

Welcome to the School of Science

It's our great pleasure to welcome you to the School of Science of the University of Tokyo. Probably most researchers will be coming for relatively short-term visits, but perhaps some of you will wind up staying here as faculty members. In any case, we hope this handbook will help make your stay here smooth and productive. If you have questions on topics that are not covered in this handbook, your host and the Department and School offices will do their best to help you.

For many years the "internationalization" of higher education in Japan in general, and at our university in particular, has been the topic of much discussion. We are making efforts to make it easier for visitors from abroad to function as much as possible in English, but frankly we still have a long way to go. Please bear with us. At the same time, may we suggest that you spend as much time as you can to learn Japanese. Even learning just a bit of the language will make your stay here much more enjoyable. We hope each of you will find your own ways to make yourself feel at home while you're in Japan. Enjoy!

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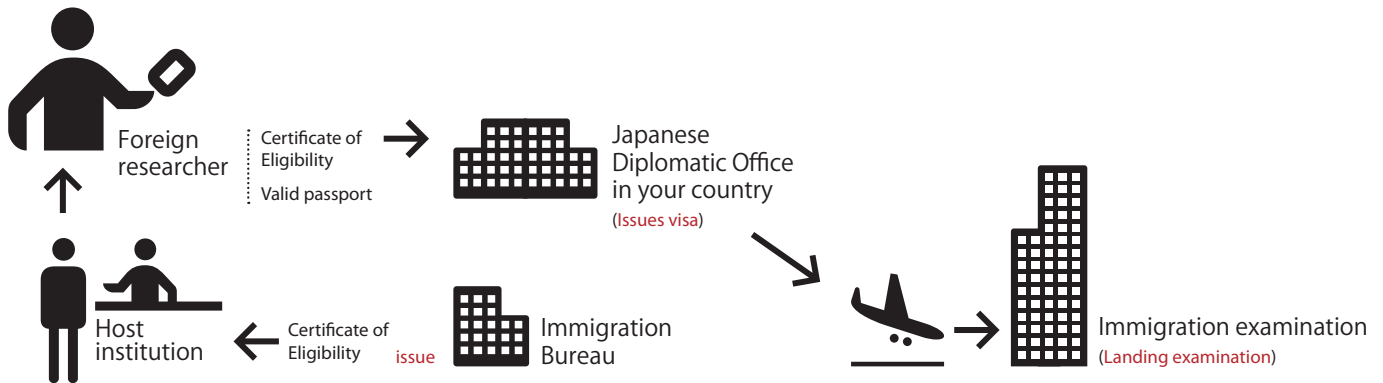
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Preparing

Visas are issued by Japanese embassies and consulates abroad prior to entering Japan. These documents are required during landing procedures. "Status of residence" and "period of stay" refer respectively to the activities foreign citizens are permitted to engage in having entered and while staying in Japan, and the duration for which this status is authorized.



1. Certificate of Eligibility

ITEMS

- ▶ One ID photo
length: 4cm
width: 3cm
- ▶ A copy of your passport page showing a photo of your face
- ▶ Your resume. An English CV is acceptable

When you have been offered a position as an employee of the University or a JSPS fellow, you will first need a Certificate of Eligibility. Submit documents after you have received the offer letter from the university staff. If your spouse and family members will accompany you, please let us know. Then the staff will apply for a Certificate of Eligibility on your behalf at the Immigration Bureau of Japan. It usually takes one month or two months to acquire a Certificate of Eligibility, and the University may request additional supporting documents as a part of this process.

Inquiries concerning
status of residence
Tokyo Regional Immigration
Bureau:
Konan 5-5-30, Minato-ku, Tokyo
☎ 03-5796-7112
✉ info-tokyo@immi-moj.go.jp

2. Obtaining your visa

ITEMS

- ▶ Your Certificate of Eligibility
- ▶ Your passport
- ▶ Two ID photos
- ▶ Two visa application forms
- ▶ Depending on the country, a Letter of Guarantee or a Schedule of Stay may be required

A Certificate of Eligibility issued by the Immigration Bureau of Japan will be sent to you by the University. After receiving it from the University, please submit the documents at left to the Japanese embassy or consulate in your area to acquire a visa.

The University of Tokyo provides visa consulting services for foreign researchers throughout the university in order promptly to respond to questions about visa status. If you have any questions about your visa, please feel free to inquire by email or to have your host inquire on your behalf.

Free Consultation Services
regarding Visa Status
<http://dir.u-tokyo.ac.jp/en/kokusai/visa.html>
☎ 03-5402-6191
✉ info@attorney-office.com

3. Tax conventions

An income tax convention is a treaty concluded between two countries, where one is the withholding tax country and the other is your country of ordinary residence, to prevent the double taxation of income. If there is a tax convention between your country and Japan, the University can process an application at your request.

However, if the tax rate in your own country is higher than in Japan, you might prefer not to apply for the tax convention. Residents of the United Kingdom, the United States, France and Australia need a certificate of residence issued in their own country to apply for the tax convention. It usually takes about two to three months for this document to be issued, so we urge you to request it well before you leave for Japan.

National Tax Agency
http://www.nta.go.jp/foreign_language/index.htm

4. Social security agreement

If you come to Japan from one of the social security agreement countries, and if you fulfill certain conditions, you can be exempt from coverage of the pension system of either your country or Japan. In some cases, you may add a coverage period under the Japanese system to a coverage period under your country's system. In order to apply for this, you need a Certificate of Coverage that proves your participation in the social security system of your country. Please request your employer in the agreement country to file an application with the organization that issues Certificates of Coverage. After coming to Japan, please submit the Certificate of Coverage to the General Affairs Division. Please note that the social security system for which the agreement was made differs for each agreement country.

Social Insurance Agency
<http://www.sia.go.jp/e/ag.html>

5. Overseas travel accident insurance

Non-Japanese who plan to stay in Japan for less than one year with a visa period of stay of less than one year are not able to enroll in the National Health Insurance scheme. Thus it is strongly recommended to sign up for overseas travel accident insurance before coming to Japan. Be sure to read the terms of the insurance policy carefully, as there are illness and injuries that may not be covered by the insurance policy.

6. Prohibited imports

Items that cannot be brought into Japan range from drugs and guns to counterfeit goods, and include rare animals and plants protected by the Washington Convention. Violations are severely punished by law. For the list of prohibited goods and more detailed information, please see the Japan Customs website.

Japan Customs website
<http://www.customs.go.jp/english/summary/prohibit.htm>

What to bring checklist

After receiving your visa, you will want to contact your supervisor or staff of your host institution and discuss what you are planning to bring. Don't try to bring everything you own – you can always buy it later. Not all residences have elevators, so it is better to pack a number of moderate-sized boxes that can be handled by one person rather than a few large ones.



ITEMS	CHECK
Passport and Visa	<input type="checkbox"/>
Japanese Yen in cash if possible	<input type="checkbox"/>
Travel Insurance	<input type="checkbox"/>
Credit Cards	<input type="checkbox"/>
Photocopies of documents	<input type="checkbox"/>
Documents issued by the University/Institute	<input type="checkbox"/>
Small suitcase or extra bags	<input type="checkbox"/>
Camera	<input type="checkbox"/>
Umbrella	<input type="checkbox"/>
Small calculator	<input type="checkbox"/>
Dictionary (Japanese conversation book)	<input type="checkbox"/>
Guidebook	<input type="checkbox"/>
Walking shoes	<input type="checkbox"/>
First Aid Kit/Prescription/OTC Medicine	<input type="checkbox"/>
Alarm clock	<input type="checkbox"/>
Glasses and Contact lenses	<input type="checkbox"/>
Jackets/Night wear/Socks/Underwear	<input type="checkbox"/>
Shaver	<input type="checkbox"/>
Laptop (if you need one)	<input type="checkbox"/>
Plastic bags	<input type="checkbox"/>
Pens/Memo notebook	<input type="checkbox"/>
Cosmetics and amenities	<input type="checkbox"/>

Arriving

Non-Japanese nationals who wish to enter and reside in Japan are required to go through various legal procedures, such as immigration inspection and obtaining a status of residence. Detailed information on necessary procedures for your entry into and stay in Japan is available on the Immigration Bureau's website, along with some examples of how to correctly fill out various application forms.

Immigration Bureau of Japan
<http://www.immi-moj.go.jp/english/index.html>

1. Alien Registration

ITEMS

- ▶ Your passport
- ▶ Two ID photos (4.5cm×3.5cm, taken within the previous 6 months, upper body, without a hat)
- ▶ Application form for alien registration (You can get the forms at your municipality's administrative office).

If you stay in Japan for 90 days or longer, you must prepare the following documents and submit them for alien registration to the municipal or ward office where you reside. It takes about two weeks to issue a foreign resident registration card.

The end of the Alien Registration Card system

Upon introduction of the new system of residence management, the current alien registration system will be phased out. The new system will be implemented by July 2012. Unless you are a permanent resident, you will receive your new residence card when you take a procedure such as applying for an extension of the period of stay. If you are a permanent resident, you will be required to apply for your new residence card within three years from the implementation of the new system of residence management.

Inquiries concerning Alien Registration
 Tokyo Regional Immigration Bureau Office
 (open 9:00-12:00, 13:00-16:00 Monday to Friday)
 Address: 5-5-30, Minato-ku, Tokyo
 ☎ 03-5796-7112

2. National Health Insurance

ITEMS

- ▶ Your Passport
- ▶ Alien Registration Card or Alien Registration Certificate of Registered Matters

National health insurance is designed for the general public (including non-Japanese nationals who have completed the alien registration and plan to stay in the country for one year or longer with valid resident status) other than those who are employed and covered by any other health insurance, seamen's insurance or mutual aid association plans.

Full-time employees, regardless of their period of employment, must join the Mutual Society of Health Insurance welfare program (->For more information, see page 8.)

A National Health Insurance Card will be issued immediately upon application. This card should be shown at hospitals whenever receiving medical examinations. Card holders only pay 30% of medical expenses.

It is recommended that researchers who stay less than a year purchase overseas travel personal accident insurance from a private insurer in their own country. Anyone without insurance must assume the full cost of their medical fees, which can be very expensive.

*Persons who intend to enroll in National Health Insurance should do so immediately after completing Alien Registration.

*Insurance premiums are calculated based on the previous year's income. It is recommended that you declare your previous year's income in Japan, which is zero in most cases, by submitting an Income Declaration Form when first joining National Health Insurance. If you do so, your premiums will be set at an appropriate level from the first payment. Every year you are required to declare your income for the previous year by the end of April.

3. Counseling Services in Foreign Languages

The employment insurance system provides benefits which ensure displaced employees a stable life until they find a new job. This insurance is also provided to foreign employees. However, overseas public servants, those who are covered by any overseas unemployment compensation system, and those who are dispatched to establishments in Japan after being hired abroad, are unable to join this insurance system.

Local governments and some service Institution offers consultation and counseling services for foreign people living in Tokyo. Please feel free to contact one of the consultation service office listed below if you do not fully understand legal procedures in Japan.

Tokyo Metropolitan
Government
<http://www.metro.tokyo.jp/ENGLISH/RESIDENT/LIVINGIN/cont7-01.htm>



SERVICES	DEPARTMENT/INSTITUTION	CONTACT	OFFICE HOURS
General Consultation	Academic Promotion Section	03-5803-1200	12:00-17:00
	Tokyo Metropolitan Foreign Residents' Advisory Center	03-5803-1200	9:30-12:00, 13:00-17:00
	Tokyo English Life Line	03-5774-0992	9:00-23:00
	House of Women HELP	03-3368-8855	10:00-17:00
	Foreign Residents General Information Center	03-5796-7112	9:00-12:00 13:00-16:00
Regarding Taxes	Tax Counsel Office of Tokyo Regional Taxation Bureau	03-3821-9070	12:00-17:00
Help for victims of crimes	Counseling Service for Foreigners	03-3503-8484	8:30-17:15
Travel and Tourism	Japan National Tourist Organization (JNTO)	03-3201-3331	9:00-17:00

4. Understanding your employment status

Understanding your employment status is the first step to finding out what rights and protection you may have at work. Each type of employment status has different legal rights, so it is important to know which category you fall into. If you are unsure about your employment status, please confirm it by obtaining a "Certificate of Employment" issued by the University or JSPS.

