

# Foreword

Welcome to Tokyo Institute of Technology!

This Campus Guide contains necessary information for you while studying at Tokyo Tech. As there are some systems and procedures that are specific to international students, you should keep this with you.

This Campus Guide is also available at the following URL:

<https://www.titech.ac.jp/english/student-support/students/international-student/campus>

Please do not hesitate to contact us should you have any questions.

Contact:

Student Support Division (Ookayama)

Taki Plaza, B1F1 Ookayama Campus

Tel: 03-5734-3013, 7648 (Ookayama)

Mail: [gak.sei@jim.titech.ac.jp](mailto:gak.sei@jim.titech.ac.jp)

Office Hours: 8:30-17:15, from Monday to Friday (\*Closed on national holidays)

Student Support Division(Suzukakedai)

J1 Building, 1 Fl Suzukakedai Campus

Tel: 045-924-5935

Mail: [suz.gak@jim.titech.ac.jp](mailto:suz.gak@jim.titech.ac.jp)

Office Hours: from Monday to Friday(\*Closed on national holidays)

※ The opening hours of the Suzukakedai office vary depending on the season.

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<Campus Map>

## 1. Residence and Registration Procedures

### 1.1 Residence Card

A Residence Card is issued at the port of entry to persons who have been granted residence status with a period of stay of three or more months. You must carry your residence card with you at all times. When a “Student” visa holder has failed to continue to engage in the activity corresponding to the status of Student for three months or more, his/her visa may be revoked.

### 1.2 Notification Procedures Involving Your Address

#### (1) Notification of Place of Residence

After entering Japan, students are required to register their place of residence without delay. Notification of Place of Residence is done at your local municipal office, and must be completed within 14 days after moving in.

#### (2) Procedures to be Taken When Changing your Residence

##### a. Notifying the local municipal or ward office

Whenever you move to a new residence, you are required to notify your local municipal or ward office of the change of address within 14 days.

##### b. Notifying the Student Division, the Student Support Division in Ookayama or Suzukakedai

- Bachelor’s, master’s and doctoral students

Please go to the website (Web System for Students and Faculty) and change your address.

- Research Students, International Exchange Students, International Visiting Students, Japanese Intensive Course Students

Please submit both side copy of your residence card to the Student Support Division at Ookayama Campus or Suzukakedai Campus.

##### c. Changing the address on your National Health Insurance Card

Once you have changed your address, you can no longer use the National Health Insurance Card of your former address. You must complete the required procedures at your local municipal or ward office without delay. Please take your old National Health Insurance Card with you.

##### d. Changing the address registered on bank account

You must notify your bank of any change of address. Please take your bankbook to the bank where it was issued and have the address updated, or scholarships may not be credited appropriately.

##### e. Notifying the post office

If you fill in and submit the prescribed form available at all post offices, any mail addressed to your former residence will be forwarded to your new address for a period of one year (provided your new address is in Japan; the post office cannot forward mail overseas). Please note that forwarded mail will take longer to reach you, since it takes some time to redirect mail to a different address. Also, mail will no longer be forwarded after the one-year period expires.

### 1.3 Change in Information on the Residence Card Other Than Place of Residence

If there is any change in the information on their residence card other than their address (e.g. name, date

of birth, sex, nationality/region), or any termination of status of residence of “Student” (e.g. graduation, withdraw, etc.) mid-to-long-term residents must take their residence card to a regional Immigration Bureau office and make the required notification within 14 days of the change. If the notification is not made, there will be penalties or their status of residence may be revoked. Once they have completed the necessary procedures, a new residence card will be issued.

#### 1.4 Social Security and Tax Number (Individual Number)

In accordance with the Social Security and Tax number System (My Number System), all registered residents of Japan are being issued a twelve-digit individual number. This number will be required for various types of administrative procedures including social security and tax procedures as well as disaster countermeasures. This number is very important for managing personal information, thus please do not throw it away or show it to other person. It is valid throughout your lifetime. Same number will be issued, when leaving and re-entering Japan.

#### 1.5 Leaving Japan

##### (1) Status

- a. If you do not engage in activities as a student in Japan for more than three months (When taking a leave of absence for more than 3 months, whether in Japan or abroad, when returning home for more than 3 months, or when participating in an overseas study or internship program for more than 3 months, etc.), you may be subject to revocation of your status of residence as a student.
- b. If your status of residence is revoked, you must apply for a Certificate of Eligibility (COE) and re-acquire your status of residence (Student).
- c. **Special re-entry permit** means that foreign nationals with a valid passport who are residing in Japan with status of residence, other than those whose period of stay is less than 3 months or those with "Temporary Visitor" status, are not required to obtain a regular re-entry permit if they re-enter Japan within 1 year of their departure date, in principle. The period of validity of the Special Re-entry Permit shall be one year from the date of departure. But if the period of stay expires before one year has elapsed from the date of departure, it will be until the expiration date of the stay.

##### (2) Procedures to be Taken before Traveling Overseas from Japan

###### a. Notifying the Student Support Division:

- Regular students

Please submit an “Overseas Travel Notice” at T2APPs. For more information, please visit the following website.

<https://www.titech.ac.jp/english/international-student-exchange/students/abroad/procedures>

- Non-regular students

Please submit the “Notification of Overseas Travel by a Foreign Student” to the Student Support Division in person or via Campus Mail. Forms are available at the Student Support Division at Ookayama Campus and Suzukakedai Campus, or can be downloaded from the Tokyo Tech website.

Form is here: <https://www.titech.ac.jp/student-support/students/international-student/camp>

- b. Travel Insurance: Whenever you travel outside Japan, please make sure you have travel insurance.

This includes vacations or travel back to your home country.

### (3) When Leaving Japan after Completion of Your Studies

If you plan to return to your home country after completing your studies, you must file a notification that you are moving overseas at your local municipal or ward office. You must also return your resident card to the immigration officer when completing departure procedures at the airport or port. Please note that if your period of stay is going to expire before your scheduled date of departure, you can apply for a short-term visa to allow you to prepare to leave Japan.

### 1.6 Leave of Absence from Tokyo Tech

You must leave Japan promptly or change your visa status, should you take a leave of absence without an appropriate reason. Please note that “economic difficulties” are not accepted as an appropriate reason.

### 1.7 Withdrawal / Removal from Tokyo Tech

Students who withdraw or are expelled from the Institute will lose their “Student” residence status, and must return immediately to their home country.

### 1.8 Extending Period of Stay

International students who overstay the period of stay are subject to deportation or criminal prosecution as an illegal resident. Since the Immigration Bureau accepts applications three months prior to the date of expiry of the period of stay, students are suggested to apply as early as possible.

First, submit the following documents ①-③ to the Student Support Division at Ookayama Campus or Suzukakedai Campus. After one week, all documents will be returned to you with the president’s seal on document. After you receive the documents, please apply for an extension of your period of stay at the Immigration Bureau or through the Visa Consulting Service at Tokyo Tech. You are required to bring documents ①-⑦ your Residence Card and your passport when applying.

#### (1) Required Documents

##### ① Application form

\* The application can be downloaded from the following;

<https://www.moj.go.jp/isa/content/930004124.pdf>

\*You are required to fill in the pages for organization except for the last column (“Signature and stamp of place of school, organization or representative”).

##### ② Photo (4cm x 3cm, taken last 3 months) pasted on document ①

##### ③ Copy of Passport, Residence Card both sides, and Student ID card

##### ④ Certificate of Enrollment

Master’s or Doctoral students who were previously research students at Tokyo Tech will need to submit their certificate for this period as well.

