

奈良先端科学技術大学院大学
外国人教職員・研究者ハンドブック

International Staff and Researcher Handbook

NAIST®

外国人教職員・研究者ハンドブック

International Staff and Researcher Handbook



International Staff and Researcher Handbook

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Welcome to NAIST!

Introduction of International Offices

The staff at NAIST is here to support you in making the most of your life in Japan and NAIST.

〈International Affairs Division〉

1st Floor of Administration Bureau/Office hours: 8:30 – 17:15 ※ Closed 12:00 – 13:00

■ Center for International Students and Scholars (CISS)

CISS supports international students, international researchers, and their accompanying family members in matter related to daily life in Japan. Its main activities include support with insurance and pension procedures, as well as school and medical support for accompanying family members.

Phone: 0743-72-6240 (Ext. 6240)

E-mail: ciss@ad.naist.jp

■ International Affairs Section

The International Affairs Section handles the procedures for JSPS postdoctoral researcher fellowships and for JASSO sponsored international students coming to NAIST.

Phone: 0743-72-6245 (Ext. 6245)

E-mail: kokusai@ad.naist.jp

■ International Student Affairs Section

The International Student Affairs Section serve as a comprehensive consultation desk for international students and provides support for their academic and daily life in Japan.

Phone: 0743-72-5909/5087 (Ext.5909/5087)

E-mail: ryugaku@ad.naist.jp

Necessary Procedures after Your Arrival

Residence Card

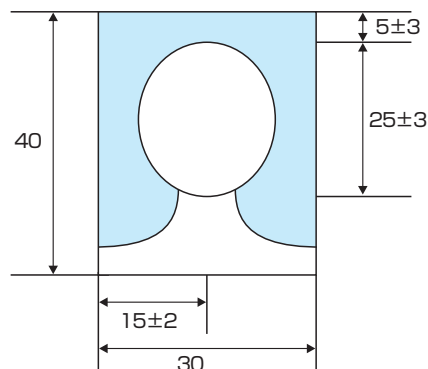
A Residence Card is issued to mid to long-term residents when granted permission pertaining to residence, such as landing permission, permission for change of resident status and permission for extension of the period of stay.

The Residence Cards received at airports do not have residential addresses indicated. Within 14 days of finding a place to stay, foreign nationals are asked to visit city hall for residential address registration (For family registration, a document verifying family relationships is required.). This card serves as an ID card, so please carry it with you at all times.

(Front)



A photo as specified below is to be submitted when making an application or notification that involves issuance of a Residence Card.



(Back)



※Report any address changes to city hall.

※When applications for an extension of the period of stay or for a change in resident status are approved, a new Residence Card will be issued.

Individual Number (Referred to as “My Number”)

You will receive an Individual Number (“My Number”) Notice after registering your residential address at the municipal office. Please keep this notice in a safe place. This 12-digit number is required to access insurance, tax, and other government records. Please note that the My Number Notice cannot be used as proof of your My Number.

The My Number Card can be used to obtain official certificates and other documents at convenience stores, and it can also be used as a health insurance card. You can apply for the card online or in person at the city hall counter.

【Ministry of Internal Affairs and Communication Website】

<https://www.kojinbango-card.go.jp/en/>



National Health Insurance

Japan operates a universal health insurance system. Therefore, all individuals, including foreign nationals, who stay in Japan for three months or longer are required to enroll in a health insurance plan. Among those who are directly employed by the University, individuals who meet the eligibility requirements for the Mutual Aid Association will be automatically enrolled in the Mutual Aid Association's health insurance.

However, those who do not meet the eligibility requirements for the Mutual Aid Association, as well as those who are not employed by the University, are required to complete the procedures themselves to enroll in the National Health Insurance.

After registering your place of residence at the city office and enrolling in the National Health Insurance, a “Certificate of Eligibility Confirmation” will be issued by the National Health Insurance Division. By presenting this certificate at a medical treatment, you will be responsible for 30% of the medical expenses. In addition, if you apply for and obtain a My Number Card and register it for use as a health insurance card, you may use it as a “My Number Health Insurance Card,” which can be used in the same manner as the Certificate of Eligibility Confirmation.

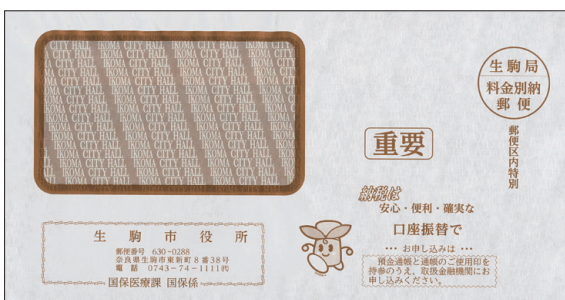
(1) **Required Documents for Enrollment Procedures:** 1. Residence Card 2. Passport

(2) Insurance Premiums

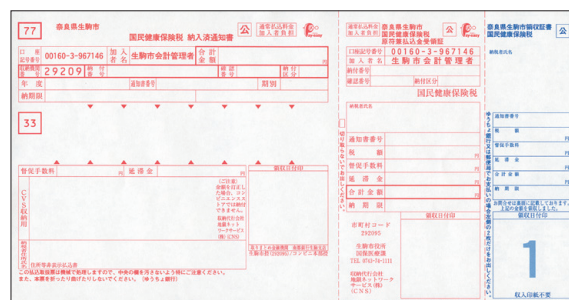
The insurance premium is paid in installments. In Ikoma, employees who enroll in April pay the premiums in nine installments from July to March, while those who enroll in October pay them in five installments from November to March. Please note that late payments will incur additional charges. Insurance premiums vary depending on income; however, students and researchers without income may receive a reduction in their insurance premiums by submitting a declaration.

An envelope like the one below will be sent to you with payment slips. When you receive one, make sure it is for insurance and pay it within the payment period. If you are unsure, please bring it to your lab or the International Affairs Division Office for assistance.

(Sample city hall envelope)



(Sample health insurance payment slip)



(3) Insurance Coverage

Individual-coverage for medical care (outpatient)	Show your My Number Health Insurance Card or Health Insurance Confirmation Certificate at a hospital or clinic and the cost will be 30% of total covered medical treatment and medicine costs.
Payment for expensive medical care (Application required)	If you pay above the ceiling amount for the same medical issue treatment in the same hospital and month, costs over this amount are reimbursed. Contact city hall about the amount. Receipts may be required, so make sure to keep them.
Subsidy for childbirth and child care	When giving birth, a JPY 500,000 subsidy is provided for each child. In principle, it is directly paid to a medical institution as a part of expenses for childbirth. The insured person may directly receive it by making a request.
Funeral cost (Application required)	JPY 30,000

(4) Withdrawal Procedures

When leaving Japan, be sure to withdraw from the insurance and return your insurance card or Health Insurance Confirmation Certificate.

Ikoma City HP (National Health Insurance)

<https://www.city.ikoma.lg.jp/category/25-1-1-0-0-0-0-0-0-0.html>



National Pension

If you meet the eligibility requirements for Employee's Pension Insurance, your employer will complete the enrollment procedures on your behalf, covering part of the insurance premium, so you do not need to take any action yourself.

Insurance premiums are deducted from your monthly salary. For more details, please contact the Salary and Mutual Aid Section, Personnel Division.

Similar to National Health Insurance, all residents of Japan aged 20 or older, including foreign nationals, are required to enroll in the National Pension system. Those who do not meet the eligibility requirements for Employees' Pension Insurance should complete the enrollment procedures at the Pension Affairs Section of the municipal office.

For non-university employees such as visiting researchers, if their income in Japan in the previous year is below a certain threshold, they may apply for the Exemption or Payment Postponement system, which allows them to have all or part of their premiums waived or deferred.

Even after applying for exemption or postponement, you may still receive a payment notice due to procedural delays. Before making any payment, confirm what the notice is for. Please note that once pension premiums are paid, they are not refundable. If you are unsure, consult with your laboratory or NAIST faculty or staff.

Taxes

(1) Income Tax

In December, the total income tax you have paid for the year will be adjusted through “Nenmatsu Chousei” (year-end adjustment) to determine whether you have paid too much or too little tax.

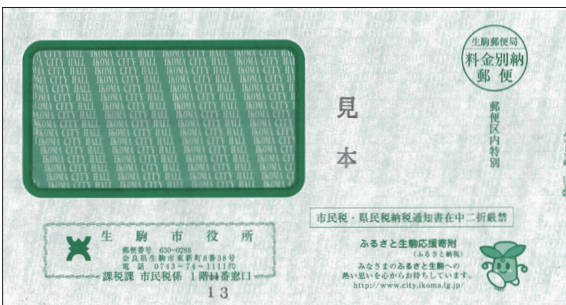
Depending on your income level, you may not be required to pay income tax.

(2) Residence Tax

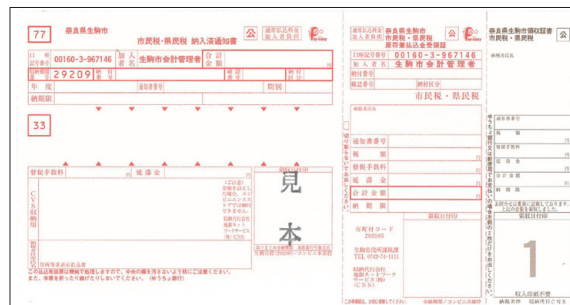
When a registered resident of Japan as of January 1, you must pay residence tax, a combination of local taxes, to the nearest municipality. It is based on your previous year’s income (January-December) and the bill for it comes in June. The tax can be paid in a lump sum or in four installments (June, August, October, and December). *In Ikoma, no residence tax is imposed if the previous year’s salary is less than JPY 1,065,000. (Varies with municipality.)

Envelopes like the one below are sent with payment slips. When you receive one, confirm that it is for residence tax and pay it within the payment period. If you are unsure of the contents, please bring it to your laboratory or the International Affairs Division office for assistance.

(A sample city hall envelope)



(A sample residence tax payment slip)



Documents to Submit to the Personnel Section (for NAIST Employees)

The Personnel Section requests that newly hired staff and researchers, as well as those who have updated or changed their residence status, submit a copy (or digital version) of their Residence Card.

This is to manage information such as the residence period and other relevant details of faculty, staff, and researchers. Please submit it as soon as it is ready.

Application Procedures Related to Status of Residence

Extension of Period of Stay

Application for an Extension of Period of Stay is required to extend a period of stay, and this may be done up to three months before the period of stay expires.

Required Documents:

1. Application for Extension of Period of Stay (attach a photograph)
2. Passport
3. Residence Card
4. JPY 6,000 (fee) & Certificate for payment of fee
5. Certificate of employment 在職証明書 (Only for those not working full-time)
6. Certificate of Municipal Resident Tax (taxation or non-taxation) and Tax Payment Certificate (showing total annual income and tax payment status)

*Other documents may be required.

Re-entry Permit

If you have a valid passport and Residence Card, and will reenter Japan within 1 year of your departure to continue your activities, you are, in principle, eligible for a special re-entry permit. (No advance paperwork required.)

- * Be sure to present your Residence Card at departure and check box No. 1 on the ED card. If you mistakenly check box No. 2, you are considered to have a re-entry permit (must be obtained in advance) or have no plans to reenter Japan, and your Residence Card may be taken or become invalid.
- * Also, special re-entry permits may not be extended.

Please note that you will lose resident status if you fail to re-enter Japan within 1 year of departure. For those who need to apply for a re-entry permit, you will need to bring the following documents to the immigration office.

Required documents:

1. Application for Re-entry Permit
2. Passport & Residence Card
3. JPY 4,000 (single entry) / JPY 7,000 (multiple entry) & Certificate for Payment of Fee (available at immigration offices)

New format of the Embarkation and Disembarkation Card for Re-entrants

Please check one of the intended periods out of Japan without fail.