CONTRACTING INSTITUTION	TITLE	MEDICAL INSURANCE	PREMIUM/COMPENSATION	NOTE
University of Tokyo	Full-time	MEXT Mutual Society of Health Insurance welfare program	Workmen's Accident Compensation Insurance(Rosai Hoken), Employment Insurance(Koyo Hoken), commuter allowance, housing allowance, family allowance	
	Part-time (A)	Japan Health Insurance Association(Kyokai Kenpo)	Workmen's Accident Compensation Insurance(Rosai Hoken), Employment Insurance(Koyo Hoken), commuter allowance*	75% or more working hours of full-time, 2 month or longer period
	Part-time (B)	National Health Insurance Program	Workmen's Accident Compensation Insurance(Rosai Hoken), Employment Insurance(Koyo Hoken), commuter allowance*	Persons not in either of the above categories
JSPS	Fellow		**	

*Detailed conditions vary for each individual. Please confirm through "Certificate of Employment" issued by your host institution.
**The costs of housing and commuting fees are include in maintenance allowance

5. Re-entry Permit

If you plan to leave Japan for a short period of time and re-enter the country during your authorized period of stay, you must obtain a "Re-entry Permit" from the Immigration Office before your departure. The Re-entry Permit will be issued immediately upon application at the Immigration Office.

The Re-entry Permit will indicate the permitted period of time for re-entry. Be sure to return within that period to avoid complicated re-entry procedures. Without a reentry permit, you will face considerable difficulty in reentering Japan to continue your research. There are two types of Re-entry Permits, i.e., single and multiple; the fees are 3,000 yen and 6,000 yen, respectively.

University

After your arrival in Japan, you must attend to several formalities before you can start concentrating on your research. In most cases, your supervisor, host researcher or lab staff will take care of you and will manage these complexities on your behalf.

1. General Affairs Office



Employee ID card

Researchers will be issued an employee card by the university. There is no fee charged for the initial ID card. Please fill out the designated form and submit it to the General Affairs section. It will take about 1 month for issuance. All ID cards are the property of the University of Tokyo and are provided for appropriate use for identification and access to services. The card is not transferable and is valid as long as the holder continues his/her particular affiliation with the University of Tokyo. Cards issued to employees and individuals affiliated with the University of Tokyo must be returned to the appropriate department upon separation.

New Hire Health Checkup

Full-time Employees of the University of, and part-time employees who work 30 or more hours a week are required to take a health checkup upon employment. Please confirm the reception time with the General Affairs section and apply one week prior to the preferred day.

General Affairs:
✉ shomu@adm.s.u-tokyo.ac.jp

2. Employee Compensation Office

MEXT Mutual Society of Health Insurance (Kyosai Kumiai)

I. For full-time employees

If you work full-time as a researcher, or if you work 4 or more days a week and 6 hours or more a day as a researcher, you must enroll in a Japanese public health insurance program via the University, for which premiums will be deducted from your salary. Please fill out the designated form and submit it to the Employee Compensation Office within 7 days after being hired. If you start working on the first day of the month, you will be issued a membership card around the 20th of the same month. If your first day of work is other than the first day of the month, the card will be issued around the 20th of the subsequent month. If you visit a medical facility before that, a certificate can be issued beforehand if you apply for it at your academic organization. Insurance premiums are determined depending on the amount of your salary. A total of around 11% of salary will be deducted from your salary as "Mutual Aid Association short-term benefit premium (health insurance premium,)" "Mutual Aid Association long-term care insurance premiums (only for those aged 40 or above.)"

II. For part-time employees

If you work 4 or more days a week and 6 hours or more a day as a researcher and your employment period is 2 month or longer, you are required to enter the Government-managed Health Insurance Program and the Employee's Pension Insurance Program from the first day of your work, and pay insurance premiums. Insurance premiums are determined depending on the amount of your salary. A total of around 11% of salary

Information about Kyosai
Kumiai
<http://dir.u-tokyo.ac.jp/gakunai/usefulinfo/researchers/en/files/II-5guide.pdf>

Social Insurance Agency
<http://www.sia.go.jp/e/index.html>

will be deducted from your salary as "Employee's Pension Insurance Premium," "Health Insurance Premium" and "Long-term Care Insurance Premiums (only for those aged 40 or above.)" Please fill out the designated form and submit it to the academic organization to which you will belong.

Compensation

In order to register your bank account for direct deposit of your salary at the University, please fill out "Application form for direct deposit of salary (new/change,)" and promptly submit it to the Employee Compensation Office within 3 days after being hired. If you subscribe to a health insurance plan, pension insurance plan, employment insurance plan, or nursing-care insurance plan, and/or if you are subject to income tax or resident tax, insurance premiums and/or taxes will be deducted from your salaries.

Tax

Fill out the "Application for exemption for dependents, etc." and submit it to the Employee Compensation Office within 3 days after being hired.



3. Human Resources Office

Employment Insurance

If you are a researcher who satisfies the following conditions, you are required to enroll in an employment insurance program. The program offers you support for re-employment, such as unemployment benefits, and skill acquisition allowances to develop professional competence in case you lose your job. If you are a researcher who is insured, an employment insurance premium will be deducted from your monthly salary.

Ministry of Health, Labor and Welfare
<http://www.mhlw.go.jp/english/index.html>

✓CHECK

<input type="checkbox"/> You are expected to be employed for 31 days or more	<input type="checkbox"/> Your prescribed work hours per week are 20 hours or more	<input type="checkbox"/> Your work conditions such as work hours and wages are specified in work regulations, employment contract, notification of employment, and other documents.
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Other documents

When you find a place to live in Japan, please contact the Human Resource Office to inform them of your new address as soon as possible. And if you meet the eligibility requirements for payment of Commuting, Housing and Dependent Allowance, please fill out the designated form and submit it to the Human Resources Office within 15 days after being hired.

Various Procedures for Todai Foreign Researchers
<http://dir.u-tokyo.ac.jp/en/usefulinfo/researchers/index.html>

4. Orientation program for new researchers

Our International Center holds orientation meetings every April and October for newly enrolled international students. Campus tours and a welcome party where you can meet Japanese students, citizens and alumni of the University of Tokyo are also held on the same day. This is a great opportunity to create social relationships with local people which will help you adjust to the new environment smoothly. Please feel free to participate. (The orientation is given in Japanese with interpretation service into English and Chinese.) For details about the program, please visit the website.

International Center, Hongo Office
http://www.ic.u-tokyo.ac.jp/ic/orientation/index_e.html



Housing

International researchers can apply for the following accommodations through Todai. Accommodations run by the university and other institutions generally charge less rent than privately operated rental properties, but their popularity makes it difficult to accommodate all requests for rooms. If you want to apply for a room in the International Lodge, you can send an application six months in advance. Please contact the Administrative group in the Accounting section through your contact person at the University for information about vacancies in the University's dormitories. For more information on the accomodations, please visit the website.

Accommodations for
International Researchers
<http://dir.u-tokyo.ac.jp/en/usefulinfo/housing/index.html>

1. Short-term Accommodations

ACCOMMODATION	ROOM CATEGORY	No. OF ROOMS	FEES (YEN)	PERIOD OF STAY	ADDRESS	CONTACT
Sanjo Conference Hall	Single	6	4,800	Up to	7-3-1 Hongo, Bunkyo-ku (Map->see page36)	Reservaton Desk +81-3-5841-2320, 2330
	Twin	1	9,800	2 weeks		
Sanjo Conference Hall Tatsuokamon Annex	Single	14	4,300	Up to	7-3-1 Hongo, Bunkyo-ku (Map->see page36)	Reservaton Desk +81-3-5841-2320, 2330
	Twin	4	5,900	3 months		
Mukougaoka Faculty House	Single (s)	2	4,500	Up to	1-1-1 Yayoi, Bunkyo-ku (Map->see page36)	+81-3-5841-8495 info@mukougaoka-facultyhouse.com
	Single	10	5,900	3 months		
	Twin	2	8,900			
Komaba Faculty House	Single (s)	12	6,000	Up to	3-8-1 Komaba, Meguro-ku	+81-3-5454-4418 http://facultyhouse.adm.u-tokyo.ac.jp/komaba/
	Twin	1	9,000	3 months		
	Twin	1	10,000			

2. Long-term Accommodations

ACCOMMODATION	ADDRESS	FEES (YEN)	PERMITTED PERIOD OF STAY
Oiwake International Lodge	1-12-8, Mukougaoka, Bunkyo-ku (Map->see page38)	Accommodation fee 64,800(M) Utilities and Internet fees 14,000 (M) Communal-area service charge1,500 (M)	Two weeks to one year
Shirokane International Lodge	4-6-41 Shorokanedai, Minato-ku	Entrance Fees 19,950-38,850 Accommodation fee 9,600 -33,000 (M)	Two weeks to one year
Komaba International Lodge	4-6-29 Komaba, Meguro-ku	Entrance Fees 14,700 Accommodation fee 18,600 Utilities: Water Rates 1,500 (M) Electricity Rates 1,050 (M) + usage charges Internet Access Fees 2,730 (M) Common Service Fees 1,500 (M)	Two weeks to one year
Tokyo International Exchange	Center 2-2-A Aomij, Koto-ku	Entrance Fees 52,500-112,500 Accommodation fee 52,500-112,500 yen (M)	Up to two years
*(M)=Monthly			

3. Private Accommodations

ITEMS

- ▶ Alien registration (Gaikokujin toroku shomeisho)
- ▶ Certificate of income (Shotoku shomeisho)
- ▶ Guarantor (Hoshounin)

If you plan to rent a privately owned house or apartment, it is convenient to use the services provided by Co-op or housing agents. Based on individual preferences such as rent, property size or commuting methods, the agents can list and give you the information on suitable rental properties. If you'd like to use Co-op Accommodation service, please visit Co-op shop No.1 at the Faculty of Law and Letters Bldg.2, or go directly to co-op on-line accommodation information request form page (Japanese only).

Please confirm in advance with the real estate agent what is necessary. The items shown at left are standard necessary documents.

https://ssl.alpha-mail.ne.jp/utcoop.or.jp/sumai_entry.html

<http://dir.u-tokyo.ac.jp/en/topics/0804housing/index.html>

4. Moving

It generally costs as much as five to six months' rent for an initial down payment to rent a property. The cost includes the first month's rent, security deposit (shikikin), key money (reikin) and agency fee.

In principle, the security deposit (shikikin) should be returned to you by the landlord when you move out of the property. Natural wear and tear is normally the landlord/landlady's responsibility. If you have any disputes with the landlord/landlady over your shikikin, you may consult the National Consumer Affairs Center or a local Consumer's Center. To instruct the rental housing industry and to reduce any related disputes, the Ministry of Land, Infrastructure and Transport has established guidelines on the responsibilities for the restoration of rental properties. The Bureau of Urban Development of Tokyo has also established the Rental Housing Conflict Prevention Act.



■ Good things to know about housing search

I. Key money (reikin)

It's a "gift" to the owner so it's not refundable. To show your appreciation for allowing the owner to let you live in their building. A tradition which started after World War II when there was a lack of homes. Lately however, there are more and more apartment owners who have stopped insisting on this fee.

II. Deposit (shikikin)

When you leave the apartment, the deposit will be used to repair any damages and to clean the apartment and whatever is left should be refunded. It is therefore very important that you check the apartment carefully when moving in together with the real estate agency, noting down anything imperfect about the condition of the apartment. If there is any damage, the real estate agent should confirm and document it before you move in. This will help you to avoid any trouble related to the deposit refund later.

III. Real Estate Commision (chukai tesuuryou)

The law specifies that it should not exceed one month's rent, plus 5% tax.