##### ⑤ Academic Transcript (regular students only)

Research students should submit a letter of recommendation from their academic supervisor instead.

##### ⑥ Document certifying finances (scholarship certificate, bank balance certificate, etc.)

##### ⑦ Handling fee (JPY 4,000)

(2) Application processing time

One month – three months (Depends on the situation)

(3) Others

After you obtain a new period of stay, you must submit a copy of your new Residence Card (both sides) to the Student Support Division at Ookayama Campus or the Student Services Division at Suzukakedai Campus.

And also, for regular students, please update your residence card number and duration of new period of stay on the portal site (Web System for Students and Faculty). Otherwise, cannot access the portal site (Web System for Students and Faculty). At that time please make sure that your name on the portal site (Web System for Students and Faculty) is also registered in the same order as your name on your Residence Card. If the order is different, please correct it as well.

### 1.9 Applying for Permission to Engage in Extra-status Activity

If international students must find a part-time job in order to pay for their studies or other expenses, they must receive permission to engage in an activity other than that permitted by status of residence previously granted (“Extra-status Activity”) by following the procedures prescribed by the Ministry of Justice. International students are allowed to work up to 28 hours per week (up to 8 hours per day during extended breaks).

If you engage in a part-time job without obtaining permission, your current visa status may be revoked. Furthermore, you may not apply for permission for certain types of jobs (those related to the adult-entertainment industry, cleaning duties in pachinko parlors, etc.). Note that TAs, RAs and tutors employed by Tokyo Tech do not need to obtain this permission.

(1) Required Documents

① Application Form

\* The application can be downloaded from the following;

<http://www.moj.go.jp/ONLINE/IMMIGRATION/16-8.html>

② Passport (original)

③ Residence Card (original)

(2) Where to Apply

Applicants can either submit the documents to the visa consulting service staff or directly to the Immigration Bureau.

If you use the visa consulting Service, you need to bring a copy of your Passport and Residence Card with you.

(3) Application processing time

Two weeks- one month



## 2. Visa Consulting Service

Tokyo Tech has launched the Immigration and Visa Consulting Service in order to support international students and researchers with application procedures that concern international residents. On designated days, professionals from a law office will be available at the Student Support Division in the Ookayama Campus and Suzukake Hall (H2 Bldg., 2 Fl) at Suzukakedai Campus. We invite you to make use of this service at your convenience.

Through this service, you would no longer need to go to the Immigration Bureau for most types of applications. Consultation is free of charge, but you will need to pay a commission if you use the application service. You are required to make a reservation in advance, and to bring your student ID card every time you use this service. (Student visa must remain valid for at least 2weeks)

Date & Time of the service will be announced at

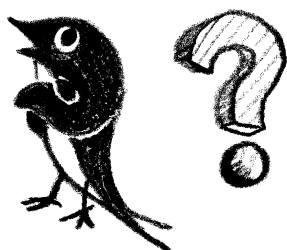
<https://www.titech.ac.jp/english/student-support/students/international-student/visaAdvance>

reservation is available from

<http://reservation.attorney-office.com/universities/campuses/2>

### 【Available Services】

- Certificate of Eligibility (Student, Researcher, Professor, Dependent)
- Extension of visa duration (Student, Researcher, Professor, Dependent)
- Change of status
- Re-entry permit
- Permission to engage in part-time job





### 3. Joining the National Health Insurance System

International students planning to reside in Japan for more than three months are required to join the National Health Insurance System at their local municipal or ward office. Although they must pay the insurance fee, they will only have to pay 30% of the medical expenses under the health insurance coverage.

The insurance fee differs according to the ward or city, but the basic premium is approximately 30,000 yen per year. If their annual income is low, they may be entitled to a reduction of the premium by applying at their local municipal or ward office. They are required to re-apply every year for the reduction. Typically, the reduced premium will be approximately 10,000 yen per year.

#### \*Reimbursement for High-Cost Medical Care Payments

If your share of medical expenses incurred in a single calendar month exceeds 35,400yen, you become eligible to receive a reimbursement for high-cost medical care payments. Please submit an application to your local municipal office, attaching your National Health Insurance Card and the receipts issued by the hospitals or pharmacies. The application review usually takes two to three months.



## 4. Disaster and Accident Insurance for Students (Gakkensai) and Personal Liability Insurance for Students (Gakkenbai)

Gakkensai covers your injury accidents occurring while education activities such as during lectures, experiments, practical training, university events and also commuting to campus.

Gakkenbai is for injuries caused to other people and compensation for property damage during education, research activities and while participating in university activities.

All students are strongly recommended to join this insurance.

### 4.1 Disaster and Accident Insurance for Students (Gakkensai)

<Cases Covered>

(1) Injury accidents occurring during regular curricular activities (during lectures, experiments, practical training, etc.; preparing for experiments in accordance with your academic supervisor's instructions; cleaning up, etc.) or during university events.

It requires more than 1 days of actual medical treatment for the coverage.

(2) Injury accidents while commuting or moving to Tokyo Tech facilities on campus.

It requires more than 4 days of actual medical treatment for the coverage.

(3) Injury accidents occurring on campus (in addition to the above these case 1, case 2)

It requires more than 4 days of actual medical treatment.

(4) Injury accidents occurring during extracurricular activities on and off campus.

It requires more than 14 days of actual medical treatment.

<Types of Indemnity and Amounts>

Type of indemnity	①During regular curricular activities or school events	②During extra-curricular activities	③In school facilities(Excluding① and②), or while commuting
Indemnity for loss of life	¥20 million	¥10 million	¥10 million
Indemnity for physical disability (maximum)	¥30 million	¥15 million	¥15 million
Indemnity for medical expenses(up to ¥300,000)	For 1 or more days of actual medical treatment	For 14 or more days of actual medical treatment	For 4 or more days of actual medical treatment
Additional indemnity for hospitalization	¥4,000 per day (up to 180 days)		

### 4.2 Personal Liability Insurance for Students (Gakkenbai)

<Scope of Activities Covered>

(1) Accidents occurring during regular curricular activities, school events and while commuting to and from Tokyo Tech

(2) Accidents occurring during internships recognized as regular curricular activities, nursing experience activities, practical educational training, and while commuting to and from these activities

### 4.3 Premiums

Classification	Term	Premium (included Gakkensai)
Undergraduate Students	4 years coverage	¥4,660
Master's Students	2 years coverage	¥2,430
Doctoral Students	3 years coverage	¥3,620
Research, International Exchange, and International Visiting Students	1 year coverage	¥1,340

All students who like to join them need to pay with both Gakkensai and Gakkenbai at same time.

### 4.4 Joining the Insurance

All students need to fill out application form and pay the insurance fee at post office by the admission procedure date. Also students who are newly enrolled at Tokyo Tech or changing degree (such as from master to doctor, from researcher to master) need to go through procedure again. As a general rule, you must join it before enrollment, but overseas remittances are not supported for payment, so please complete the procedure immediately after arriving in Japan.

### 4.5 Claiming Insurance

Once you have accidents any of above, please notify the Student Support Division immediately. We will provide you with the necessary documents. If you have any questions, please contact the Student Support Division (TEL 03-5734-3015).

### 4.6 Other (Car Insurance)

We have the Liability insurance whoever drive car or ride a motorcycle must carry with. However, it is covered with victim's compensation, especially human damages only when an accident occurs. It doesn't cover with any your bodily injury, also any property damages. For covering these missing part we strongly recommend you to join the car/motorcycle insurance.



