



How to be exchange student in Mie University

International Relations Office, Mie University

From application to arrival

inside of () is for new students from autumn

Sep
(Feb)

- We will send the information of exchange program to partner universities.
- The person in charge of exchange program must collect all of the documents of the applicants by deadline.

Oct
(Mar)

- For new students from April, we will set the deadline at the end of October. (For new students from October, It will be at the end of Mar)
The person in charge of exchange program will check these documents carefully and send them by air-mail.

Oct to Dec
(Apr to Jul)

- When we receive your documents, we will do screening procedure for finding your academic advisor. Please wait for our announcement.

Jan
(Jul)

- We will go to Immigration Bureau to get your "Certificate of Eligibility". It's going to take around one month.

Mar
(Sep)

- We will arrange your dormitories with "questionnaire for dormitory".
- We will send "Certificate of Eligibility" and "Acceptance Letter" to the person in charge at your university. Students must go to Japanese embassy with these documents and get their VISA. Don't forget the passport.

Mar
(Sep)

- We will arrange the pick-up schedule with you.

Mar to Apr
(Sep to Oct)

- It is the time to leave your country. There are several procedures when you get here. The detail will be announced after your arrival.

Attention for the documents

Application for Admission of Exchange Student

- There are 3 sheets in the EXCEL data.
- Please check the sample, and put your information in it.
- At the bottom of third sheet, you need to write your signature by hand. Other part, we recommend you to use computer to write.

Certificate of enrollment

- Do not send the copy. Only “Original” is acceptable.
- It will be more desirable to have NAME, GRADE, POSITION, STUDY PERIOD on the document.
- If this document is not written in Japanese or English, please attach Japanese or English translation.

Academic Transcript

- Do not send the copy. Only “Original” is acceptable.
- If this document is not written in Japanese or English, please attach Japanese or English translation.

Recommendation

- This recommendation must be by head of your department or by a person above the position.
- Do not send the copy. Only “Original” is acceptable.

Questionnaire sheet

- The student who applies for Faculty (Graduate school) of Humanities, Law and Economics, need to write **“Questionnaire sheet of Faculty of Humanities, Law and Economics ”**
- Faculty (Graduate school) of Engineering also requires this questionnaire.
- If you apply for other areas, you don’t need to submit this.

Application for Certificate of Eligibility

- There is one sheet to be submitted by EXCEL data. Please put your information on the blue part. The person in charge of exchange program needs to send this data to us by e-mail. (The title of the file should be student name.)

Mie University Scholarship Application Form

- If you want to get this scholarship, please write your information in this application form. ***It is not guaranteed for you to get this scholarship. Please make sure you have enough money to study in Japan. *Only one person from each university can apply for this scholarship. Please select one person.**

Copy of your passport

- If you already have your passport, please send us copy.
- If you don’t have one yet, get as soon as possible and send us the data by e-mail.

Questionnaire for the dormitory

- We have several dormitories for international students. Please look at dormitory guidance from the next pages and make your first to third wishes to live in.

About the Photo

- You need to put your photo on “Application for Admission of Exchange Student”. We also need two other photos for spare.
- From 2012, The rule for the photos are much stricter than before. If you don't keep this rule, we might ask you to resend the photos. Please be careful.
- If you give me your photo by electronic data, it is possible to print out here.

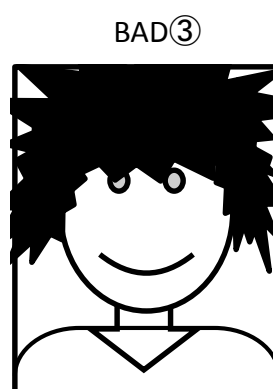
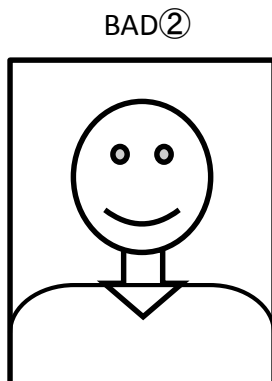
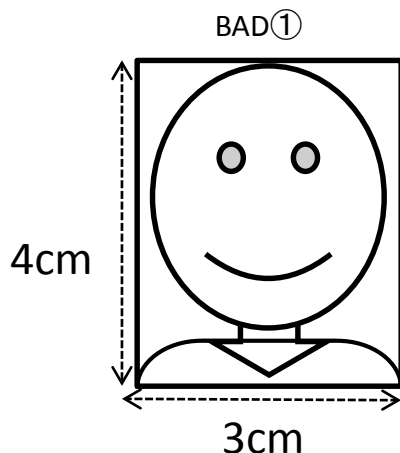
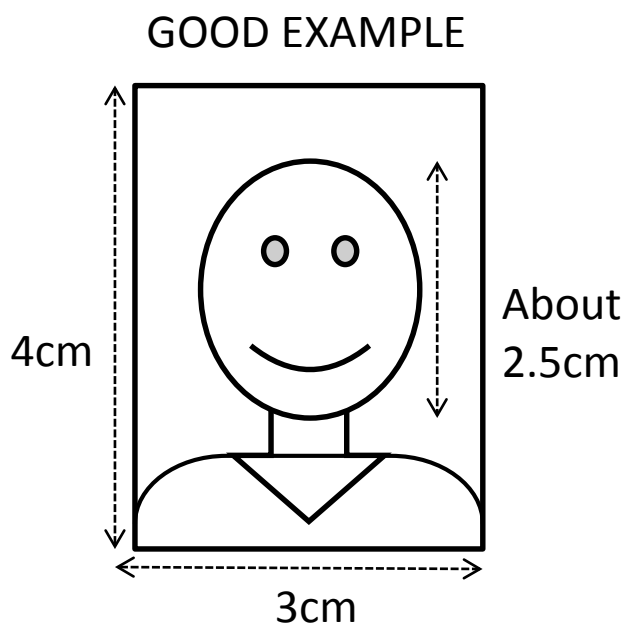
① **Photo must be sharp and clear.**