Please check either one of the boxes below without fail

- You wish to re-enter Japan.
 - 1. 一時的な出国であり、再入国する予定です。
- You have been granted "re-entry permission", which still has some time remaining on it, and do not plan to re-enter Japan within the valid period.
 - 2. 「再入国許可」の有効期間内に再入国の予定はありません。

Certificate of Eligibility for Family Members

When bringing family members to Japan (spouse or children only), a Certificate of Eligibility (COE) for each member is required. The COE is then sent to the family with which they apply for visas at the local embassy/consulate. However, inviting family members for short terms requires a short-term visa unless the country has reciprocal visa exemption arrangement with Japan.

While applications for family COEs must be handled by the individual for legal reasons, we are able to give support such as explaining required documents, filling out forms, etc.

Required Documents:

1. Application for Certificate of Eligibility (Dependent)
2. One photo (4cm x 3cm) of each family member
3. Official documents verifying family relationships (marriage certificate, birth certificate, etc.)
4. Copy of each family member's passport
5. Copy of your passport or Residence Card
6. Certificate of Employment or document proving your position
7. One Japanese Taxation (exemption) Certificate and Tax Payment Certificate (needs to include previous year income and tax payment information)
8. For those requesting electronic issuance of the COE: Application for Electronic Issuance of COE
9. For those requesting a paper COE: Self-addressed envelope. You will need stamps to have the issued COE mailed to you. They are available at Daily Yamazaki, post offices, a kiosk at immigration office, etc.

Procedures after Family Member Arrival

Please submit a notification of moving-in (Tennyutodoke) to city hall within 14 days of your family's arrival with the following materials. (Can be done by the head of the household or another family member.)


1. Family member's passports
2. Family member's Residence Cards
3. Documents to verify family relationship (marriage license, birth certificate, etc.)

Studying Japanese

Japanese proficiency is key to living in and enjoying Japan. Understanding everyday Japanese conversations makes shopping very convenient and will help you make ties in Japan.

Japanese Classes

There are some Japanese classes in Ikoma City by the city. If you are interested, please join.

<p>Japanese Language Classes by Ikoma City</p>	<ul style="list-style-type: none"> • Habataki Class Location: Kita Community Center ISTA Habataki (From Kintetsu Gakken Kita Ikoma Station, take the bus for Tomio Station and get off at Mayumibashi) Time: Thursdays 18:30 – 20:00 • Library Class Location: Ikoma City Library Time: Saturdays 15:00 – 16:30 <p><Contact> Ikoma City Policy of Human Rights Division Phone: 0743-74-1111 (Japanese Language Class: Ext. 653) E-mail: jinken3nihongo@city.ikoma.nara.jp website: https://www.city.ikoma.lg.jp/0000002318.html</p> <p>*Please visit this website for more information</p> 
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Daily Life

Housing

(1) Staff Housing

For permanent and approved staff, there is family housing (Buildings B and C) and single housing (Building D) on campus. Deposit and key money are not required. The rooms are unfurnished, so heating/air conditioning, furniture, appliances, etc. must be purchased when necessary and removed when vacating. Mat replacement, room restoration, etc. is required and this must be paid for when moving out.

Building	Layout	Monthly rent	Charge when vacating
Building B (Built 1994)	3 LDK/71.905m ²	JPY 33,000	JPY 60,000
Building C (Built 1994)	3 K/54.385m ²	JPY 20,000	JPY 51,000
Building D (Built 1997)	1 LDK/35.84m ²	JPY 14,000	JPY 46,000

※ These are estimates provided by a repair contractor affiliated with NAIST. They are subject to change.

※ Parking Space JPY 4,987 (All prices are as of January, 2025)

Inquiries/applications: Personnel Planning Section (j-kikaku@ad.naist.jp)

(2) Guest House Sentan

If you wish to make a reservation, please contact the Personnel Planning Section of the Personnel Division by email (guesthouse@ml.naist.ac.jp) and provide the following information.

- Applicant: Name, affiliation, job title, email address, phone number
- Guest(s): Name, affiliation, status, email address, phone number
- Desired check-in date
- Desired check-out date
- Room preference: Single room / Twin room
- Purpose of stay
- Payment method: Cash or online credit card payment

Accepted credit cards: JCB, VISA, MasterCard, Amex, Diners

For more detailed information, please refer to the following link:

https://www.naist.jp/en/campuslife/guesthouse_sentan.html



Note: if your stay is longer than three months, please consider other accommodation options, such as UR housing.

〈Guesthouse Sentan〉

Accommodations

Number of rooms	27 Single rooms, 2 Twin rooms
Furniture, etc.	TV, DVD player, refrigerator, microwave, small kitchen
Internet Access	Free Wi-Fi
Common Amenities	Washing machines, dryers
Room Amenities	Face towel, bath towel, hair dryer, shampoo, body soap *Please prepare toothbrush, razor, etc. if required. Complimentary rental articles available.
Available for	<ul style="list-style-type: none"> • Researchers and others visiting NAIST for educational or research purposes • Faculty members, staff and students of NAIST • Other individuals approved by the President of NAIST
Available stay period	Within 3 months
Check-in/ Check-out	Check-in: 15:00 Check-out: 11:00
Cost	Single room: JPY 3,000 per night, JPY 3,000 × number of nights Twin room: JPY 6,000 per night, JPY 6,000 × number of nights

Assembly Facilities (Assembly Room)

Available to	<ul style="list-style-type: none"> • Guest staying at the accommodation • Faculty members, staff and students of NAIST
Internet Access	Wireless LAN (Free Wi-Fi)
Hours	9:00 - 21:00 (Not available on weekends, public holidays, during summer break and from 12/29 to 1/3 of the following year.)

(3) Private Housing

There may be individual who privately introduce apartments but people usually use real estate agents. Please note that brokerage fees are required when renting an apartment. There is no private apartment complex near NAIST, but there are many in the center of Ikoma and Nara City. Rent varies with size and location, but it is about JPY 20,000 - 60,000 per month for a small one-room apartment.

It is common in Japan to pay several months' worth of rent at the time of occupancy as *shikikin* (deposit) and *reikin* (key money). *Reikin* is not returned but *shikikin* may be returned when leaving the apartment. *Shikikin* is used for any repairs for damage done to the room. However, this system is changing so we recommend checking the conditions of contracts with the agent.

Once a unit is agreed upon, a contract will need to be signed. A guarantor is necessary at the time of contract. Be sure to understand all the terms in the contract before signing.

(4) UR Housing (Public Housing)

UR housing is provided by Urban Renaissance Agency. If you are employed by NAIST, based on the contract between NAIST and UR, *reikin* (key money) and a guarantor are unnecessary when signing the contract. Also, rent will be reduced. Rent varies with size and location, but it is about JPY 35,000 - 60,000 per month.

For details, please contact the Personnel Planning Section (email: j-kikaku@ad.naist.jp)

*In most housing, rooms are completely unfurnished (No air conditioning/heating, refrigerator, stove, curtains, bedding) so they must be prepared on arrival. Interior goods and home appliances are available at Aeon Mall or NITORI near NAIST. (Please note that neither is within walking distance.)

Utilities

When moving into a new apartment etc., a contract for electricity, water, gas and the telephone is required. While the water of the campus residences can be used without a contract, contracts are necessary for these in private apartments. Utility fees are charged monthly, and automatic withdrawal from a bank account is the most convenient payment method.

Contact phone numbers are as follows:

Ikoma City	Electricity	Kansai Electric Power, Nara Office	Phone: 0742-36-1201
	Water	Ikoma Municipal Water Bureau	Phone: 0743-74-2211
	Gas	Osaka Gas Hanna Gas Center	Phone: 0743-74-2000
Nara City	Electricity	Kansai Electric Power, Nara Office	Phone: 0742-36-1201
	Water	Nara Municipal Water Bureau	Phone: 0742-34-5200
	Gas	Osaka Gas Gakuenmae Gas Center	Phone: 0742-45-7631

Television (NHK Reception Fees)

If you have a television in your home, regardless of whether you use it or not, you are required by law to sign up for NHK (Japan Broadcasting Corporation) and also pay the reception fees. (From JPY 12,276 - JPY21,765)

Disposal of Garbage

(1) Garbage Separation and Collection Days

In Japan, garbage separation and collection vary depending on municipal rules and regulations. Please separate your garbage and dispose of it on the designated day and at a location. (Garbage may be placed out the night before collection day.)

Please check the garbage collection schedule, as garbage is not collected on some holidays.

Designated garbage bags are required for disposing “Burnable” and “Non-burnable” garbage.

Disposal of “oversized garbage” requires disposal tickets. Both of these are sold at the convenience store on campus or at local supermarkets.

See the following URL for the exact garbage collection schedule from Ikoma City Hall

<https://www.city.ikoma.lg.jp/category/26-1-0-0-0-0-0-0-0.html>



Garbage Types and Collection Days

Type	Collection days	Designated garbage bag	Garbage type
Burnable	Mon. & Thu.	Required	Household refuse, paper
Plastics	Tue.		Plastic shopping bags, plastic containers
Glass & cans	1 st & 3 rd Wed.		Cans, glass bottles, spray cans
PET bottles	1 st & 3 rd Wed.		PET bottles
Ceramics & glassware	1 st & 3 rd Wed.		Ceramics (ex. cups and dishes), glassware
Toxic materials	1 st & 3 rd Wed.		Batteries, bulbs, fluorescent bulbs,
Small-size metals & electrical appliances	1 st & 3 rd Wed.		frying pans, hair dryers, umbrellas
Large-sized burnable & non-burnable	Individual collection after application by phone. Waste Receiving Center (Phone: 0743-85-5374)	Required (Stickers are required for items not fitting in designated bags)	Burnables (over 30cm), Non-burnables
Large appliances and metal items that do not fit into transparent or translucent bags up to 45L	Subsequent garbage collections can be requested online (https://www.ogomi-ikoma.jp/eco/view/ikoma/top.html)	Not required (Attach a paper with application No. on it)	Vacuum cleaners, microwaves, bicycles

*Please refer to the Ikoma City website for garbage types and exact collection days.

(2) Disposal of Appliances and Home Computers

Air conditioning/heating units, TV's, refrigerators, washing machines/dryers are not collected as garbage. By law, they must be disposed of individually by contacting home appliance retailers. Likewise, by law, disposable items categorized as home computers (peripheral devices excluding printers and scanners) are not collected as garbage. Please contact the manufacturer on how to dispose of them.

PC3R Promotion Association: <https://www.pc3r.jp/home/index.html>



Telephones

Phone numbers in Japan consist of an area code, a local code, and a line number. For example, NAIST's phone number is 0743-72-5111, the area code is 0743, the local code is 72 and the last four digits identify the individual.

When calling an extension inside NAIST, just dial the last four digits. When calling outside the school, push 0 before dialing the number.

0 7 4 3 - 7 2 - 5 1 1 1
(area code) (local code) (line number)

(1) Public Phones

The public phones accept both coins and telephone cards. International calls may be made on the public phones with the sign "International & Domestic." (There is a public phone available at the entrance of University Union.)

(2) International Calls

There are several international telephone service companies. Registration is not required, and you need only call the following way. For more information, contact the individual company.

Telephone company's access code* + 010 + Country Code + Area Code + Telephone Number
(If the number begins with 0 after County Code, please do not include the 0 when dialing.)

*KDDI: 001, SoftBank: 0061, NTT Communications: 0033

There are various international call services such as using prepaid cards and Internet telephones. When making an international phone call inside NAIST research buildings, the telephone service company is preselected and you can call without the telephone company's access code.

(3) Mobile Phones

Applying for a mobile phone can be done at mobile phone shops or appliance stores with the necessary documents (Residence Card, staff ID, bank account, etc.).

Short-term visitors without a residence card generally cannot sign contracts, but SIM cards for short-term visitors appear to be sold at airports and stores.

