer to the following website for opening hours. <https://web.aiu.ac.jp/campuslife/campusmap>

❖ **On-campus ATM**

There is an Akita-Bank (Kawabe Branch) ATM on campus (operation hours: 9 a.m. – 6 p.m. between Monday and Friday, 9 a.m. – 5 p.m. on Saturday, Sunday, and Holidays). Please note that the only limited selection of cards of other banks can be used at this ATM. Please contact Akita-Bank Kawabe Branch for details (tel. 018-882-2011).

There is no ATM of Yucho Bank on campus.

## 7. Public Transportation

**【JR (Japan Railway) & Local Bus Services】**

Please refer to the following website for transportation schedule.

<https://web.aiu.ac.jp/en/about/access/>

**【Taxi】**

Local Taxi Companies	Telephone
Takao Hire	018-839-2231
Individual Taxi Association	018-863-9993

Route	Fare	Time
JR Akita Station ⇒ AIU	Around 6,000 JPY	About 35 minutes
JR Wada Station ⇒ AIU	Around 2,000 JPY	About 15 minutes
Akita Airport ⇒ AIU	Around 2,000 JPY	About 15 minutes

# Completion of “HEALTH INFORMATION FORM” and Vaccination

We request all the matriculating students to complete and submit the “HEALTH INFORMATION FORM”. The provided information will be used exclusively for student health care and for providing necessary information for medical personnel and/or the hospital in case of an emergency. All information will be kept confidential.

## (1) Form Instructions

- Please specify the illness(es) or allergy (ies) you have experienced until now (if applicable) and write the details of the illness in the box. You will be asked to list your past vaccinations and the date of each.
- If there is any change in the contents that you have once submitted, please contact the email address or phone number in page 2.

## (2) Vaccinations

To prevent the possible risk of infection, we strongly request you to receive the following vaccinations before your arrival at AIU:

- MMR vaccine (measles-mumps-rubella vaccine)

If you have not taken the MMR vaccine yet, please consult your physician and get it before your arrival to AIU. If you cannot take it because of a specific circumstance, please describe the reason in the Remarks Section of the form.

**\*IF YOU CANNOT CONFIRM WHETHER YOU HAVE TAKEN THE VACCINATION OR NOT:**

Please be sure to take antibody test to clarify if you have antibody or not. If you don't, please take the vaccination.

AIU aims to foster global human resources who can contribute to the international community. To achieve this goal, each student is required to take action towards a healthy lifestyle and manage time wisely for his or her health maintenance.

It is highly recommended that students be prepared for life at AIU. There are neither hospitals nor pharmacies within walking distance from campus. If any medicines need to be taken regularly for any chronic symptoms including allergy or stress, please go to see a doctor to receive them and learn the daily treatments for your condition.

The AIU Health and Medical Care Room not only offers first-aid treatment, but also conducts regular health check-ups and health care education so that students can better manage their health.

## Special Accommodations

Based on the philosophy of “Act for Eliminating Discrimination against Persons with Disabilities”, AIU provides special support to the students with needs for support\* by eliminating social and physical barriers in order for all the students to exercise the right to study and experience university life, ensuring an equal opportunity environment regardless of disabilities.

\* “students with needs for support” refers to the ones who face restrictions on academic learning and/or daily life over an extended period because of physical disabilities, internal impediment and/or disease, and wish to receive support and are recognized to require support.

If you would like to receive support, please apply by the procedures as below. Also, it will be required to submit a disability certificate or documents that prove the student’s disability or disease after application. As for the details, the person in charge will contact you after receiving application.

You can apply for support before enrollment. We recommend you to apply for support right after you are admitted to AIU if you wish to receive support as soon as you are enrolled to AIU.

Please note that there could be some cases where the support is not provided if the requested support standard does not meet AIU’s financial and facility conditions.

### Procedures of Application and Introduction of Support

1. Answer “Yes” to Q.25 in Health Information Form (Online Form).
2. Access the URL in Health Information Form, fill in the required information and send the form.
3. Wait for the person in charge to contact you (the person in charge will confirm the content and guide you about a disability certificate or documents that prove your disability or disease).
4. Send the certificate or documents to AIU.
5. Have an interview after enrollment.
6. The contents of support will be decided and introduced.

### Consultation

If you would like to consult about support before application, please contact the following:

- ❖ Coordinator of Student Well-being and Study Support  
(Division of Student Services, Student Affairs: [studentwellbeing@gl.aiu.ac.jp](mailto:studentwellbeing@gl.aiu.ac.jp))
- ❖ Health & Medical Care

# Letter of Agreement regarding Personal Data Processing

Akita International University is committed to treating all personal data properly in accordance with the Act for Protection of Computer Processed Personal Data Held by Administrative Bodies and the Akita Prefecture ordinance regarding personal data.

In accordance with the above ordinance, the university informs you of the purposes and usages of the personal data as indicated below. If you agree with the usage of your data below, please sign and submit the attached form to the Division of Student Records in the Administrative Office.

If you have any objection to the usage of your data as described below, please notify the university in writing. The usage below is limited to educational purposes at AIU. If the usage below is not allowed, the university may not be able to respond in its full capacity to some cases such as emergency situations.

We will appreciate your understanding and cooperation on this matter.

