



鳥取大学 | Tottori University

## 留学生ハンドブック

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**HANDBOOK** for **INTERNATIONAL STUDENTS**

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# 1. Introduction

## Center for International Affairs / International Affairs Division

The purpose of the Center for International Affairs is to promote the internationalization of Tottori University by planning various programs related to international exchange, educating and guiding international students, and providing necessary education and advices for students who wish to study abroad.

The International Affairs Division is responsible for the administration of center for international affairs, as well as the administration of dormitory for international students, and the overall administration of international students, students who wish to study abroad, and foreign researchers.

### Contact Information of the International Affairs Division ( For both Tottori and Yonago area )

TEL [Weekday] 8:30 ~ 17:15	0857-31-5056 ( Student Exchange Section ) 0857-31-5010 ( International Exchange Section )
Emergency Contact Available for 24 h	090-7541-9245 ( International Student Support Desk )
Email	kokuko-gaku@ml.adm.tottori-u.ac.jp ( Student Exchange Section )
FAX	0857-31-6065

● Student Exchange Section : For international students and Japanese students studying abroad

● International Exchange Section : For academic exchange agreements and administrative work on foreign researchers

[Office Hour] Monday-Friday 8:30 ~ 17:15

### Contact Information for International Students in Yonago Area ( Gakusei-kakari )

TEL [Weekday] 8:30 ~ 17:15	0859-38-7100
Emergency Contact Available for 24 h	090-7541-9245 ( International Student Support Desk )
Email	me-gakusei@ml.adm.tottori-u.ac.jp

### Website of Center for International Affairs Division

The Center for International Affairs runs website, which provides important information about scholarships, immigration procedures, housing, and more. Please check them out regularly and International students in Yonago area should also check the website.



<https://www.ciatu.tottori-u.ac.jp>

## Contact of Student Section for each Faculty

Undergraduate / Graduate School	Section	TEL	Email
<ul style="list-style-type: none"> <li>• Faculty of Regional Sciences</li> <li>• Graduate School of Sustainability Science, Department of Regional Sciences</li> </ul>	Kyoumu-kakari	0857-31-5077	reg-kyoumu@ml.adm.tottori-u.ac.jp
<ul style="list-style-type: none"> <li>• Faculty of Medicine</li> <li>• Graduate School of Medical Sciences</li> </ul>	Gakusei-kakari	0859-38-7100	me-gakusei@ml.adm.tottori-u.ac.jp
<ul style="list-style-type: none"> <li>• Faculty of Engineering</li> <li>• Graduate School of Sustainability Science, Department of Engineering</li> <li>• Graduate School of Engineering</li> </ul>	Kyoumu-kakari	0857-31-5186	en-kyoumu@ml.adm.tottori-u.ac.jp
<ul style="list-style-type: none"> <li>• Faculty of Agriculture</li> <li>• Graduate School of Sustainability Science, Department of Agriculture &amp; Dryland Science</li> </ul>	Kyoumu-kakari	0857-31-5342	ag-kyoumu@ml.adm.tottori-u.ac.jp
<ul style="list-style-type: none"> <li>• The United Graduate School of Agricultural Sciences</li> </ul>	Rendai Gakumu-kakari	0857-31-5446	ag-rengaku@ml.adm.tottori-u.ac.jp
<ul style="list-style-type: none"> <li>• Joint Graduate School of Veterinary Sciences</li> </ul>	Kyoudoujyui-kakari	0857-31-5365	ag-kyoudouj@ml.adm.tottori-u.ac.jp

## 2. Procedures for Living in Japan

### At City Office

#### 1\_ Notification of Place of Residence ( Resident Registration )

Foreigners staying in Japan for more than three months are required to register their residential address with a city office in the area where they reside within 14 days of the date on which they have taken up their residence. Please note that a delay in registration and a false notification may result in a fine or the revocation of your resident status. Even if a residence card has been issued to you at the airport upon entry to Japan, please make sure to notify the city office of your residential address.

#### What to Bring

- ① Passport
- ② Residence Card  
( excluding new entrants to Japan to whom their residence cards have not been issued at the airport. )
- ③ Notification of Place of Residence ( It can be downloaded from the home page of the city office. )

#### When You Change your Address

It is necessary to carry out the following procedures at the city office within 14 days of the date on which you have changed your address.

##### ■ When you move to another place of residence within Tottori or Yonago City :

Bring the above items ①～③ to the city office to register your new address.

##### ■ When you move in Tottori City or Yonago City from another city :

In addition to the above items ①～③, bring a "moving-out certificate" issued by a city office where you lived previously to Tottori or Yonago city office to register your new address.

#### Contact Information for Resident Registration

##### ■ Tottori Area : One-Stop Service Desk ( Resident Division ) , the Main Building of Tottori City Office

[ Monday-Friday ] 8 : 30 ~ 19 : 00 ( ~ 17 : 15 on the last Wednesday of each month )

[ Saturday and Sunday ( excluding public holidays ) ] 8 : 30 ~ 17 : 15

Tel : 0857 - 20 - 3493 / Email : shimin@city.tottori.lg.jp

<https://www.city.tottori.lg.jp/www/contents/1190266593003/index.html>

##### ■ Yonago Area : Resident Affairs Division of Yonago City Office

[ Monday-Friday ] 8 : 30 ~ 17 : 00 / Tel : 0859 - 23 - 5144 / Email : shimin@city.yonago.lg.jp

<https://www.city.yonago.lg.jp/1147.htm>

#### My Number Card

A few weeks after the resident registration is completed, a "notification card of your individual number ( My Number Card )" is delivered by registered mail ( see page 27 ). A "My Number" is utilized in taxation, social security, and disaster prevention, etc. to control personal information.

When you begin a part-time job or when you carry out procedures at the city office to move to a new place of residence or to return to your country, the individual number is required. Please keep the card in a safe place until you return to your country.

## 2 \_ Notification of Place of Residence ( Resident Registration )

Any international student staying in Japan for more than three months under the status of residence as “College Student” is obliged to enroll in the National Health Insurance. Under this health insurance, you pay 30% of your medical expenses as a copayment. However, this health insurance does not provide full coverage against death, accidents, loss, fire, or full damages compensation. To prepare for any contingency, please also enroll in other insurance referring to “Various Insurances” on page 22 as a guide.

※If your status of residence is “Temporarily Visitor” or “College Student ( a 3-month period of stay )”, you are not qualified to enroll in the National Health Insurance. Please buy travel insurance, etc. before leaving your country.

※**The National Health Insurance does not cover some medical treatments ( medical checkup, vaccination, cosmetic surgery, and normal childbirth, etc. ).** For these medical treatments, a 100% copayment is required.

### What to Bring

- ① Passport
- ② Residence Card
- ③ Application Form ( available at City Offices )

### How to Use the National Health Insurance

- Once you enroll in the National Health Insurance, an insurance card is issued. Whenever you go to the hospital, please make sure to bring your insurance card and present it at the reception. Please also carry it with you on a trip.
- The insurance card is delivered by registered mail ( see page 27 ) before expiration ( mid-July ). However, those who failed to pay the insurance premium are required to renew their insurance card at the counter of the city office.

### Insurance Premium

The amount of the insurance premium is determined based on your income in the previous year. If the income is zero yen, the amount of the insurance premium is reduced. Around February every year, you may receive the “National Health Insurance Premium Simple Declaration Form” from the city office. The document is intended to confirm your income. Please make sure to fill in and return it to the city office.

### How to Pay Insurance Premiums

**Payment notice** : One to two months after the enrollment in the National Health Insurance, the “National Health Insurance Premium Statements and Payment Notice ( Invoices for insurance premiums during the fiscal year )” are sent to your address.

**Payment Method** : Enclosed in the Statements and Payment Notice are two types of payment slips as below.

- 1 ) “Entire Period”: Payment Slip for the Whole Amount of the Insurance Premiums
- 2 ) “1st~10th Period”: Payment Slips in Installments

※If you are supposed to return to your country within one year, you are required to pay for the periods during which you will stay in Japan.

※If you make an overpayment, there is a refund when you cancel the insurance.

※Please note that if payment is not made by a due date, a “demand letter” is sent.

### Contact Information for the National Health Insurance / National Pension program

#### ■ Tottori Area : Insurance and Pension Division in the Main Building of Tottori City Office

[ Monday-Friday ] 8 : 30 ~ 17 : 15 / Tel : 0857 - 30 - 8221 / Email : hoken@city.tottori.lg.jp

<https://www.city.tottori.lg.jp/www/genre/1187741868320/index.html>

#### ■ Yonago Area : Insurance Division of Yonago City Office

[ Monday-Friday ] 8 : 30 ~ 17 : 00 / Tel : 0859 - 23 - 5121 / Email : hoken@city.yonago.lg.jp

<https://www.city.yonago.lg.jp/3837.htm>

### 3 \_ National Pension program

Any foreign resident aged 20 or older is obliged to enroll in the National Pension program, however, there is a system where low-income students can postpone ( defer ) the payment of pension premiums. After completing resident registration as described in section 1 above, please enroll in the National Pension program at the Insurance and Pension Division of the city office. **The following applications for the postponement of the payment of pension premiums shall be made every fiscal year ( around April ).**

#### ■ For Full-degree Students

“The Special Payment System for Students” for the National Pension program can be applied for. Please keep a pension handbook delivered at a later date safe.

#### ■ For Non-degree Students ( Special Auditing Students, Research Students )

Please make a “General Exemption Application.”

### 4 \_ Live with your Family Members

When you invite your family members to Japan to live with them, they need to register their place of residence at the city office. When they apply at the city office, followings are required : ① a passport of each family member, ② a residence card, ③ a notification form, ④ a document to prove the relationship between the international student and family members ( either a family register or a marriage certificate or a birth certificate ).

#### < Documents Delivered about One Month After Completing the above Procedures at the City Office >

- Resident Registration: your Individual Card ( Please carry it at all times )
- National Health Insurance: your National Health Insurance Premium Statements and Payment Slips
- National Pension: National Pension Premium Bank Transfer Slips  
( Those who have applied for exemption are not required to use the slips even if they receive them. )

#### < Tottori City Office Call Center >

Tel : 0857 - 22 - 8111 ( open 365 days a year )

Email : tori-call@city.tottori.lg.jp

<https://www.city.tottori.lg.jp/www/contents/1567163330498/index.html>



## At Bank / Post Office

### 1 \_ Open a Bank Account

If you need a bank account to receive your scholarship, you are advised to open a savings account using the following information as a guide. **For the application, please go to a bank with a student who can speak Japanese if possible.**

※About one week after opening a bank account, a “cash card” will be delivered to your home address. Please be careful not to lose it.