For providers offering English support, please consult the International Affairs Section.

Internet

(1) Free Wi-Fi

Osaka prefecture and the Japan National Tourism Organization provide free Wi-Fi connections in specific areas using an application or accessing the SSID and registering your e-mail address.

For details about the hotspots, registration methods, etc., please refer to the following links.

Free Wi-Fi providers and their websites:

【Osaka Free Wi-Fi】

<http://ofw-oer.com/>



【Japan Connected-free Wi-Fi】

<http://www.ntt-bp.net/jcfw/use/index.html>



(2) The Internet

On-Campus Access: To use the internet within the university campus, such as in laboratories, faculty and staff employed by the university (including specially appointed faculty) should obtain a Mandala account through the Personnel Section. Fixed-term contract staff and researchers not employed by the University should apply for an account through their respective laboratories.

Off-Campus Access: To connect to the internet from home, you need to choose and contract with an internet service provider on your own. Please note that some apartment buildings may have a designated provider, so check before signing a contract. Make sure to review the service plan and fees carefully before applying.

Shopping

In Japan to reduce plastic waste, you are charged for plastic bags when shopping. Please take a re-usable eco-friendly shopping bag with you to avoid any additional fees when shopping.

(1) Supermarkets

Supermarkets are convenient for buying food/daily commodities at reasonable prices. Nearby supermarkets include Yaohiko, Okuwa, and Aeon Mall. Halal food is sold at KALDI in Aeon Mall or Gyomu Super. (Ikoma, Tomio, Oshikuma stores)

(2) Convenience Stores

The on-campus Daily Yamazaki convenience store is open 8:00 – 21:00 weekdays and 9:00 – 17:00 Saturdays, Sundays and holidays, with services including copying, delivery services, paying utility bills, ticket service and dry cleaning service. It also sells halal products (frozen / non-frozen food). You can register at the Yamato Transport homepage to have packages delivered to the convenience store for pick-up. Please see the Daily Yamazaki homepage below for details.

<http://www.daily-yamazaki.jp/service/delivery.html> (Japanese)

(3) Home Electronics Retailers

Joshin (in Tomigaoka Aeon Mall) is convenient for buying home electronics.

(4) Furniture and Home Furnishing Stores

You can purchase furniture at reasonable prices at home improvement stores and at discount furniture stores. While not in walking distance, nearby stores include Kohnan, Akaya, Royal Home Center and Nitori. The last three are all located in the nearby Oshikuma area. Also 100 Yen stores are very convenient when purchasing utensils and interior items. 100 Yen stores are located in Tomigaoka Aeon Mall and Okuwa Supermarket near Gakken-Kita- Ikoma station.

(5) Online Supermarkets and Shopping

Household goods and food can be bought online, but some Japanese business have only Japanese pages, may require you to accept deliveries in person, may charge for delivery, etc. Items cannot be inspected before purchase, so please be careful when shopping online. Some businesses offering online shopping services are AEON, Seikyo, LOHACO, Amazon, Rakuten, etc.

Banking

Banks in Japan are open 9:00 - 15:00 on weekdays, and closed weekends and holidays. (Japan Post Bank is open to 16:00 or later at some branches.) However, domestic withdrawals or bank transfers may be made at ATMs after office hours with an ATM card. Banks offer currency exchange services, but not in all branches. Please check the list of banks near NAIST.

(1) Opening a Bank Account

To open a bank account, bring your identification (such as a passport, Residence Card, etc.), and your personal seal (signature is acceptable if you do not have a personal seal). Apply for an ordinary account (*futsu yokin*), and for an ATM card as well.

*Depending on the bank, opening a bank account may not be possible for up to 6 months. If you plan to open a bank account, please contact the bank in advance.

Before leaving Japan, be sure to close your bank account after making final utility and other payments. Accounts with no activities for an extended period are closed, and therefore it will be difficult for you to withdraw any remaining money. Please confirm the details with the bank.

(2) Overseas Money Transfer and Currency Exchange

Fill out a transfer form with name of the bank to which you will send money, branch name and address, SWIFT code, account holder's name, account number, and recipient's name and

address. Bank handling fees vary. The Japan Post Bank also performs overseas money transfers.

Foreign currency exchange is available at bank counters, however please be aware that some branches do not offer this service. (Please refer to the information in the list below.)

(3) Banks near NAIST

The following is a list of banks near NAIST. ATMs are also placed in most supermarkets and convenience stores.

Bank • Branch	Address • Phone number
Japan Post Bank Ikoma branch	1234-1 Tanida-cho, Ikoma-shi, Nara Phone: 0743-75-0055
Nanto Bank Tomigaoka branch	6-3-3 Tomigaoka, Nara-shi, Nara Phone: 0742-44-2201
Nanto Bank Gakuenmae-Mayumi shared branch	1-8-10 Gakuenkita, Nara-shi Phone: 0742-44-1121
Nanto Bank Shiraniwadai-ekimae branch	6-12-1 Shiraniwadai, Ikoma-shi, Nara Phone: 0743-71-3200
Nanto Bank Ikoma branch	11-3 Kitashin-machi, Ikoma-shi, Nara Phone: 0743-74-1131
Sumitomo Mitsui Banking Corporation Gakuenmae branch	1-1-1 Gakuenkita, Nara-shi, Nara Phone: 0742-45-8900

*Japan Post Bank accounts can be opened at post offices. Please note that foreign currency exchange service is not available at post offices.

ATMs

In Japan, ATMs are often located at banks, airports, convenience stores, train stations, shopping malls, etc. You can use a cash card or credit card to withdraw money. ATM hours, fees and accepted cards differ greatly so please check various information before use.

Most overseas cash or credit cards are accepted at Seven Bank (in 7-Eleven convenience stores) or at the Japan Post Bank. However, you may need to try different ATMs depending on the card. Around NAIST, ATMs can be found at the Lawson convenience store in front of the Gakken Kita-Ikoma station and the 7-Eleven convenience store close to Gakken Nara-Tomigaoka station. Also, various ATMs are located in the Tomigaoka Aeon Mall.

【For reference】 Seven Bank HP: <https://www.sevenbank.co.jp/english/personal/atm/>



Lawson Bank HP: <https://www.lawsonbank.jp/international/en/>



Credit Cards

Credit cards are important for online shopping, paying for mobile phones, airline tickets, and more. There are many types of credit cards in Japan, and each has different fees and benefits depending on the bank.

Applications are usually in Japanese, which can be difficult for non-Japanese speakers to complete correctly. For inquiries about credit card companies or assistance with applications, please contact CISS.

The application process can take up to one month. Some people may need to apply more than once, but most are approved on their first try.

Post Office

(1) Services Offered by the Post Office

Generally, post offices are open weekdays 9:00 - 17:00 (some may be open Saturdays and Sundays as well), but bank and insurance services are available only on weekdays 9:00 - 16:00.

(2) Postal Charges

A list of postal charges can be found at the URL below. Ordinary and express mail can be sent by putting letters/packages with the correct postage in postboxes. Postcards and stamps can be purchased at the on-campus convenience store. A postbox is located next to the University Union.

Japan Post Website Postal Charges

http://www.post.japanpost.jp/index_en.html



(3) Post Offices near NAIST

Takayama Post Office	3410-2 Kamimachi, Ikoma City, Nara Phone: 0743-78-0050
Ikoma Kita-yamato Post Office	2-2-20 Kita-yamato, Ikoma City, Nara Phone: 0743-78-4464
Shikanodai Post Office	2-3-1 Shikanodai-minami, Ikoma City, Nara Phone: 0743-78-7777
Ikoma Post Office (Open on weekends also)	1234-1 Tanida-cho, Ikoma City, Nara Phone: 0743-75-0055
Gakken Nara Tomigaoka Post Office	6-15-9 Nakatomigaoka, Nara City, Nara Phone: 0742-51-0054

Express Delivery Service

An express delivery service (*takuhai-bin*) is the fastest and surest way to deliver an urgent package. It will be delivered within two days to destinations within Japan. Couriers can be called to come and pick up packages or they can be sent from the on-campus convenience store.

Each country has its own regulations for importing goods, so you must be careful when sending a package out of Japan.

Major delivery service agencies	Yamato Transport, Sagawa Express, Japan Post (Yu-Pack)
Major foreign delivery services	DHL Japan, FedEx

Parking Lots

(1) Cars

Faculty, staff and researchers who wish to commute by car may park at the Takayama Public Parking Lot near the campus. It is open 24 hours a day and costs JPY 300 per car per day. A parking pass is recommended for long-term use. Parking passes can be purchased at Daily Yamazaki on campus.

Parking pass prices

	1 month	3 months	6 months
Faculty, staff and researchers	JPY 3,000	JPY 8,000	JPY 15,000

(2) Bicycles and Motorcycles

Bicycle and motorcycle parking is free of charge, but they must be registered. Please submit the “Notification of Bicycle/Motorcycle Parking Lot Use” to the General Affairs Section (Ext. 5024). Be sure to lock them when you park. If stolen, report the theft to the police immediately.

Social Welfare Facilities

(1) University Union

The University Union has a cafeteria, a convenience store (See the Shopping section), and the Health Care Center. (See the Medical Treatment section)

Cafeteria hours:

Weekdays 10:00 - 21:00

Saturdays 10:00 - 15:00

Closed Sundays and holidays

Convenience store hours:

Weekdays 8:00 - 21:00

Saturdays, Sundays and holidays 9:00 - 17:00. (Closed holidays)

(2) Guesthouse Sentan

The guesthouse is available for visiting researchers as well as students and staff. A lounge is on the first floor and reasonably priced accommodations (27 single and 2 twin rooms) are on the second to fourth floors for researchers and other people visiting NAIST. For detailed information on usage and reservations, please refer to website:

https://www.naist.jp/en/campuslife/guesthouse_sentan.html

For reservations, contact the Personnel Planning Section (Ext. 5029/5033)

E-mail: guesthouse@ml.naist.ac.jp

(3) Sports Facilities

The volleyball, basketball, and tennis courts as well as the grounds are open for use by students, faculty and staff. Reservations can be made at the Student Support Section counter, Educational Affairs Division. Note that reservations must be made in person.

Sports Facilities	Hours
Tennis courts	Saturdays, Sundays, holidays 7:00 - 21:00 Weekdays 8:00 - 21:00
Ground	8:00 - sunset
Volleyball and basketball court	8:00 - 22:00

We also lend sports equipment. Visit the Student Support Section to make your request.

Available items: Baseball gear (gloves, bats, balls, and bases), soccer balls, colored number vests, volleyballs, basketballs, tennis rackets and balls, an air pump and barbecue equipment

Transportation

Various modes of transportation available to and from NAIST include trains, buses, bicycles, motorcycles and cars. If you use buses/trains often, an IC card, which enables you to pay fares by swiping, makes travelling easier. The JR railways' ICOCA card can be purchased at JR ticket counters or at ICOCA card vending machines, and can only be used for the amount charged. (A returnable deposit is required.) The private railways' PiTaPa card can be used as a prepaid card or you may register it to use credit functions. These cards may also be used at convenience stores, supermarkets, etc.

(1) Buses

Buses are probably the most convenient transportation around NAIST. The Nara Kotsu Bus runs from Gakuemmae Station, Gakken Kita-Ikoma Station and Takanohara Station to NAIST. Make sure to check the timetable, as the number of buses is limited.

Timetable:

https://www.naist.jp/en/about_naist/other_information/accessmap/index.html



Besides paying bus fare in cash, if you use the bus often, CI-CA (IC card) is convenient and offers a discount. ICOCA and PiTaPa can also be used. When paying in cash, the fare should be paid when you get off. When using the IC card, pass it over a card reader when you get on and off the bus. Note that for the bus to Gakken Kita-Ikoma Station and Gakuemmae Station, you have to inform the driver of your destination and pay the fare when you get on the bus.