## 5. Medical Checkup

### 5.1 Annual Medical Checkup and Medical Certificate

- The annual medical checkup is offered to all students in spring in order to find and prevent any health related problems. Please make sure to take the medical checkup every year.
- The medical checkup in fall is only offered to new students entering in fall. Those students will also need to take the annual medical checkup offered in the following spring. For dates and information, please see our website:  
<https://www.titech.ac.jp/english/student-support/students/health/annual>
- Students who require a medical certificate for scholarships, employment, dormitories, advancing to another degree program, etc. must take the medical checkup.
- A copy of the medical certificate can be obtained from the automatic certificate machine. However, this does not apply to students who did not take the annual medical checkup for that year. For any questions, please contact the Health Support Center.

### 5.2 Special Medical Screenings

- Fourth-year undergraduate students and above and others who are exposed to ionized radiation and organic solvent in labs are recommended to take the special medical screening which takes place in the spring and fall. Please note that this medical screening is different from the annual medical checkup explained above. Make sure to ask your supervisor if you are eligible to take the special medical screening.  
<https://www.titech.ac.jp/english/student-support/students/health/special>



## 6. Counseling and Support System

### 6.1 Student Guidance Room

Student Guidance Room provides guidance and counseling to help students deal with various problems such as school work, future career, communication, etc. in both Japanese and English. We keep clients' privacy confidential. Approximately 30 faculty members of Tokyo Tech on each campus are assigned as advisors for students. Please feel free to contact the Student Guidance Room at Ookayama and Suzukakedai Campus for more information. Other helpdesks will be connected whenever necessary.

<https://www.titech.ac.jp/english/enrolled/counseling/guidance.html>

#### ◆ Student Guidance Room in Ookayama

Location : [80th Anniversary Hall, Floor 1](#) (Building no. 21 on the campus map, next to the Health Support Center building)

Office hours : Monday through Friday, 10:00a.m. to 4:45p.m.

Phone : 03-5734-2060

Fax : 03-5734-2060

Email : [gakusei.soudan1@jim.titech.ac.jp](mailto:gakusei.soudan1@jim.titech.ac.jp)

#### ◆ Student Guidance Room in Suzukakedai

Location : Daigaku Kaikan(Suzukake Hall) H2 building, Floor1

Office hours : Monday through Friday, 9:00a.m. to 5:00p.m.

Phone : 045-924-5888

Fax : 045-924-5889

Email : [gakusei.soudan2@jim.titech.ac.jp](mailto:gakusei.soudan2@jim.titech.ac.jp)

## 6.2 Student Life Coach Office

Student Life Coach Office offers necessary support for students regarding all aspects of studying. Please come to us if you have any problems or questions regarding campus life or how to take courses or make study plans. English and Chinese languages are available.

◇How to consult us

- Face-to-face consultation:

Please come to the Student Life Coach service desk at Taki Plaza or the Suzukakedai Library.

- Consultation via Email or Zoom:

Please send your name, student ID number, affiliated School, department, or graduate major, and topics for consultation by email to the address below. If you wish to have a consultation on Zoom, please let us know the time and date that suits your schedule by email. We will arrange a mutually convenient time and date.

Contact: [concierge.info@jim.titech.ac.jp](mailto:concierge.info@jim.titech.ac.jp)

### ◆Ookayama Campus

Location : Taki Plaza, B1 Floor Student Support Center

Office hours : Monday through Friday, 8:30a.m. to 17:15p.m.

### ◆Suzukakedai Campus

Location : Suzukakedai Library, 1st Floor (First floor, in the back on the right side)

Office Hours: 9:30-16:30 excluding 11:15-12:15 (Monday, Thursday, Friday)

\*The above schedule at Suzukakedai campus is the schedule for 2021. Opening hours for 2022 academic year may change. Please visit the Student Life Coach website for details.

<https://www.titech.ac.jp/english/student-support/students/counseling/concierge>

### 6.3 International Student Support Desk

Student Support Center offers support for international students. Any kinds of questions are welcome. Below are the examples of questions you can ask at the desk.

- What does this letter from the ward office or bank say?
- Don't know how to throw this trash...
- Why does my health insurance fee become higher than last year?!
- Want to know how Japanese usually do or say in this situation...and so on.

◇How to consult us

- Face-to-face consultation:

Please come to the International Student Support Desk on the B1 Floor of Taki Plaza

- Consultation via Email:

Please contact us at [internationalstudentsupport@jim.titech.ac.jp](mailto:internationalstudentsupport@jim.titech.ac.jp)

Location: Taki Plaza Floor B1

Opening Hours : Mon-Fri 10:30 – 17:00

Note : The office may close temporarily for events, holidays such as New Year (December 29 - January 3), and in the case of emergencies.

E-mail : [internationalstudentsupport@jim.titech.ac.jp](mailto:internationalstudentsupport@jim.titech.ac.jp)

### 6.4 Student Accessibility services

Student Accessibility Services help disabled students have better education and campus life at Tokyo Tech. If you have a disability and are in need of special support, please call us, email us or visit us for more information.

Information provided for counseling is not be disclosed to third parties without the prior consent of the clients.

Office hours :Mon-Fri 10:00am~5:00pm(closed on weekends, public holidays and the Institute's summer and winter breaks)

[Phone:03\(5734\)2989](tel:03(5734)2989)

Email [barrierfree@jim.titech.ac.jp](mailto:barrierfree@jim.titech.ac.jp)

<https://www.titech.ac.jp/english/student-support/students/counseling/barrierfree>

## 6.5 Telephone Consultation Service

Friendly and reliable former Tokyo-Tech professors offer telephone- and email-based counseling for students. If you have a problem but find it hard to visit other help desks, please call or email Telephone Consultation Service. Face-to-face and zoom meetings are also provided whenever necessary. Your privacy is strictly kept confidential and anonymous counseling is also accepted.

Office is open on Monday, Tuesday, Wednesday and Friday from 10:00am to 5:00pm

Phone: 03-5734-2134(Extension:2134)

Email: [denwa.soudan@jim.titech.ac.jp](mailto:denwa.soudan@jim.titech.ac.jp)

(Please email us if you would like to book a meeting in advance.)

<https://www.titech.ac.jp/english/student-support/students/counseling/telephone>

## 6.6 Health Consultation and Counseling Services at the Health Support Center

The Health Support Center at Tokyo Tech provides consultation services by doctors and nurses, to answer questions about mental and physical health, medicines, and give advice on the results of medical checkup. For consultation service, please visit our website or call the number below for an appointment. The Health Support Center also provides counseling service by qualified counselors (clinical psychologists) to support students when faced with challenges in personal and campus life. English language is available.

Service Hours: Monday to Friday, 8:30am-5:15pm (closed on national holidays and NewYear's holidays)

◇Ookayama Campus

03-5734-2057, 2065 (Location: Ookayama Health Support Center)

◇Suzukakedai Campus

045-924-5107 (Location: Suzukakedai Health Support Center, G4 Bldg., 1st Floor)

• Please visit the Health Support Center website for more details.

<https://www.titech.ac.jp/english/student-support/about/organization/institute-wide-support-centers/organization01>

## 6.7 Tutoring System

International students enrolled at Tokyo Tech can have tutors (Japanese or senior international students) who are recommended by academic supervisors for 3 months after arrival in Japan. (However, undergraduate students are 8 months.) Tutors help International Students with Japanese language advice, daily life (accompaniment to local government offices to take care of paperwork, assistance with looking for housing, etc.), and other advice.