#### What is Necessary to Open a Bank Account with Japan Post Bank

**If you are a government-funded international student, please make sure to open a “Japan Post multipurpose account.”**

- ① Passport
- ② Residence Card
- ③ Student ID Card
- ④ Seal ( only for international students from Chinese-speaking countries )

#### What is Necessary to Open a Bank Account with Tottori Bank / San-in Godo Bank

- ① Passport
- ② Residence Card
- ③ Seal
- ④ Certificate of Enrollment  
( It is not required if more than one year has passed since entry to Japan. For the issuance of certificates, please see the page 16. )

#### What is Necessary to Open a Non-Resident Yen Savings Account

Tottori Bank or San-in Godo Bank allows an international student to open a savings account only if his or her period of enrollment at Tottori University exceeds one year. If you want to open a bank account with a bank, you can open a “Non-Resident Yen Savings Account.”

- ① Passport
- ② Residence Card
- ③ Seal

### 2 \_ How to Pay Utility Bills

Utility bills, such as electricity, gas, and water can be paid at banks, Japan Post Bank, and convenience stores. Also, it is possible to pay them by automatic withdrawal from your bank account or by credit card.

For more information, please ask at counters of each bank.

Post Office / Bank	TEL	Business Hour ( Monday-Friday )
Post Office, Koyama Branch	0857-28-2210	9 : 00 ~ 16 : 00 ( Post Office closes at 17 : 00 )
Post Office, Koyamakita Branch	0857-31-4879	
Tottori Bank, Koyama Branch	0857-28-1500	9 : 00 ~ 15 : 00
San-in Godo Bank, Koyama Branch	0857-28-5111	

## At Immigration Bureau

### 1 \_ Sakaiminato Branch Office of Hiroshima Regional Immigration Bureau

- Address : 3F Yonago Airport bldg. 1634 Sainokami-cho, Sakaiminato City, Tottori 〒684-0055
  - Tel : 0859-47-3600 / FAX : 0859-47-3601
  - Office Hour : Monday-Friday ( excluding public holidays ) 9 : 00 ~ 12 : 00 / 13 : 00 ~ 16 : 00
  - Foreign Residents Information Center : 0570-013904 ( IP, PHS, Overseas : 03-5796-7112 )
- [Immigration Services Agency of Japan] <http://www.immi-moj.go.jp/english/index.html>

For information on necessary documents for various applications, please see the home page of the Center for International Affairs.

<https://www.ciatu.tottori-u.ac.jp/en/necessary-documents-Immigration3>



### 2 \_ Residence Card

The status of residence to research and study at Tottori University as an international student is “College Student.” When you enter Japan through major airports ( Narita, Haneda, Chubu, and Kansai ) as a new entrant, a residence card is issued on the spot. When you enter Japan through other ports and airports, it is mailed at a later date to an address of your residence, of which you will notify the city office.

#### **Please carry your residence card at all times.**

- ※When you enter Japan with the status of residence “College Student ( a 3-month period of stay )”, no residence card is issued.
- ※For information on theft or loss of your residence card, please see the page 33.

#### Period of Stay with Status of Residence as “College Student”

3 months, 6 months, 1 year, 1 year and 3 months, 2 years, 2 years and 3 months, 3 years, 3 years and 3 months, 4 years, or 4 years and 3 months.

#### When any Item Described in the Residence Card Changes

When you have changed or renewed your residence card, please make sure to notify the International Affairs Division about it.

##### ■ When there has been any change in your address

Please make a notification about the change of place of residence at the city office without delay.

##### ■ When there has been any change other than the address ( name, gender, nationality / region of origin, etc. )

Go to Sakaiminato Branch Office of Hiroshima Regional Immigration Bureau within 14 days of the date on which the change has occurred to take change procedures.

##### ■ When there has been any change in your name or the location of your affiliated organization

Within 14 days of the date on which these changes occurred, go to Sakaiminato Branch Office of Hiroshima Regional Immigration Bureau or mail the notification to Hiroshima Regional Immigration Bureau or make an online notification. Notification about your affiliated organization must be made by the international student himself or herself ( Proxy application is unavailable ).

- ※If you violate the obligation to notify a change, a penalty is imposed. Please make sure to notify any change.

### 3 \_ Proxy Application by the Center for International Affairs / International Affairs Division

Faculty and staff of the Center for International Affairs and the International Affairs Division bring the documents to Sakaiminato Branch Office of Hiroshima Regional Immigration Bureau on behalf of international students every month. Even if an application is made by proxy, the Immigration Bureau may request international students to report to the Immigration Bureau for interviews.

<https://www.ciatu.tottori-u.ac.jp/en/students-immigration-about>

#### Period of Accepting Documents for Proxy Application

We accept documents for two days in the week before the day on which we submit the documents on behalf of international students. As it takes some time to check the documents, early preparation is recommended. The monthly proxy application day when we make an application at the Immigration Bureau is announced on the website of the Center for International Affairs.

#### Persons Eligible for Proxy Application

- ① Foreign researcher ( a person whom the university accepts formally. )
- ② International students
- ③ A spouse and children of foreign researchers or international students  
( only for applications for Certificate of Eligibility when they enter Japan together with a foreign researcher or an international student. )

#### Matters Eligible for Proxy Applications

- ① Application for Certificate of Eligibility
- ② Application for Extension of Period of Stay
- ③ Application for Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted
- ④ Application for Re-entry Permit ( other than an application for a Special Re-entry Permit )

### 4 \_ Extend your Period of Stay

You need to extend your period of stay when you intend to study at the university beyond your pre-determined period of stay. It is possible to apply for the extension of your period of stay three months before the expiration of your current period of stay. Check your period of stay and be careful not to forget to apply for the extension application. Overstay may result in deportation.

※Once the period of stay is extended, the previous “Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted” and “Re-entry Permit” become invalid. If you need them, please re-apply for them.

<https://www.ciatu.tottori-u.ac.jp/en/necessary-documents-Immigration3#更新>

## 5 \_ Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted (Part-time Jobs)

This permission is required when international students work part-time. In principle, it is not permitted to receive compensation under the status of residence as “College Student.” If, however, you obtain a “Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted” in advance, you can work part-time.

During the semester, part-time work is allowed for up to 28 hours per week. During the long-term university vacations, part-time work is allowed for up to 8 hours a day and up to 40 hours a week. For information on part-time work, please see the page 28.

※When you work as TA, RA, or tutor at the university or when you receive compensation for a temporary and short-time activity, this permission is not necessary.

※If you are on leave from the university, no part-time work is allowed. It falls under an illegal act.

<https://www.ciatu.tottori-u.ac.jp/en/students-life-job>

## 6 \_ Apply for a Re-entry Permit

“Re-entry” means that after returning to your country temporarily or leaving Japan on a trip, etc., you enter Japan again. Even if it is a short period of time, please make sure to check the following contents. Ask for an approval from your academic supervisor and then notify at the student section of the undergraduate/graduate school in which you are enrolled. Also, if you leave Japan even if it is temporary, please submit a “Notification of Overseas Travel”.

<https://www.ciatu.tottori-u.ac.jp/ja/necessary-documents-Immigration3#再入国>

### Re-entry Permit

When you re-enter Japan within a permitted period of stay after more than one year has passed since your departure from Japan and continue to engage in activity in Japan again, you don't need to obtain a visa afresh for your re-entry to Japan if you have been issued a re-entry permit before your departure from Japan. There are two types of re-entry permits: “One-time re-entry permit that is valid only once ( fees 3,000 yen )” and “Multiple re-entry permit that can be used multiple times until the expiration date ( fees 6,000 yen ).

### Special Re-entry Permit

It is not necessary to obtain a “Re-entry Permit” if you re-enter Japan within one year after you have departed from Japan to resume your permitted activity. This system is called a “Special Re-entry Permit.” Please note that you need to be careful about the following points.

**Note 1:** If your period of stay expires within one year, you need to re-enter Japan before the expiration of your period of stay.

**Note 2:** If you leave Japan under the Special Re-entry Permit system, it is not possible to extend the valid period of the special re-entry permit from outside of Japan.

**Note 3:** Please tick the column “Manifestation of the Intention to Re-enter Japan with a Special Re-entry Permit” on a “Re-entry and Departure Record ( Re-entry ED Card )”. If you fail to tick the column, you may not be able to enter Japan.

### Submission of a Notification of Overseas Travel

When you leave Japan temporarily on research workshop, academic conference, visiting relatives, returning home, sightseeing, etc., please fill out the online form “Notification of Overseas Travel” using the academic affairs support system CAMPUS SQUARE, print it out, and submit it to the student section of the undergraduate/graduate school in which you are enrolled.



[About a Notification of Overseas Travel]

<https://www.ciatu.tottori-u.ac.jp/ja/safety-info-travel-notification>

## 7 \_ Apply for Other Permits

### Permission to Change of your Status of Residence

When graduating from or completing an undergraduate/graduate school or withdrawing from the university, please apply for a Permission to Change of Status of Residence without delay. This application must be made by an applicant in person at the Immigration Bureau. For more information, please see the page 7.

### When Your Child is Born while You are Studying in Japan

Apply for a “Permission to Acquire Status of Residence ( Birth )” within 30 days from the birth to obtain your child’s certificate of residence. This application must always be made by the child’s father or mother. For more information, please see the page 23.

### Application for Transferring Seals of Verification to Another Passport

This application must be made by an applicant in person at the Immigration Bureau.

## 8 \_ Illegal Stay

- **A continuous stay in Japan beyond your permitted period of stay is subject to penalty as “illegal stay.”**
- When you lose the status of the student upon graduating from, completing or withdrawing from an undergraduate / graduate school of Tottori University, you can’t stay in Japan under the status of residence as “College Student” even if a permitted period of your stay doesn’t expire yet.
- If you continue to stay in Japan for work, etc. after graduation, you are required to change your status of residence. For more information, please see the page 23.

[Change of your Status of Residence]

<https://www.ciatu.tottori-u.ac.jp/ja/necessary-documents-Immigration3#変更>

## 9 \_ When Entering Japan Together with Family Members or Inviting Them to Japan

A spouse or child of an international student with the status of residence as “College Student” can stay in Japan under the status of residence as “Dependent.” The application requires a document proving the relationship between the international student and his or her family members ( a family register, marriage certificate, or birth certificate, etc. )

※If your family members stay in Japan as “Temporary visitors” for less than 90 days, they don’t need to apply for the status of residence as “Dependent”.

※In order for your family members to live in Japan, your family members need resident registration at the city office, etc. For more information, please see the page 23.

[Necessary documents to apply for the status of residence “Dependent”]

<https://www.ciatu.tottori-u.ac.jp/jp/necessary-documents-Immigration3>

## 3. Housing

### Contacts about Housing

- (Tottori Area) Student Exchange Section of the International Affairs Division  
kokuko-gaku@ml.adm.tottori-u.ac.jp
- (Yonago Area) Student Section of the Academic Affairs Division  
me-gakusei@ml.adm.tottori-u.ac.jp

※No dormitory is available in Yonago Area. For housing information, please contact the Academic Affairs Division directly.

### Dormitory for International Students (Tottori Area)

International students and researchers can settle in the dormitory (International House / Shirahama Dormitory). You are allowed to live in the dormitory for up to one year. You can stay at the dormitory by the month. For example, when you move in on September 6, you are requested to move out by August 30 (the last day of August) in the following year, not by September 5 in the following year.