IV. Maintenance Fee (kyoeki hi)

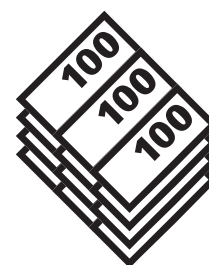
Expenses for the facilities to be used in common with other tenants, such as electricity for gate lamps and elevators, and cleaning expenses, should be paid every month in addition to rent.

V. Rent (yachin)

In principle, rent should be paid in advance. This means that the rent for May should be paid by the end of April. Generally the rent is automatically transferred from your bank account. To arrange this you need to go to the bank and fill out an application for "automatic withdrawal." Otherwise, you can go directly to the bank each month to transfer the money. In some rare cases, the rent is paid directly to the house owner, in such a case be careful to keep receipts of payment.

VI. Guarantor (Hoshounin)

When you rent a house, you need a guarantor. If you are not able to pay the rent or room repair expenses, the guarantor will take the responsibility. It is best to ask your Japanese host researcher to serve as guarantor. If you can not find anyone, there are special companies that will be guarantors for a fee. However, not all owners will accept the use of such companies so if you plan to do this, please consult the real estate agent first.



Money

The monetary unit for Japanese currency is the yen. Coins are available in denominations of 1, 5, 10, 50, 100 and 500 yen and bank notes in denominations of 1,000, 2,000, 5,000 and 10,000 yen. You can buy yen at foreign exchange banks and other authorized money exchangers. At international airports, currency exchange centers are usually open during normal office hours. The exchange rate fluctuates daily depending on the money market.

1. Opening a bank account

ITEMS

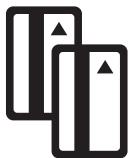
- ▶ Passport
- ▶ Alien Registration Card
- ▶ Personal seal (inkan stamp)
- ▶ Cash for initial deposit (Even 10 yen will do)

A bank account is a convenient way to receive your living allowance, pay utility bills, and conduct other transactions. We suggest that you open a bank account as soon as possible after arriving in Japan.

Since you will be asked to present some form of personal identification for verification purposes when opening a bank account, you should bring your Certificate of Alien Registration, passport, or other form of identification, as well as your inkan stamp (seal). Some banks will also allow you to open an account with your signature, so it is best to ask in advance.

In principle, if you are a foreign national without Japanese residence status and it has been less than 6 months since you entered Japan, you can only open a bank account for non residents. Non resident bank accounts are significantly restricted in transactions; automatic withdrawals or domestic fund transfers, for instance, cannot be made. However, under certain conditions, some banks (ex. Mitsui Sumitomo Bank, Yucho Bank) may allow you to open an account as a resident. Please check for yourself at the bank. The items at left are required documents in most cases.

2. ATM Cash Card



If you apply for a cash card at either the bank or the post office, you can withdraw cash from your account through automated teller machines (ATMs) placed in banks, post offices and some convenience stores. Mitsubishi Tokyo UFJ Bank, Sumitomo Mitsui Bank and Mizuho Bank have set up ATMs on the Hongo campus (MAP-> see page 36). Cash withdrawals from accounts in other banks can also be made using the most ATM machines, but a fee will be charged. For more information about ATM cash cards, please ask when you open your account.

3. Banking Hours


Generally banks are open from 9:00 to 15:00 on weekdays and closed on Saturdays, Sundays and national holidays. The Japan Post Bank is open from 9:00 to 16:00 on weekdays with some branches closing at 18:00. Most cash machines (ATMs) of banks and Japan Post Bank are in service from 8:00 to 21:00, though the hours of operation and fees for usage vary depending on the time type of services, and machine. ATMs are often closed on the weekends, but an increasing number of convenience stores are offering 24-hour ATM service. You can withdraw cash from most Seven Bank ATMs 24 hours a day. Cash can be withdrawn from the Post Bank ATMs around the clock, although there may be some exceptions. For more information, please inquire at the bank you are intending to use.

ATMs at Post Offices
<http://www.jp-network.japanpost.jp/en/>

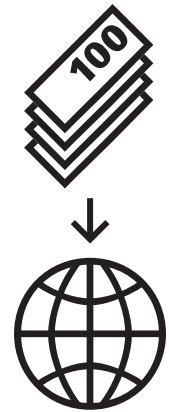


4. Overseas remittance

Overseas remittance can be carried out at an authorized foreign exchange bank. Some documents (for example, government permits and visible payment report) are necessary depending on the amount and purpose of remittance.

 **CHECK**

<input type="checkbox"/> Notice pay The bank notifies the remittee of the remittance and the remittee then visits the bank to receive his/her payment.	<input type="checkbox"/> Pay-on-demand application The remitter notifies the remittee of the remittance and the remittee applies at the bank for payment.	<input type="checkbox"/> Direct deposits The remitter transfers money to the remittee's account and the bank notifies the remittee of the remittance.	<input type="checkbox"/> Remittance via post office Please note that there are countries and areas where you cannot transfer money or make direct deposits. For more details, inquire at a post office that handles overseas remittance.
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5. Opening a postal account

A savings account at a Japan Post Bank (Yucho Bank: the banking branch of the Japanese postal service) is also useful. The functions and the required documents are similar to those for a bank. Post offices are located in the University of Tokyo Hospital, at the Main Gate and throughout the city (MAP-> see page 36).

Japan Post Bank Home Page
http://www.jp-bank-japanpost.jp/en_index.html

6. Credit card

If you want to withdraw cash from an ATM (automated teller machine) using a credit card, it must normally be a credit card that has been issued in Japan. Many ATMs in Japan do not accept credit cards issued abroad. It is necessary, therefore, to get information in advance from the credit companies about the kind of ATM that will accept cards issued abroad.

The 26,000 Japan Post Bank ATMs throughout the country accept withdrawals by credit cards issued abroad. On or around such machines, a notice "International ATM Service" and stickers showing VISA, VISA Electron, PLUS, MASTERCARD, Maestro, Cirrus, American Express, Diners Club International, JCB, China UnionPay, and DISCOVER logos are displayed.

Seven Bank accepts foreign-issued credit cards and cash cards, providing vocal and on-screen guidance on how to use the ATM in four foreign languages. English, Korean, Chinese and Portuguese. Receipts support these four languages as well. Debit cards are also accepted for withdrawing cash from the machines.

7. Currency exchange

Major credit cards are accepted in the larger hotels and stores, but most Japanese operate with cash. Cash and travellers cheques can be exchanged in banks, post offices and currency exchange bureaux. Travellers cheques offer the best exchange rate and are best taken in US dollars. ATMs do not accept all credit and debit cards; only the international ATMs in post offices, airports and some major stores. More convenient – and quicker – are Travelex foreign-exchange kiosks, with several locations across town, including one in Hibiya at 1-5-2 Yurakucho (tel. 03-5157-8311; station: Hibiya or Yurakucho), open Monday to Friday from 10:00 to 18:00; Tokyo Station (tel. 03-5220-5021), open daily from 9:00 to 20:00; 3rd floor of Tokyo Midtown Tower, 9-7-1 Akasaka (tel. 03-3408-2280; station: Roppongi), open from Monday to Friday from 11:00 to 19:00 and Saturday from 10:00am to 17:00pm. Other locations are in Shinjuku, Shibuya, Shimbashi, Akasaka, and Odaiba. For more information, please visit their website.

TRAVELEX
<http://www.travelex.com/>



Utilities

When you are moving house and need to start/stop the supply of electricity, gas and water, contact the Tokyo Electric Power Company, Tokyo Gas, and the local branch of the Bureau of Waterworks, respectively. You may call the service company or contact them online. You should receive electricity/gas bills monthly while the water and sewage bills come every other month. Pay your utility bills by the due date at banks, post offices, or convenience stores. You may also set up an automatic debit from your bank account to avoid missing the due date. Major credit cards are also accepted.

1. Electricity



Power supply in Eastern Japan is 100V/50Hz. Electric appliances manufactured for use with different voltage/frequency should not be used and could cause an accident if used improperly. The capacity of the power supply to your home is set between 10 and 60 amperes, depending on the account contract. If you wish to change the power capacity of your account, contact the Tokyo Electric Power Company.

When the circuit breaker trips

Your circuit breaker may shut down when you use too many appliances at the same time. If this happens, turn off some of the appliances you have been using and reset the switch on the circuit breaker back to the “on” position to restart the electricity supply.

Tokyo Electric Power Company Customer Communication
<http://www.tepco.co.jp/en/customer/index-e.html>

Customer Center (Tokyo Daini)
☎ 0120-995-006 (toll free)

2. Gas



For household use, gas is supplied in two ways – city gas and propane gas – depending on the area where you live. When you move into your home, contact Tokyo Gas to set a date and time for turning on the gas in your home. You or a family member must be present when the Tokyo Gas representative turns on the gas. You can pay your gas bill in one of three ways: bank account transfer, credit card or bill statement. To pay by monthly account transfer or by credit card, fill out the application sent to you by Tokyo Gas and send it back by post. To pay using a monthly bill statement, inform Tokyo Gas in advance and you will receive a gas service statement that you can pay at a bank, a post office or a convenience store. The amount of gas you used in the previous month is indicated on the gas service statement. For more details, contact Tokyo Gas directly or visit their website.

Tokyo Gas
http://www.tokyo-gas.co.jp/index_e.html

Tokyo Gas Customer Center
☎ 0570-002211
(English-speaking staff available)

3. Water



To start using water services, go directly to the TMG Bureau of Waterworks on-line application page, or fill out the form found at your accommodation upon moving in and mail it. You can choose to pay your water bills by automatic bank transfer or by cash at banks, convenience stores or post offices.

TMG Bureau of Waterworks Online Application
<http://uketsuke.waterworks.metro.tokyo.jp/eng/index.html>

Customer Service Center
☎ 03-5326-1100
(English-speaking staff available)

■ Garbage Disposal

Waste management practices differ depending on the area (municipality) you live in. Residents are required to sort out garbage accordingly and put it out on a specified day of the week, time and place. Oftentimes oversized items and items that are hard to dispose of are collected with a charge or may not be collected at all. Since there are various rules for garbage collection in Japan, it is important to check with your real estate agent, neighbor and/or local government office if there is anything you are not sure about. See the list below to get an idea of what you need to know. Some residents associations have put together a multi-language handbook on how to sort garbage. Cooperating to reduce, reuse and recycle is deemed very important in Japan.

Tokyo International
Communication
Committee <Trash
collection>
[http://www.tokyo-icc.jp/
guide_eng/info/01.html](http://www.tokyo-icc.jp/guide_eng/info/01.html)



✓CHECK

☐ How to sort combustible and incombustible garbage

☐ How to sort recyclable waste (bottles, cans, PET bottles, newspaper, etc.)

☐ Where to place the garbage

☐ Schedule for putting out the garbage depending on the type of waste



Oversized Garbage

Large-sized items measuring 40cm or longer on any side are oversized garbage (large furniture, bicycles etc.). To dispose of oversized garbage, contact the cleaning center in your area to arrange a special pick up service for a fee. Then buy tickets for oversized garbage at the Civic Center and attach them to the items.

Bunkyo-ku Cleaning
Center
☎ 03-3813-6661

Mandatory Recycling Items

Four major home appliances – air conditioners, TV sets, refrigerators/freezers, and washing machines – cannot be picked up as oversize trash. If you are replacing those items with new ones, ask the store where you are buying the new one to collect the old one. If you only need to dispose of the old one and don't know where the item was purchased, contact your local authority and ask about an appropriate procedure (residents of 23 wards should contact the Home Appliance Recycling Center).

Home Appliance
Recycling Center
☎ 03-5296-7200

PC Recycling
☎ 03-5282-7685

Illegal Dumping

Garbage that has been put out in an improper manner will not be collected. Leaving garbage in non-designated places (dumping or “fuhou touki” in Japanese) is against the law and is subject to punishment. In addition to causing a nuisance to neighbors, dumping negatively affects the environment. Therefore, never engage in illegal dumping.