## 7. Applying for Certificates

### 7.1 Academic Transcripts and Certificates of Enrollment for enrolled students

- Regular Students (undergraduate, master's and doctoral students)

Certificates can be issued from an automated certificate issuance machine located on the B1 floor of Hisao & Hiroko Taki Plaza (Taki Plaza) at Ookayama Campus, the 2nd floor of the Tokyo Tech Front at Ookayama Campus, and the 1st floor of the J1 Bldg. at Suzukakedai Campus. You will need your student ID card.

Doctoral students who completed their master's programs at Tokyo Tech cannot obtain academic transcripts for those programs from automated certificate issuance machines, so please come to the counter on the 1st floor of Taki Plaza at Ookayama Campus or on the 1st floor of the J1 Bldg. at Suzukakedai Campus.

- Privately Funded Research Students

The Student Division at Taki Plaza in Ookayama Campus issues certificates of enrollment. Please bring your research student ID card to the Student Division when you apply.

It will take three days for certificates to be issued whether in Japanese or English.

- MEXT Scholarship Research Students, Japanese Intensive Course Students, International Exchange Students and International Visiting Students

The International Student Exchange Division issues certificates of enrollment. Please bring your student ID card to the International Student Exchange Division when you apply.

Students at Suzukakedai Campus may apply at the Student Support Division at Suzukakedai Campus. It will take three days for certificates to be issued whether in Japanese or English.

### 7.2 Academic Transcripts and Certificates of Completion for students having graduated or completed their studies

- Regular students (undergraduate, master's and doctoral students)

Please refer to the Tokyo Tech website.

<https://www.titech.ac.jp/english/student/alumni/certificates>

- Privately Funded Research Students

The Student Division at Taki Plaza in Ookayama Campus issues certificates of the enrollment period. It takes three days to issue a certificate of the enrollment period in either English or Japanese. Students are liable for the cost of postage whether it is within Japan or overseas.

- MEXT Scholarship Research Students, Japanese Intensive Course Students, International Exchange Students and International Visiting Students

The International Student Exchange Division only issues certificates of the enrollment period. It takes three days to issue a certificate of the enrollment period in either English or Japanese. Students are liable for the cost of postage whether it is within Japan or overseas.

### 7.3 Scholarship Certificates

The Student Support Division (Taki Plaza, B1 Fl) issues Certificates of MEXT Scholarship Students.

Students at Suzukakedai Campus may apply at the Student Support Division on Suzukakedai Campus. It will take one week for certificates to be issued whether in Japanese or English.

If you need certificates of JASSO (Honors Scholarship), Tsubame scholarship or other privately funded scholarship certificates, please apply at the Student Support Division in Ookayama Campus (Taki Plaza 1 Fl) or Suzukakedai Campus. It takes one week to issue these certificates.

## 8. Administrative Divisions in Charge of Student Affairs

Following are addresses and telephone numbers of the divisions in charge of student affairs:

<International students >

Content	Division in Charge	Ext.	Location
<ul style="list-style-type: none"> <li>• Privately funded scholarships</li> <li>• Dormitories</li> <li>• Extension of the period of stay</li> </ul>	Student Support Division	3014	Taki Plaza 1 Fl Ookayama Campus
		3013	Taki Plaza, B1 Fl Ookayama Campus
		7648	
<ul style="list-style-type: none"> <li>• Privately Funded Research Students (certificates etc.)</li> </ul>	Student Division	3006	Taki Plaza, 1 Fl Ookayama Campus
<ul style="list-style-type: none"> <li>• Entrance examination application</li> </ul>	Admission Division	3990	West Bldg. 8E, Rm 212, 2 Fl, Ookayama Campus
<ul style="list-style-type: none"> <li>• MEXT Scholarship Students</li> <li>• Japanese Intensive Course Students (certificates etc.)</li> </ul>	International Student Exchange Division	7667	Taki Plaza, B1 Fl Ookayama Campus
<ul style="list-style-type: none"> <li>• International Exchange Students</li> <li>• International Visiting Students (certificates etc.)</li> </ul>		3027	West Bldg. 8E, Rm 201,2 Fl, Ookayama Campus

<Students at Ookayama Campus>

Content	Division in Charge	Ext.	Location
<ul style="list-style-type: none"> <li>• Academic transcripts for undergraduate students(*)</li> <li>• Certificates of enrollment for graduate/undergraduate students (*)</li> <li>• Course registration</li> </ul>	Student Division	3004 7641	Taki Plaza, 1 Fl, Ookayama Campus
<ul style="list-style-type: none"> <li>• Academic transcripts for graduate students (*)</li> <li>• Certificates of enrollment for graduate/undergraduate students (*)</li> <li>• Course registration</li> </ul>		3005 7642	
<ul style="list-style-type: none"> <li>• Exemption from enrollment fees and tuition</li> </ul>	Student Support Division	3014	Taki Plaza, 1 Fl, Ookayama Campus
<ul style="list-style-type: none"> <li>• Disaster and Accident Insurance for Students (<i>Gakkensai</i>)</li> </ul>		3013	Taki Plaza, B1 Fl, Ookayama Campus

<Students at Suzukakedai Campus>

Content	Division in Charge	Ext.	Location
<ul style="list-style-type: none"> <li>• Certificate of enrollment(*)</li> <li>• Academic transcript (*)</li> <li>• Course registration</li> </ul>	Student Division	5933 5934	Building J1, 1Fl, Suzukakedai Campus
<ul style="list-style-type: none"> <li>• Exemption from enrollment fees and tuition</li> <li>• Disaster and Accident Insurance for Students(<i>Gakkensai</i>)</li> </ul>	Student Support Division	5935	

\*Students with IC student ID cards can obtain the certificates marked with (\*) from an automatic certificate machine. Please note that research students and auditors cannot receive certifications from the certificate machine. The certifications for these students are issued at the service desks. And the

certifications for the completed courses are issued at the service desks.

## 9. Accommodations

Students in Tokyo Tech live in dormitories operated by Tokyo Tech or by private companies or live in private apartments or house-sharing. Please find the best room for your fulfilling student life in here, Japan.

About Dormitories' details and information, please check the Tokyo Tech website

<https://www.titech.ac.jp/english/student-support/students/dormitories-and-accommodations>

Also, you be careful the changing the prices such as the admission fee or monthly fee in the future.

### 9.1 Dormitories exclusive for new international students

Tokyo Tech has dormitories exclusive for new international students.

The following three dormitories for new international students have each private room equipped with air conditioning, bed, desk, and closet. Shared facilities are kitchen, shower, washing machine, toilet etc.

#### (1) Umegaoka Dormitory (Umegaoka, Aobaku, Yokohama)

[Eligibility] Students

[Period of Stay] 1 year

[Number of Rooms] 50 single rooms and 10 double rooms

[Admission Fee] 20,000yen

[Monthly Fee] 20,000 yen for single, double

[Common Service Fee] 7,500 yen for single, double

#### (2) Shofu Dormitory (Matsukazedai, Aobaku, Yokohama)

[Eligibility] Male Students

[Period of Stay] 1 year

[Number of Rooms] 46 single rooms, 5 double rooms and 1 triple room

[Admission Fee] 20,000yen

[Monthly Fee] 20,000 yen for single, double, 25,000 yen for triple

[Common Service Fee] 7,500 yen for single, double and triple

#### (3) Komaba International House (Komaba, Meguroku, Tokyo)

[Eligibility] Students

[Period of Stay] 1 year

[Number of Rooms] 70 rooms

[Admission Fee] 32,200 yen

[Monthly Fee] 30,000 yen

[Common Service Fee] 9,500 yen

However, due to the limited number of rooms, we are not able to assign a room to all new students. When vacancies occur, application information (reservation number) will be sent to newly enroll international students who are eligible to move in about 1.5 months prior to their enrollment (in February for April enrollment and in July for September enrollment). Send a reply stating whether you wish to apply. If you don't receive the application information, you can't apply these three dormitories. (Umegaoka, Shofu,

Komaba.) If you don't receive the information but wish to live in a dormitory, apply for the other dormitory.