[For more information, please visit the website of the International Affairs]

<https://www.ciatu.tottori-u.ac.jp/en/Students-housing-dormitory>

### Address and Telephone Number

- Address: Tottori University International House / Shirahama (II) Dormitory, 4-110 Koyama-cho Nishi, Tottori-shi 680-0947 JAPAN
- Telephone : 0857-28-4808 (the office of International House)
- Business Hours : Monday-Friday (excluding public holidays) 13:00 ~ 18:30

### Payment of Usage Fee

Please pay your usage fee to the office of the dormitory by the 25th day of each month. For long-term university vacation in August and September, please pay the two months usage fees by July 25 in advance.

### Notes on Moving In

- Utilities are not included in the usage fees. They need to be paid additionally.
- It is prohibited for any unauthorized person to stay at the dormitory. If unauthorized stay by such a person is found, we order a resident related to the unauthorized person to leave the dormitory.
- Please keep common facilities in the dormitory clean. Please use shower rooms, common kitchen, and microwave oven, etc. appropriately, and make sure to clean them after use even if you are not on cleaning duty.
- When you use a gas cooking stove, never leave it unattended to prevent a fire hazard.
- Please take your garbage out to the garbage collection point in front of the dormitory on the designated day of the week. Please do not take it out to any place other than your garbage collection point.

## Moving Out

Please notify the dormitory manager office by the 20th day of the month preceding the month in which you intend to move out. When you move out during the long-term university vacations in August and September, please make a notification by July 10. Otherwise, you are required to pay the usage fees for August and September. For more information, please make sure to see the page 11.

### [ Exceptional cases ]

When you move out during the months of the semester end in March or September, please move out by the 20th day of each month ( excluding Saturday and Sunday ). For example, when you moved in April, please move out by March 20 in the following year. When you moved in October, please move out by September 20 in the following year.

## Moving to Another Housing

If you stay in Tottori for more than one year, you are required to move out of the university dormitory one year after you move in it. Before the expiration of the occupancy period, you need to look for new housing on your own. It is recommended to start looking for it in advance.

Also, it takes much time to change your housing in Japan due to various procedures and documents. Please notify the International Affairs Division and the dormitory manager office **by the 20th day of the month preceding the month in which you intend to move out**.

※When you change your housing, documents of approval and contract for the dormitory will be required. Please keep them safe.

# Rent an Apartment

## Prefectural / City Housing ( Public Housing )

Rents are relatively more reasonable than those of private apartments. If there are many applicants, tenants are decided by the lottery. Information on the solicitation of tenants is announced on the following website of the International Affairs.

[International Affairs HP] <https://www.ciatu.tottori-u.ac.jp/en/news/1918>

## Private Apartment

If you wish to rent a private apartment, you can use the "Tottori Prefecture Reliable Lease Support Service." You can obtain the application form at the Student Exchange Section of the International Affairs Division or download it on the websites below. The university co-op and real-estate companies near the university also provide property information. Please get support from your academic supervisor or friends also to look for your housing.

[International Affairs HP] <https://www.ciatu.tottori-u.ac.jp/en/students-housing-rent>

[Tottori University Co-op] <https://tottori-univ.coop/student/room>

Rents differ according to location, room size, and equipment. Standard rents in Tottori Area are shown below. Normally, the rooms are unfurnished. Please note that when signing a rental contract, usually you are required to pay the amount equivalent to rents for 2~3 months, including a brokerage fee, etc.

■ **Monthly Rent** : 25,000~40,000 yen

■ **Maintenance Fee ( for common spaces, etc. )** : It depends on each property.

■ **Deposit and Key Money** : Each equivalent to rents for 1~2 months

### [Deposit]

It is a security deposit entrusted to the lessor in case of the failure of payment of rents by a tenant and also a guarantee for repair costs when the tenant moves out. When the tenant moves in a property, he or she needs to pay the amount equivalent to rents for 1~2 months in addition to normal rents. When moving out, the deposit is refunded after cleaning or repair costs are deducted from it.

### [Key Money]

In Japan, we have a custom that when a tenant rents a room, the tenant pays a key money as a reward to a landlord.

## Guarantor

Usually, a guarantor is required to rent an apartment or public housing in Japan. Where an international student has no guarantor, if he or she applies for the “Comprehensive Renters’ Insurance for Foreign Students Studying in Japan” and “Tottori University International Student Housing Security Deposit program,” Tottori University becomes his or her guarantor.

### Where to Apply

At Student Exchange Section of the International Affairs Division. Please submit your residence card (including those of family members) and your student ID card.

### Eligible Person

A person with the status of residence as “College Student” who wants to rent a private apartment or public housing and applies for the “Comprehensive Renters’ Insurance for Foreign Students Studying in Japan” and “Tottori University International Student Housing Security Deposit program.”

<https://www.ciatu.tottori-u.ac.jp/en/students-housing-guarantee>

#### ● Comprehensive Renters’ Insurance for Foreign Students Studying in Japan

It is a housing insurance that can be purchased when international students rent an apartment or public housing, consisting of overseas travel insurance and a guarantor compensation fund.

#### ● Tottori University International Student Housing Security Deposit program

This system allows the university to pay the amount that exceeds the compensation limit covered by the above comprehensive insurance when an insured international student causes damage to properties due to accidents such as a fire or water leakage.

## Procedures Necessary for Moving

### ① Notify the City Office of a Change of Address

When you change your address as a result of moving, etc., you are required to fill in the “moving-in notification” at the city office in your new place of residence within 14 days of your moving day. For more information, please see the page 3.

### ② Change Information in the National Health Insurance

You are required to change your address information in the National Health Insurance. It can be done at the city office concurrently with the procedure shown in ① above.

### ③ Submit a Change of Address Notification to the Post Office

If you submit the notification to the post office, any mail addressed to your previous address is forwarded to your new address (for up to one year).

### ④ Notify the University of a Change of Address

Notify the International Affairs Division and the student section of an undergraduate / graduate school in which you are enrolled of your new address.

### ⑤ Make Contracts for Gas, Electricity, and Water (Utilities)

Depending on a property you move, there is one case where you do it by yourself or the other case where landlords or management companies do it on behalf of tenants. If it is necessary, you are required to call utility companies to make or terminate contracts.

### ⑥ Room

For information on the procedures related to a room when you move out from the university dormitory or private/public apartment, please see the page 12.



## When You Leave your Housing for a Long Time

When you leave your housing for more than one month for your research / study or a temporary return to your country, it is possible to request the suspension of the supply of electricity, gas, and water if you wish to do so. As there are some precautions, please read the following carefully before you request it.

If you pay the bill of the utilities at a bank or convenience store every month, you need to ask someone else to pay on behalf of you while you are away or change the payment method to an automatic withdrawal from your bank/postal bank account.

### Electricity

When you don't use electricity at all ( when monthly electricity usage is 0kWh ), you are charged half of the basic charge. The breaker should be turned off to make the electricity usage 0 kWh.

You can readily request the suspension of the supply of electricity by phone or online. Your contract number described on the monthly "Notification of Amount of Electricity Used" will be requested. If you suspend the contract of the supply of electricity or turn off the breaker, you are advised to empty your refrigerator before leaving your housing.

- Contact : Chugoku Electric Power Co., Inc.
- Business Hours : 9 : 00 ~ 20 : 00 ( excluding Saturday, Sunday, public holiday )
  - Tottori Area 0120-181-210 ■ Yonago Ara 0120-211-426

[ Chugoku Electric Power Co., Inc. ] <http://www.energia.co.jp/e/index.html>

### Gas

If you don't use gas at all under a gas supply contract, you are required to pay the basic charge. If you request the suspension of the use of gas, you don't have to pay the basic charge. The payment system may differ from company to company. You are advised to call your gas company to ask about it.

Once the supply of the gas is suspended, a work to "open a gas pipe" becomes necessary when you use gas next time. So, you may not be able to use a shower soon after returning to Japan. If you leave your housing for 1~3 months, you may find it more convenient not to suspend the supply of gas when you come back home.

### Water

As is the case with electricity and gas, you are billed the basic charge even if you don't use it at all. It is possible to suspend the supply of water by calling the waterworks bureau. When calling them, please tell them about your "faucet ( customer ) number" described on the bimonthly "Notification of the Amount of Water Used" or a receipt.

#### ■ Tottori Area

- Contact : Tottori City Waterworks Bureau
- Business Hours : Monday-Friday 8 : 30 ~ 17 : 15 / • Tel : 0857-53-7922

[ Tottori City Waterworks Bureau ] <https://www.water.tottori.tottori.jp/info/>

#### ■ Yonago Ara

- Contact : Yonago City Waterworks Bureau
- Business Hours : Monday-Friday 8 : 30 ~ 17 : 15 / • Tel : 0859-32-6111

[ Yonago City Waterworks Bureau ] <https://www.city.yonago.lg.jp/27232.htm>

### Internet

In most cases, a "cancellation fee" may be required to terminate a contract with an Internet service provider. Additionally, an "installation fee" ( about 5,000~10,000 yen ) may be necessary to make a contract again. The cost needed for cancellation depends on each Internet service provider and a plan you have purchased. Please call your Internet service provider or send an e-mail to them to check it.

## 4. Campus Life

### Support for International Students

#### Payment of One-Time Entrance Allowance

As a one-time entrance allowance, 20,000 yen is paid to all new international students who are enrolled as a full-degree undergraduate student (only once).

※It is not paid to research students, special auditing students, or international students who enter graduate schools.

#### Tutoring System

Under the tutoring system, international students can get support from our student who helps them to study/research, learn the Japanese language, and carry out procedures on and off campus. If you wish to use the tutoring system, please consult with your academic supervisor.

#### Japanese Partner

##### ● Class Partner

In Japanese language classes for international students, Japanese students join Japanese conversation, have discussions with international students, and support them when they have trouble with the Japanese language.

##### ● Partnership

A pair of an international student and a Japanese student teach each other's language and culture, go play outside or interact with each other freely by using their spare time.

#### G-frenz

G-frenz is an acronym of Global Friends, and an organization officially authorized by the Center for International Affairs of Tottori University. It organizes international exchange activities at Tottori University, supports international students' study and campus life, and gives advice to Japanese students about studying abroad.

Both Japanese students and international students are members of G-frenz. So, they can learn each other's language and culture. G-frenz creates opportunities where Japanese students and international students interact with each other throughout the year by, for example, planning welcome parties and community cafes. Members of G-frenz participate in the Tottori Shan-Shan Festival every summer as a Tottori University International Dancing Team. You are welcome to join them.

[G-frenz Instagram account] [g\\_frenz\\_tottori](#)

### Japanese Language Programs

Japanese language classes are provided to international students. There are several courses in accordance with their status or Japanese language proficiency. If you wish to join the classes, do not forget to join an orientation program. If you are an international student in Yonago area who wishes to take courses in general Japanese language programs, please consult with the Student Section of the Academic Affairs Division on the Yonago campus.