Telecommunications

The University of Tokyo's Information Technology Center operates the Educational Campuswide Computing System (ECCS) as a basic environment for accessing information relating to education and research, for the benefit of the University's researchers and faculty members. They provide a mobile user connection environment (cable or wireless) that users can use to connect portable devices such as notebook PCs.

1. Obtaining an ECCS account

All University faculty members can create an account to use the ECCS. Those who wishing to start using the ECCS should download the application form from the website at right and submit it to the IT center. You can get an account in about 5 to 7 business days after you apply. For more details about ECCS, please contact the IT center directly by email (ecc-support@ecc.u-tokyo.ac.jp) or download the Handbook from the website.

<http://www.ecc.u-tokyo.ac.jp/ENGLISH/index-e.html>

■ Database Training Courses

The Database Training Course is a very popular hands-on computer workshop that provides an easy-to follow introduction on how to search online catalogs and databases for information needed for academic work, such as writing theses and reports. The course is free of charge and can be taken by any University of Tokyo member. So be sure to take advantage of this service. For details of this program, please see the website.

<http://www.dl.itc.u-tokyo.ac.jp/gacos/e/training-e.html>

2. Internet

You can access the Internet from your office, home, or an Internet cafe. Mobile Internet service is also available. Broadband connections via high-speed and large-capacity Internet services such as FTTH (Fiber To The Home), ADSL, CATV and FWA (Fixed Wireless Access) have become widely available in Japan, taking the place of traditional dialup/ISDN connections. There is a large number of Internet service providers (ISPs) in Japan, and their services and charges vary. Since different carriers offer their own features for such services as broadband and IP phone combinations, you should find out about the different plans offered by each provider and choose the one that best meets your needs. The main Internet providers in Japan are as follows:



■ ISPs in Japan

COMPANY	CONTACT	WEBSITE
Yahoo BB	0120-33-4546	http://yahooobb.ojaru.jp/
OCN	0120-506-506	http://www.ocn.ne.jp/english/
So-net	0120-117-268	http://www.so-net.ne.jp/access/

3. Installing a fixed-line telephone

If you wish to install a new fixed-line telephone line at your home, call NTT (0120-364-463 toll free) or go to an NTT service counter to apply for telephone service. Valid identification to prove your current address (your passport, alien registration card, driver's license, etc.) is required for the application. Telephone installation will be provided only after full payment of subscription fees etc. has been received. You may choose from different phone services, such as IP phone and hikari (fiber-optic) phone, depending on the availability in your area. Services are also be provided by telephone companies other than NTT. To learn about available phone services, call each phone company for details.



Telephone line installation service

NTT EAST
<http://www.ntt-east.co.jp/en/>

Soft Bank Telecom
<http://www.softbanktelecom.co.jp/en/index.html>

KDDI
<http://www.kddi.com/english/personal/service/phone/index.html>

4. International telephone calls

You may make international calls directly from your home phone, mobile phone or a public pay phone. The rate system, calling process, and countries/regions you can call are different for each international telephone service you may use. KDDI is the most widely used company for international calls. Alternative companies include SoftBank Telecom, NTT Communications and others. Also Skype can be used through your PC. The prefix codes and contact numbers for these companies are as follows:

■ Prefix numbers

COMPANY	PREFIX (TOLL-FREE)	CONTACT
KDDI	001	0057
SoftBank Telecom	0061	0120-03-0061
NTT Communications	0033	0120-506506

How to make an overseas call
Telephone Company
Prefix+010+Country
Code+Area Code (without first 0)+Telephone number in the correct order.



5. Mobile phones

Mobile phone services are available in most areas of Japan. In addition to the basic telephone functions, they offer a variety of other services including sending and receiving e-mail, accessing the Internet, making international calls, or using a computer to access the Internet over a wireless network. Since the details of these services, the sign-up charges and the monthly usage fees vary from company to company, you will need to choose the plan that best serves your needs. You will need to have your passport and Alien Registration Card with you when you sign a mobile phone contract.



■ Main mobile phone companies

COMPANY	CONTACT	WEBSITE
NTT docomo	0120-005-250	http://www.nttdocomo.co.jp/english/
SoftBank	0088-21-2000	http://mb.softbank.jp/en/
KDDI(au)	0077-7-111	http://www.au.kddi.com/english/index.html
Willcom	0120-921-156	http://www.willcom-inc.com/en/index.html

Commuting

The nearest subway stations to the Hongo campus are Hongo-Sanchome on the Marunouchi Line, Todai Mae on the Nanboku line and Yushima or Nezu on the Chiyoda line. For more information about the Hongo area, please take a look at the “HONGO area map” on page 38 and 39.

Tokyo Tourism Info
Transportation
<http://www.tourism.metro.tokyo.jp/english/tourists/info/access/index.html>

1. Commuting allowance

If you live more than 2 km from the University/Institution and you commute using public transport, you may be eligible for a commuting allowance. The amount covered will be the least expensive route available, up to a specified maximum. Please note that the JSPS does not provide a commuter allowance.

2. Commuter pass



If you need to travel the same route often, commuter passes and multiple tickets are very economical. When buying a commuter ticket, you can choose to buy a PASMO or SUICA Commuter pass instead of a conventional one. If you pay fares for public transportation (train or bus) to commute, or if you use a mode of transportation (automobile, motorcycle, or bicycle) for a distance which is 2 kilometers or more if walked, the University pays a commuting allowances into your bank account in addition to your salary. Please submit the designated form to the Human Resources Office.

3. Prepaid cards

PASMO and SUICA are rechargeable pre-paid cards that can be used on public transportation throughout the Kanto area. These cards automatically calculate the fare when held against the scanner at the destination ticket gate. PASMO and SUICA cards can be purchased at train stations, bus company business offices, etc. PASMO can be charged in 1,000 yen units at train station ticket machines and PASMO charge machines. Newly-purchased PASMO card requires a 500 yen deposit. The deposit will be refunded when the PASMO card is returned. These cards also can be used at shops and automatic vending machines within stations and at shops where PASMO or SUICA cards are accepted.

What is PASMO
<http://www.pasmo.co.jp/en/index.html>

4. Trains



Train networks in Tokyo comprise JR lines, private lines and subway lines. At each train station, electronic information boards tell you the arrival time and destination of the next available train. Some information is also displayed in English. The JR Yamanote Line and many other private lines that run through central Tokyo offer frequent service. It usually requires a wait of between 3 to 10 minutes to catch the next train, although the waiting time may be slightly longer in early morning and late at night. You may pick up a free timetable of local services at each station. Nationwide timetables are available at bookstores. You can also use an online transportation search to check routes, fees and travel time to your destination.

Tokyo Metro Customer
Relations Center
☎ 03-3941-2004

Tokyo Metro
<http://www.tokymetro.jp/en/index.html>

Toei Transportation
Information
<http://www.kotsu.metro.tokyo.jp/eng/index.html>

5. Taxis

Taxis can be found at designated taxi stands at stations and public facilities, or hailed along the street. The passenger door opens and closes automatically. Fares vary according to the size of the cab. The initial charge in Tokyo is typically 710 yen for the first 2 km. After that, the fare goes up according to the distance and the time taken and varies according to the time of day. Usually a 30% surcharge is added between 23:00 and 5:00.

Nihonkotsu Taxi service
(limo)
☎ 03-5755-2336



6. Driver's Licenses

To drive a car in Japan, you can either obtain an international driver's license overseas before arriving in Japan or transfer your overseas driver's license to a Japanese driver's license. An international driver's license is valid for one year after entry into Japan or until the international driver's license expires, whichever comes first. You will not be able to renew your international driver's license in Japan. To continue driving in Japan after that, you will need to transfer your regular overseas driver's license, if it is still valid, to a Japanese driver's license.

Japan Automobile Federation
<http://www.jaf.or.jp/e/index.htm>
Japan Driver's Licence
http://www.jaf.or.jp/e/index_e.htm

Renew your driver's license

If you have a license issued in Switzerland, Germany, France, Taiwan, Italy, or Belgium, you can drive a car in Japan for one year from the date of your entry with a Japanese translation attached to the original license. Such translation has to be issued by either the embassy/consulate of the country concerned or by the JAF (Japan Automobile Federation).

Remember to renew your license before it expires. The expiration date is indicated on your license.

ITEMS

*Valid driver's license issued overseas	<input type="checkbox"/>
*Japanese translation of your driver's license	<input type="checkbox"/>
*Certificate of Alien Registration	<input type="checkbox"/>
*Passport	<input type="checkbox"/>
*One photo taken within the last six months (3.0 × 2.4 cm)	<input type="checkbox"/>
*License fees Ordinary passenger vehicle:4,500 yen/Motorcycle:5,050 yen	<input type="checkbox"/>

CHECK



7. Registration of bicycles

Before riding a bicycle you should complete the theft prevention registration. The registration procedure can be handled at the shop where you buy the bicycle. Registration is valid for 5 years. Please be sure to keep the receipt if receiving a bicycle from a friend; it is necessary to have the friend make a written statement confirming he/she has given you the bicycle, and then register it in the new owner's name at a bicycle store.



Bicycle Parking Corrals on Campus

Bicycle racks and parking corrals are provided throughout the Hongo Campus. All bicycles used on campus must be licensed with the University. Register your bike at the Co-op 2 counter. The application form is distributed at the office of each department.

Bicycle Parking area on Hongo Campus
<http://www.u-tokyo.ac.jp/fac04/pdf/100917map.pdf>

Shopping

Hongo is a district in Bunkyo Ward just north of the Imperial Palace. Located in the heart of Tokyo's traditional education district, it still holds a unique historical charm. There are also many shopping malls in main station buildings and scores of dining locations around the Hongo campus. The University offers a range of on campus services such as the university co-op, which members of the local community are welcome to use.

1. Joining the University Co-op

ITEMS

- ▶ Share capital (¥16,000)
- ▶ Employee ID Card

If you wish to join the Co-op, please go to the Co-op General Affairs Office on the second floor of the Second Refectory Building (Map page 38) with share capital and an ID card. A Co-op card will be issued immediately. The office is open from 10:00 to 18:00 on weekdays.

2. Using Co-op services via Internet

SERVICE	URL	MEMO
Book Search and ordering System	http://honya.univ.coop/	Japanese only
Amazon wallet service	http://www.cooplife.jp/amazon/amazon-a.html#01	Pre-registration required
University Gift and Souvenirs	http://www.utcoop-netshop.jp/	Japanese only

3. Shops on the Hongo Campus

There are six shops and four refectories operated by the University Co-op on the Hongo Campus. Once you join the Co-op, you can buy books, CDs and DVDs at a 10-15% discount. They also offer an agency service (air tickets, Driving school and moving arrangements etc.). You can use these services without joining the Co-op, but it will be helpful for you to join. Location information for each shop is available on pages 36 and 37 of this pamphlet.

SHOP	OPEN	ITEMS & SERVICES	CONTACT
Co-op Store 1	10:00-18:30 on weekdays Closed Sat., Sun. and Public holidays	Stationery, Office supply Electric appliances, Computers Daily necessities	03-3816-0711
Co-op Store 2	8:00-21:00 on weekdays 10:00-17:00 on Sat., Sun. and Public holidays	Foods, Drinks, Drugs, Todai original goods, Music and Visual software	03-3816-3971
Gotenshita Ground Shop	10:00-14:00 on weekdays Closed Sat., Sun. and Public holidays	Box lunches, bread, Rice balls and drinks	03-3812-0465
Akamon Store	10:00-17:00 on weekdays Closed Sat., Sun. and Public holidays	Stationery, Box lunches, Bread, Rice balls and drinks Todai original goods	03-5684-8147
Communication Center	10:00-18:00 on Mon.-Sat. Closed Sun., Public holidays	Todai original goods	03-5841-1039
Nougakubu Store	10:00 -20:00 on weekdays Closed Sat., Sun. and Public holidays	Stationery, Office supply Books, Foods, Drinks, and Todai original goods,	03-3812-0577
Asano Store	10:00-18:00 on weekdays Closed Sat., Sun. and Public holidays	Stationery, Office supply Foods, Drinks, and Todai original goods,	03-5841-7994

4. Recycle, bazaar

The International Center Hongo Office holds bazaars every October and April for new international students and researchers. You can buy various clothes, dishwares, bags and daily equipment at low prices. The International Liaison Office of the Graduate School of Science also holds a bazaar in October every year. For more information, please contact each office directly.