## 9. 2 Other dormitories

There are 6 dormitories which Tokyo Tech is operating now. You can apply any of these 6 dormitories while you are already in here or before coming to. Each private room is equipped with air-conditioning, bed, desk, closet etc.

### (1) Senzokuike House (Minamisenzoku, Otaku, Tokyo)

[Eligibility] Female Students, Female Researchers

[Period of Stay] 1 year (extension is possible for only 1 year)

[Number of Rooms] 102 rooms

[Admission Fee] 57,500 yen

[Monthly Fee] About 65,000 yen (included common service fee)

### (2) Minamishinagawa House (Minamishinagawa, Shinagawaku, Tokyo)

[Eligibility] Male Students and Male Researchers

[Period of Stay] 1 year (extension is possible for only 1 year)

[Number of Rooms] 165 rooms

[Admission Fee] 55,000 yen

[Monthly Fee] 62,500 yen (included common service fee)

### (3) Ookayama House (Ookayama, Meguroku, Tokyo)

[Eligibility] Female Students, Female Researchers

[Period of Stay] 1 year

[Number of Rooms] 8 rooms

[Admission Fee] 42,500 yen

[Monthly Fee] 50,000 yen (include common service fee)

### (4) Nagatsuta House (Nagatsuta Minamidai, Midoriku, Yokohama)

[Eligibility] Students, Researchers

[Period of Stay] Within the standard length of your study

[Number of Rooms] 124 rooms

[Admission Fee] 31,500 yen

[Monthly Fee] About 43,000 yen (included common service fee)

For residents, free shuttle bus runs between NAGATSUTA HOUSE and Suzukakedai campus.

### (5) Suzukakedai House ("Minamitsukushino" "Tsukushino", Machida, Tokyo)

[Eligibility] Students and Researchers

[Period of Stay] Within the standard length of your study

[Number of Rooms] 54 rooms

[Admission Fee] 30,000 yen

[Monthly Fee] About 34,000 yen

[Application method] Apply to the Suzukakedai house office by e-mail (Application is accepted five months before your preferable move in date.)

(6)Minamitsukushino House ( Minamitsukushino, Machida, Tokyo)

[Eligibility] Students and Researchers

[Period of Stay] Within the standard length of your study

[Number of Rooms] 36 rooms

[Admission Fee] 38,000 yen

[Monthly Fee] About 40,000 yen

[Application method] Apply to the Minamitsukushino house office by e-mail (Application is accepted five months before your preferable move in date.)

9.3 The Tokyo Tech Affiliated Dormitory: (Kawasaki, Kanagawa)

Tokyo Tech has partnership with private company for dormitory called KAJIGAYA INTERNATIONAL DORMITORY and DORMY MIYAZAKIDAI. Each private room has air-conditioning, bed, desk, drawer, bookshelf.

[Eligibility] Male Students,

[Period of Stay] Within the length of your study

[Number of Rooms] KAJIGAYA INTERNATIONAL DORMITORY : 60 rooms

DORMY MIYAZAKIDAI : 116 rooms

[Admission Fee] 50,000 yen [Deposit]50,000yen [Room cleaning fee etc.]About 40,000yen

[Monthly Fee] About 85,000 yen (with meals)

9.4 Tokyo International Exchange Center (TIEC) (Aomi, Kotouku, Tokyo)

TIEC is a dormitory operated by Japan Student Services Organization(JASSO). Each room private room has air-conditioning, shower, toilet, washroom, bed, desk, chair, bookshelf and refrigerator.

[Eligibility] Graduate Students

[Admission Fee] As same as Monthly Fee

[Monthly Fee] Single A Build. w/o kitchen 35,000 yen

Single B Build. with kitchen 52,000 yen

Couple or Family type C Build. 74,500 yen

Couple or Family type D Build. 86,500 yen

[Application method] Apply through the Student Support Division.

[Application period] Apply about 2 month before you like to check in.

Tokyo International Exchange Center

<https://www.jasso.go.jp/en/ryugaku/kyoten/tiec/residence/index.html>

## 9.5 Company dormitories

Some private companies are rent to international students their available rooms in their dormitories under the auspices of the Foundation of Corporate Friendship Network for Foreign Students.

Basically, residents are provided a private room at each dormitory but the facilities are different between companies.

[Eligibility] Single and Private founded Students, also needed to;

- Regular students(Undergraduate, Master, Doctor) with College Students Visa.
- A high level of understanding in Japanese is required.
- Residents have to attend for seminars and lectures hold by Foundation of corporate friendship network for foreign students.

[Monthly Fee] Around 10,000 to 340,000 yen (with two meals. Some dormitories do not provide meals.)

[Application method] Students wishing to live in a company dormitory should register with the Student Support Division hold twice a year (May and November).

If there is a vacant room, we will start recruiting on the homepage.

After that, please apply to the Student Support Division those who wish to move in to room.

We will have an interview from each of applicants at Tokyo Tech and recommend to the Foundation of Corporate Friendship Network for Foreign Students.

## 9.6 Private apartments and Share houses

### (1) Guarantor

In Japan, to make a lease contract for apartment needs guarantor. If you are not able to find anyone as your guarantor, you can ask private guarantee companies for guarantor. There are many guarantee companies in Japan, please try to find and use the best company for you.

<https://www.iad.titech.ac.jp/housing/en/>

### (2) HOUSING SUPPORT

Tokyo Tech Housing Support is supporting international students or researchers whoever searching for rooms. We offer various informations and news from Rental Property WEB sites, companies, and real estate agencies. Please check Tokyo Tech WEB Site for more detail and information;

<http://www.iad.titech.ac.jp/housing/en>

### (3) Tokyo Tech COOP

The Tokyo Tech COOP offers a private apartment introduction service. If you rent an apartment introduced by COOP, you will not need to pay a real estate agent fee.

[https://www.univcoop.jp/titech/info/info\\_36.html](https://www.univcoop.jp/titech/info/info_36.html)

In addition, the Tokyo metropolitan area, there are many share houses. In general, the contract procedure for share houses is simpler than the one for renting apartments.

## 9.7 Rules for living in Japan

There are various rules and customs in living in dormitories same as apartments in Japan. No matter who international students should follow the rules with good manners. At the very least, we show you

advice(hints) following basic rules to avoid trouble and enjoy a fulfilling student life rules for living in an apartment or dormitory below,

<https://www.titech.ac.jp/english/student-support/students/dormitories-and-accommodations/independent>

## 10. Commuter Passes and Student Discounts

Commuter passes, which may be good for a period of one, three or six months are a form of discounted travel. There are two kinds of commuter passes: student commuter passes and ordinary commuter passes. The cost of a student commuter pass is lower than the cost of ordinary commuter passes.

### 10.1 Regular Students (undergraduates, master's and doctoral students)

Regular students (undergraduates, master's and doctoral students) can purchase the student commuter pass. To purchase a student commuter pass, you will be requested to show the Commuter Pass Purchase Certificate (Tsuugaku-teikiken-kounyu-shoumeisho) and your student ID card. Under Japanese law, the Commuter Pass Purchase Certificate can only be issued for the least expensive route between the station nearest your home and the station nearest your campus. Hence, you will not be able to purchase a student commuter pass to travel to your part-time job or other destination.