(2) Railways

In Nara, there are the Kintetsu (Kinki Nippon Railway) and JR trains. Kintetsu trains are convenient for Osaka and Kyoto. You can take JR Shinkansen (bullet train) for long trips.

***See Appendix for Kansai Railway Map.**

(3) Purchasing Commuter Passes

If you commute using public transportation, you can purchase a commuter pass. It is discounted when purchased in 1, 3 or 6 month terms. It can be purchased at station pass sales counters or at pass vending machines. IC cards are convenient for buses.

(4) Taxis

The Nara Kintetsu Taxi (Phone: 0120-123-558 or 0743-73-4321) is near NAIST. It is not a very

economical transportation method as it costs about JPY 3,500 from NAIST to Takanojima Station. The fare is shown on a display by the driver's seat and tips are not necessary.

(5) Access to the Airport

There are two International airports that are commonly used when visiting NAIST, the Kansai International Airport (KIX) and the Osaka International Airport (Itami). Both take about one and a half hours to go to/from NAIST by bus and train. There are limousine buses that run to/from stations nearby NAIST that simplify this local travel. Advance reservations are possible for buses bound for the airports and customers can ride the buses if there are empty seats, but tickets for the return buses must be purchased after travelers land and leave the airport. See the URL below for current information.

〈Narakotsu Limousine Bus〉

<https://www.narakotsu.co.jp/language/en/>



〈Hankyu Airport Limousine Bus〉

<https://www-hankyu-kankobus-co-jp-e.athp.transer.com/limousine/>



(6) Automobiles (All information is subject to change, so confirm your individual situation.)

① Driver's License from Foreign Countries

Driver's licenses from the following 7 countries which Japanese Road Traffic Law recognizes as having the same driver's license standard as in Japan may be used in Japan.

Taiwan, Germany, France, Switzerland, Belgium, Slovenia and Monaco
--

A Japanese translation is required (from embassy, consulate of each country or JAF).

② International Driving Permit

International Driving Permits from Geneva Convention member countries are valid in Japan
<https://x.gd/rrsX8>

Member Countries	USA, South Korea, Thailand, Philippines, Malaysia, France, and others
Non-member Countries	China, Vietnam, Indonesia, Saudi Arabia, Brazil, and others

*The Period You Are Allowed to Drive in Japan

1. Japanese Driver's License:

You may drive while your license remains valid.

2. Driver's License from a Foreign Country or an International Driving Permit (IDP):

You may drive for the shorter of the following periods:

- One year from the date of landing in Japan, or
- The expiration date of your driver's license or International Driving Permit, whichever comes first.

However, for those who have registered at their municipality or obtained a re-entry permit before leaving Japan, the validity period is not recalculated from the date of re-entry. An International Driving Permit must be accompanied by a valid driver's license.

③ Changing to Japanese Driver's License

If you live in Japan for more than a year or if your country of citizenship does not fall in the above categories ① or ② although your stay is less than a year, you need to change the foreign driver's license to a Japanese one. Please bring a Japanese speaker if you don't speak Japanese well. See the URL below for more information.

〈National Police Agency〉 <https://www.npa.go.jp/english/bureau/traffic/index.html>



〈Procedures for changing your license〉

Step 1: Prepare required documents

Please prepare the following documents:

- A valid foreign driver's license and its official Japanese translation. (issued by your embassy/consulate or the Japan Automobile Federation (JAF))
- Certificate of Residence (Juminhyo)
Must include all details such as nationality and status of residence.
- Passport
Must show proof that the applicant resided in the country where the driver's license was obtained for a total of at least three months after the license was issued.
- ID photograph (3.0cmx2.4cm)

Requests for driver's license translations through JAF can be made online:

https://jafnavi.jp/honyaku/uketuke/index.php?select_language=en



Additional notes:

Since the required documents vary by country, applicants will need to confirm these individually. For example, an official receipt may be required for licenses issued in the Philippines, and a driving record may be required for licenses issued in Canada.



Step 2: Make a written test reservation by calling the Nara Prefecture Driver's License Center (Driver's License Division). Appointments can be made for the following month or two months ahead, starting at 8:30 a.m. on the first day of each month (or the next business day if the first day falls on a Saturday, Sunday, or public holiday).

However, the reservation system is often fully booked, and it can be difficult to reach staff by phone. For this reason, making an appointment in person is generally more reliable. We recommend visiting the office before business hours begin.

Phone number: 0744-25-5224

Location: 120-3 Kuzuhonmachi, Kashihara City, Nara Prefecture 634-0007

Access: Approximately 1 kilometer east of Kintetsu Ninokuchi Station

Fees: The application fee and issuance fee total approximately JPY 5,000.

(If you do not pass the skill assessment test on the first attempt, you must retest until you do, and additional fees will apply each time.)



Step 3: Take the test on the reserved date. (Application document screening, aptitude test (eyesight and color discrimination test) written test (available in English))



Step 4: After you pass the above tests, make a reservation for the driving test. (The driving test cannot be taken on the same day as the written test.)



Step 5: After you pass the driving test, Japanese driver's license is then issued.

*If your driver's license is from one of the following countries, taking written test and driving test will be exempted. (Only application document screening and the aptitude tests are required.)

Iceland, Ireland, US (some states), UK, Italy, Austria, Australia, Netherlands, Canada, South Korea, Greece, Switzerland, Sweden, Spain, Slovenia, Czech Republic, Denmark, Germany, New Zealand, Norway, Finland, France, Belgium, Poland, Portugal, Luxemburg, Monaco, and Taiwan

*Those who are from Asian countries other than South Korea and Taiwan must take all tests

④ Obtaining Japanese Driver's License

If you do not have a driver's license or your license is already expired, you must obtain your Japanese driver's license the same as Japanese nationals.

⑤ Driving School

To obtain a driver's license in Japan, people attend driving school. 34 hours of driving practice and 26 hours of lectures (for manual transmission) are required. It usually costs about JPY 300,000 to complete the course. After graduating from driving school, the written examination must be passed at the licensing center.

【Driving Schools near NAIST】

Nara Motor School	2-2-1 Tatsuo-cho, Saidaiji, Nara City	Phone: 0742-45-4666
Kasuga Driving School	164 Kainozuka-cho, Nara City	Phone: 0742-23-1531

⑥ Purchasing a Car

Cars are usually sold at car dealerships. Prices vary depending on the year and model. A car is an expensive purchase, so we recommend that you consult with a knowledgeable friend before deciding. Parking space certification is required to register a car. Make sure you understand the Japanese driving rules and regulations before you drive. (like driving on the left side of the road, no turning on red, etc.)

In Japan, cars and motorcycles (over 250cc) require safety inspections every 2 years. Also, vehicle taxes are required (for light vehicles with an engine size of 660cc or less, about JPY 10,000; for regular/larger vehicles, the tax will vary depending on the engine size). You can never be too careful when making such an expensive purchase.

⑦ Automobile Insurance

Automotive insurance (*jibaiseki*) for damage or loss is mandatory. However, this only covers those accidents involving people and has a low coverage amount. Optional automobile insurance policies from an automotive insurance companies are recommended.

Additional insurance policies are available, for example “bodily injury insurance” covering the shortages of the automotive insurance, “property damage insurance” covering damaged objects, “collision insurance” covering your vehicle repairs and “passenger insurance” for passengers in your vehicle. Select the insurance options that you need.

⑧ Traffic Accidents

If you are involved in a traffic accident, it is very important to remain calm. If anyone is hurt, dial 119 for an ambulance and 110 for police and do not move any injured individuals. Even for minor accidents, please call the police. When the police arrive, present your driver’s license and proof of automotive insurance (*jibaiseki*) and follow their instructions. Be sure to write down the other driver’s license and registration numbers and their contact information. Then call the insurance company to report the accident.

(7) Bicycles

If you buy a bicycle, register it (*bôhan tôroku*) at the bicycle shop. Bring identification (Residence Card or My Number Card). Registration costs JPY 500. Nara Prefecture Bicycle Regulations require that those who ride bicycles purchase bicycle insurance (Bicycle liability insurance).

Medical Treatment and Insurance

Medical Treatment

(1) Health Care Center

To maintain the physical and mental health of our faculty, staff and students, the Health Care Center provides health examinations, daily treatment, and lifestyle guidance and health education free of charge. These three aspects of health promotion, namely checkups, treatment, and prevention, are addressed at the Health Care Center on the 2nd floor of the University Union building. The Center has an examination room, a chat and health counseling room, and a recovery room in a functional layout. A medical doctor, a nurse and an English-speaking staff member are regularly on duty.

Hours: 9:30 – 13:30, 14:30 – 16:30, Monday – Friday (excluding year-end/New Year and national holidays)

https://www.naist.jp/en/about_naist/offices/health_care_center/



Contact Information

Phone: 0743-72-5108 (Ext. : 5108)

E-mail: hcc@hcc.naist.jp

Instagram: https://www.instagram.com/naist_healthcarecenter/



All facilities at the Health Care Center are free of charge.
Please use the facilities and equipment with care.

	Details	Notes
Examination and treatment	If you are experiencing any unusual physical symptoms, please do not hesitate to visit the Center for an examination and treatment. We have basic examination equipment and are able to prescribe medicine if necessary. For illnesses and conditions that the Center is unable to treat, we will refer you to specialist doctors and hospitals. We adhere to a confidentiality policy for all treatment, including physical and mental counseling, and will protect your privacy.	Any medical treatment at outside medical facilities with a referral from the Center is at the patient's expense. National Health Insurance may be applied.
Health counseling	Doctors and nurses are available to discuss any mental health issues. A professional counselor also provides a counseling service several times a month. All personal information will be treated with strict confidentiality.	
Health examinations	The Center periodically conducts general health examinations in spring as well as special examinations (radioisotope, X-ray, recombinant DNA, organic solvents, specified chemical substances). Detailed information including the date and time is provided by email. (Those who have undertaken a "Ningen Dock" examination or a complete medical examination in the same year do not require a general health examination.)	Please note that the families of international students and scholars are not eligible.
Health certificates	The Center issues health certificates required for job applications and enrollment in advanced academic programs. You are required to have taken all of the tests in the periodic health examination to receive a health certificate. Certificates are issued by the automatic certificate issuing system at the Student Affairs Division, or at the Health Care Center.	
Self-check	For self-checking purposes, automatic scales to measure height and weight, as well as a blood pressure meter and optometer are available in the lobby area at the Center.	
Chat & health counseling room	Equipped with a table and television, the room is ideal for relaxation, conversation and watching TV.	
Rest room	Please use this room when you are feeling unwell and need to rest.	
HCC NEWS	The annual HCC NEWS (Health Care Center News) provides a variety of useful information.	

(2) Consultation at a Hospital

When you go to a hospital, you need money and your My Number Health Insurance Card or Health Insurance Confirmation Certificate.

Consultation hours vary, but most larger hospitals are open weekday mornings and closed weekends and holidays. Please check consultation hours in advance. Some medical practices are open for consultation on weekday afternoons, at night or on Saturdays.

Most general hospitals are well equipped with the latest medical equipment and accept a wide range of patients. However, the wait is often long. You can shorten the waiting time if you make an appointment in advance by phone or through reservation systems before going to a clinic or hospital. (Reservations may not be available for initial visits.) If you have trouble making a reservation, please contact CISS or the International Student Affairs Section for assistance. Most receptionists do not speak any foreign languages. If you do not speak Japanese, please ask Japanese speaker to accompany you, or bring a note in Japanese about your condition.

Nearby General Hospital

Shiraniwa Hospital (Shiraniwa General Hospital)

Address: 6-10-1, Shiraniwadai, Ikoma City

Access: In front of Shiraniwadai Station

Main Phone Number: 0743-70-0022

Consultation Hours: Monday to Saturday, 9:00 AM to 12:00 PM (Reception hours: 8:30 AM to 12:00 PM)

Please check the website for information regarding afternoon consultations and available doctors.