International Center
Hongo Office
✉ adv@ic.u-tokyo.ac.jp
☎ 03-5841-2360

*International Liaison
Office
✉ ilo@adm.s.u-tokyo.ac.jp
☎ 03-5841-7630

5. Postal and delivery services



The postal service in Japan is operated by JAPAN POST SERVICE Co., Ltd and JAPAN POST NETWORK Co., Ltd. In addition to offering postal services such as parcels, printed matter, express mail and telegrams, post offices also handles banking and insurance. The Hongo Post Office is just across the street from the University's main gate. The University Hospital also has a small post office at the first floor of the Inpatients' Ward A.

Post offices are open on weekdays from 9:00 to 17:00. (The Hongo post office is open on weekends and late at night, but services are limited then.)

Japan Post Services
<http://www.post.japanpost.jp/english/index.html>

Japan Post Bank
http://www.jp-bank.japanpost.jp/en_index.html

■ Shopping in Tokyo

There are a number of shopping districts in Tokyo. You can easily find both traditional items and the latest goods. There are many places you can shop inexpensively, such as "100 yen shops" and discount shops in the city. Most stores are open weekends and holidays except some specialty stores.



Drug stores

Drug stores in Japan are retail stores which sell pharmaceuticals relating to health and beauty as well as daily necessities and also have a pharmacy that accepts prescriptions. Drug stores are popular for consumers looking for supplements, energy drinks and many everyday items in bulk at a discounted prices.

100 yen shops

Tokyo is not all about high-end boutiques and luxurious department stores. Shops that offer all items for 100 yen have exploded in popularity. 100 yen shops are an ideal place for to pick up inexpensive souvenirs like chopsticks and rice bowls.

Specialty shops

If you want to hunt for bargains or pursue your particular interest, a specialty shop might be the place to visit. In addition to the Electric Town in Akihabara, there are many interesting specialty shops in the Hongo and Ueno areas. For example, Jinbo-cho is the largest book market in Japan and Kanda-Surugadai has specialty shop streets for musical instruments.

Healthcare

In a foreign country, being sick can be quite frightening and often it happens at the worst time, like late at night or on a weekend. It will save you time, money and most of all worry if you plan a bit ahead so that when you need medical help, you know where to go.

1. On-campus clinics in Todai

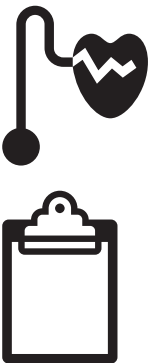
Todai has an on-campus clinic called the University Health Service Center. If you do not know which kind of specialist to consult, or if you are not sure whether or not you are ill, please feel free to visit any clinic or the Health-care Section. Each clinic in the Health Service Center is ready to accept emergency cases between 9:00 through 17:00, even if it is closed. The Center is not open to the general public. Families of foreign researchers of Todai cannot utilize the Center. The clinic hours vary, so it is strongly recommended to check the opening hours by phone or on the web. The examination fee is basically free of charge.



BRANCH NAME	TREATMENT DEPARTMENTS	CONTACT	WEBSITE
Hongo Branch	Internal medicine, Neuropsychiatry, Dentistry, Otology	03-5841-2575	http://www.hc.u-tokyo.ac.jp/hhomeflame.htm
Komaba Branch	Internal medicine, Neuropsychiatry, Dentistry, Orthopedics, Dermatology	03-5454-6080	http://www.hc.u-tokyo.ac.jp/komaba/index.html
Kashiwa Branch	Internal medicine, Neuropsychiatry	04-7136-3040	http://www.hc.u-tokyo.ac.jp/kashiwa/

2. Health check-up

The Health Centers offer free medical checkups to International researchers upon employment, and issue medical examination reports based on the checkup results. They also offer health counseling if you do not know which kind of specialist to consult, and can write a referral letter to other local clinics/hospitals if necessary. Most doctors speak English, but it is recommended to call the center and make sure an English-speaking doctor is available on the day you want to visit. Local governments also conduct health checkups by appointment. Employees may apply for an appointment at their municipal office. Checkups can be received according to age at medical institutions designated by the municipality.



INSTITUTION NAME	DEPARTMENTS	ADDRESS	CONTACT
Koishikawa Public Health Service Center	Internal medicine, Neuropsychiatry, Dentistry, Otology	Bunkyo Civic Center 3F	03-5803-1805
Hongo Public Health Service Center	Internal medicine, Neuropsychiatry, Dentistry, Orthopedics, Dermatology	5-20-18, Sendagi	03-3821-5106

3. The University of Tokyo Hospital

If you wish to be examined at the University of Tokyo Hospital, first obtain a letter of referral from the Health Service Center. Otherwise, you will have to pay an additional 5,250 yen as a special healthcare fee, which is not covered by the NHI plan.

University of Tokyo
Hospital Appointment
Center
☎ 03-5800-8630

4. Medical Treatment

When you feel sick on weekends or at night, take your insurance card and go to a clinic or hospital. There are some local hospitals and clinics that are on duty under the rotation (Rota) system at night and on weekends. Check the website of your local medical association. For example, if you live in Bunkyo-ku, find the Bunkyo-ku Ishikai page (Bunkyo-ku Medical Association) and search for the clinics/hospitals on duty. Many places are open until around 22:00. On weekends they may close earlier. Make sure you call the clinic/hospital you wish to visit before you go to see if they accept patients. Information about clinics/hospitals on duty is also available by telephone services. In Tokyo call Himawari, and multilingual staff will find a clinic/hospital on duty for you. Himawari is open from 9:00 to 20:00 everyday. For further information about the service, please visit the website.

<http://www.himawari.metro.tokyo.jp/qq/q13enmnt.asp>

Medical Institution
Information
("HIMAWARI")
☎ 03-5285-8181

Tokyo Metropolitan
Medical Emergency
Translation Service
☎ 03-5285-8185

AMDA International
Medical Information
Center
☎ 03-5285-8088

Service for the Health in
Asian&African Regions
☎ 050-3424-0195

■ Healthcare facilities near the Hongo Campus

INSTITUTION NAME	SERVICES	ADDRESS	CONTACT
The University of Tokyo Hospital	General, Internal medicine, General surgery, Ophthalmology, ENT, Dermatology, Urology, Ob-gyn, Dental, Pediatric, Psychiatry	Hongo 7-3-1, Bunkyo-ku	03-3816-0711
Hongo Health Service Center	Internal medicine, ENT, Dental, Psychiatry	Hongo 7-3-1, Bunkyo-ku	03-5841-2575
Nippon Medical School Hospital	General, Internal medicine, General surgery, Ophthalmology, ENT, Dermatology, Urology, Ob-gyn, Dental, Pediatric, Psychiatry	Sendagi 1-1-5, Bunkyo-ku	03-3822-2131
Juntendo University Hospital	General, Internal medicine, General surgery, Ophthalmology, ENT, Dermatology, Urology, Ob-gyn, Dental, Pediatric, Psychiatry	Hongo 3-1-3, Bunkyo-ku	03-3813-3111
Tokyo Medical and Dental University	General, Internal medicine, General surgery, Ophthalmology, ENT, Dermatology, Urology, Ob-gyn, Dental, Pediatric, Psychiatry	Yushima 1-5-45, Bunkyo-ku	03-5803-5406
Hitachi General Hospital	Internal medicine, ENT, Dental, Psychiatry General Surgery, Dermatology, Urology, Ob-gyn, Dental, Rehabilitation	Yushima 3-5-7, Bunkyo-ku	03-3831-2181
Jiai Hospital	General, Internal Medicine, General surgery, Dermatology, Allergy, Rheumatism	Hongo 6-12-5, Bunkyo-ku	03-3812-7360

5. Plan for emergency

CHECK ✓

☐ Know where the nearest 24 hour emergency hospital is.

☐ Have phone numbers of hospital and clinics near the phone.

☐ Place health insurance card and patient ID cards in a special folder in a place that you can easily find.

☐ Prepare a First Aid kit.

☐ Always take your insurance card with you when traveling.

Family

The University of Tokyo recognizes the importance of a positive transition for your accompanying partner and family. The International Offices (Hongo, Komaba and Kashiwa) can help provide information on employment resources, educational opportunities and general inquiries. They offers general assistance and support to facilitate the search for employment on campus and in Japan.

1. Obtaining Visas for Family Members



If your family will join you in Japan after your arrival, you should act as a guarantor and apply on behalf of the overseas family member(s) for a Certificate of Eligibility in order to obtain a “dependent” status of residence. The following documents are required when applying for the certificate. The immigration Bureau may, at its own discretion, request submission of other documentation as well, such as a statement of purpose of co-habitation or a copy of your bankbook.

The Ministry of Justice
<http://www.moj.go.jp/ENGLISH/index.html>
 Application for Certificate of Eligibility
<http://www.moj.go.jp/content/000052343.pdf>

ITEMS	CHECK
Application for Certificate of Eligibility (available at the Immigration Bureau)	<input type="checkbox"/>
Two ID photos of the relevant family members taken within the last 6 months (4 cmH × 3 cmW) , plain background	<input type="checkbox"/>
Self-addressed envelope with a 380 yen stamp	<input type="checkbox"/>
Documents certifying the family member's relationship with you (ex. marriage certificate<spouse>, birth certificate<child>)	<input type="checkbox"/>
Copy of your Alien Registration Card or passport	<input type="checkbox"/>
Documents certifying that the family member will have sufficient financial means to live in Japan	<input type="checkbox"/>
A copy of the applying family member's passport	<input type="checkbox"/>
Your taxation certificate	<input type="checkbox"/>

2. Status of Residence

Please tell your family member to acquire a “Dependent Visa” at the Japanese embassy or consulate in your home country. Although a Dependent Visa does not allow the holder to work, if the family member acquires a “Permission to engage in activity other than that permitted under the status of residence previously granted,” he or she can work up to 28 hours a week.

Alternatively, your family member can acquire a “Temporary Visitor’s Visa” and have it switched to a “Dependent Visa” within 90 days after arrival in Japan. The status of residence as a “Temporary Visitor” does not allow the holder to work, and the holder cannot acquire a “Permission to engage in activity other than that permitted under the status of residence previously granted” either.

STATUS	ACTIVITIES AUTHORIZED IN JAPAN	TERM OF RESIDENCE
Dependent	Daily living activities on the part of the spouse or child(ren) who are dependent on those who stay in Japan with a status of residence as a professor.	3 years, 2 years, 1 year, 6 months or 3 months
Temporary visitor	Sightseeing, recreation, sports, visiting relatives, inspecting or visiting facilities, attending lectures or other meetings, business liaison or other similar activities during a short period of stay in Japan.	90 days, 30 days, or 15 days

*The status of residence as a “Temporary Visitor” does not allow the holder to work, and the holder cannot acquire a “Permission to engage in activity other than that permitted under the status of residence previously granted” either.

3. MEXT Mutual Aid Association

The MEXT short-term benefit plan is the equivalent of medical and nursing care insurance, its long-term benefit plan is the equivalent of a pension. Allowances are granted to members and their family (dependents) for illness, injury, childbirth, death, leave of absence, disaster, etc. Dependents eligible for the Association's benefits and services are defined as individuals who depend mainly on the member's income for subsistence and who are any of the following relatives of the member:

✓ CHECK

☐ Spouse (including common-law spouse), child, parent, grandchild, grandparent, or sibling of the member.

☐ Third-degree relative of the member who is not included in (1) above but is part of the member's household.