The Commuter Pass Purchase Certificate will be issued at the Student Division either at Ookayama or Suzukakedai Campuses, with your student ID card, so please collect them in person. You will need to obtain a new certificate every academic year, but from your second year onwards, you can have it issued from an automatic certificate machine. In case you lose the certificate or change your address, please go to the Student Division at Taki Plaza in Ookayama or Suzukakedai Campuses.

Regular students can also buy discounted student tickets. (Discounted student tickets are for journeys over 100km one-way on JR lines, and cost 20 percent less than the regular fare. For details, please ask a member of staff at any JR station.) When purchasing a discounted student ticket, you will be requested to show the Student Discount Certificate (Gakuwarishou) and your student ID card. You can get the Student Discount Certificate from the automatic certificate machine.

### 10.2 Non-Regular Students (Research Students, Japanese Intensive Course Students, International Exchange Students and International Visiting Students )

Non-regular students (Research Students, Japanese Intensive Course Students, International Exchange Students and International Visiting Students ) are permitted to purchase the student commuter pass for Tokyu lines only.

Non-regular students cannot purchase discounted student tickets.

#### ◆ Administrative Divisions in Charge of issuing Certificate

Subject	Division in Charge
• Privately Funded Research Students	Student Division at Taki Plaza in Ookayama Student Division at Suzukakedai
• MEXT Scholarship Research Students • Japanese Intensive Course Students	Student Support Division
• International Exchange Students, International Visiting Students	International Student Exchange Division

## 11. Inviting a family member to Japan

### 11.1 Procedures for inviting a family member to Japan for a short-term visit (as a tourist)

If you would like to invite your relatives to Japan on a tourist visa, please contact the Japanese embassy or travel agency in your home country for information on how to apply. For stays of 90 days or less, it is possible to apply for a "Temporary Visitor" visa for the purpose of visiting relatives. Depending on the status of mutual visa exemption agreement between Japan and the country concerned, a visa may not be required for a short-term stay for tourism purposes.

### 11.2 Procedures for inviting your family to reside with you

In case a foreign student wishes to invite his/her family to reside with him/her in Japan, it is necessary for the student to obtain a Certificate of Eligibility beforehand. When applying for a Certificate of Eligibility, you are advised to contact the Immigration Bureau in advance and prepare the necessary documents. You will always be required at the very least to submit your own certificate of enrollment at the university, your scholarship certificate and a copy of the contract for your apartment.

\* Documents required for application can also be found on the following page.  
<https://attorney-office.com/japanvisa/ac-forms-en>

\*Please also refer to the section "Visa Consulting Service" on page 5.

### 11.3 Accommodation for you and your family

Some company dormitories and public housing only provide single rooms. Moreover, some private apartments do not allow children. You should collect all the relevant information when looking for accommodation for you and your family.





## 12. Your own PC at the lectures

### ◆Use of Personal PCs, etc. for Your Studies

Tokyo Tech requests all students to obtain their own PCs for classes, etc. and to use them appropriately, especially on campus and when connecting to the campus network. Please read this guide carefully and ensure to avoid improper use of PCs that could affect the entire Institute.

-All students must first install antivirus software on their PCs, such as that provided by Sophos under a comprehensive license agreement with Tokyo Tech or an equivalent product arranged by students themselves.

[http://www.officesoft.gsic.titech.ac.jp/en/uninstall.shtml#how\\_to\\_uninstall](http://www.officesoft.gsic.titech.ac.jp/en/uninstall.shtml#how_to_uninstall)

-The available Sophos product is the Sophos Central Intercept X Advanced (Windows or Mac).

-This service is available only for PCs that are connected to the Tokyo Tech campus network.

-Students must uninstall the software from their PCs when their enrollment at Tokyo Tech is terminated (by completing a program, etc.).

The campus wireless LAN is available through the access points set at various public spaces on campus (lecture rooms, meeting rooms, library, cafeteria, etc.) and the wooden deck in front of the main building on the Ookayama campus. The service will allow you to enjoy a high-speed connection to Tokyo Tech's information service and the internet with your PC and smartphone.

-For details about settings and access points, visit the link below:

Campus Wireless LAN

<https://www.noc.titech.ac.jp/wlan/en-index.shtml>

-For information regarding maintenance and system issues, visit the link below or Twitter:

<https://www.noc.titech.ac.jp/index.en.shtml>

Twitter: @Titanoc

### ◆Comprehensive Licenses for Software

Certain software products (Adobe, Microsoft, etc.) are available under Tokyo Tech's comprehensive license agreements for study and research purposes. These contracts are subject to annual renewal, and the service coverage and terms of use may change accordingly. Please check the latest information from the link below before use.

[http://www.officesoft.gsic.titech.ac.jp/en\\_index.shtml](http://www.officesoft.gsic.titech.ac.jp/en_index.shtml)

#### (1) Microsoft products

-Available software: Microsoft365Apps

-You will be ineligible to use the product after your enrollment at Tokyo is terminated (by completing a program, etc.).

#### (2) Sophos products (antivirus software)

-PCs to be used on campus must be installed with antivirus software (that mentioned below or an equivalent product).

- Available software: Sophos Central Intercept X Advanced (Windows or Mac)
- This service is available only for PCs that are connected to the Tokyo Tech campus network.
- Students must uninstall the software from their PCs when their enrollment at Tokyo Tech is terminated (by completing a program, etc.).

Note: Each student assumes full responsibility when managing, installing, and using these licensed products. They must comply with the National University Corporation Tokyo Institute of Technology Information Ethics Policy and the National University Corporation Tokyo Institute of Technology Information Ethics Regulations.

[http://www.jyoho.jim.titech.ac.jp/news/policy\\_ethics\\_en.pdf](http://www.jyoho.jim.titech.ac.jp/news/policy_ethics_en.pdf)

[http://www.somuka.titech.ac.jp/reiki\\_int/reiki\\_honbun/x385RG00000462.html?id=j3](http://www.somuka.titech.ac.jp/reiki_int/reiki_honbun/x385RG00000462.html?id=j3) (Japanese only)

### (3) Adobe products

- Available software: the latest version available from Creative Cloud
- This service is available only for PCs owned by Tokyo Tech.

### (4) MathWorks products (numerical analysis software)

- Available software: the latest and older versions of MATLAB; all Toolbox functions
- This service is available for both personal PCs and those owned by Tokyo Tech.

### (5) Wolfram products (formula manipulation software)

- Available software: the latest and older versions of Mathematica
- This service is available for both personal PCs and those owned by Tokyo Tech.

### (6) PerkinElmer products (solution package software for chemists)

- Available software: the latest version of ChemOffice+Cloud (only ChemDraw for Mac users).
- This service is available for both personal devices and those owned by Tokyo Tech.

For inquiries, contact:

Email: [ca-query@gsic.titech.ac.jp](mailto:ca-query@gsic.titech.ac.jp) for (1) (2) (3)

[software.distribution@cc.titech.ac.jp](mailto:software.distribution@cc.titech.ac.jp) for (4) (5) (6)

### ◆IT Service Desk

The IT Service Desk provides guidance on the information services available from the Global Scientific Information and Computing Center including:

- Connecting to the campus network
- Using TSUBAME and the education systems
- Using the Tokyo Tech Portal
- Using comprehensive licenses for software

The Desk will also direct users to offices in charge of information services available on the Tokyo Tech Portal.