## 1. Personal data that the university will collect

Person	Information	Main Purposes
Student	Photo, Student ID(*1), Admission ID(*1), Name, Faculty & Program or Graduate School & Program(*1), Date of Birth, Sex, Educational History, Nationality, Home Address and Telephone Number, Current Address and Telephone Number, Addresses and Telephone Number During Study Abroad, Cell Phone Number, Place of Origin, Commuting Route, Vehicle Investigation Information, Passport Information, Eligibility for Stay in Japan, Certificate of Graduation, Certificate of Enrollment, Period of Stay in Japan (In Case of Non-Japanese Students), Medical Information	Contacting Student and Guarantor Posting, Emergency Contacts Developing Student Database Processing Admission and Graduation Creating Certificates Creating Diplomas, Student E-mail Accounts Selecting of Recipients of Tuition Waiver Assigning, Selecting Awards Recipients Administering Academic Information (Registration, Grading, Examinations, Certificates) Sending Grade Summary Health Check Producing Official Documents
Guarantor	Name, Relation to the Student, Sex, Address, Nationality, Place of Origin, Telephone Number, Workplace, Work Address, Work Telephone, Emergency Contact	Publication of Promotion Documents Supporting Study Abroad, Career Development and Internships
Student and/or Guarantor	Bank Account Information (Bank Name, Bank Code, Bank Book Number, Type of Bank Account, Bank Account Number, Stamp ), Health Situation	Automatic Withdrawal of Tuition Insurance Registration

## 2. Data that the university will provide

Recipients	Type of Information	Information	Purpose
Guarantor	Student Information	Student ID(*1), Faculty & Program or Graduate School & Program(*1), Name, Date of Birth, Admission Date, Grade Information (Course Title, Instructor, Grade, Credits, etc.)	Sending Grades
Overseas Insurance Company (*2)	Student Information	Name, Student ID(*1), Sex, Destination of study abroad	Facilitating insurance Application process
Organizations which host or participate in community outreach/cultural exchange programs(*3)	Student Information	Name, Sex, Age, Place of origin (country or region )	Create a list of participants and event materials for the purpose to facilitate the cultural exchange activities.
Medical Institutions	Student Information	Name, Date of Birth, Sex, Medical Information	Consulting Medical Institutions

(\*1) The Admission ID, Student ID, Belonging of Faculty & Program or Graduate School & Program are all considered as personal information.

(\*2) The insurance company which AIU requires students to purchase overseas insurance from at the time of departure for study abroad.

(\*3) The Organizations which the university recognizes as proper and appropriate for students' cultural exchange experience.

### [ INQUIRIES ]

The Division of Student Records, Office of Academic Affairs

Akita International University

9:00 a.m.- 5:00 p.m., Monday-Friday except Holidays (Japan Time)

☎ +81-18-886-5871

✉ studentrecords@gl.aiu.ac.jp

# Paperwork and Procedures for International Students

- **National Health Insurance**

National Health Insurance is a mandatory insurance program in Japan, which you must join even if you already have your own health insurance coverage. With this insurance, 70% of your medical costs (visits to clinics, medications, hospitalizations, etc.) will be covered. Student Affairs will complete the procedure at the municipal office on your behalf.

- **Resident Registration**

A residence card will be issued to foreign nationals who enter Japan through Narita, Haneda, Chubu, or Kansai International Airport under a student visa. All residence card holders must register their address at a municipal office within 14 days after arrival.

If you enter Japan through airports other than the above, a note “A residence card will be issued later” (lower right) will be stamped next to the landing verification seal (lower left) on your passport. In this case, your residence card will be directly mailed to you about a week after registering your address at the municipal office.

Student Affairs will assist you with this procedure at the check-in desk. For further information on residence card, please visit the following website:

[http://www.immi-moj.go.jp/newimmiact\\_1/en/point\\_1-2.html](http://www.immi-moj.go.jp/newimmiact_1/en/point_1-2.html)



### For current residents in Japan

If you currently reside in Japan but not in Akita city, you should move your resident registration to Akita city. In order to complete this, you must get a certified copy of your moving-out record at the municipal office of your current residence. You are encouraged to do this BEFORE coming to Akita.

If you made a resident registration in Japan in or after October 2015, you are automatically assigned a “My Number,” which is a unique social security number in Japan. If you have either of the two “My Number” cards (right), please make sure to bring it with you when you register your residency in Akita city.



- **Work Permit**

Students who have a ‘College Student’ visa are allowed to work part-time for up to 28 hours per week during a semester period and eight hours per day during a long break period (summer break, winter and spring break). In order to be eligible to work, you must obtain a work permit (officially called ‘Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted.’) beforehand. If this is your first entry into Japan, you can apply for a work permit at the airport of your arrival. After this point, you can still obtain a work permit, but will have to go to the immigration bureau in downtown Akita. For further information on work permits, please visit the following website: [http://www.immi-moj.go.jp/newimmiact\\_1/en/port-city.html](http://www.immi-moj.go.jp/newimmiact_1/en/port-city.html)

By  
August 31

## Letter of Agreement Regarding Personal Data Processing

I hereby agree to the personal data processing of Akita International University, which was explained in the booklet (P.13).

Name of Student: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Name of Guarantor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)