☐ Parent or child of the member's common-law spouse who co-resides with the member

Documentation required to prove eligibility

In order for an individual to be approved as an eligible dependent, the member is required to submit documentation attesting to the individual's receipt of financial support from the member, and the individual's need for that support. Examples of such documentation include a certificate of tax exemption, a certificate of enrollment, a notice of pension revision, etc.

4. Family allowance

Family allowance is paid to regular employees who have dependent relatives. MEXT and JSPS researchers cannot receive family allowance and housing subsidy from the university. To learn the detailed requirements for payment of these allowances, please visit the Employee Compensation Office.



5. Support for Family by the ICAR

International Center Advising Room provides support for not only foreign researchers but also their families. They provide orientation for newly arrived family to obtain useful information for daily life in Japan. For detailed information about their services, please visit the website.

Support for family
http://www.ic-tokyo.ac.jp/ic/info/info03_e.html

6. Search for a job

Those who have the visa status of "Dependent" are not permitted to get a full-time job; however, it is possible for them to take a part-time job for a limited time if they are able to obtain temporary work permission from the Immigration Office. The permitted spouse can work for a maximum of 28 hours per week.

■ Part time jobs information

NAME	CONTACT	URL
Tokyo Employment Service Center for Foreigners	03-5339-8625	http://tokyo-foreigner.jsite.mhlw.go.jp/english.html
Shinjuku Foreigner's Employment Assistance and Guidance Center	03-3204-8609	http://www.city.shinjuku.lg.jp/foreign/japanese/guide/shigoto/shigoto_11.html
Kimi Information Center	03-3986-1604	http://www.kimiwillbe.com/

Childcare

Expectant mothers who have completed alien registration can receive periodic health checkups, and those who have joined a health insurance program can receive a lump-sum birth allowance. Contact the office in the ward where you reside for details.

1. Maternity/Childcare leave



Expectant female employees can take 6 weeks (14 weeks for twins or more) of maternity leave before childbirth and 8 weeks after giving birth. Childcare leave allows an employee, either male or female, to take off up to three years to look after an infant under three years of age.

2. Pregnancy report



Once you learn about your pregnancy, report it to the municipal office in the ward where you reside as soon as possible and receive a Mother and Child Health Handbook (boshi kenko techo) along with a mother-child health information package. The package includes forms for prenatal checkups, a birth notification form, and information about available prenatal classes.

3. Prenatal checkups

Receiving prenatal checkups on a regular basis during your pregnancy is important. Part of the fees for the checkups may be covered by the local government. Forms for prenatal checkups are included in the mother-child health package you received when you submitted your pregnancy report to the municipal office.

4. When children are born

ITEMS

- ▶ Certificate filled out and signed by the doctor
- ▶ Boshi kenko techo
- ▶ Personal seal



Birth notice

The notification of birth of your baby must be submitted to the municipal office in the ward where you reside within 14 days including the date of the child's birth. The notification is mandatory regardless of the nationality of the baby's parents. The birth notification (shussei todoke) form must be submitted to the municipal office of either the birthplace, your legal domicile, or your present address. Then you will be issued a document certifying that you filed the birth notice (shussei todoke juri shoumeisho.)

Birth report to public health center

In addition to the notification of birth to the municipal office, notify your local public health center of the birth of your baby. The form for the birth report is enclosed in the mother-child information package you will receive when you submit your pregnancy report to the office. After receiving the report, the health center will send you the necessary health information about a home-visit consultation for a newborn baby, infant/toddler health checkups, required vaccinations, etc.

Application for status of residence/period of stay

Visit the Immigration Bureau within 30 days of birth to carry out this procedure for your child.

Alien registration

Register the child as a foreign resident at your municipal office within 60 days of birth. The shusseï todoke juri shoumeisho will be needed for this procedure.

Birth registration in your home country

Contact the Embassy or consulate as soon as possible.

5. Financial aid/assistance

Lump-sum birth allowance

When persons enrolled in National Health Insurance give birth, the householder will receive an allowance of 420,000 yen. Apply at the Municipal Office with the required documents. When members of the MEXT Mutual Society of Health Insurance (including dependents) have a baby, the member will receive an allowance of 390,000 yen. Members should contact the Employee Compensation Office about required documents.

Financial Assistance for childbirth

Financial assistance is available for those who cannot afford hospitalization for childbirth. For more details about the services, please contact the Public Assistance Section in the ward office directly.

Child medical fee subsidy

Each municipality has a system that aids the medical costs of outpatient and inpatient infants and toddlers covered by health insurance until they reach the end of the 3rd year of Junior-high school. Those who wish to join this system must complete an application at the municipal office.

6. University nursery

Todai Keyaki Day Nursery is located on the Hongo Campus for children aged between six weeks and three years. One person in a couple must be associated with the University (faculty, staff, and students) and the other person must be a full-time worker, a student in the University or elsewhere, or even someone who is unemployed in order for their children to be admitted to the daycare nursery. Persons who are not directly employed by the University (joint researchers, part-time instructors, etc.) can apply for occasional daycare service.

<http://kyodo-sankaku.u-tokyo.ac.jp/en/nurseries/sitemap/>



■ Contact information

NURSERY	SERVICES	APPLICATION/ CONTACT
Todai Hongo Keyaki Day Nursery	Age: 6weeks-under 3 year-old Hour: weekdays 7:30-21:00 Saturday 8:30-19:00	Day Nursery Section, Employment Environment Group, Personnel 03-5841-2174 hoikuen@adm.u-tokyo.ac.jp
Todai Shirokane Himawari Day Nursery	Age: 6weeks-under 6 year-old Hour: weekdays 7:30-21:00 Saturday 8:30-19:00	Day Nursery Section, The Institute of Medical Science 03-5449-5572 hoikuen@ims.u-tokyo.ac.jp
Todai Komaba Mukunoki Day Nursery	Age: 6weeks-under 6 year-old Hour: weekdays 7:30-21:00 Saturday 8:30-19:00	Komaba Mukunoki Day Nursery Section, 03-5452-6033 hoiku@iis.u-tokyo.ac.jp
Todai Kashiwa Donguri Day Nursery	Age: 6weeks-under 6 year-old Hour: weekdays 7:30-21:00 Saturday 8:30-19:00	Day Nursery Section, Kashiwa Administration Department 04-7136-6666 hoiku@kj.u-tokyo.ac.jp

Learning

There are various international exchange groups and Japanese-language schools in the Tokyo area. You can find information about such groups at your local city office and prefecture office. They will also have information about that city/area and will be a great source for you to learn not only the language but also all about the cultural events, festivals, and other fun things that happen in your neighborhood.

Association for the Promotion of Japanese Language Education
<http://www.nisshinkyo.org/>

1. Study Japanese on the Hongo Campus



The Center for Japanese Language Education (The Nihongo Center) provides an opportunity to learn Japanese for international students and foreign researchers. There are a variety of courses offered, so you can find a course that fits your schedule and learning needs.

The Center also provides support for our students to study Japanese outside the classrooms (individual tutoring sessions, invitation to Japanese culture, online learning etc.). If you are interested in these programs, check the website and contact the center directly.

http://www.nkc.u-tokyo.ac.jp/index_e.html

General Course

This course meets in one to three sessions per week, so as to accommodate foreign researchers' busy schedules. The course includes general classes taught at different levels ranging from elementary to advanced, and classes focussed on specific skill areas, such as kanji and intermediate conversation.

Short-term Japanese Course

The Short-term Course, taught for two weeks, is designed for those students who are too busy to attend classes on a regular basis, or who arrived in the middle of a term.

Special Themed Seminar

This Special Themed Seminar will cover a specific topic for a set amount of days. Some sample topics include "hiragana," "katakana," Introduction to kanji (beginner)," "Writing emails in Japanese (intermediate to advanced)," "academic reading (advanced)," and "presentations in Japanese (advanced)." The topics offered are subject to change each semester.

2. Off-campus Japanese language courses/classes

International exchange associations, local municipalities, private-sector organizations and volunteer groups offer Japanese language classes free of charge or at relatively low cost. These classes are open to participation by anyone.

Tokyo Nihongo Volunteer Network
<http://www.tnvn.jp/>

Local International Associations in Tokyo
<http://www.tokyo-icc.jp/english/tonai/index.html>

3. Learn about Japan

Japan has an incredible variety of museums, galleries, shrines and temples which can keep you occupied for many days. In Ueno-koen park, which located near the Hongo campus, there is a concentration of cultural institutions such as: Ueno Zoo, Tokyo Metropolitan Art Museum, the National Museum of Western Art, the National Science Museum. Some museums have discount tickets and free admission day. Tokyo Museums Grutt Pass is a value-priced admission ticket booklet to nearly 70 museums, parks, zoos and aquarium in Tokyo. The Grutt Pass costs 2,000 yen approximately. This pass is available at the museum counters, Tokyo Tourist Information Center, Kichijoji Store and many other places. Make sure you get the expiry date stamped on your pass when you use it for the first time. For any query or information on Grutt Pass, please visit their website.

Japan Tourism Agency
<http://www.mlit.go.jp/kankoch/en/>

Tokyo Metropolitan
Foundation for History
and Culture
<http://www.rekibun.or.jp/english/index.html>

Tokyo Art Navigation
<http://tokyoartnavi.jp/english/index.html>

■ Child education and school

Education in Japan consists of three years in kindergarten, six years in elementary school, three years in junior high school, three years in high school and four years in university (two years in junior college.) The nine year education in elementary and junior high schools, from 6 to 15 years old, is mandatory in Japan.

http://www.nkc.u-tokyo.ac.jp/index_e.html

Elementary and junior high school

Since education at elementary school and junior high school is compulsory for Japanese nationals and permanent foreign residents, households with a child who starts school in the coming April receive a notice regarding school enrollment from the municipal office (city hall) of their area of residence by the end of January. After receiving the notice, they should begin necessary preparation for enrollment according to the notice. Non-Japanese nationals living in Japan may not always receive this notice, however, since they may not be subject to Japanese compulsory education. If you are a foreign resident and wish to have your child educated at a Japanese public school, you must apply for permission to enroll your child.



High school

Junior high school graduates may continue their education at high schools or technological high schools, which, however, are not compulsory and therefore requires the passing of an admission exam to enter. High schools generally offer a three-year program.



International schools

Several international schools are available in Tokyo. While many of them are operated in English, there are some schools taught in other languages.

Departing

When your employment contract finishes and you leave Japan, you must take the following procedures.

1. Procedures at the University



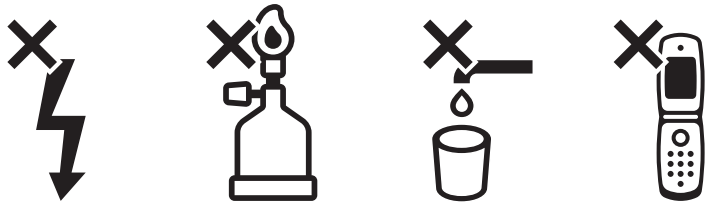
When your employment contract finishes and you leave Japan, please return your employee ID card to the General Affairs Office. Those who have enrolled in the MEXT Mutual Society of Health Insurance should undertake the appropriate cancellation procedures at the Employee Compensation Office. Co-op share capital will be returned in full if Co-op cancellation procedures are undertaken. Please go to the Co-op office at the mezzanine floor of the second refectory building with your membership card.

ITEMS	CHECK
Submit a letter of resignation (If you wish to resign before the end of your contract)	<input type="checkbox"/>
Return your employee ID card	<input type="checkbox"/>
Withdraw from the health/pension insurance plan	<input type="checkbox"/>
Confirm receipt of your final salary	<input type="checkbox"/>
Withdraw from Co-op membership (if needed)	<input type="checkbox"/>

2. Off-campus procedures

You must also take the following procedures before leaving Japan. Electricity, water/sewer and gas bills: a convenient way is to request that they come to your apartment on the last day to disconnect the services and settle the last bills in cash. Mobile phones can be cancelled on the spot so please go to the retail shop of your mobile phone company. You have to go in person and be sure to bring your Alien Registration card and your phone with you. A landline phone or internet services can be cancelled, but the bill won't come until later so you may have to ask a colleague or friend to help you. You must return your Alien Registration Card at the Immigration departure checkpoint.