Service hours: 9:00 - 12:15, 13:15 - 17:00 (closed on weekends and holidays)

Contact: The IT Service Desk, Information Infrastructure Division, Research Promotion Department

TEL: 03-5734-3654

Email: helpdesk@gsic.titech.ac.jp

Note: Students are expected to use Tokyo Tech's information resources and the information system (network, computers, etc.) safely, responsibly, and wisely, paying extra attention to the points listed below. Failure to comply with these rules may result in warnings and punitive measures.

#### ◆ Ethical Rules and Regulations

##### (1) Viewing of Emails and Websites

It is not uncommon for people to unknowingly commit criminal or illegal acts while communicating over the internet. Remember that gambling, Ponzi schemes, and the trade of illegal drugs are all examples of activities that may result in criminal penalties. You must also avoid any act that may be perceived as harassment by others. When handling information online, make sure to double-check who is the sender of the information, or to whom you are sending the information.

##### (2) Use of Online Communication Tools

Information exchanged through social network platforms (Twitter, LINE, etc.) and blogs may often contain information closely related to everyday lives of users. An innocent message could end up disclosing personal information, or your posts may unexpectedly trigger adverse responses from those who read them, which may lead to your becoming a target of abuse. You should also be careful not to infringe copyright. Recorded lectures, content on the whiteboard, and exam questions are examples of protected properties. While digital tools and services are convenient, users must exercise caution when using them.

##### (3) Privacy Protection

Disclosing personally identifiable information may lead to identity theft or stalking. In particular, you must be more careful when dealing with information related to others than when managing your own privacy. Do not upload or share videos containing images of people online without their permission. Such actions can be perceived as infringing the rights of publicity (i.e., personality rights) of others according to Japanese law. Protect the privacy of others as well as your own.

##### (4) Researcher Ethics

Tokyo Tech students are expected to hold high ethical standards as members of the research community. Plagiarism, using other people's material (writings, photos, and charts) without proper citation, and research data manipulation are a violation of researcher ethics.

##### (5) Protection of Information and Intellectual Properties

Copyright protection applies not only to printed materials but also to various forms of digital information such as those stored on CDs and DVDs and published on the internet. Recorded lectures, content on the

whiteboard, and exam questions are also protected properties. Make sure not to infringe the copyrights of others.

#### (6) Prohibited Use of File-Sharing Software

Use of certain file-sharing apps could lead to issues such as copyright infringement and compensation for damages, and is therefore prohibited. Many file-sharing apps allow users to download and stream unauthorized music and video content, and will be detected by the software detection system in the link below, even if you launch the software by accident. It is therefore best not to install such apps in the first place.

Link to File-Sharing Software Detection Service

[https://www.noc.titech.ac.jp/service/policy\\_violation\\_en.shtml](https://www.noc.titech.ac.jp/service/policy_violation_en.shtml)

#### (7) Software Licenses

Users must have a valid software license to install and use particular software. Installing a software package licensed for one computer on multiple computers will breach the license agreement and is therefore not permitted. If it becomes necessary to install a software package on additional computers, make sure that you supplement the licenses accordingly. Tokyo Tech has concluded comprehensive license agreements for certain software products that are used commonly for research or operational purposes.

#### (8) Troubleshooting

If any problems arise, please contact the Information Ethics Committee at [cce@jim.titech.ac.jp](mailto:cce@jim.titech.ac.jp).

### ◆Points regarding Information Security

#### (1) Use of Mobile Devices

Exchanging emails and preparing documents using mobile devices such as smartphones, tablets, and laptops has now become the norm in society. These small devices, however, are easy to lose, and there is a risk of personal and confidential information being leaked and exploited. You must pay extra attention not to lose such devices, and take measures to block unauthorized access even when a device is lost, such as configuring them so that authentication is required to gain access.

#### (2) Data Backups

The data you own is an important asset that you are responsible for protecting. Please back up your data regularly.

#### (3) Antivirus Protection

All students must first install antivirus software on their PCs, such as that provided by Sophos under a comprehensive license agreement with Tokyo Tech or an equivalent product arranged by students themselves.

#### (4) Security Updates

Always install the latest security updates for the operating system (OS) and application software on your computers. You can make it a routine to check whether an update is necessary when you turn on your computer, or you may turn on automatic software updates.

#### (5) Password Management

Passwords are like keys to locks that protect information systems. If your password gets into the wrong hands, it could be used to access information systems with malicious intent. Devices other than computers that can be connected to a network, such as printers and network cameras, must also be set with strong passwords. Do not share the same account ID or password with others.

#### (6) Sharing Settings and Network Management

Do not share your PC with others, even with friends or family, as this may compromise the security of stored data, and never share the same account ID or password with others. You should not recycle passwords or use the same one for multiple services either.

Pay attention to file-sharing settings so that files are not shared unnecessarily. Make it a rule to keep ports that are used for incoming access closed unless they are truly necessary.

#### (7) Emergency Responses

While it is clearly out of the question to deliberately perform acts that destroy information assets and systems, it is important to stress that an operational mistake or a non-malicious act performed out of curiosity may still cause system problems or damage to information assets owned by others. Should such an incident occur, notify the system administrator immediately and try your best to contain the damage. Do not attempt to hide the incident.

#### (8) Information Ethics and Security Guide

This booklet is intended to provide members of the Tokyo Tech community with a concise guide to regulations and ethical principles that should be observed when handling various kinds of information. Tokyo Tech members are expected to understand and follow these guidelines to ensure safe and appropriate use of the services.

Contact:

Information Security Measures Group, Information Infrastructure Division, Research Promotion Department

The 2nd floor of the Global Scientific Information and Computing Center (GSIC)

#### (9) Emergency Response to Information Security Incidents

The Computer Emergency Response Team (CERT) is a dedicated team that handles information security issues at Tokyo Tech. In addition to security incident response, its duties include preventive efforts such as releasing security-related information and vulnerability surveys within the Tokyo Tech community. Cyberattacks at Tokyo Tech are becoming more sophisticated and diversified, and machines and devices within the community are frequently targeted. If you fall victim to an information security incident, such as your PC being infected with a virus, please contact the CERT immediately. You are also encouraged to regularly visit the CERT website to check the latest information.

Contact:

Computer Emergency Response Team (Tokyo Tech CERT)

URL: <http://cert.titech.ac.jp>

Twitter: @T2CERT

Email: [contact@cert.titech.ac.jp](mailto:contact@cert.titech.ac.jp)

TEL: 03-5734-3272

Note: The website explains essential information for using the campus network and PCs on campus: wireless LAN, comprehensive software licenses, IT service desk, what to do when being involved in security-related incidents, etc. Make sure to check the website.

### 13. Use of the Libraries

Tokyo Tech has a library at Ookayama Campus and a branch library at Suzukakedai Campus.

When you use the library, you need a student card. For those who do not own the card in spite of being affiliated with Tokyo Tech, we can issue a library card for you. Please bring an identification paper issued by Tokyo Tech to the circulation counter.

For the library's general usage guidelines, refer to their pamphlet or their website.

[http://www.libra.titech.ac.jp/welcome\\_e.php](http://www.libra.titech.ac.jp/welcome_e.php)



## 14. Career Support

### 14.1 Student Career Support Section

Student Career Support Section will coordinate with faculty members in each department.

- (1) Provision of general knowledge, know-how and information pertaining to employment
- (2) Collection and provision of Tokyo Tech's employment information
- (3) Planning and implementing all-campus guidance, etc.
- (4) General employment counseling
- (5) Advice on employment in new fields
- (6) Advice for students who are unsure of their career path etc.

