

【List of Necessary Procedures after Enrollment】

	Things to be done immediately after enrollment	Procedure/Submit to	Office in Charge	
1	Procedure for Alien Registration	Ward/City Office	Ward/City Office	Procedures must be completed immediately after arrival.
2	Procedure for joining National Health Insurance	Ward/City Office	Ward/City Office	Procedures must be completed immediately after arrival.
3	Open a bank account (MEXT Scholarship Student)	Nearest Postal Bank		
4	Submit copy of Passport	International Liaison Office		Since we have to register personal data immediately after enrollment, please bring 4/5/6 to International Liaison Office. We must keep a copy of this.
5	Submit copy of Alien Registration Card	International Liaison Office		
6	Submit copy of National Health Insurance Card	International Liaison Office		
7	Submit Personal Data Form [Word File]	International Liaison Office	International Liaison Office	We will hand you the "Personal Data form" after enrollment. Please fill it in and submit it to the ILO.
	Things to be done during enrollment period	Procedure/Submit to	Office in Charge	
8	Application for Temporary Leave [Excel File]	International Liaison Office	Download the form from the International Liaison Office Web Page	Please submit the form to the ILO every time you leave Japan, when, for example, attending a conference, field work, temporary leave, etc.
9	Application for Change (Address・Telephone Number・E-mail Address, etc.) [Word File]	International Liaison Office	Download the form from the International Liaison Office Web Page	If there's any change in personal data, please submit the form.
10	Application for International Lodge [Excel File]	International Liaison Office	International Liaison Office Web	Move in: Twice a year, in April and October Application information will be announced on the web in January and July.
11	Application for Scholarship	International Liaison Office	International Liaison Office Web	Private scholarship etc.. Scholarship Information will be announced on the web.
12	Announcement of Events	International Liaison Office	International Liaison Office Web	Will be announced by e-mail
13	Application for Re-entry Permit [Excel File]	Immigration Bureau	Immigration Bureau	You have to get re-entry permit each time you leave Japan.
14	Permission for Extending Period of Stay [Excel File]	Immigration Bureau	Immigration Bureau	Able to apply from 2 months before the expiry date (Please drop by ILO to get the document)
15	Permission to Engage in an Activity Other Than That Permitted by the Status of Residence Previously Granted [Excel File]	Immigration Bureau	Immigration Bureau	No need to apply if you just do TA or RA on campus.