ITEMS	CHECK
Check if you have completed payment of resident tax and income tax due	<input type="checkbox"/>
Withdraw from the health insurance plan (In case you belong to NHI)	<input type="checkbox"/>
Close your bank account	<input type="checkbox"/>
Return Alien Registration Card to the immigration officer at the airport	<input type="checkbox"/>
Inform the local post office of your moving	<input type="checkbox"/>
Cancel your apartment lease	<input type="checkbox"/>
Pay your bills	<input type="checkbox"/>



3. Moving out

Remember to inform the real estate agency one month in advance. Without any notification, you might be charged one month's rent.

A couple of days before you leave, the real estate agency will come and check the apartment and point out to you what they think needs to be done in regards to cleaning and repairs and give you an estimate of how much of your deposit will be returned to you (or in extreme cases, how much more they think you should pay). We recommend that you take a Japanese speaking friend or coworker with you to fully understand all the important details to avoid unnecessary trouble.



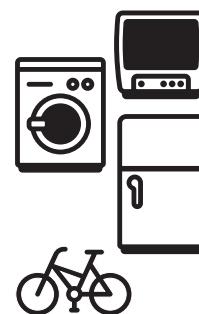
4. Shipping

When you have decided what to send you basically have three options: take it with you as excess luggage on the plane, send it by post, or use shipping companies. Which is most economical depends on the size and weight and also the contents, as well as where you are going. Taking it with you on the plane may be the best way sometimes. The airlines have information about excess luggage fees on their web pages; please have a look. Using the post office, surface mail is the cheapest but will take longer to arrive. The maximum weight is 30kg but some countries only accept 20kg parcels, so be sure to check before packing. There is also a limit on the size of the parcel. Please have a look at the Japan Post Service web page for details. Also notice the cheaper option for books and printed matter. Such parcels are checked at the post office so don't seal them beforehand.



5. Garbage disposal

Contact the City/Ward office to arrange the disposal of large-scale garbage such as household furniture, bicycles etc., at their earliest convenience. By law, air-conditioners, TVs, washing machines, refrigerators, and computers cannot be disposed of as large-scale garbage. Contact either the shop where the appliance was purchased, electronic recovery stores, or the manufacturer to arrange for disposal. In all cases, a disposal fee will be charged.



■ Gifts and souvenirs

The University of Tokyo Communication Center offers the most comprehensive range of UT merchandise anywhere on the web: everything from the UT clothing range, through their collection of UT gifts and accessories.

The University of Tokyo
Communication Center
<http://shop.utcc.pr.u-tokyo.ac.jp/>



Facilities

The University of Tokyo provides a diverse array of support for international researchers to help them enjoy a pleasant, rewarding experience while at Todai. Excellent facilities support research and education at Todai, including the University's superb library system, the University Museum and two major hospitals, which are also open to the public and are a point of contact between Todai and the local community. Cutting-edge facilities including supercomputing and other resources are also available to support University research.

1. General Library (Hongo)

The General Library, which serves students and university employees at all campuses, has roughly 1.2 million books and 1,144 seats. The present building was constructed in 1928 with a grant from the Rockefeller Foundation (U.S.A.) after the old building was completely destroyed by the Great Kanto Earthquake in 1923. A red-carpeted grand stairway, sculpted arches, and other striking accoutrements lend the library a stately atmosphere.

<http://www.lib.u-tokyo.ac.jp/index-e.html>



2. University Museum

The University Museum is one of the leading university museums in Japan and is contributing to science and society in the 21st century. By making accessible its various collections, the University Museum is continuing to stimulate academic research. And of course, being a public institution, research is made available to the "wider public," so that society as a whole can benefit.

http://www.um.u-tokyo.ac.jp/index_en.html



3. International Center

International Center has offices on Hongo campus, Kashiwa campus, Komaba campus. Each office provides various support services such as consultation services and cultural exchange programs to ensure that international students and foreign researchers can enjoy their lives in Japan. Please feel free to use our services in order to make your campus life and daily life fruitful.

Hongo Office
http://www.ic.u-tokyo.ac.jp/ic/index_e.html

Komaba Office
<http://komaba.io.c.u-tokyo.ac.jp/en/>

Kashiwa Office
<http://kashiwaio.dlr.u-tokyo.ac.jp/english/index.html>



4. University nurseries

The University of Tokyo operates nurseries at the Hongo, Komaba, and Shirokane campuses to help employees balance their academic pursuits and jobs with their family responsibilities. These facilities care for children who are at least six weeks old and not yet of school age (or not yet three years old as of April 1, in the case of Keyaki Day Nursery at the Hongo Campus.)

<http://www.h.u-tokyo.ac.jp/english/index.html>



5. Gotenshita Memorial Arena/Ground

Located at the Hongo campus, the Gotenshita Memorial Arena offers a variety of athletic and recreational facilities, including an outdoor ground (artificial turf), a training room, a heated swimming pool, and a gymnasium. Many students and university employees take part in the arena's programs in aerobics, Tai-chi, yoga, bouldering, and other forms of exercise.

http://www.undou-kai.com/goten/index_e.html



Emergencies

If you are in need of an ambulance or involved in an emergency situation such as a fire, accident or robbery or other crimes, stay calm and call for help. The following emergency numbers are available. An emergency phone call can be made free of charge from any phone including public pay phones. All lines are open 24 hours a day. The 110 or 119 dispatcher will ask questions such as “Was there an accident (jiko desuka)?” “Was there an incident (jiken desuka)?” “Do you need an ambulance (kyukyusha wo yobimasuka)?” and “What is the address (jyusho wa)?” The caller will be required to explain the situation.



When notifying the police of a crime, a traffic accident etc. (police station)
call **110**



When calling a fire truck or an ambulance for a traffic accident, a fire or a sudden illness (fire department)
call **119**

*These are only ever to be used as emergency numbers. When your symptoms or injury is serious and you cannot judge if you should call an ambulance, there is a English telephone consultation service available.

OTHER EMERGENCY PHONE NUMBERS

Tokyo Fire Department Telephone Service
03-3212-2323

Tokyo Metropolitan Health and Medical Information Center (“HIMAWARI”)
03-5285-8181

Tokyo Metropolitan Medical Emergency Interpreting Service
03-5285-8185

1. When disaster occurs on campus



If an emergency occurs on campus, call the relevant university emergency number below. Also, in any situation, contact the administrative office of your faculty/graduate school. If you wish to have an escort when traveling through campus, you can request the university’s escort service to provide you one by calling the number at right:

Emergency contacts

Complete an emergency contact card and make copies for each member of your family to carry with them. Be sure to include an out-of-town contact on your contact card. It may be easier to reach someone out of town if local phone lines are out of service or overloaded. You should also have at least one traditionally wired fixed-line phone, as cordless or cellular phones may not work in an emergency.

EMERGENCY CONTACT CARD

Name in Japanese:	Local contact		
Name in Latin alphabet:	Place of stay:		
Date of birth: Day/ Month/ Year/	Phone number:		
Passport number:	Contact person:	Relationship	
Nationality:	Phone number		
Blood type: A B O AB (Rh + -)	Contact in Japan		
Allergies:	Contact person		
Previous illness or medications:	Phone number:	Relationship	

Hongo Campus Security Office
☎ 03-5841-4919

Komaba Campus Security Office
☎ 03-5454-6666

Kashiwa Campus Security Office
☎ 04-7136-3010

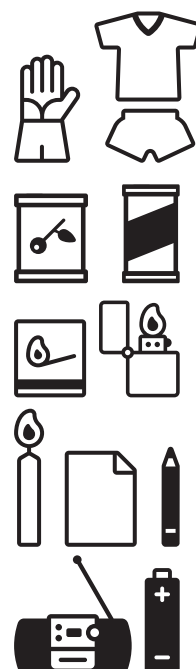
2. Preparation for emergencies

Earthquakes occur frequently in Japan and sometimes tsunamis accompanying earthquakes can also occur. You should keep yourself prepared for the possibility of major earthquakes, flood or other disaster.

■ Home preparations

CHECK ✓

- ☐ Prevent objects such as furniture or electrical appliances from falling over by securing them in place.
- ☐ Prepare a survival emergency backpack (flashlight, batteries, portable radio, lighter, matches, candles, nonperishable food and bottled water for two or three days, thick cotton gloves, tarpaulin, extra clothes, pens and notepad and first-aid kit.)
- ☐ Check your emergency survival kit regularly to see if the food use-by date has expired or any necessary items have gone missing so that the kit is usable when it's needed.
- ☐ Besides these items, make sure you keep valuables (passport, alien registration card, bankbooks, cash, medicines) handy.
- ☐ Participate actively in disaster prevention drills conducted in your local community.
- ☐ If you live with family, make sure to know each other's telephone numbers and decide in advance where you should meet after a major disaster.



3. When an earthquake strikes

What to do when there is an earthquake

Even the most violent of tremors lasts for only about one or two minutes with any aftershocks generally being weaker. When an earthquake strikes, remember the following points so that secondary disasters, such as fires and serious injuries, do not occur.

CHECK ✓

- ☐ Turn off all possible sources of fire (gas equipment, electric appliances, etc.)
- ☐ Obtain accurate information from such as TV or radio.
- ☐ Open a door or window to secure an exit. Do not rush outside in a panic because there is danger of falling items, such as falling billboards.
- ☐ Check on the safety of your neighbors and assist them if you can.
- ☐ Protect yourself by crawling under a sturdy table or desk or some other item of furniture.
- ☐ If you are outdoors, cover your head and watch out for falling glass from broken windows.



When leaving to find refuge

In the event a severe earthquake occurs, evacuate to a nearby shelter designated by the community. In many cases the designated shelter is a local elementary or junior high school, so their locations should be confirmed in advance. Please note that the evacuation site on Hongo Campus is at the square in front of the Yasuda Auditorium.

Tokyo Metropolitan
Government Disaster
Prevention Information
<http://www.bousai.metro.tokyo.jp/english/index.html>
☎ 03-5388-2453

Bunkyo-ku Disaster
prevention Section, Crisis
Management Room
☎ 03-3812-7111

Japan Helpline (24-hour,
non-profit emergency
assistance service)
☎ 0120-46-1997

HONGO campus map

The main Hongo campus occupies the former estate of the Maeda family, Edo period feudal lords of Kaga Province. The university's best known landmark, Akamon (the Red Gate), is a relic of this era. The symbol of the university is the ginkgo leaf, from the trees found throughout the area.



- ① School of Science Bldg.1 (West Wing), (Administration Office, Intl. Liaison Office, Dept. of Physics, Dept. of Astronomy, Dept. of Earth and Planetary Science, Center for Nuclear Study, Center for Elementary Particle Physics)
- ② School of Science Bldg.1 (Center Wing), (Koshiba Hall)
- ③ Old School of Science Bldg. 1 (Student Support Office at School of Science, Childcare Support Room)
- ④ School of Science Bldg.4 (Research Center for the Early Universe)

- ⑤ Chemistry Main Bldg.
- ⑥ Chemistry East Bldg. (Dept. of Chemistry, Geochemical Research Center, Research Center for Spectrochemistry, Center for Ultrafast Intense Laser Science)
- ⑦ School of Science Bldg.7 (Molecular Genetics Research laboratory)
- ⑧ School of Science Bldg.2 (Dept. of Biological Sciences)
- ⑨ School of Science Bldg.3 (Dept. of Biophysics and Biochemistry)

- ⑩ International Center
- ⑪ General Library
- ⑫ Student Support Center
- ⑬ Hongo health Service Center
- ⑭ Earthquake Research Institute Bldg.1
- ⑮ Earthquake Research Institute Bldg.2
- ⑯ Earthquake Research Institute Bldg.3
- ⑰ Institute of Molecular and Cellular Biosciences



HONGO area map

There are a variety of commercial facilities available in the immediate area of the Hongo campus, including a large shopping mall, amusement park and the Tokyo Dome. If you want to experience high-tech culture, you can go to Akihabara, and if you want to experience traditional culture, you can go to Ueno or Koishikawa area which are located 15 minutes' walk from the campus.