**It is important to learn the Japanese language if you live in Japan. Please learn actively of the Japanese language and Japanese customs.**

For more information, please visit the following website.

[Japanese language Program Course Guide]

<https://www.ciatu.tottori-u.ac.jp/en/ciatu-support-education>



## Various Certificates

If you need certificates, please apply for them at the following reception counters or get them using the automatic certificate issuing machine. Please make sure to ask at the reception counter because it may take a few days to issue some certificates.

### Service Time of Automatic Certificate Issuing Machine

■Tottori Area Monday-Friday (excluding public holidays) 8:30~18:30

■Yonago Area Monday-Friday (excluding public holidays) 8:30~17:00

[Issuance of Certificates] <https://www.ciatu.tottori-u.ac.jp/en/Certificate>

Types of Certificates	Reception Counter	Remarks
• Certificate of Scholarship	International Affairs Division	Issued 2 days after the application
• Student ID Card	<b>Tottori Area :</b> Educational Support Division <b>Yonago Area :</b> Academic Affairs Division	Issued 10~15 days after the application. When it is issued due to loss or damage, etc., you need to pay fees.
• Certificate of Enrollment • Certificate of Period of Enrollment • Academic Transcript ※1 • Certificate of Expected Graduation / Completion • Certificate of Graduation / Completion • Certificate of Identification	<b>Issued by Automatic Certificate Issuing Machine</b> <b>Tottori Area :</b> Educational Support Division <b>Yonago Area :</b> Academic Affairs Division	Certificate of Period of Enrollment can only be applied for by special auditing students and research students. Issuance of academic transcripts does not apply* to United Graduate School of Agricultural Sciences, Graduate School of Medical Sciences, and non-degree students.
• Student Discount Certificate for Public Transportation (Student Discount Certificate)	<b>Issued by Automatic Certificate Issuing Machine</b> <b>Tottori Area :</b> Educational Support Division <b>Yonago Area :</b> Academic Affairs Division	<u>Available only for full-degree students.</u> 20% discount
• Certificate of Medical Examinations ※2	<b>Tottori Area :</b> Educational Support Division <b>Yonago Area :</b> Academic Affairs Division Health Science Center (those who received medical examinations in October)	Available only for students who received a regular medical check-up. For students who received a medical checkup in April, certificates are issued by the automatic certificate issuing machine.
• Certificates in English • Certificate of Credits Earned	<b>Tottori Area :</b> Educational Support Division <b>Yonago Area :</b> Academic Affairs Division	Issued 3~7 days after the application. Submit the "Request for Issuing a Certificate" at the counter.

※1: When non-degree students (special auditing students, special research students, research students) request the issuance of their academic transcript, submit the "Request for Issuing a Certificate" to the counter.

※2: Certificates of medical examinations of non-degree students (special auditing students, special research students, research students) are issued by the Health Science Center.

## Tuition Fees

### Tuition Fees

You need to pay a 6-month tuition fee, semi-annually, in May and November. Payment needs to be made by the “bank account transfer method ( account transfer ).” For more information, please see the following website.

※If you are a research student or a credited auditor, account transfer is not available to you. You are required to pay by “other payment methods” shown on the following website. The payment due date is also different.

[Tuition fees] <https://www.tottori-u.ac.jp/1048.htm#kouzahurikae>

### Exemption of Entrance and Tuition Fees

Among privately funded international students, those who have difficulty in paying tuition fees and are deemed to be excellent in their academic achievements are eligible for the exemption system in which entrance fees or tuition fees are exempted wholly or partially ( 50% ). The exemption system is available twice a year. Please note that because of its limited availability, you are advised to prepare enough funds for your overseas study.

In Tottori Area, the application procedure is announced on the bulletin board of the Student Support Division or the website of the university. In Yonago Area, please ask at the Student Section of the Academic Affairs Division.

[Application for exemption of tuition fees] <https://www.tottori-u.ac.jp/2148.htm>

- The Scholarship Office, the Student Support Division ( Tottori Area ) : 0857-31-6776
- The Gakusei Kakari ( Yonago Area ) : 0859-38-7100

## Leave of Absence / Re-enrollment / Withdrawal

If you wish to take a temporary leave of absence from, re-enroll in, or withdraw from the university, consult with your academic supervisor and then ask a student section of your undergraduate/graduate school about the procedure. Please submit a necessary application at least three weeks before your desired date of a leave of absence from, re-enrollment in, or withdrawal from the university.

※It is not permitted for a person with the status of residence as “College Student” to keep staying in Japan without attending classes for more than three months. The person is subject to “Revocation of Status of Residence.”

### Leave of Absence from University

If you wish to take a leave of absence from the university for more than two months due to disease or an accident, please request it as soon as possible. In the case of a leave of absence due to disease, please attach a medical certificate issued by a doctor. The period of a leave of absence shall not be more than one year. If an extension of the period is needed, you may apply for the extension of your leave of absence for up to another one year.

Tuition fees are exempted for a period from the month following the month in which you start taking a leave of absence to the month preceding the month in which you re-enroll in the university. Please note that if permission for a leave of absence is granted after the due date of tuition fees for a semester, tuition fees for the semester are not exempted.

## Re-enrollment

If you intend to re-enroll in the university after a leave of absence due to disease, etc., please submit the re-enrollment application. Even after the expiration of the period of a leave of absence, you will not be re-enrolled in the university unless you take the re-enrollment procedure. Please submit the re-enrollment application at least three weeks before the expiration of the period of a leave of absence.

## Withdrawal from University

If you withdraw from the university, you are required to ask for permission. If you withdraw due to disease, etc., please submit a medical certificate issued by a doctor.

If you withdraw from the university for any reason other than disease, consult with your academic supervisor and submit a “supplementary letter” and an “application for withdrawal.” If an “application for withdrawal” is not submitted, you are expelled from the university. Also, please note that if you fail to attend classes without permission, you are requested to pay tuition fees.

## In the Case of Loss of Student Status due to Withdrawal, etc.

If you, as an international student, lose your status as a college student, you are required to notify the Immigration Bureau about it within 14 days of the date on which you are deregistered by the university ( page 7 ). Even if a permitted period of your stay doesn't expire yet, you need to leave Japan as quickly as possible or change your status of residence if you continue to stay in Japan.

## Class Cancellation Notice when a Weather Warning is Issued

If a special warning or a windstorm warning is declared, whether to hold classes or examinations is announced on the website of Tottori University or via the academic affairs support system CAMPUS SQUARE. Please check it by yourself.

- Classes in the morning Announced by 7 : 30
- Classes in the afternoon Announced by 11 : 30

## 5. Health

### Health Science Center

Doctors, public health nurses, nurses are always on duty at Tottori University to preserve and promote the health of students. If you have any concerns about your physical and mental health, please feel free to consult with them.

※The Health Science Center is available to students of Tottori University, but unavailable to their family members. Consultations with a doctor are free of charge.

[Health Science Center HP] <https://www.tottori-u.ac.jp/2135.htm>

#### Contact Information of the Health Science Center

■ Tottori Area Tel : 0857 - 31 - 5065 / Email : [hokenkan@ml.adm.tottori-u.ac.jp](mailto:hokenkan@ml.adm.tottori-u.ac.jp)

■ Yonago Area Tel : 0859 - 38 - 6495 / Email : [hokenkan@ml.adm.tottori-u.ac.jp](mailto:hokenkan@ml.adm.tottori-u.ac.jp)

#### Health Consultation and Counseling

At the Health Science Center, full-time teachers ( physician and psychiatrist ) and a school doctor provide health consultation services and counseling services on worries about career, study, and personality, and so on. If you have trouble with your health or have worries, a chronic disease, concerns about your mental health, such as sleeping difficulty or a constant fuzzy head, and get injured, please feel free to drop by the center.

※An appointment is required to have counseling by a specialist. Please consult with the Health Science Center first.

#### Emergency Treatment

The Health Science Center keeps first aid medical supplies. Doctors, public health nurses, and nurses provide necessary primary emergency medical care to persons who unexpectedly get injured or ill on campus. If you get injured or feel unwell, don't hesitate to consult with the center.

#### Refresh up your Mind and Body

There are various books, videos, massage machines available for relaxation and the promotion and preservation of physical and mental health. Please feel free to use them.

#### Consultation Hours

Sometimes, the center has non-consultation and counseling days. Please check the following websites.

■ Tottori Area Monday-Friday 8 : 30 ~ 17 : 00

<https://www.tottori-u.ac.jp/secure/3929/HealthScienceCenter.pdf>

■ Yonago Area Monday-Friday 9 : 00 ~ 17 : 00

<https://www.med.tottori-u.ac.jp/current/2545/16809.html>

# Medical Checkups

## Regular Medical Checkup

Tottori University conducts a regular medical checkup ( including T-Spot testing ) every April ( for newly enrolled students in April; in every October for newly registered students in October ) free of charge. Please make sure to receive the medical checkup. If you fail to do so, please have a medical checkup at a hospital and submit the medical certificate to the International Affairs Division ( In this case, you are responsible for the payment of fees for the medical checkup ).

### [ T-Spot test ]

This test is to screen for the presence of tuberculosis. Please make sure to take the test at least once while you are enrolled in the university.

※A schedule or details are announced the bulletin boards of the Health Science Center or each faculty or on the website of International Affairs.

[ Health Science Center ] <https://www.tottori-u.ac.jp/2233.htm>

## Extraordinary Medical Checkup

We make efforts to prevent accidents and illnesses during sports by conducting thorough checkups for matches or training camps of student clubs on an as-needed basis. If you didn't receive a regular medical checkup, you are ineligible for an extraordinary medical checkup.

## Medical Certificate

Medical certificates can be issued for employment, study, scholarship applications, or sports festivals, etc. They can be issued by automatic certificate issuing machines at Tower A of Common Education Building ( Tottori Area ) and the Academic Affairs Division ( Yonago Area ). However, if you have not received a regular medical checkup, you cannot issue a medical certificate.

※Medical certificates for a person who takes a regular medical checkup in October are issued by the Health Science Center.

※Issuing Period: From mid-May to the end of March in the fiscal year when a medical checkup is conducted.

## When You Become Sick

### Off-Campus Medical Institutions

Whenever you see a doctor at medical institutions, please make sure to bring your national health insurance card with you and submit it to the reception. In Japan, when people become sick, they usually go to see a doctor at a local clinic. If the results of medical examinations find it necessary for you to receive detailed tests or undergo a surgery, a “referral letter” to another hospital is issued to you. You are required to go to a designated hospital with a referral letter. Please note that if the referral letter is not available, you are requested to pay an additional amount in addition to medical costs.