② **Do not wear cap or hat.**

③ **All of your hair must be seen inside the photo.**

④ **Background must be mono colored.**

⑤ **You need to look straight forward to the camera**



Dormitory

- There are five dormitories for International Students at Mie University.



1. University Foreign Students' House
(for female and male students)



2. Foreign Students' Dormitory A (for female)
3. Foreign Students' Dormitory B (for male)



4. Foreign Students' Dormitory C・D



5. Women's Dormitory for
International Students (for female)

Some dorms are only for female or male students.

Also, equipment of the facility, monthly fees are varied according to the dorms. Please see the detailed information at the following pages before submitting your choices.

(Please understand that the decision of your dorm may not be as you wish.)

University Foreign Students' House (for female and male students)



↑Kitchen & Dining



↑Room



↑Laundry



↑Lobby

- Single room is for 5,900 JPY per month and couple room is for 11,900 JPY per month.
- Two minutes walk to the campus.
- This is a furnished dorm with a desk, chair, desk lamp, bookshelf, wardrobe, refrigerator, air conditioner, prefabricated bath, curtains, window screen, shoebox, TV connector (No TV), and Internet connector (charge separately) etc.

Foreign Students' Dormitory A (for female)

Foreign Students' Dormitory B (for male)



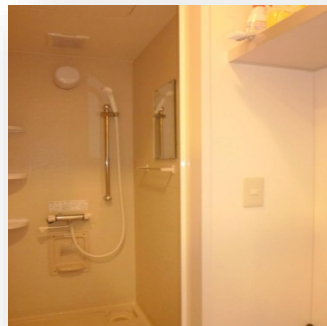
↑ Kitchen



↑ Room



↑ Laundry



↑ Shower Room



↑ Public Restroom
(each room has a toilet)

- Any male personnel mustn't enter Dorm A.
- Single room is for 13,000 JPY per month.
- Quadruple room is for 4 persons and 6,500JPY per person per month. You can apply for this room with your friends.
- These dorms are located on campus.
- This is a furnished dorm with a desk, chair, desk lamp, bed, wardrobe, bathroom vanity, refrigerator, air conditioner, curtains, window screen, TV connector (No TV), and Internet connector (charge separately) etc.

Women's Dormitory for International Students (for female)



↑kitchen



↑Room



↑Laundry



↑Public Space



↑Roof (for laundry)

- Single room is for 5,900 JPY per month.
- Located on campus.
- This dorm is for Japanese and international students.
- This is a furnished dorm with a desk, chair, bed, refrigerator, shelves, prefabricated bath, air conditioner, curtains, window screen, TV connector (No TV), and Internet connector (charge separately) etc.

Foreign Students' Dormitory C・D



↑ Room



↑ Kitchen



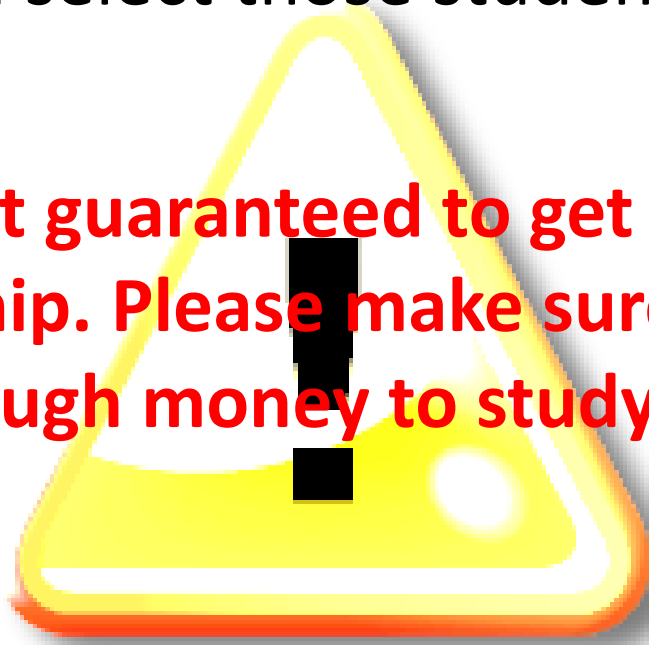
← Dining room (only for sharing room)