Explanatory note

★ Police station

🏢 Public office

🏪 Convenience store

🏯 Temple

🚉 JR station

📡 Police box

✉ Post office

🌳 Park

🏛 Museum

🚏 Railway station

🚒 Fire station

💰 Bank

🏨 Hotel

🎓 School

🚌 Bus stop

🏥 Hospital

🚇 Subway station

📖 Library

🎓 University

for the University of Tokyo

🍽 Restaurant

🍔 Fast food

🏯 Shrine

🛒 Supermarket



RESTAURANT

Japanese

1 Hyakumangoku Japanese cuisine

百万石
Lunch: ¥1000-¥1999
Dinner: ¥3000-¥9999
Hongo 5-24-12, Bunkyo-ku
☎ 03-3811-1209

2 Tanabe Soba (buckwheat noodle)

田奈部
Lunch: ¥1000-¥1999
Dinner: ¥3000-¥3999
Hongo 3-35-6, Bunkyo-ku
☎ 03-3814-0218

3 Kamachiku Wheat noodle (Udon)

釜竹
Lunch: ¥1000-¥1999
Dinner: ¥2000-¥4999
Nezu 2-14-18, Bunkyo-ku
☎ 03-5815-4675

4 Morikawa Teishoku (set meal)

もり川
Lunch: ¥650-¥999
Dinner: ¥650-¥999
Hongo 5-30-16, Bunkyo-ku
☎ 03-3811-1819

5 Aburi-Bar Japanese style grill

炙りBar
Lunch: ¥800-¥1200
Dinner: ¥2000-¥3999
Hongo 7-2-9, Bunkyo-ku
☎ 03-842-3829

6 Imahan Sukiyaki / Shabu-shabu

今半
Lunch: ¥1500-¥6500
Dinner: ¥5000-¥20000
Ueno 1-20-11, Taito-ku
☎ 03-5688-0754

Ethnic

7 Darjeeling Indian Curry

ダーズリン
Lunch: ¥650-¥1999
Dinner: ¥1000-¥1999
Hongo 5-26-5, Bunkyo-ku
☎ 03-5684-4448
Kasuga 1-5-9, Bunkyo-ku
☎ 03-3811-1282

9 Ronger Szechuan cuisine

栄児 (ロンアール)
Lunch: ¥750-¥999
Dinner: ¥1000-¥1999
Hongo 3-15-1, Bunkyo-ku
☎ 03-5800-5111

10 Myung Vietnamese home cook

ミュン
Lunch: ¥999
Dinner: ¥3000-¥4999
Hongo 4-2-8, Bunkyo-ku
☎ 03-3815-1195

11 HANA Korean grilled beef

ハナ
Lunch: ¥999
Dinner: ¥3000-¥4999
Hongo 4-2-2, Bunkyo-ku
☎ 03-3816-8739

Western (Youshoku)

12 Raffine French

ラフィネ
Lunch: ¥1000-¥1999
Dinner: ¥5000-¥5999
Hongo 4-37-4, Bunkyo-ku
☎ 03-3818-4170

13 Takichi Italian

たきち
Lunch: ¥1000-¥1999
Dinner: ¥3000-¥5000
Hongo 3-31-6, Bunkyo-ku
☎ 03-3816-1229

14 Yamaneko-ken Youshoku

山猫軒
Lunch: ¥650-¥999
Dinner: ¥3000-¥3999
Hongo 6-24-5, Bunkyo-ku
☎ 03-3813-7186

15 Fire house Hamburger

ファイアーハウス
Lunch: ¥1000-¥1999
Dinner: ¥1000-¥3999
Hongo 4-5-10, Bunkyo-ku
☎ 03-5637-8575

16 TOROBAKO Seafood

トロバコ
Dinner: ¥2000-¥4999
Yushima 3-40-7, Bunkyo-ku
☎ 03-6806-0070

18 Cocogloso Spanish restaurant

コココロソ
Lunch: ¥1000-¥1999
Dinner: ¥3000-¥4999
Hongo 3-23-1, Bunkyo-ku
☎ 03-3818-3622

19 Lever son Verre French

ルヴェンヴェール
Lunch: ¥1800-
Dinner: ¥4000-
Hongo 6-16, Bunkyo-ku
☎ 03-5840-8088

Vegetarian/Halal

20 Dining Vezzy

ダイニング ベジー
Lunch: ¥999
Dinner: ¥3000-¥3999
Mukogata 1-10-3, Bunkyo-ku
☎ 03-6801-5521

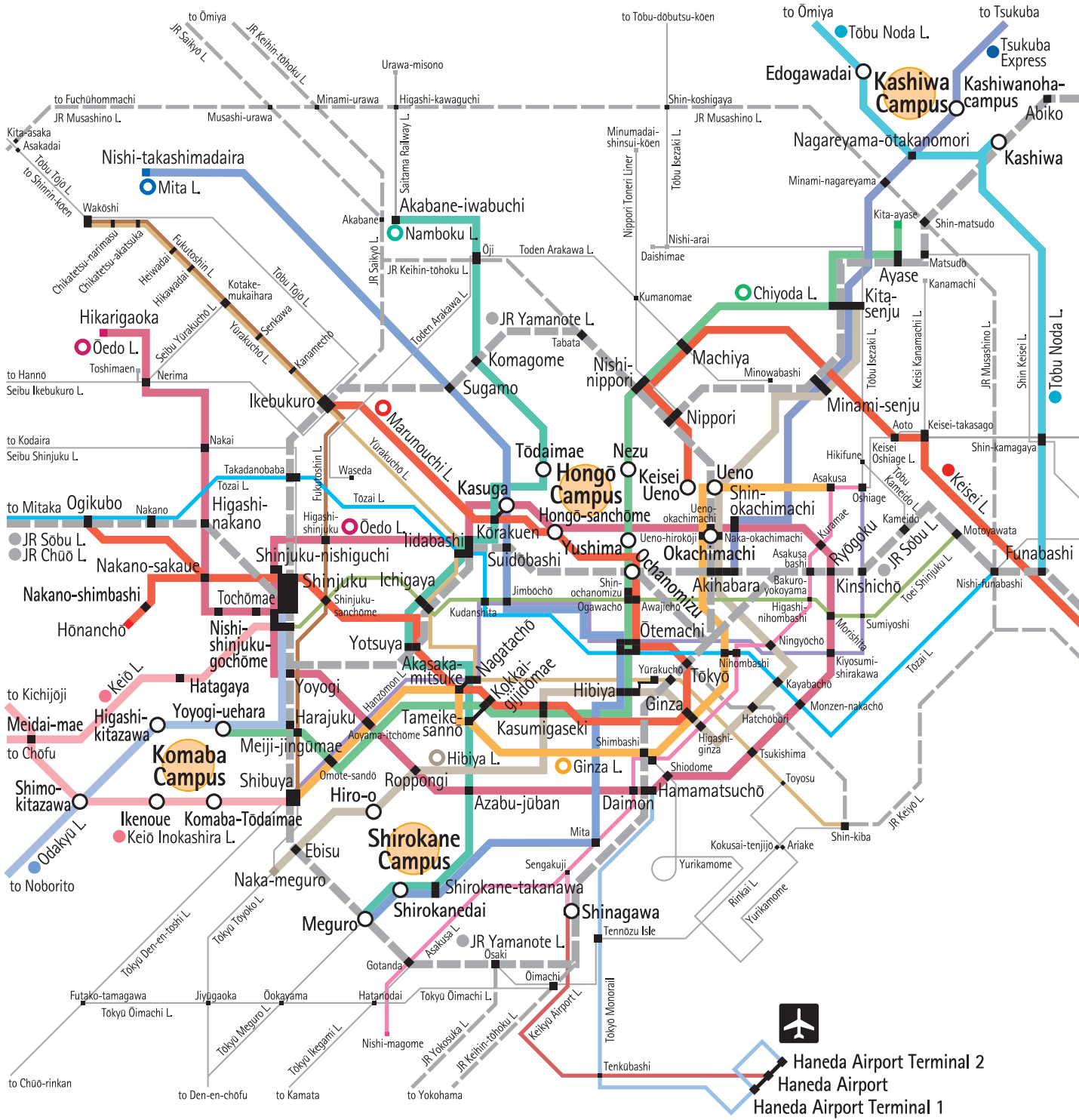
21 Dy's Café

ダイズカフェ
Sendagi 2-48-18, Bunkyo-ku
☎ 03-3824-2447

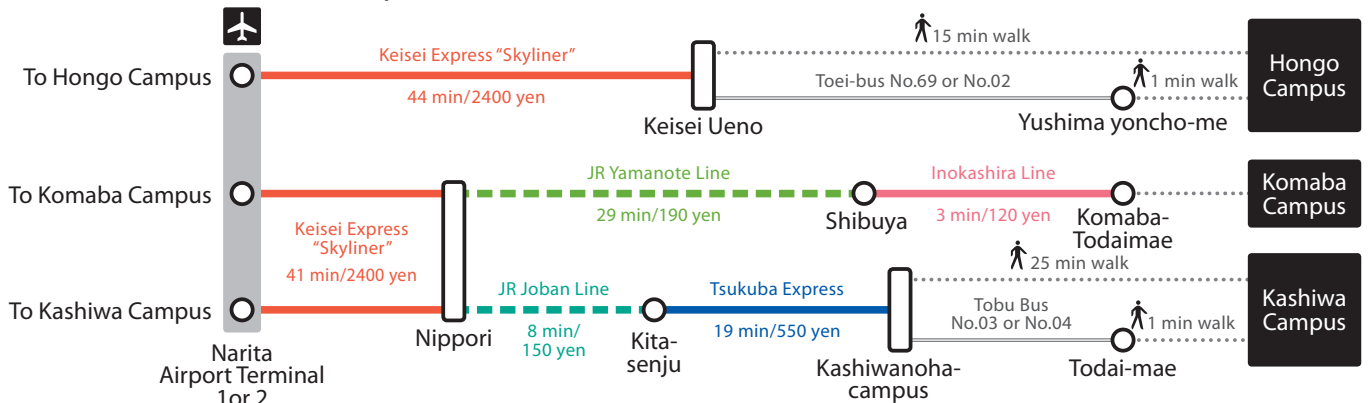
22 Siddique Indian & Pakistan

シディーク
Lunch: ¥999
Dinner: ¥1000-¥1999
Sotokanda 3-16-14, Chiyoda-ku
☎ 03-3255-2088
Kanda Suda-cho, Chiyoda-ku
☎ 03-5294-8477

Access



■ Rail Access from Narita Airport





HANDBOOK

for International Researchers



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Toei Line
● Asakusa Line
● Mita Line
● Shinjuku Line
● Oedo Line

Tokyo Metro Line
● Ginza Line
● Marunouchi Line
● Hibiya Line
● Tozai Line
● Chiyoda Line
● Yurakucho Line
● Hanzomon Line
● Namboku Line
● Fukutoshin Line

● JR Line
● Tobu Noda Line
● Odakyu Line
● Keisei Line
● Tsukuba Express
● Keio Inokashira Line
● Tokyo Monorail
— Other private Lines
■ Junctions
○ Nearest Station

Notes

- (1) The Hongo Campus can be reached on foot (15 min.) or by taxi (about 1,000 yen) from Ueno station.
- (2) The Hongo Campus can also be reached from the following stations:
Tokyo Metro: Nezu or Yushima (Chiyoda Line) 8 min walk, Todai-mae (Namboku Line) 5 min walk
Toei Subway: Kasuga (Mita Line) 10 min walk, Hongo-sanchome (Oedo Line) 7 min walk

■ Rail Access from Haneda Airport