<https://www.allpines.jp/shiraniwa/>

Closed: Saturday afternoons, Sundays, holidays, New Year's holiday period

However, emergency cases are accepted on Sundays, holidays, and at night.

*Please contact before visiting.



Ikoma City Hospital

Address: 1-6-2, Higashi-Ikoma, Ikoma City

Access: 3 minutes walk from Higashi-Ikoma Station

Main Phone Number: 0743-72-1111

Consultation Hours: Monday to Saturday, 9:00 AM to 12:00 PM

Afternoon consultation times and availability may vary depending on the department.

<https://ikoma.tokushukai.or.jp/>

Closed: Saturday afternoons, Sundays, holidays, New Year's holiday period

The emergency department is open 24 hours a day, 365 days a year.

*Please contact before visiting.



(3) Search for Medical Institutions and Interview Sheets in Multiple Languages

You may search for medical institutions and interview sheets available in multiple languages on the internet by accessing the following URLs.

Nara Medical Information Net

<https://www.pref.nara.jp/15025.htm>



Medical Interview Sheet in Multiple Languages

<http://www.kifjp.org/medical/>



Japan National Tourism Organization (JNTO)

http://www.jnto.go.jp/emergency/eng/mi_guide.html



(4) Nighttime and Holiday Emergency Medical Care

● Emergency Medical Care in Ikoma City

【Internal medicine and pediatrics】

〈Ikoma Medical Center Holiday and Night Emergency Clinic〉

Location: Serabi Ikoma, 1-3 Higashi-Shinmachi

Phone: 0743-75-0111

※ Please call before visiting the clinic.

For details on emergency surgical treatment and hours of operation, please check the Ikoma City website.

URL: <https://www.city.ikoma.lg.jp/0000001801.html>



〈Seeking treatment outside of consultation hours at Ikoma City Hospital〉

If you wish to see a doctor, please be sure to call in advance.

Location: 1-6-2 Higashi Ikoma, Ikoma City

Phone: 0743-72-1111

【Surgery and Internal Medicine】

Surgical and internal medicine emergency medical services are provided by five hospitals on a rotating basis.

※ Please confirm the hospital in charge on the day of your visit by using the automated voice guidance system (phone number: 0743-74-5600 (in Japanese only)), and be sure to call the hospital before you go to receive treatment.

● Children's Medical Telephone Consultation

(Ministry of Health, Labor, and Welfare) Only Japanese

<https://www.mhlw.go.jp/topics/2006/10/tp1010-3.html>



Phone number: #8000 (Only Japanese)

A nurse and, if necessary, a pediatrician will provide advice on appropriate measures and whether or not to seek medical attention.

Insurance

Visiting a doctor or receiving medical treatment in Japan for injury or illness without insurance is expensive. If you will stay in Japan for 3 months or more, you should enroll in the National Health Insurance to reduce possible medical costs. If you think you won't be eligible for this insurance, you should prepare an overseas travel accident insurance policy before coming to Japan instead. Please verify the insurance terms and conditions, as some diseases or injuries (previous diseases, chronic disorders, dental care, etc.) may not be covered.

Pregnancy and Childcare

Pregnancy

(1) Pregnancy and Birth

After a pregnancy is confirmed at a medical institution, the mother will need to receive a “Maternal and Child Health Handbook” from city hall in order to receive various government support. (A “Pregnancy Notification Form” must be submitted to city hall for this.) This is a comprehensive health record for pregnancy, childbirth, and childcare, and contains administrative, health, and childcare information related to pregnancy and infant care. When this handbook is issued, the mother will also be given information on consultation services. In addition, subsidy coupons that cover a portion of the cost of regular health checkups at maternity hospitals from pregnancy to delivery are issued at the same time. Foreign nationals are also eligible for this if they have a residence card and have registered their place of residence.

Japan offers a public program called the “Support Benefit for Pregnant Women” to help reduce pregnancy-related financial burdens. After a fetal heartbeat is confirmed and a pregnancy is registered with the local municipality, 50,000yen is provided. An additional 50,000 yen per fetus is paid from eight weeks before the due date upon notification. There are no income limits, and eligibility may extend to cases of miscarriage, stillbirth, or abortion under certain conditions. Application procedures and payment methods vary by municipality.

Medical insurance in Japan does not cover the costs of childbirth, but insured persons are eligible for a lump-sum childbirth and childcare allowance. (up to approximately JPY 500,000) Childbirth costs vary with the hospital, but most people pay JPY 50,000 or more out-of-pocket. This can be due to private room charges, extended hospital stays, and changes in the delivery method. (from natural to cesarean, epidural anesthesia, etc.)

(2) Birth of a Child (Various Procedures)

① At the City Hall

〈Registration of Birth〉

Registration must be done within 14 days of birth (including day of birth). You must submit a birth registration form, along with the Birth Certificate (hospital-issued) and your mother and child book to city hall.

※ For registration in Japan, your child’s name is registered in the order of last name and then first name (which includes middle names), so please write them in the same order as you would like them to appear on his/her residence card. Basically, corrections are not allowed after the family register has been completed, so please make sure there are no mistakes in the forms before submitting.

〈Health Insurance〉

If not employed by NAIIST, health insurance registration must be completed at city hall within 60 days of birth. If employed by NAIIST, registration is done at the Salary and Mutual Aid Section, Personnel Division. Please ask about the necessary documents (Residence Certificate with My Number, etc.) before going to city hall.

〈Child Medical Welfare System〉

Children (until the March 31st after their 18th birthday) will have their actual medical treatment costs reduced when seeking treatment with the national insurance in Nara Prefecture. (You must apply for reimbursement if they receive treatment in other prefectures.)

〈Child Allowance〉

Children (those between the day they turn 18 and the first March 31 thereafter) may receive a monthly child allowance (jidô teate, JPY 15,000 (ages 0-3)/JPY 10,000 (age 3 or older)). It

is distributed 6 times a year. You apply for it when you register a birth and must submit an update (*genkyo todoke*) sent from city hall every June.

If your income exceeds the prescribed upper limit, the allowance will not be paid. You will must reapply when your income falls below the limit.

② At the Immigration Office

If your newborn child will stay in Japan for more than 60 days, you must apply for residential status within 30 days of birth at the Immigration Bureau.

Please submit the following documents:

- Certificate of Acceptance of the birth register (issued by municipal office)
- Residence card and passports of both parents
- Passport of the newborn child
- Certificate of Residence (showing all family members)

Additional documents:

- If employed by NAIST: Certificate of Employment, Certificate of Resident Tax (taxation or non-taxation), and Tax Payment Certificate
- If not employed by NAIST: Certificate of Financial Support

③ At the Embassy

You must notify the nearest embassy or consulate in Japan of your child's birth and apply for a passport. Consult with the embassy or consulate about the necessary documents.

Childcare

(1) Preventive Vaccinations for Children

In Japan, there are two types of vaccinations offered to prevent the spread of infectious diseases, standard ones administered through local governments free of charge and voluntary ones that parents/guardians choose and they must be paid for. (Local governments may offer financial support.) The children of registered foreign nationals in Japan may receive standard vaccinations free of charges as well. If you will bring your child to Japan, please make sure to bring your child's vaccination records. If possible, bring an English translation of your child's vaccination history. When you register your child at city hall, you can request a vaccination schedule based on the child's vaccination history.

(2) Education for Children

① Japanese School System

Many children go to kindergarten at the age of 3 for preschool education. Compulsory education is from 6-15 years of age, including elementary and junior high school, and special support schools.

Elementary school is 6-12 years of age and junior high school is 12-15 years of age. Over 90% of students advance to senior high school (non-compulsory). The school year is April-March. Special support programs for mentally/physically challenged children are available to maximize each child's potential, and are offered at special support schools or in special support programs on elementary/junior high school grounds.

② Kindergarten / Nursery School / Kodomoen

Many children go to *yôchien* (kindergarten), *hoikuen* (nursery school) or the *Kodomoen* (a comprehensive facility for early childhood care and education) prior to elementary school. Operating hours, admission conditions, etc. vary. (Entering these may not be possible soon after arrival.)

〈Yochien (Kindergarten)〉

Children from the ages of 3-5 (Class determined by age as of April 1) may attend kindergarten prior to entering elementary school. It is open weekdays for 4-6 hours a day and closed during spring, summer and winter vacations. Under the free early childhood education and care system, daycare fees are free for all children in this age group who use kindergartens, nursery schools and Kodomoen, but there are other charges for the facilities, etc. For registration procedures, please contact the kindergartens directly.

【Kindergartens near NAIST】

Private	Ikoma Yochien (Nara Saho College)	2-12 Shikanodai-minami, Ikoma	Phone: 0743-78-4555
	Shiraniwadai Yochien	2-1-1 Shiraniwadai, Ikoma	Phone: 0743-85-5533

〈Hoikuen (Nursery School)〉

Nursery schools are available for children whose parents or guardians work (at least 3 days a week and 64 hours per month for Ikoma residents), are ill, or are otherwise unable to care for their children during the day. Children up to the age of 5 (as of April 1) may attend.

Nursery schools are generally open for about 8 hours per day throughout the year, except on Sundays, public holidays, and during the year-end and New Year holidays. Applicants must submit proof that they are unable to care for their children during the day.

Childcare fees are free for children aged 3 to 5. For children aged 0 to 2, fees are based on household income. (Additional children may be free of charge.)

Depending on the location and the child's age, many schools already have waiting lists and limited availability. Enrollment begins on the first day of each month, and the application deadline is the 10th of the previous month. (If the 10th falls on a weekend or holiday, the deadline is the previous business day.)

Please note that for April enrollment (the beginning of the Japanese fiscal year), the application deadline is in the previous October or November. If you plan to bring children with you, please make arrangements well in advance.

【Nursery schools near NAIST】

Kitayamato Hoikuen	1-23-1 Kitayamato, Ikoma	Phone: 0743-85-4685
Niji Hoikuen	6-12-1 Shiraniwadai, Ikoma	Phone: 0743-71-3399
Shikanodai Saho Hoikuen	2-2-6 Shikanodai-kita, Ikoma	Phone: 0743-78-3973
NAIST Daycare Scitech	Nara Institute of Science and Technology 1st floor of Guesthouse Sentan	Phone: 0743-72-3179

*Please see Appendix for Map of Kindergartens and Nursery Schools near NAIST

〈Kodomoen (Comprehensive day care center)〉

Kodomoen is a comprehensive facility functioning as both a kindergarten and nursery school.

【Kodomoen near NAIST】

Takayama Kodomoen	12555 Takayama-cho, Ikoma	Phone: 0743-78-0161
Ikoma Pure Kodomoen	3013 Shikahata-cho, Ikoma	Phone: 0743-70-0885
Hana Hoikuen	2576-2 Kamimachi, Ikoma	Phone: 0743-71-0419
Umi Hoikuen	4-10-5 Shiraniwadai, Ikoma	Phone: 0743-70-0419
Mori Hoikuen	3305-1 Kamimachi, Ikoma	Phone: 0743-78-0419

③ Elementary /Junior High School

Each residential area has designated elementary and junior high schools. Please contact the local board of education regarding registration to enter a public school. To enter a national or private school, contact the school directly. You need Residence Cards and passports for both the parent(s) and children to apply to any school. Tuition and textbook fees are free for national and public schools. However, you have to pay for meals and education materials.

〈Financial Assistance Program〉

Based on the School Education Act, the local municipality financial assistance program supports, in part, educational expenses for the parents/guardians of students in compulsory education found to be in financial need. Specifically, this may be full or partial financial support for items required for elementary and junior high school, text and lunch expenses, school trip expenses and other expenses. Those eligible for this program are households receiving public assistance, residence tax exempted households, those receiving child care allowance, and those whose income is less than the municipality-established income criteria.

To apply: Applications may be submitted to the child's teacher, school office or local Board of Education student affairs office; or sent to the Board of Education student affairs office.