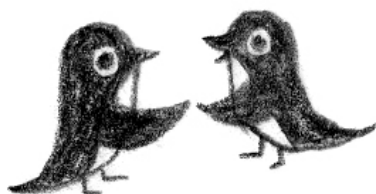
\* Please refer to following website at

<https://www.titech.ac.jp/english/enrolled/career/support.html>

### 14.2 Employment Support in the Departments

For decades, faculty members and administrative staff in each department at Tokyo Tech have provided students with information and detailed advice on employment based on their respective fields of expertise. Why don't you start by consulting a familiar faculty member or an administrative member? Employment information for particular departments may only be handled by the respective departments, so we highly recommend you contact them as well. For further information, please see our website.

<https://www.titech.ac.jp/english/enrolled/career/support.html>



## 15. Bulletin Boards

All important notices, summons, etc. issued by Tokyo Tech will be posted on bulletin boards located on both campuses. Please make sure to check the bulletin boards so as not to miss any important notices and news for applications, etc.

In addition to the section related to international students, make sure you carefully look at the sections allocated for each year and for summons.

New information is usually posted on the official website. However, please also check the bulletin boards, as not all information will be posted on the website.

Bulletin boards are located in the following places:

Ookayama Campus

- Side of the Wood Deck
- West Building 1, 1 Fl

Suzukakedai Campus

- Lobby and Bulletin Board for International Students in J1 Bldg, Floor 1





## 16. Application for Privately Funded Scholarships

Privately-funded scholarships are divided into two types: one requires a university's recommendation, and the other requires no recommendation. The application process differs for the two types. Detailed information about both kinds of scholarships is announced on the Tokyo Tech website. Please check them regularly in order not to miss out on any information.

### 16.1 Privately funded scholarships that you can apply for directly

(Scholarships that do not require university recommendation)

Anyone who fulfills the application requirements stipulated by the scholarship foundations can apply for these scholarships.

Most scholarship foundations send information to the Student Support Division. We will announce this information on the Tokyo Tech website

(<https://www.titech.ac.jp/english/students/news>)

### 16.2 Privately funded scholarships that require a university recommendation

If you want to apply for scholarships requiring university recommendation, you will have to register first. Registered students will be ranked in accordance with the “Recommendation Criteria for Privately Funded Scholarships”. Based on this ranking system, a selection committee organized by academics of Tokyo Tech will decide on the applicants to recommend.

The registration will start in September every year and you can register anytime during the year. For new entry students, we accept registration anytime after you get your Student ID.

Registration will be valid until September every year.

Details are available on our website.

(<https://www.titech.ac.jp/english/student-support/students/tuition/scholarships/recommendation>)



## 17. Tokyo Tech Tsubame Scholarship for Doctoral Students

Tokyo Tech launched a new scholarship program for doctoral students in April 2019.

The Tsubame Scholarship for Doctoral Students aims to reduce the financial burden on academically outstanding students so that they may concentrate on pursuing their doctoral studies. The financial assistance is intended to prevent motivated students from missing out on the opportunity to study at the Institute.

### 17.1 Eligibility

Students who enrolled in a doctoral degree program in or after April 2018 are eligible to apply.

Doctoral students are not eligible if any of the following is true:

1. They receive financial aid from programs that do not permit funding from other sources (e.g., recipients of the JSPS Research Fellowship for Young Scientists, MEXT Scholarship students, recipients of overseas government scholarships, Tokyo Tech Advanced Human Resource Development Fellowship for Doctoral Students, "Cross the border! Tokyo-Tech pioneering doctoral research program").
2. They receive income as working adults (e.g., regular employees of a company, individuals who own a business).
3. They have exceeded the standard duration of their doctoral studies.

### 17.2 Scholarship amount

Scholarship amount (annual)	
1st-year doctoral students	JPY 480,000 (standard scholarship)
2nd- and 3rd-year doctoral students	JPY 480,000 (standard scholarship) Or JPY 635,400 (special scholarship*)

\*Students who show outstanding academic performance and research achievements will be granted a special scholarship in their second and/or third years. Approximately 20% of second and third-year scholarship recipients will receive the special scholarship.

### 17.3 Application

Please read the following website carefully, prepare the required documents, and apply to Student Support Division.

<https://www.titech.ac.jp/english/student-support/students/tuition/tsubame-scholarship>

## 18. Useful Information

### 18.1 Foreign Language Medical Information Telephone Service

#### ◆Tokyo Metropolitan Medical Institution Information “Himawari”

“Himawari” is a service which provides medical information in a number of foreign languages (English, Chinese, Korean, Thai and Spanish). Information about Japanese medical system and medical institutions that provide treatment in foreign languages is available. Information is provided free of charge.

TEL: 03-5285-8181

Office Hours: 9:00 - 20:00 daily

<https://www.himawari.metro.tokyo.jp/qq13/qqport/tomintop/>

### 18.2 Information Service for Foreign Residents

Both of the centers provide telephone and face-to-face counseling on immigration, citizenship, work, and other issues related to daily life in Japan to foreigners.

#### ◆Foreign Residents’ Advisory Center, Tokyo Metropolitan Government

Address: No.1, 2-8-1 Nishi-shinjuku, Shinjuku-ku, Tokyo

Language	Telephone	Days (excluding national holidays)	Open
English	03-5320-7744	Mon.–Fri.	9:30 – 12:00 13:00 – 17:00
Chinese	03-5320-7766	Tue., Fri.	
Korean	03-5320-7700	Wed.	

#### ◆Foreign Residents’ Advisory Center, Kanagawa Prefectural Government

Address: 1-2-1 Kosugaya, Sakae-ku, Yokohama

Language	Telephone	Days (excluding national holidays)	Open
English	045-896-2895	1st, 3rd, 4th Tue	9:30 – 12:00 13:00 – 17:00
Chinese		Thu / 1st Tue	
Korean		4th Thu	

### 18.3 General Information Center for Foreign Residents

The Foreign Residents Information Center was established by the Immigration Bureau to respond to inquiries from foreign nationals concerning entry and residence in Japan. Assistance is available in Japanese, English, Korean, Chinese, Spanish and other foreign languages. Please feel free to call.

TEL: 0570-013904

Office hours 8:30-17:15(weekday)

### 18.4 Traffic rules in Japan

In late years, the number of the bicycle accidents has been increased big influence. It will effect to your campus life if you or someone are hurt in an accident.

National police agency website "Traffic safety guidelines for pedestrians and cyclists"

English [https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic\\_safety\\_en.pdf](https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic_safety_en.pdf)

Chinese [https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic\\_safety\\_cn.pdf](https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic_safety_cn.pdf)

## 19. COVID-19 Response at Tokyo Tech

Please check back below for the latest updates.

<https://www.titech.ac.jp/student/students/health/coronavirus>

◆ If you are sick and suspect that you might have been infected with COVID-19

- Do not come to campus. (You must skip on-campus classes and seminars when you feel sick.)
- Consult your family doctor, local clinic, or the COVID-19 consultation center in your prefecture.
- Avoid going out.
- Ensure to wear a face mask (nonwoven fabric masks are recommended) and wash your hands.

◆ If you undergo PCR/antigen testing

If the PCR/antigen test result is positive, please report it immediately at the following page.

<https://www.t2form.titech.ac.jp/sv/946869>

◆ Returning to campus after illness

Based on the instructions by the doctor and along with the progress of your recovery, the Health Support Center and the COVID-19 Infection Response Team will let you know the date you can start coming to campus.