( e.g., at Tottori Prefectural Central Hospital, 5,400 yen is added at the initial visit. )

[ Medical institutions in and around Tottori Area ]

<https://www.tottori-u.ac.jp/secure/3929/medical%20institutions.pdf>

[ Medical institutions on duty at night and on holidays ]

<https://www.pref.tottori.lg.jp/47679.htm>

### Medical Interpreter Volunteer Dispatching System

Tottori Prefecture has a free multilingual support system to dispatch a medical interpreter for non-Japanese native speakers. If you want to use the system, a reservation is required. For more information, please call the number below or check the following website.

[ Leaflet ] <http://torisakyu.sanin.jp/img/translation.pdf>

[ Tottori Prefectural International Exchange Foundation ] <http://www.torisakyu.or.jp/en/>

Tel : 0857 - 51 - 1165 / Email : tic@torisakyu.or.jp

### Medical Expenses Required When You Become Sick

In some cases where high medical care costs are charged due to hospitalization for surgery, the amount exceeding the monthly maximum copayment may be refunded.

#### ● High-Cost Medical Care Expenses

If you are enrolled in the National Health Insurance, you can receive treatment by paying 30% of the total medical expenses actually incurred. The maximum copayment toward monthly medical expenses is predetermined according to patients' income levels. If the following procedure is taken, the medical expenses exceeding the maximum copayment is refunded.

[ Certificate of Eligibility for Ceiling-Amount Application ]

If you have received this certificate in advance, the amount exceeding the maximum copayment is not charged when you pay your medical expenses at the hospital reception desk. If you have not received a certificate, you need to pay the total amount of medical expenses. After you take the refund procedure, the medical expenses exceeding the maximum copayment is refunded to you.

[ Tottori City Office ]

<https://www.city.tottori.lg.jp/www/contents/1457315337509/index.html>

[ Yonago City Office ]

<https://www.city.yonago.lg.jp/13342.htm>



## Insurances for International Students

Tottori University obliges every international student to enroll in “Personal Accident Insurance for Students Pursuing Education and Research ( Gakkensai )” and “Comprehensive Insurance for Students Lives Coupled with “Gakkensai” for International Students.”

### Personal Accident Insurance for Students Pursuing Education and Research ( “Gakkensai” )

This is insurance for injuries from accidents. Under this insurance, the insured is paid insurance benefits when he or she gets injured or dies as a result of an accident during classes, extracurricular activities, on the premises of the university, or during the commute to the university.

### Comprehensive Insurance for Students Lives Coupled with “Gakkensai” for International Students

This insurance covers 1) cases where the insured hurts others or damages others’ properties, and 2) transportation expenses or accommodation expenses paid by your family member who comes to see you when you get hospitalized for more than three days due to injuries or illness. To enroll in this insurance, you need to be enrolled in “Gakkensai.”

※Different from “Gakkensai,” this insurance has no restriction as to time and place to be covered under this insurance.

※For more information, please see an “insurance guide” to be handed out. The procedure is announced by the International Affairs Division.

### ■ List of Insurance Premium

Student Classification	Period of Insurance	Insurance Premium ( yen )	
		Gakkensai	Insurance for International Student
<ul style="list-style-type: none"> <li>• Faculty of Regional Sciences</li> <li>• Faculty of Engineering</li> <li>• Faculty of Agriculture</li> </ul>	4 years	3,300	6,080
<ul style="list-style-type: none"> <li>• Faculty of Medicine and Graduate School of Medical Sciences</li> <li>• United Graduated School of Agricultural Sciences</li> </ul>	6 years	4,800	8,400
Faculty of Medicine <ul style="list-style-type: none"> <li>• Life Science</li> <li>• Health Science</li> </ul>	4 years	3,370	6,080
<ul style="list-style-type: none"> <li>• Graduate School Master’s Program (including the first term of a doctoral program) (Graduate School of Medical Sciences)</li> </ul>	2 years	1,750 (1,790)	3,260
<ul style="list-style-type: none"> <li>• Graduate School Doctoral Program (including the second term of a doctoral program) (Graduate School of Medical Sciences)</li> </ul>	3 years	2,600 (2,650)	4,680
	4 years	3,300 (3,370)	6,080
<ul style="list-style-type: none"> <li>• Other</li> </ul>	1 years	1,000	1,860

## Birth of a Child and Subsidy System for Child Rearing

If you enter Japan together with your spouse, and later your child is born in Japan, you are required to carry out the following procedures.

### Notification

#### (1) Birth Notification

Please make a "Birth Notification" at the family registration section of the city office within 14 days from the date on which your child was born. Once you submit a "Birth Notification," the child's residence registry is produced as a "Person who may continue to stay transitionally in Japan by birth."

※You can obtain a birth notification form from medical institutions or download it from the URL below (A3-size paper for submission).

【 Documents Required 】 ① Birth Notification Form (A column to certify a birth is filled out by a doctor),  
② Maternity Passbook, ③ Seal

[Form] <https://www.city.tottori.lg.jp/www/contents/1503626215760/index.html>

#### (2) Enrollment in the National Health Insurance

Enrollment in the National Health Insurance can be done at the same time as a birth notification at the city office.

【 Documents Required 】 ① Maternity Passbook ② National Health Insurance Card

#### (3) Acquisition of a Status of Residence

If your child stays in Japan for more than 60 days, you need to apply for his or her status of residence at the Immigration Bureau within 30 days from birth. (If no application for the status of residence is made, your child's residence registry is deleted.)

【 Documents Required 】

① Child's passport (if the passport is not yet issued, a document stating the reason why no passport is available),  
② Application form for the residence eligibility certificate, ③ Certificate of acceptance of the birth notification,  
④ Parents' residence cards, ⑤ Parents' passports, ⑥ Copy of the residence registry

<https://www.ciatu.tottori-u.ac.jp/ja/necessary-documents-Immigration3#取得>

#### (4) Acquisition of a Passport

Please check with an embassy or consulate of your country in Japan.

### Various Subsidies System

#### (1) Lump-Sum Allowance for Childbirth and Nursing

When a child is born, a lump-sum allowance for childbirth and nursing is provided. For more information, please check with the city office.

[Tottori City] <https://www.city.tottori.lg.jp/www/contents/1455600673424/index.html>

[Yonago City] <https://www.city.yonago.lg.jp/15452.htm>

#### (2) Subsidy for Child Medical Expenses

When the child receives a treatment at medical institutions, your copayment for the child's medical expenses is reduced (until the end of the fiscal year when the child turns 18 years old). Please check with the city office.

※The income cap applies.

※In the case of children from a third grader to junior high school students, only hospitalization and home-visit nursing are covered.

[Tottori City] <https://www.city.tottori.lg.jp/www/contents/1223269073293/index.html>

[Yonago City] <https://www.city.yonago.lg.jp/7980.htm#shouni>

#### (3) Child Allowance

Child allowance is provided to households rearing a child who is a junior high school student or younger.

※The income cap applies

[Tottori City Child-Rearing Support] <https://www.city.tottori.lg.jp/www/contents/1467078940202/index.html>

[Child-Rearing Yonago] <https://www.city.yonago.lg.jp/child/>

## 6. Scholarship

### Scholarship for the Government-Funded International Students

#### Notes When Receiving Scholarship

- 1) Every month, you are required to drop by the International Affairs Division (Yonago Area: Student Section of Academic Affairs Division, Arid Land Research Center: the center's office) to sign the enrollment check register. If you don't sign it, you don't get paid scholarship in that month.
- 2) If you leave Japan temporarily due to field research or family visits, you are advised to sign the enrollment check register before leaving Japan or make an arrangement so that your enrollment for that month can be checked after you return to Japan. It is not permitted to sign it in the preceding month and the following month.

#### Application for Extension of Scholarship Benefit Period

If you wish to continue to study at master's degree programs or doctoral programs, you need to apply for the extension of the scholarship benefit period in November in the fiscal year before the enrollment in these programs. If you fail to do so, you lose the status as a government-funded international student.

Even if your scholarship benefit period doesn't expire yet, when you continue to study at a full-degree course of graduate schools, you need to apply for the extension of your scholarship benefit period. For more information, please consult with the International Affairs Division.

- ※If there are students who wish to continue to study at graduate schools, the university and the Ministry of Education, Culture, Sports, Science and Technology screen applicants and grant the extension of a scholarship benefit period only to particularly excellent applicants, rather than grant the permission to all the applicants who meet requirements.
- ※When you visit Japan in April as a research student and intend to enter a full-degree course in October, you need to apply for the extension of a scholarship benefit period around May.

#### Return Travel Expense

This expense is paid when an international student returns to his or her country after completing his or her study within a government-funded scholarship benefit period. When the student returns to his or her country halfway during a benefit period or doesn't leave Japan by a designated date, no return travel expense is paid to him or her. An air ticket is issued to the student 1~2 weeks before the departure to his or her country. For more information, please check with the International Affairs Division.

## Scholarship for Privately-financed International Students

There are two types of scholarships available to privately-financed international students : one for which international students apply through the university or the other for which they apply by themselves. As any scholarships have limited resources but receive many applications, they are highly competitive.

### Various Scholarships to which University Recommends Prospective Recipients

Twice a year, the university accepts the “Applications for Scholarship” from privately funded international students who wish to receive scholarships in March for the first semester and in September for the second semester. Among applicants, the university decides on the priority order of international students who receive scholarships according to their academic results, grade, the status of receiving scholarships, and participation in international activities, etc. Every time the university receives scholarship offers from various scholarship organizations, the university recommends the applicants in descending order of their priority orders determined. Even if you apply for scholarships, you don’t always get them. It is advisable to prepare yourself for not being selected as a scholarship recipient.

※Please note that the university doesn’t recommend any international student who has not submitted the “Application for Scholarship”.

※Periods for submission are announced on the website of the International Affairs.

※For international students in Yonago Area, scholarship information is announced via the Student Section of the Academic Affairs Division.

※Special auditing students are not eligible.

### Scholarships for which International Students Apply Privately

If you apply for any scholarship privately and win a scholarship, please make sure to notify the International Affairs Division. Please check with the International Affairs Division or see its website.

### Scholarships Research Students and Special Auditing Students (International Students) can Apply for

#### ■ Tottori Prefectural International Exchange Foundation Scholarship

- Special auditing students can apply for this scholarship.
- Detailed information is announced on the website of the International Affairs.
- Only available to international students from Northeast Asian regions with which Tottori Prefecture has a cultural exchange ( Gangwon-do of Korea, Jilin China, Coastal region of Russia, Töv Mongolia, Hebei China, and Khabarovsk of Russia ) or for students currently enrolled in universities located in these regions.
- Not every applicant gets this scholarship.

#### ■ Useful Websites

[ International Affairs HP ] <https://www.ciatu.tottori-u.ac.jp/en/students-scholarship-private>

[ Japan Student Services Organization ] <https://www.jasso.go.jp/en/index.html>

[ The Japan Foundation ] [www.jpf.go.jp](http://www.jpf.go.jp)

[ The Japan Foundation Center ] <http://www.jfc.or.jp/eng/english-top/>

## 7. Daily Life

### Cell Phone / Telephone Usage

#### Cell Phone

Cell phones can be purchased at electronics retailers or cell phone stores of each cell phone carrier. Call rates of cell phones differ according to monthly subscription plans. You need to bring your ①residence card, ②passport, ③bank passbook or credit card when you subscribe to a cell phone service.