④ Senior High School

Japanese high schools are prefecturally, municipally, privately, and nationally-operated, and admit those students who are academically suited for the schools that pass the entrance examinations after completing the application process.

Please note that high schools require international students to be somewhat fluent and they may not accept international students due to this, making entering high school quite difficult. When international students are eligible to apply to a school, the application procedures may be different so please confirm details with the following School and Education Division.

〈School and Education Division, Nara Prefectural Board of Education〉

Phone: 0742-22-1101 <http://www.pref.nara.jp/11935.htm> (In Japanese)



〈International School in Ikoma City〉

Kansai Christian School

282-2 Oaza Misato Heguri-cho Ikoma-gun Nara 636-0904

Phone/Fax: 0745-45-6422 <http://www.kansaichristianschool.com>



In Case of Emergency

Emergency Numbers

Crimes, traffic accidents, etc. Call the police **Dial: 110**

When calling the police to report a crime or traffic accident, give your name, address, and the crime/accident location and details. If a police box (*Koban*) is nearby, inform the officer on duty.

Fire or an ambulance Call the fire department **Dial: 119**

When you call 119, report the fire or ask for an ambulance, giving your name, address, and the location of the emergency. In case of fire, sound the fire alarm.

Calls to 110 or 119 are free of charge. If you are using a public phone, dial the number directly without inserting coins, or press the emergency button (usually red).

For other emergencies, such as earthquakes, health issues, etc., contact Japan Helpline, a non-profit, 24-hour emergency support service hotline. You must pay phone charges.

Japan Hotline **Phone: 0570-000-911**
<http://www.jhelp.com/en/jhlp.html>



On Campus

In case of an accident or disaster on campus, contact the police and/or fire department as described above, and notify your laboratory.

International Affairs Division: Ext. 5909 (Monday - Friday, 8:30 - 17:15)

or

Disaster Prevention Center: Ext. 5048 (All other times)

Safety Tips (An app for International Visitors in Japan to Provide Disaster Information)

This app is available in English, Simplified and Traditional Chinese, Korean and Japanese. It provides 'push notifications' of earthquake early warnings, tsunami warnings, weather warnings and eruption notices. Also, there is an evacuation flowchart showing evacuation actions for given conditions, a communication card to communicate with Japanese people, and useful links for disaster information. Please refer to the following link for more details.

website : <https://x.gd/vMLEp>



Earthquakes

Earthquakes are common in Japan. Learn the designated public shelters in your area. Secure furniture and appliances to walls, ceilings, etc. and to prepare emergency food and water. It is recommended to prepare an emergency bag such as a flashlight, medicine, first aid kit, disposable toilet, glasses, cash, bank passbook, mobile battery, and infant supplies. Keep this bag accessible so you can take it with you in case evacuation becomes necessary.

If you feel a tremor, turn off all gas appliances immediately and get under a sturdy table or desk for protection. When tremors subside, obtain up-to-date, accurate information from the radio, internet, etc., and plan your actions with this. Please only call 110 or 119 in emergencies.

Culture

Museums

<Campus Members>

NAIST is a member of the Campus Members System. This allows faculty and staff to enter permanent exhibitions of the following national art and history museums for free with their staff ID cards. Also, they may enter special exhibitions at these museums at reduced rates.

【Participating Museums】

<p>Nara National Museum</p> 	<p>Large collection of Buddhist art & artifacts, Shosoin exhibition in fall.</p> <p>Address: 50 Noborioji-cho, Nara City Hours: 9:30 - 17:00 (To 20:00 on Saturdays) Closed: Mondays (when a national holiday, the day after), other holidays Hours and closed days may change in some cases Tel: 050-5542-8600 http://www.narahaku.go.jp/index.html</p>
<p>Kyoto National Museum</p> 	<p>Displays artifacts, etc. focused on Kyoto culture</p> <p>527 Chayamachi, Higashiyama-ku, Kyoto City Hours: 9:30 - 17:00 (To 20:00 on Fridays) Closed: Mondays (when a national holiday, the day after), other holidays Tel: 075-525-2473 http://www.kyohaku.go.jp/</p>

Libraries

<p style="text-align: center;">Kansai-kan of the National Diet Library</p> 	<p>Hours: 9:30 - 18:00 Closed: Sundays, National holidays, New Year's holidays, third Wednesday of every month (for refiling) Phone: 0774-98-1200 Access: From Gakken Nara-Tomigaoka Station, take Nara Kotsu Bus 41 or 47 for Hosono Station and get off at "Hikaridai Itchome" bus stop. Address: 8-1-3 Seikadai, Seika-cho, Soraku-gun, Kyoto Materials not loaned out to individuals. Most collections are stored in stacks. Emphasis placed on science and technology-related materials. https://www.ndl.go.jp/en/kansai/index.html</p>
<p style="text-align: center;">Nara Prefectural Library</p> 	<p>Hours: 9:00 - 20:00 Closed: Mondays (If a national holiday, the weekday after), the last day of every month (If Saturday, Sunday or Monday, the weekday before), New Year's holidays Phone: 0742-34-2111 Access: From Kintetsu Shin-Omiya Station, take the bus for "Shijoji-minami-cho" and get off at "Kenritsu-tosho-jyohokan" bus stop. Address: 1-1000 Daianji-nishi, Nara City http://www.library.pref.nara.jp/</p>
<p style="text-align: center;">Ikoma City Library</p> 	<p>Hours: 9:30 - 17:00 Closed: Mondays, first Friday of every month, New Year's holidays, and days for refiling (Up to 14 days/year) Phone: 0743-75-5000 Access: A 8-minute walk from Kintetsu Higashiikoma Station Address: 238 Tsuji-machi, Ikoma City Branches: Kita Bunkan, Minami Bunkan and Shikanodai Kominkan Reading Room. Books can be returned to any branch *Ikoma-ekimae Reading Room < Hours > 9:30 - 20:00 (Tue-Fri) 9:30 - 17:00 (Sat, Sun and holidays) http://lib.city.ikoma.lg.jp/ (In Japanese)</p>
<p style="text-align: center;">West Nara City Library</p> 	<p>Hours: 9:30 - 19:00 (Children's room is open until 17:00 on weekdays) Closed: Mondays and New Year's holidays Phone: 0742-45-5669 Access: From Kintetsu Gakuemmae Station, take a bus to and get off at "Tsurumai-cho 6-chome" bus stop. Address: 1-21 Tsurumainishi-machi, Nara City Nara city also has two other branch libraries: Central Library (near Nara Station) and North Library (near Takanohara Station). http://library.city.nara.nara.jp/ (In Japanese)</p>

Holiday & Event Calendar

National Holidays

New Year's Day	January 1	A day to celebrate the New Year
Coming of Age Day	2 nd Monday of January	People who turned 20 are recognized as adults in civic ceremonies
National Foundation Day	February 11	A day to celebrate the mythical birth of Japan
Emperor's Birthday	February 23	A day to celebrate the Emperor's Birthday
Vernal Equinox	March (date varies)	A day to admire nature and appreciate animals
Showa Day	April 29	A day to look to the future of Japan while remembering the Showa Era of tumultuous growth and development
Constitution Day	May 3	A day to celebrate the founding of the post-war constitution
Greenery Day	May 4	An extra holiday to bridge the 2 holidays before and after
Children's Day	May 5	A day to celebrate and pray for the safety and health of children
Marine Day	3 rd Monday of July	A day to give thanks for the benefits of the sea
Mountain Day	August 11	A day to give thanks for the benefits of the mountains
Respect for the Aged Day	3 rd Monday of September	A day to respect the aged for their contribution to society and to pray for their longevity
Autumnal Equinox Day	September (date varies)	A day to pay respects to ones' ancestors and remember those who have passed away
Health and Sports Day	2 nd Monday of October	A day to enjoy sports and foster a healthy body and spirit
National Culture Day	November 3	A day to appreciate freedom and peace, and to promote cultural activities
Labor Thanksgiving Day	November 23	A day to give thanks for labor, production and workers

*The shaded part is referred to as the "Golden Week" break

Festivals and Events in Nara

Wakakusa Yamayaki	4 th Saturday of January	Wakakusa Mountain A 20-minute walk from Kintetsu Nara Station
Omizutori	March 1 - 14	Todai-ji Nigatsudo Hall A 20-minute walk from Kintetsu Nara Station
Ochamori	2 nd Saturday & Sunday of April	Saidai-ji Temple A 5-minute walk from Yamato Saidaiji Station
Saikusanomatsuri (Lily Festival)	June 17	Izagawa Shrine A 20-minute walk south from Kintetsu Nara Station
Nara Toukae	August 5 - 14 (Depends on the year)	Nara Park area: A 5 minute walk from Kintetsu Nara Station
Mantoro (Lantern Lighting)	August 14 -15	Kasuga Grand Shrine From Kintetsu Nara Station, take a bus to "Kasuga Taisha Honden"
Daimonji Okuribi	August 15	Takamado-yama From Kintetsu Nara Station, take a bus to "Kasuga Taisha Sando"
Shika no Tsunokiri (Deer-horn Cutting)	The 3-day holiday weekend in October	Rokuen From Kintetsu Nara Station, take a bus to "Kasuga Taisha Omotesando," a 10-minute walk
Onmatsuri	December 15 -18	Kasuga Grand Shrine From Kintetsu Nara Station, take a bus to "Kasuga Taisha Honden"

Others

Culture Shock

Understand that culture shock happens to everyone. In a new country, culture or environment very different from those you are accustomed to, you may feel anxious, confused or disorientated. When you experience these, do not isolate yourself. Ask someone for a help.

〈Tips〉

- Realize that what you are going through is normal.
- Keep in touch with your family and friends in your country.
- Eat well, exercises on regular basis, and get enough sleep.
- Talk to someone about your feelings.
- Set goals and targets to acquire new skills and fuel interests in Japan.
- Improve your Japanese skills.
- Observe what others do in the same situation.
- Retain a sense of humor.

〈Basic Japanese Culture Points for Those who will Live in Japan〉

Common traits of Japanese people

- Japanese tend to be group oriented.
- Japanese tend to ask other's opinions before they act.
- Japanese tend to avoid sticking out; the common saying is "the nail that sticks out gets hit."
- Japanese may not express their emotions openly or strongly.
- Japanese may be nervous when using English. (They may be afraid of making mistakes, and therefore some may seem quite shy.)

Personal relationships, etc.

- Japanese may require relatively more time to become close friends.
- Indirectness is common to avoid offending people in conversation. (To avoid conflicts.)
- Social invitations may be made out of politeness. (May not be meant.)
- Greetings are mostly light bowing, but Japanese will return a handshake.
- Hugging or other physical contact during conversation is not common between colleagues.
- Some Japanese may have specific images of how foreigners behave, etc. (Stereotypes)
- It is common to buy gifts for colleagues/friends when traveling, but you need not reciprocate.

Daily life

- Japanese people wait in line orderly. (Cutting in line is rude.)
- Japanese often slurp hot food/tea. Lifting up plates/bowls when eating is normal.
- Punctuality is considered politeness.
- People set much value on manners and rules.

Returning to Your Home Country

Required Procedures at NAIST

● Procedures for Moving Out from the Staff Housing

If you plan to vacate the housing, please notify the Personnel Planning Section of your intended move-out date by email (j-kikaku@ad.naist.jp)

If you contact the office by the end of the month prior to your desired move-out-date, the rent for your final month can be calculated on a prorated (daily) basis.

When vacating the residence, an inspection will be conducted, and if any repairs are required, you will be responsible for completing them.

For details on the costs incurred at the time of move-out, please refer to page J-10 (1) Staff Housing, and the relevant page on the NAIST Portal site.

<https://x.gd/EdlcR>

Procedures outside NAIST

● Leaving Housing

Notify the residence owner/agent at least 1 month before you will leave the residence. Try to return the property to its original condition when leaving, or you may not receive a full refund of the shikikin. Please follow oversized garbage disposal rules.