The subscription period of a cell phone is normally two years. If you leave the university and return to your country within two years from the date of your subscription contract, cancellation fees may be charged to cancel your contract. It is important to check the condition of your subscription plan before subscribing to a cell phone service.

#### Japanese Cell Phone Companies

[DoCoMo] <https://www.nttdocomo.co.jp>

[au] <https://www.au.com>

[SoftBank] <https://www.softbank.jp>

#### Public Telephone

A phone rate changes according to the distance to the party on the other end of the line. Local call rates are 10 yen per minute.

### Bicycle

#### Buy a Bicycle

You can purchase a new bicycle at bicycle shops, and also purchase a used bicycle at secondhand shops, etc. If you get a bicycle from your friend, please make sure to have the bicycle registered as described below.

When you return to your country, please dispose of it as a large garbage or a recyclable object. Never leave it behind. For information on rules and notes in riding a bicycle, please make sure to see the page 31.

#### Bicycle Registration for Theft Prevention

When you purchase a bicycle, it is mandatory to have your bicycle registered by your shop. Please make sure to complete the bicycle registration. Registration requires your ID document to show your name and address, such as the national health insurance card, and registration fees of 620 yen. Please keep a copy of the registration card safe, which is given to you at the time of purchase.



[About Registration] [http://tottori-bouhan.or.jp/zittensya\\_qa.html](http://tottori-bouhan.or.jp/zittensya_qa.html)

#### When You Get a Bicycle from Another Person

The occurrence of theft of bicycles has been increasing. Under these circumstances, it is not rare that while riding a bicycle at night, a police officer calls out to you and asks you to present your residence card or ID document to check the bicycle registration. If you happen to be on a bicycle registered under someone else's name, it is likely that you are taken to a police box for a lengthy investigation or are wrongly suspected of theft, causing you an uncomfortable feeling. If you get a bicycle from another person, you are advised to ask him or her to create a certificate of transfer of a bicycle and keep it safe. Also, it is advisable to obtain the previous owner's bicycle registration card and a warranty for the bicycle and to have the name on the registration card changed by a shop.

[Certificate of Transfer of Bicycle] <http://tottori-bouhan.or.jp/asset/00032/joutos.pdf>

## Car

### Driver's License

Driving a car in Japan requires a Japanese driver's license. Whether or not an international driver's license or a foreign driver's license is valid in Japan depends on a treaty on traffic rules. Please make sure to check with the Driver and Vehicle Licensing Centers in advance to confirm the validity of your international driver's license or foreign driver's license in Japan and the effective period of such a driver's license.

※Any international driver's license issued in any country other than those that have signed the Geneva Conventions and any international driver's license obtained on the Internet are invalid in Japan.

※For information on traffic rules and procedures when you have an accident, please make sure to see the page 31.

### Contact Information of Driver and Vehicle Licensing Centers

- Tottori Area : 0857-36-1122 / <https://www.pref.tottori.lg.jp/dd.aspx?menuid=34798>
- Yonago Area : 0859-22-4607 / <https://www.pref.tottori.lg.jp/dd.aspx?menuid=34801>

### Parking Space Certificate

When you own a private car other than minicars ( kei-car ), you need to apply for a parking space certificate. In the case of kei-car, a notification of parking space needs to be made. Please take the necessary procedure when you purchase a car. For more information, please check with the Traffic Planning Division of Traffic Department of Tottori Prefectural Police Headquarters ( Tel : 0857-23-0110 ).

<https://www.pref.tottori.lg.jp/36772.htm>

### Voluntary Insurance

**When you own a car, please make sure to obtain voluntary insurance.** Although it is not mandatory to obtain voluntary insurance, if you cause damage to other cars or persons, you are required to pay a significant amount of money to victims as compensation or vehicle repair costs in Japan. You can purchase voluntary insurance at general insurance companies.

## Mail

### Postage

Stamps are available at the post office, convenience stores, or university co-op. For information on regular postage, arrival dates, international mail, please ask at post offices or see the website of Japan Post.

[Japan Post] [https://www.post.japanpost.jp/index\\_en.html](https://www.post.japanpost.jp/index_en.html)

### Undeliverable Item Notice

In Japan, a special mail called "Registered Mail" is used to send money or important articles. A postal item by regular mail is put into the mailbox of an addressee, but a postal item by registered mail needs to be received by an addressee in person. Therefore, if there is no one at home who receives the postal item, an "undeliverable item notice" is put into your mailbox. In the case of courier, too, an undeliverable item notice is put into your mailbox.

If you miss the due date written on the undeliverable item notice, the postal item is returned to the sender. If you find an undeliverable item notice in your mailbox, please ask your friend for help or call a specified telephone number to request redelivery as soon as possible.



## Part-time Job

### Permission to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted

When a foreigner staying in Japan with the status of residence as “College Student” or “Dependent” engages in a part-time job, he or she is required to obtain the “Permission to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted” from the Immigration Bureau in advance. For more information, please see the page 9.

<https://www.ciatu.tottori-u.ac.jp/en/students-life-job>

### Information on Part-time Jobs

- Bulletin board next to the University Hall Mare ( Cafeteria No.1 ) [ Tottori Area ]
- “Torijob” part-time job information website run by Tottori University Co-op : [torijob.toridai-coop.jp](http://torijob.toridai-coop.jp)

### Tax

If your income from part-time jobs exceeds about 1 million yen for one year ( January-December ), you are obliged to pay resident tax. For more information on the procedures, please check with the Municipal Tax Division of the city office.

[ Tottori Area ] <https://www.city.tottori.lg.jp/www/genre/1187741432207/index.html>

[ Yonago Area ] <https://www.city.yonago.lg.jp/9169.htm>

### Acts Subject to Punishment

- ① **When you work part-time without obtaining the permission to engage in activity other than that permitted by the status of residence previously granted.**  
Not only an international student but also his or her employer is subject to severe punishment as an accomplice.
- ② **When you work part-time beyond the permitted working hours ( up to 28 hours per week ).**
- ③ **When you work part-time at adult-entertainment businesses or their related businesses.**  
Bars, cabarets, nightclubs, mah-jongg parlors, pachinko parlors, game machines installation businesses, special bathhouses, strip clubs, love hotels, secluded massage parlors, snack bars or pubs where hostesses work to serve customers. It is not permitted to work for these businesses regardless of types of jobs. For example, it is prohibited to engage in cleaning work or handing out flyers or tissues for these businesses.

# How to Separate and Dispose of Garbage

## Rules for Garbage Disposal

Garbage should be separated by type and disposed of according to the rules of your residential area. Please dispose of garbage according to the rules.

[Tottori City] <https://www.city.tottori.lg.jp/www/contents/1574043524285/index.html>

[Yonago City] <https://www.city.yonago.lg.jp/10367.htm>

### ● Separation of Garbage

Please separate garbage properly according to the garbage separate table. Improperly separated garbage is not collected. The system of garbage separation and collection is quite complex. Please carefully read the leaflet handed out at the orientation.

### ● Garbage Bag

Burnable garbage and plastic garbage should be put in their own designated bags and then be taken out to the garbage collection point. Any garbage not in the designated bag is not collected. Designated bags can be purchased at convenience stores or supermarkets, etc.

### ● Collection Day and Time

Different types of garbage have different collection days of the week. Collection days of the week differ from area to area. Please make sure to check the collection days of the week in your residential area. Do not take out your garbage on any day other than garbage collection days of your residential area.

### ● Garbage Collection Point

Each residential area has different garbage collection points. Do not take out your garbage to any place other than the garbage collection point designated for your residential place.

### ● Illegal Garbage Dumping

- To not dispose of your garbage at a designated place constitutes “illegal garbage dumping.” Anyone who commits this act is subject to a maximum of a five-year imprisonment or a fine of up to 10 million yen.
- Recycling collection points in the city are owned by private recycling companies. It is a theft to take away any recycling items from these points without permission.



## 8. Traffic Safety and Disaster Prevention

### Emergency Contacts

#### ● Emergency Telephone Numbers ( Toll-Free )

- Crimes, Accidents ... **110 ( Police )**
- Fire, Sickness ... **119 ( Fire department & Ambulance )**

When calling, tell the operator “① whether it is an accident or a crime, ② a location/address, ③ your name.”  
When calling 119, tell the operator whether it is “a fire” or “an emergency”.

In Tottori Prefecture, simultaneous interpretation services for 119 calls are available in English, Chinese, Korean, and other languages, 24 hours a day, 365 days a year.

#### ● On-campus Emergency Telephone Numbers ( International Students Support Desk )

- International Affairs Division of Tottori University ... **090-7541-9245**  
( available 24 hours a day in case of emergency )

### Useful Websites

- Foreign Language Tottori Prefecture Disaster Control Manual ( Being Prepared )  
<https://www.pref.tottori.lg.jp/6152.html>
- Tottori City Comprehensive Disaster Prevention Map  
<https://www.city.tottori.lg.jp/www/contents/1193824856318/index.html>
- Yonago City Disaster Prevention Map  
<https://www.city.yonago.lg.jp/6585.htm>
- Tottori Prefecture Disaster Prevention App  
<https://www.pref.tottori.lg.jp/toripynavi/>
- International Exchange Foundation Disaster Prevention Handbook  
<http://www.torisakyu.or.jp/user/common/pdf/handbook2018.pdf>

#### Comprehensive Disaster Prevention App

This is a free comprehensive disaster prevention app provided by Tottori Prefecture. It is possible to get information on crisis management or your nearest evacuation centers in multiple languages. If you have a cell phone, please check information on disaster prevention using this app on a routine basis. fees of 620 yen. Please keep a copy of the registration card safe, which is given to you at the time of purchase.



for iPhone



for Android

## Traffic Rules

- Drunken driving, whether on a car or bicycle, shall be strictly punishable by law.
- Driving a car or bicycle while talking on your mobile phone or looking at its screen shall be punishable.
- A driver's license valid in Japan is required to drive a car.
- Riding a bicycle with another person is illegal. Never do it.
- When you get a bicycle, you are always required to register your bicycle for theft prevention.
- If you ride a bicycle that looks abandoned, you may be suspected of theft. Please be careful.

## Cautions When Riding a Bicycle

- When riding a bicycle at night, please make sure to turn on the light. It is also effective to attach reflective plates.
- If it is raining, do not ride a bicycle with an umbrella. You are advised to wear a raincoat, etc., instead.
- If it is snowing, never ride a bicycle. You may fall on a snowy road, resulting in a severe injury.
- Riding a bicycle wearing a set of headphones is dangerous. Never do it.
- Any moving bicycle doesn't stop immediately. Don't go too fast.
- If you cause injury or death to other persons or damage to property while riding a bicycle, you are liable to pay a huge amount of compensation for loss or damages. Please make sure to enroll in Comprehensive Insurance for Students Lives Coupled with "Gakkensai" for International Students. ( Please see the page 22 )

## In Case of Traffic Accident Occurs...

- ① If someone gets injured, call 119 to request an ambulance immediately.
- ② Call the police ( 110 ) and follow their directions.
- ③ Report to your academic supervisor.  
【 Contact Information of your academic supervisor: \_\_\_\_\_ 】
- ④ Notify your insurance company of the accident as soon as possible after consulting with your academic supervisor.

# In Case of an Earthquake

Japan is an earthquake-prone country. Please prepare for an earthquake on a routine basis.

## Advance Preparation

### ● Fix Heavy Furniture to Walls

Do not sleep in places where furniture may fall over or something may fall off.

### ● Check Evacuation Centers in Advance

If an earthquake occurs, you may need to evacuate to protect yourself from danger. For more information, please check your nearest evacuation center using Tottori Prefecture Disaster Prevention App (<https://www.pref.tottori.lg.jp/toripynavi/>).

- Those who live in the dormitory for international students: Playground of Koyama-nishi Elementary School (next to International Exchange Plaza).
- Those who live in Koyama Area: Playgrounds of Tottori Prefectural School of Commerce or Tottori Koryo High School.
- Those who are in Yonago Campus: Minatoyama Park or Minatoyama Baseball Stadium.

### ● What to Bring Out in Emergency

Put emergency medical supplies, daily necessities, and valuables into a bag in advance so that you can bring them out immediately if an emergency occurs.

## What to Do if an Earthquake Occurs

### ① Secure your safety first!

Crawl under sturdy furniture such as a table or bed and cover your head with a floor pillow or a cushion.

### ② Put out a fire quickly

If you are cooking with a gas stove, turn it off immediately. It is also important to call out loudly, "Turn the stove off!"

### ③ Secure an emergency exit

Secure the exit by opening a window or door. Do not rush out of the house as you may get injured by a falling object and the like.

### ④ If a fire occurs, call 119 → Extinguish the fire immediately

If a fire is still small, you can extinguish the fire yourself, but if you feel it is dangerous, evacuate immediately.

### ⑤ Evacuate on foot. Do not get close to narrow streets, concrete block walls, cliffs, and riverbanks.

Start to evacuate when an area of your residence is in danger.

### ⑥ Obtain correct information and do not get confused by false information

Please be careful not to be hoaxed by false information. It is also essential that those who have recently arrived in Japan or are not confident in the Japanese language keep in touch with compatriots or people who speak your language.

## 9. Crime Prevention and Troubles

### Theft and Loss

If you have your wallet, cash card, credit card, or residence card, etc. stolen or lose them, please follow the procedures below.

#### Residence Card

- ① Go to the police to submit a report of a lost article and receive a "certificate of loss."
- ② Go to the Regional Immigration Office of the Immigration Bureau (Yonago) within 14 days of the day on which the fact of loss is known, carrying with you a "certificate of loss," "passport," "photograph," "application for re-issuance of a residence card," "statement of reasons, and "identification photograph" for the re-issuance of your residence card.

#### Cash Card

Cancel your cash card at your bank or post office.

#### Credit Card

Report a loss or theft to your credit card company to cancel your credit card.

※If utility bills (electricity, gas, and mobile phone, etc.) are paid by automatic withdrawal, please report it to these companies.

#### Student ID Card

- ① Fill out a re-issuance form at the Education Support Division and pay the re-issuance fees of 2,000 yen at the University Co-op shop.
- ② Pick up your new student ID card two weeks later at the Education Support Division.

## What You Should be Careful about When Living in Japan

### Drug

In Japan, it is prohibited to possess, use, buy, and sell any kind of narcotic drug. Even if you only possess the narcotic drug, you will be arrested and be punished by imprisonment.

### Human-relation Problems

Following or lurking a particular person or his or her relatives, coercing unwanted relationship, calling or e-mailing a particular person repeatedly, spreading information that damages a person's reputation are harassments called stalking. A person who committed stalking acts is punished by up to one-year imprisonment or a fine of up to one million yen.

If you feel yourself being stalked, immediately consult with your academic supervisor or the Center for International Affairs.

### Bank Account

In Japan, opening a bank account is subject to strict control as an act that may lead to a crime. Never surrender your bank account to another person. Any person who committed this act is punished by up to one-year imprisonment or a fine of up to one million yen.

### Other

- In Japan, those aged 19 or younger are prohibited from both drinking alcohol and smoking by law.
- The entire campus of Tottori University is non-smoking.
- Intellectual property rights are gaining stronger protection. The use of pirated software, such as unauthorized copies, is punishable.
- When taking photos, especially, of other people, you are advised to obtain their consent in advance.
- Please be careful not to do any harm to other people accidentally through such acts as sexual harassment and alcohol harassment.
- It may happen that international students become victims of sexual harassment, etc. When you feel yourself being harassed sexually, you should explicitly tell the harasser to stop it. If the harasser doesn't stop harassment, consult with your academic supervisor or the Center for International Affairs.

Tottori University expects international students to observe Japanese laws.

Even if you didn't know that an act falls under a violation of laws, you would be punished if you commit such an act. If you commit such acts, you are subject to disciplinary actions as a student of Tottori University.

## Disciplinary Actions against Students

### Standard Examples of Disciplinary Actions by Tottori University

Classification	Wrongful Acts	Types of Disciplinary Actions
Criminal Acts	Heinous crimes or attempted crimes, such as murder, burglary, rape, arson, kidnap for ransom, bodily injury, etc.	Expulsion from the university
	When any criminal act, such as theft, fraud, extortion, coercion, compulsion, an act causing death through negligence, or an act causing injury through negligence, is committed.	Expulsion or suspension from the university
	Criminal acts such as gambling, breaking into a residence, or a violent act that does not injure other persons and if such acts infringing the Penal Code, etc.	Suspension from the university or admonition
	Groping, an act of obscenity, peeping, secret photographing, or other nuisances and if such acts infringe the Penal Act, the Minor Offenses Act, juvenile protection ordinances, or anti-nuisance ordinances	Expulsion or suspension from the university, or admonition
	When an extremely heinous crime of harassment is committed.	Expulsion from the university
	When a crime of harassment other than the above is committed.	Suspension from the university or admonition
	When an extremely heinous criminal act is committed, which infringes the Law on Proscribing Stalking Behavior and Assisting Victims.	Expulsion from the university
	When a criminal act other than the above is committed, which infringes the Law on Proscribing Stalking Behavior and Assisting Victims.	Suspension from the university or admonition
	If any drug-related crime ( illegal possession, sales, or brokering of narcotics, hemp, opium, stimulant drug, a psychoactive drug, etc. ) is committed.	Expulsion or suspension from the university
	If an extremely heinous criminal act of unauthorized use of computers or networks is committed	Expulsion from the university
If a criminal act of unauthorized use of computers or networks other than the above is committed.	Suspension from the university or admonition	

Classification	Wrongful Acts	Types of Disciplinary Actions
Traffic Accidents / Violation	When a traffic accident involving death or injury resulting in disability occurs due to malicious driving ( drunken driving ( driving under the influence of liquor ), driving without a license, speeding at excessive speed, etc. )	Expulsion from the university
	When a traffic accident involving death or injury other than the above occurs due to malicious driving.	Expulsion or suspension from the university
	Malicious violations of traffic rules, such as drunken driving ( driving under the influence of liquor ), driving without a license, or reckless driving not involving death and injury.	Expulsion or suspension from the university, or admonition
	When a traffic accident involving death or injury resulting in disability occurs due to significant negligence such as inattentive driving.	Expulsion or suspension from the university, or admonition
	When a traffic accident involving death or injury other than the above occurs due to significant negligence, such as inattentive driving.	Suspension from the university or admonition
	A traffic accident or offense involving damage to property excluding cases subject to a penalty ( a non-criminal fine charged as administrative disposition based on the traffic infraction notification system ) and minor traffic offenses, etc.	Strict instructions
Non-illegal Acts	When the university's property is considerably damaged.	Expulsion or suspension from the university
	When an act against the basic policy indicated in the Rules on Security Basic Policy of Tottori University is conducted, such as leakage of confidential information held by the university.	Expulsion or suspension from the university, admonition, or strict instructions
	When a minor or those who don't drink dies due to coerced drinking after pressuring them to chug a drink.	Expulsion from the university
	Letting a minor to drink while you are aware of his or her age.	Expulsion or suspension from the university, admonition, or strict instructions
	Other non-illegal acts	Expulsion or suspension from the university, admonition, or strict instructions
Misbehaviors in research activities	As to fictionalization, fabrication, plagiarism as set forth in Article 2, paragraph 2 of the Rules on the Prevention of Misconducts in Research Activities at Tottori University, the compliance rules under Article 3 of the said Rules are broken	Expulsion or suspension from the university, or admonition

**[Notes]**Cheating during examinations is processed according to the "Treatment of Cheating during Examinations" below.  
 1 ) All academic credits during the semester are not granted, 2 ) No disciplinary actions are taken.

## 10. What to Do After Graduation and Completion

### Moving Out of your Room and Terminate Contracts

#### 1 \_ Notify the Date When You Move Out of your Room

##### ■ Dormitory for International Students

Please notify the manager office of the date on which you move out of your room no later than the 20th day of the month preceding the month in which you leave the dormitory. Those who move out their rooms during the long-term university vacation in August and September need to notify no later than July 10. If no notification is made, rents for August and September must be paid.

**Those who leave the dormitory during the semester ends in March and September must move out their rooms no later than the 20th day of each month (excluding Saturday and Sunday).** ( When you move in the dormitory in April, please leave your room no later than March 20 in the following year. When you move in the dormitory in October, leave your room no later than September 20 in the following year. )

※You are required to move out of your room from 13:00 to 18:00 on weekdays. It is not possible to move out your room on university holidays.

##### ■ Public and Private Apartments

Please get in touch with the following contacts no later than one to two months before the date when you move out of your room. Delayed notification may cause you to pay extra rents.

- Prefectural housing ( Residential Community Development Division : 0857 - 26 - 7397 )
- Municipal housing ( Construction and Housing Division : 0857 - 22 - 8111 )
- Private apartment : Your real estate company or landlord

#### 2 \_ Clean up your Room

Please make sure to clean up your room before leaving. In the case of the dormitory for international students, if you leave your room without cleaning it up, it becomes impossible for a new international student to move in the room smoothly. Besides, cleanup takes considerable time and trouble. Never do so.

In the case of a public or private apartment, the landlord or management company checks your room. If the room is not the same condition as when you moved in, cleaning and repair fees are deducted from the deposit. If the conditions of your room are bad, you are required to pay extra fees.

※Never leave large garbage such as furniture behind your usual garbage collection point ( Please see the page 29 ).

#### 3 \_ Settle Utility Bills and Terminate Contracts

##### ■ Electricity, Gas, Water, and Internet Bills

Please contact sales branches or service centers indicated on bills to settle the bills and terminate the use of services a few days before the date when you vacate your room.