● Payment of Utilities

For utilities such as electricity, gas, water, and telephone services, please contact the relevant service offices or customer service centers at least one week before your move-out date to arrange for service termination and settlement of any outstanding charges, and follow their instructions.

● Cancellation of Mobile Phone and Internet Service

Please cancel your mobile phone contract at the store where you originally signed up.

For internet service, contact your provider at least one month before the cancellation date and inform them of your intended termination date.

● Closing Your Bank Account

Before leaving Japan, be sure to close your bank account after making final utility payments, etc. If you pay your credit cards, cell phone, etc. through automatic transfer, be sure to pay these before closing. Accounts that have had no activity for an extended period are closed, which will make it difficult for you to withdraw the remaining money.

● Submission of a Moving-Out Notification and Return of the My Number Card

Please be sure to submit a Moving-Out Notification at your municipal office and return your My Number Card. The notification can be filed from 14 days before your planned move-out date.

When submitting the notification, you will need to present identification documents such as your passport or driver's license.

● Withdrawal from the National Health Insurance and Returning Your Insurance Card

Before leaving Japan, be sure to return your National Health Insurance card and pay any unpaid premiums at your city hall. If you have overpaid, you can request a refund at this time.

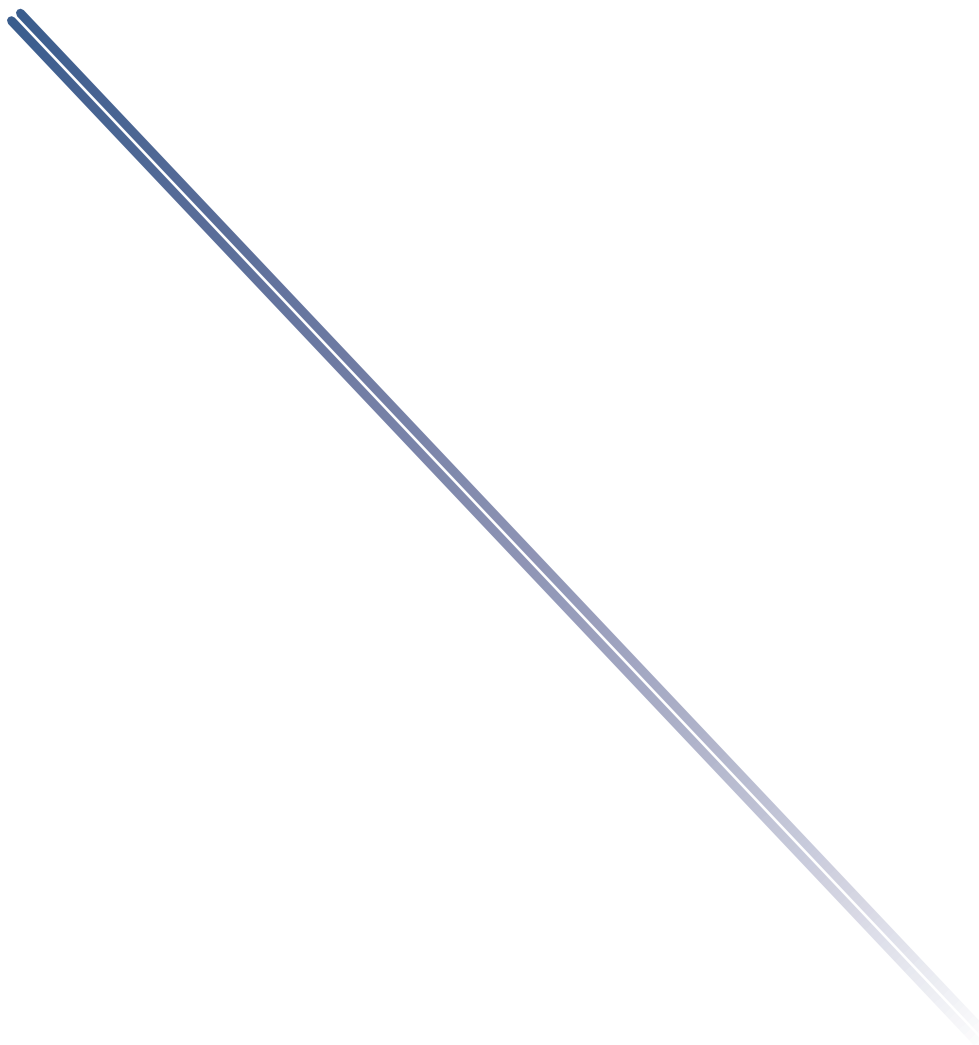
● School Procedures for Your Children

Once you have decided on your return date, notify your child's school in advance and complete any required formalities.

● Returning the Resident Card

When you finish all work at NAIST and are leaving Japan, do not apply for re-entry at the airport. Return your Resident Card as the Immigration Inspector orders.

資料 Appendix



Western and Japanese Calendar Reference Chart

西暦／和暦比較表

Western year	Japanese era	Japanese year	Western year	Japanese era	Japanese year		
2035	Reiwa (令和)	17	2006	Heisei (平成)	18		
2034		16	2005		17		
2033		15	2004		16		
2032		14	2003		15		
2031		13	2002		14		
2030		12	2001		13		
2029		11	2000		12		
2028		10	1999		11		
2027		9	1998		10		
2026		8	1997		9		
2025		7	1996		8		
2024		6	1995		7		
2023		5	1994		6		
2022		4	1993		5		
2021		3	1992		4		
2020		2	1991		3		
2019		1	1990		2		
2018		Heisei (平成)	31		1989	Shōwa (昭和)	1
2017			30		1988		64
2016	29		1987	63			
2015	28		1986	62			
2014	27		1985	61			
2013	26		1984	60			
2012	25		1983	59			
2011	24		1982	58			
2010	23		1981	57			
2009	22		1980	56			
2008	21		1979	55			
2007	20		1978	54			
	19			53			

Immigration Offices / 出入国在留管理局

Osaka Regional Immigration Bureau / 大阪出入国在留管理局

Address: 1-29-53 Nankou Kita, Suminoe-ku, Osaka City, Osaka

Phone: 06-4703-2100

Hours: 9:00 - 16:00 (except Saturdays, Sundays, holidays)

Access: A short walk from exit 3 of Cosmosquare station. (One train from Gakken-Kita-Ikoma Station.)



Osaka Regional Immigration Bureau Nara Branch Office / 大阪出入国在留管理局奈良出張所

Address: 3-4-1 Higashikideracho, Dai-ni Houmu Sogo Chosha, Nara City

Phone: 0742-23-6501

Hours: 9:00 - 12:00, 13:00 - 16:00 (except Saturdays, Sundays, holidays)

Access: From Kintetsu Nara station, 1) Take a Nara City Loop Line bus and get off at Takabatake-cho bus stop. A 5-minute walk from the bus stop. (The loop line bus also departs from JR Nara station.) or 2) Take a Nara Kotsu bus and get off at Takabatake Jutaku bus stop. A 3-minute walk from the bus stop.



City Hall and Branch / 市役所・出張所

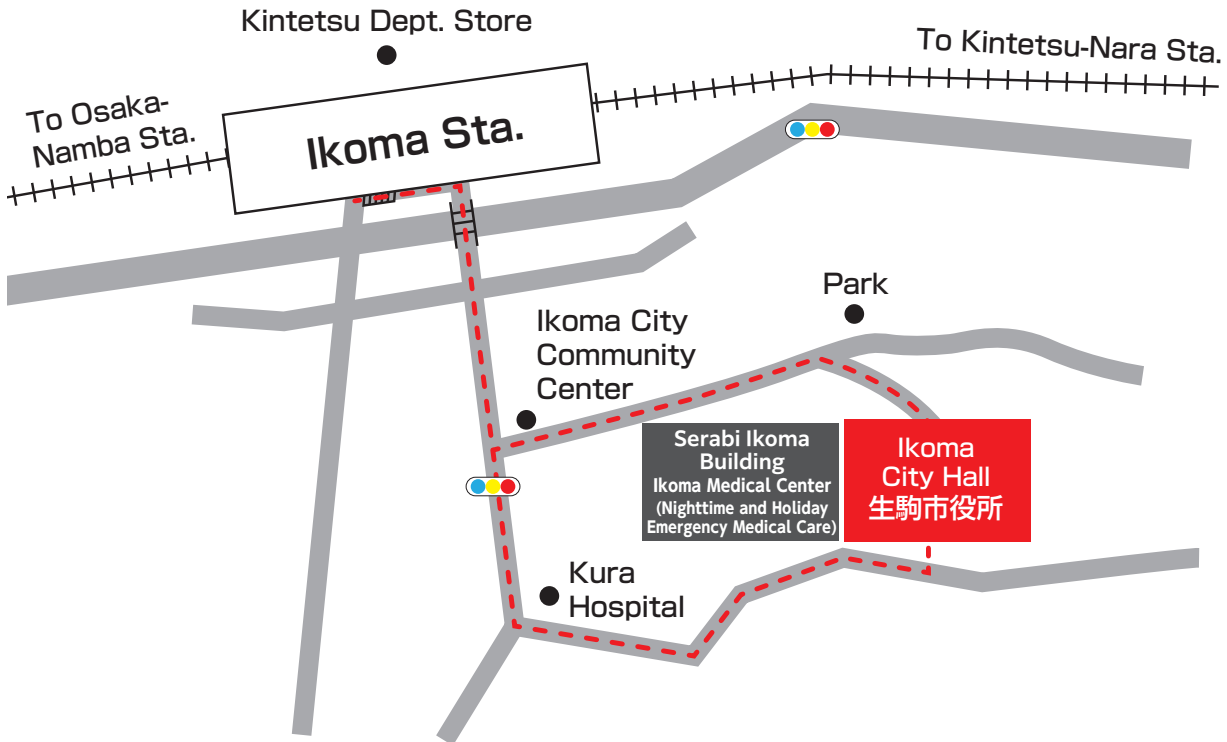
Ikoma City Hall / 生駒市役所 (Serabi Ikoma/ セラビー生駒)

Address: 8-38 Higashishinmachi, Ikoma City

Phone: 0743-74-1111

Hours: Monday - Friday (except holidays and 12/29 - 1/3) 9:00 - 16:30

Access: A 6-minute walk from Ikoma Station.



Shikanodai Fureai Hall / 鹿ノ台ふれあいホール

Address: 2-3-3 Sikanodai Minami, Ikoma City

Phone: 0743-78-7966

Hours: Tuesday - Friday, Saturday, Sunday (except holidays and 12/27 - 1/5)

9:00 - 16:30

Access: From Gakken-Nara-Tomigaoka Station, take a bus and get off at Shikanodai-Higashi-2 Chome bus stop

Kita Community Center ISTA Habataki / 北コミュニティセンター ISTA はばたき

Address: 1543 Kami machi, Ikoma City

Phone: 0743-71-3331

Hours: Tuesday - Friday, Saturday, Sunday (except holidays and 12/27 - 1/5)

9:00 - 16:30

Access: From Gakken-Kita-Ikoma Station, take a bus and get off at Mayumibashi bus stop

* Ikoma Citizen's Service Desks

Copies of certificates of residence, certifications of resident registration, and seal registration certificates can be issued at the Ikoma Citizen's Service Desks of the above two facilities.