##### ■ Cell Phones

Before leaving Japan, you need to cancel the contract at cell phone shops. It takes about one hour to cancel your contract. Please be prepared well in advance.

#### 4 \_ Cancel your Bank Account

Bring ① bank passbook, ② cash card, ③ residence card, and ④ seal to the counters of your bank or post office to cancel your bank account. If you pay your utility charges by automatic withdrawal from your account, please make sure to cancel your bank account after confirming that the settlement of utility bills has been completed.



## Procedures at City Office

When you leave Japan after finishing your study, you need to visit the city office to complete the following procedures once your departure date is decided. Please to do so within 14 days before you leave your residence.

【What to Bring】①Passport ②Residence card ③National health insurance card ④National pension handbook

### 1 \_ Submit a Moving-Out Notice

First, you need to submit a “moving-out notice” at the counter in charge of resident registration. Before canceling the enrollment in the National Health Insurance and National Pension program, this procedure is required.

### 2 \_ Cancel your National Health Insurance

Cancel your enrollment at the counter in charge of the National Health Insurance. If there are any unpaid insurance premiums, pay them at the counter. If there is an overpayment, it is refunded on site.

The validity period of the insurance card is changed to your departure date. You can use the insurance card until your departure.

### 3 \_ Cancel your National Pension program

Cancel your enrollment at the counter in charge of the National Pension program.

## Procedures for your Resident Status

If you leave the university as a result of suspension, graduation, or employment, you are not allowed to stay in Japan under the status of residence as “College Student” even if your permitted period of residence doesn’t expire yet.

You are required to depart from Japan as soon as possible or, if you keep staying in Japan, you need to change your status of residence. Notification must be made 14 days of the date on which you leave the university.

### Notification of the Accepting Organization

If you intend to study at another university after graduation/completion or get employed, you need to fill out the “Notification of the Accepting Organization” and submit it to the Immigration Bureau. Notification must be made within 14 days of the date on which you leave the university. If you return to your country soon after withdrawal, fill out the “Notification of the Accepting Organization ( Left the organization )” and submit it to the Immigration Bureau **no later than 14 days before your departure from Japan.**

<https://www.ciatu.tottori-u.ac.jp/en/students-immigration4>

<https://www.ciatu.tottori-u.ac.jp/en/status-residence>

#### ■ How to Submit

Use the Electronic Notification System (<https://www.ens-immi.moj.go.jp/NA01/NAA01S/NAA01STransfer>) or bring or mail the document to the Immigration Bureau. When you mail it, enclose the “Notification of the Accepting Organization” and a copy of your residence card.

### Application for Permission to Change your Status of Residence

#### ● If you are supposed to get employed after graduation / completion without returning to your country

Change your status of residence from “College Student” to a status of residence that allows you to work.

#### ● If you intend to conduct job-search activities in Japan after graduation / completion

Apply for a change of your status of residence to “Designated Activities.” Up to six months of stay is allowed under this status of residence.

※The university doesn’t accept proxy application concerning any accepting organization. You need to apply for it by yourself.

<https://www.ciatu.tottori-u.ac.jp/en/necessary-documents-Immigration3# 変更>

### Return your Residence Card

When your period of residence expires, and you leave Japan, return your residence card to an immigration officer at the port of departure.

## Questionnaire on your Future Plan

Please make sure to fill out the questionnaire “Regarding Status of Residence and your plan after Graduation, Completion, or Withdrawal” by the date of graduation, completion, or withdrawal from the following URL. This is submitted to the International Affairs Division of Tottori University.

[URL] <http://www.ciatu.tottori-u.ac.jp/online-application/status-of-residence>

## A Checklist: Before Leaving Japan

No.	✓	What You Should do Before Leaving Japan
1		Check with the student section of your undergraduate / graduate school about procedures necessary for your departure from Japan.
2		Issue your academic transcript or certificate of graduation well in advance, if necessary. ( p.16 )
3		Notify the dormitory manager / management company of the date on which you move out of your dormitory or apartment. ( p.36 )
4		Sort out your belongings and clean up your room. ( p.37 )
5		Cancel utility contracts for water, electricity, gas, and internet and settle their bills. ( p.37 )
6		Submit the notification of change of address to the post office.
7		Return borrowed books to libraries.
8		Cancel your bank account. ( p.37 )
9		Complete various procedures at the city office ( submission of the moving-out notice, cancelation of the National Health Insurance and National Pension program ). ( p.38 )
10		Cancel your cell phone. ( p.37 )
11		Have your room checked by your landlord / management company on the day on which you move out and settle unpaid rents.
12		Submit the "Notification of the Accepting Organization" to the Immigration Bureau. ( p.39 )
13		Return your residence card to an immigration officer at the airport.

- What should be done on campus ... No. 1, 2, 7
- What should be done about the dormitory / apartment ... No. 3, 4, 5, 11
- What should be done at the city office, post office, and bank ... No. 6, 8, 9, 10
- What should be done about immigration ... No. 12, 13

## 11. Information

### Facilities on the Premises of Tottori University

#### ● Tottori University Library

The Central Library is located in Tottori Area, and the Medical Library is in Yonago Area. Undergraduate students can borrow up to 10 books and graduate students up to 15 books. If you wish to check out books, please ask at the library counter.

##### 〈Opening Hours〉

- Monday-Friday 8:40~23:00 (no change during examination periods)
- Saturday, Sunday, public holiday 9:00~17:00 (9:00~23:00 during examination periods)
- University vacations 8:40~17:00 (time is subject to change. Please check the library website.)

##### 〈Closed Days〉

Year-end and New Year holidays, Saturdays, Sundays, public holidays during vacations, and the morning of the last day of each month.

[The Central Library (Tottori campus)] [http://www.lib.tottori-u.ac.jp/index\\_e.html](http://www.lib.tottori-u.ac.jp/index_e.html)

[The Medical Library (Yonago campus)] <http://www.lib.tottori-u.ac.jp/med/calendar/openhour.html>

#### ● The Center for Information Infrastructure & Multimedia

The center works on the maintenance of the Wi-Fi system and promoting e-Learning and provides security software and office software free of charge.

[The Center for Information Infrastructure & Multimedia] <https://www.center.tottori-u.ac.jp>

[The Yonago Sub-Center] <https://www.med.tottori-u.ac.jp/subcenter/>

#### ● The Career Support Center

The Career Support Center provides counseling services to students looking for employment. A career counselor listens to any employment-related questions from a student and gives advice to him or her for 40 minutes per session. A reservation can be made at the counter of the Career Support Center. Please feel free to use the service.

■ Location 1st floor, Tower B of Common Education Building

■ Open Monday-Friday 8:30~17:15

■ Email: [syusyoku@ml.adm.tottori-u.ac.jp](mailto:syusyoku@ml.adm.tottori-u.ac.jp)

[The Career Support Center] <https://www.tottori-u.ac.jp/career/>

[The Support Site for International Students] <https://www.ryugakusei.com>

### ● Tottori University Cooperative Association ( Co-op )

Tottori University Co-op provides various services necessary for campus life, including the sales of books, stationery, food and drinks. Also, it provides part-time job placement service and housing information, such as apartments.

The university cafeteria by operated the university co-op serves halal-recommended menus for Muslim students.

[Tottori University Co-op] <https://tottori-univ.coop>

#### Tottori Campus Shop Opening Hours

(subject to change. Please check with the co-op website.)

■ Monday-Friday 8:20~18:20

■ Saturday 10:30~14:00

#### Yonago Campus Shop Opening Hours

(subject to change. Please check with the co-op website.)

■ Monday-Friday 8:20~18:00

### ● Training Room ( inside Sports Facility in Tottori Area )

It is possible to use the training room on campus. If you wish to use it, please receive guidance at the Student Support Division.

<Hours>

■ Monday-Friday 9:30~20:00 ( 10:00~16:30 during long vacations )

<https://www.tottori-u.ac.jp/2118.htm>

### ● Multicultural Exchange Room ( 2nd floor of the building of the Faculty of Regional Sciences )

It is possible to use this room freely as an international exchange space. You can also use this room for prayer.

<Hours>

■ Monday-Friday 8:00~19:00

### ● PCs for Shared Use

( Tottori Area )

There are 40 PCs in the Central Library and 80 PCs in the Center for Information Infrastructure & Multimedia.

( Yonago Area )

There are 10 PCs and notebook PCs for loan at the Student Section. The loan period is one week.

## Convenient Facilities Around the University

### ● Tottori / Yonago City Offices

Please ask the city office any questions about notifications of your residence and the National Health Insurance, etc.

#### Tottori City Office

〈Business Hours〉

■ Monday-Friday 8:30~17:15 / Tel 0857-22-8111

<https://www.city.tottori.lg.jp/www/index.html>

#### Yonago City Office

〈Business Hours〉

■ Monday-Friday 8:30~17:15 / Tel 0859-22-7111

<https://www.city.yonago.lg.jp>

### ● Tottori Prefectural International Exchange Foundation

Tottori Prefectural International Exchange Foundation is an organization to support resident foreigners and promote international exchange within Tottori Prefecture. It also holds “Japanese language classes” and provides counseling services about daily life.

〈Hours〉

■ Tottori City : Monday-Friday 9:30~18:00 / Saturday and Sunday 9:00~17:30

■ Yonago City : Monday-Friday 9:00~17:30

<http://www.torisakuyu.or.jp/en/>

### ● International Exchange Plaza

International Exchange Plaza is a facility for citizens and resident foreigners to deepen their mutual understanding and promote international exchange. It provides counseling services and support for daily life. There are staff available who can speak English or Chinese.

〈Hours〉

■ Tuesday-Sunday 9:00~17:00

<https://www.city.tottori.lg.jp/www/genre/1407227486884/index.html>

### ● Tottori Prefectural Library ( Tottori City )

It is possible to borrow books from this library through Tottori University Library by making an online reservation and return them to Tottori University Library.

〈Hours〉

■ Monday-Friday 9:00~18:00 / Saturday, Sunday, Monday, public holiday 9:00~17:00

〈Closed Day〉

■ 2nd Tuesday of each month, last day of each month, and year-end and New Year holidays.

<http://www.library.pref.tottori.jp/welcome-to-tottori-prefectural-library-1.html>

### ● Tottori Prefectural Fuse Sports Park ( Tottori City )

Gymnasium, athletics stadium, and tennis courts, etc. are available. At the park, you can take walks and jog. A training room is also available ( 250 yen per use ).

〈Hours〉

■ Tottori Prefectural Gymnasium ( training room ) Monday-Friday 9:00~22:00

〈Closed Day of Tottori Prefectural Gymnasium〉

■ 3rd Tuesday of each month

<http://www.fuse-sportspark.com>

Issued by: Public Relations Center (TEL +81-857-31-5750)  
<http://www.tottori-u.ac.jp>



# Tottori University <Tottori> Campus Map