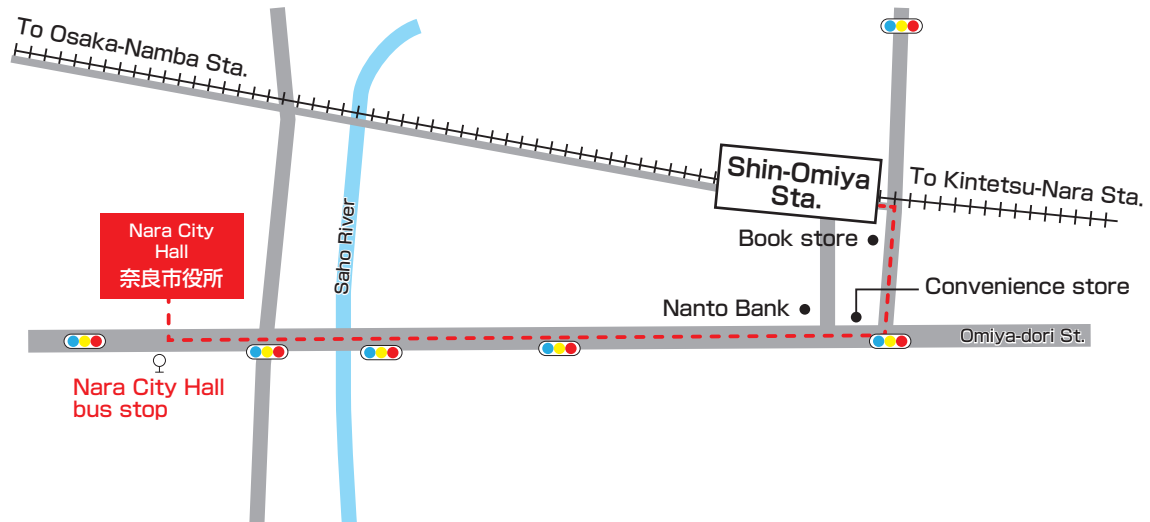
Nara City Hall / 奈良市役所

Address: 1-1-1 Nijo Oji Minami, Nara City

Phone: 0742-36-4894

Hours: Monday - Friday (except holidays and 12/29 - 1/3) 9:00 - 17:00

Access: A 10-minute walk from Shin-Omiya Station, or take a bus from the station and get off at Nara City Hall (Nara-sicho-mae) bus stop.



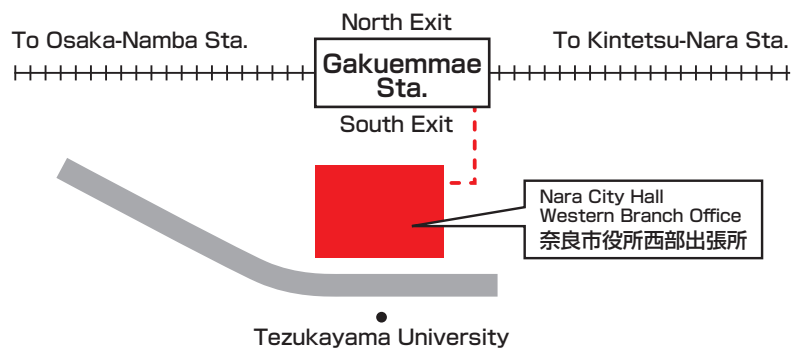
Nara City Hall Western Branch Office / 奈良市役所西部出張所

Address: 3-1-5 Gakuenminami, Nara City (2nd floor of the west hall)

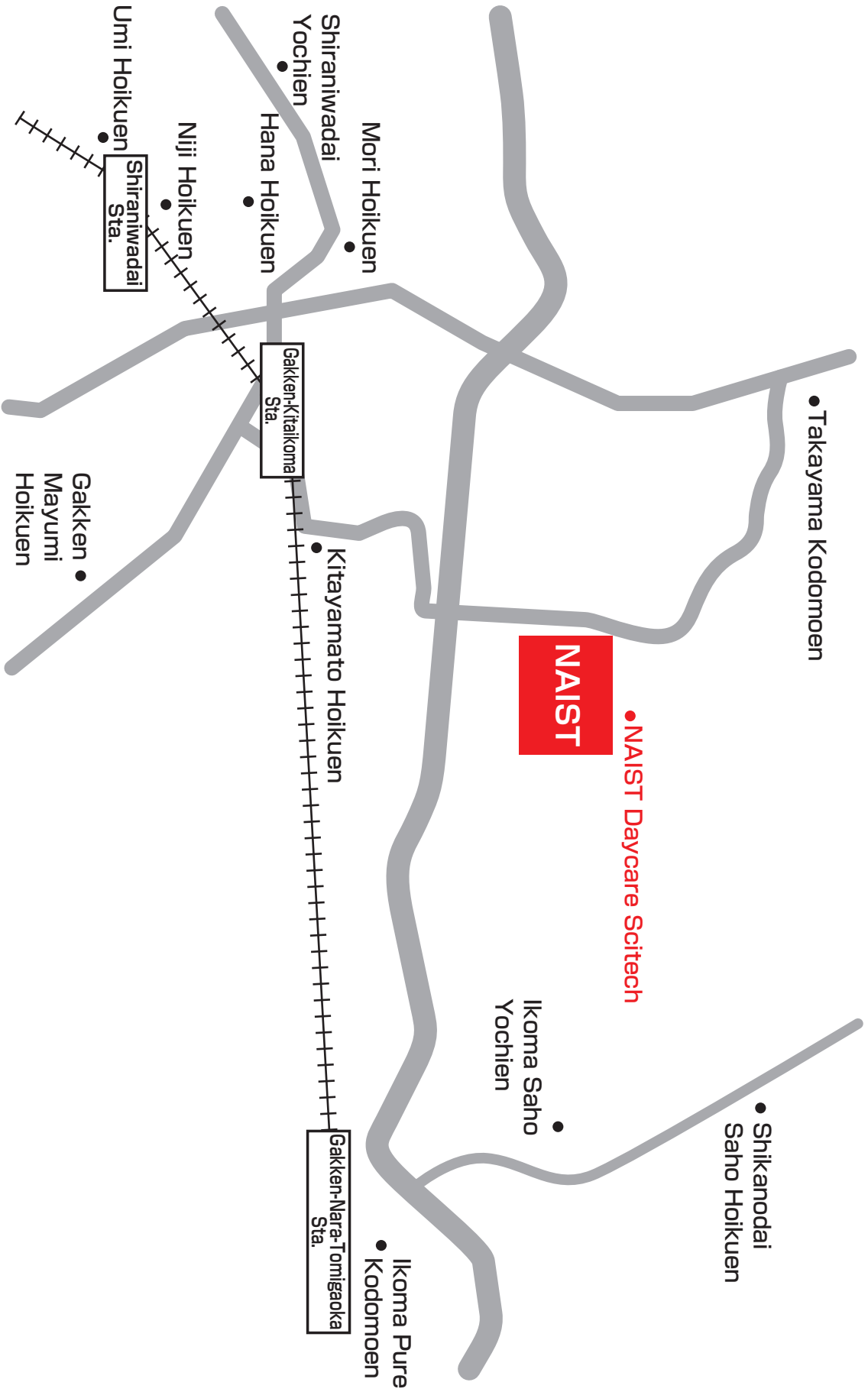
Phone: General Affairs Division: 0742-44-1005 / Citizens' Affairs Division: 0742-44-1001

Hours: Monday - Friday (except holidays and 12/29 - 1/3) 9:00 - 17:00

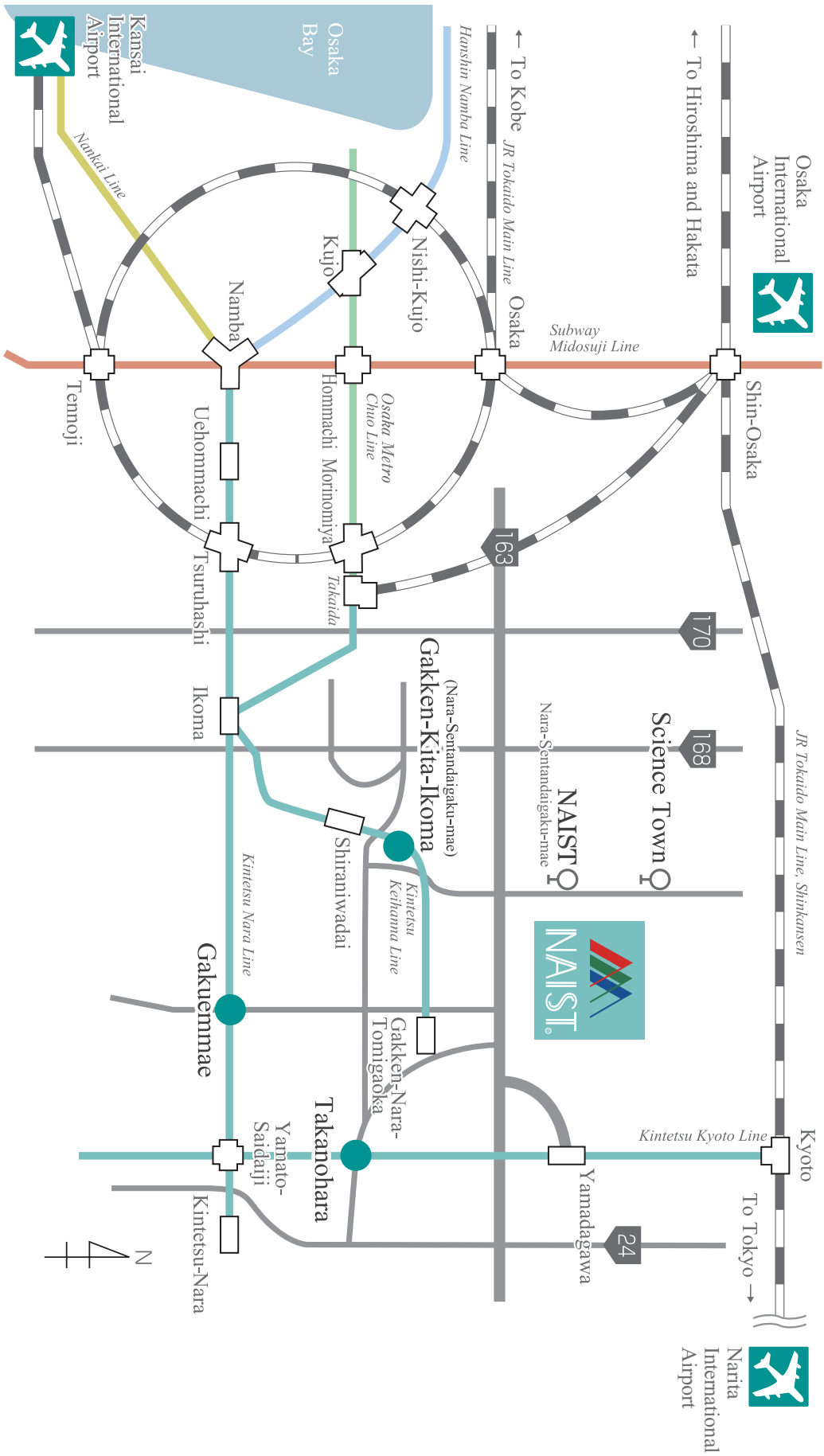
Access: In front of Gakuenmae Station (South exit side).



Kindergartens and Day Nurseries near NAIST /
大学周辺の幼稚園・保育園・こども園



Kansai Railway Map / 関西路線図



Campus Map / キャンパスマップ



- ① Administration Bureau
- ② Library
- ③ University Union / Health Care Center / Convenience Store
- ④ Interdisciplinary Frontier Research Complex No. 2
- ⑤ Millennium Hall
- ⑥ Guesthouse Sentan (NAIST Daycare Scitech)
- ⑦ Information Science Complex / Information Initiative Center
- ⑧ Biological Science Complex / Research and Education Center for Genetic Information
- ⑨ Animal Experimentation Facility
- ⑩ Botanical Greenhouses
- ⑪ Materials Science Complex / Research and Education Center for Materials Science
- ⑫ Bio Nano Process Laboratory
- ⑬ Interdisciplinary Frontier Research Complex No. 1
- ⑭ Student Dormitories
- ⑮ Staff Residences
- ⑯ Administration Bureau Annex