- Single room is for 29,000 JPY per month.
- Sharing room is for 18,000 JPY per month.
- Common service fee 1,000 JPY per month is required separately.
- Internet fee is included.
- Located on campus.
- This is a furnished dorm with a desk, chair, desk lamp, bed, closet, bathroom vanity, rest room, refrigerator, air conditioner, curtains, window screen, TV connector (No TV), and Internet connection (free) etc.
- In sharing room, shower and rest rooms are common use.

About Scholarship

- There is only one scholarship for exchange student, which called “Mie University Scholarship”.
- Only one person for each university can apply for this scholarship.
Please select one person to apply.
- This scholarship gives you 20000JPY per month for maximum one year.
- Number of this scholarship students is maximum 20 people for one year.
We will select those students.

✕It is not guaranteed to get this scholarship. Please make sure you have enough money to study in Japan.



About Living Expenses

- To live in Japan, The amount of money that is necessary for a month is as follows.

Food	20000 JPY
Dormitory Fee	5900 JPY～30000 JPY
Lighting, Water	5000 JPY
Cellphone	7000 JPY
Internet Services	2500 JPY
National Health Insurance	1500 JPY
Other	10000 JPY
SUM	51900 JPY～76000 JPY

- These are general aims. Please prepare at least for the minimum necessary amount of money.

About Part-time Job

- When you take a part-time job, you must first apply for the permission.
- You can get this permission by submitting “Application for Engaging in Activities other than Status Qualification” at immigration procedure at airport. With this, you can get a stamp on the back side of your residence card.

✖Application sheet is on next page.

You cannot do these part-time job below:

Cabarets, nightclubs, dancing halls, bars that offer special services for customers to entertain, eat and drink, mah-jong game parlors, pachinko parlors, arcades, bathhouse businesses with private rooms, and massage service businesses with private businesses and others.

- Hours permitted to work for foreign nationals whom the status of residence of "Student" is limited as follows:
 - Non-regular Students (Research Students, Special Auditing Students, and Special Research Students): 8 hours per day and 28 hours per week
 - During Long Vacation (Summer Vacation, Winter Vacation, and Spring Vacation): 8 hours per day

(カード表面)

日本国政府 GOVERNMENT OF JAPAN	在留カード RESIDENCE CARD	番号 AB12345678CD No.
氏名 TURNER ELIZABETH		
NAME		
生年月日 1985年12月31日	性別 女	国籍・地域 米国
DATE OF BIRTH Y M D	SEX	NATIONALITY/REGION
住居地 ADDRESS 東京都千代田区霞が関1丁目1番1号霞が関ハイツ202号		
在留資格 留学		
STATUS Student		
就労制限の有無 就労不可		
在留期間(満了日) PERIOD OF STAY 4年3月(2018年10月20日) QUOTA OF EXPIRATION Y M D		
許可の種類 在留期間更新許可(東京入国管理局長) ◇MOJ◇		
許可年月日 2014年06月10日 交付年月日 2014年06月10日		
このカードは 2018年10月20日まで有効 です。 PERIOD OF VALIDITY OF THIS CARD		
見本・SAMPLE		法務大臣 法務大臣印

(カード裏面)

[illegible]

資格外活動許可を受けたときに、
許可の内容が記載される欄です。

資 格 外 活 動 許 可 申 請 書

APPLICATION FOR PERMISSION TO ENGAGE IN ACTIVITY OTHER THAN THAT
PERMITTED UNDER THE STATUS OF RESIDENCE PREVIOUSLY GRANTED

入国管理局長 殿

To the Director General of Regional Immigration Bureau

出入国管理及び難民認定法第19条第2項の規定に基づき、次のとおり資格外活動の許可を申請します。

Pursuant to the provisions of Paragraph 2 of Article 19 of the Immigration Control and Refugee Recognition Act, I hereby apply for permission to engage in activities other than those permitted under the status of residence previously granted.

※ 上陸許可に引き続き資格外活動許可申請を行うことができるのは、上陸の許可により「留学」の在留資格を決定された場合(3月の在留期間を決定された場合を除く。)に限られます。

Persons, who are able to file for this application following acquisition of landing permission, are limited to those who have been granted the status of residence of "Student" based on the landing permission (excluding those who have been granted a period of stay of three (3) months).

1 国 籍・地 域
Nationality / Region

2 生 年 月 日
Date of Birth

年
Year

月
Month

日
Day

3 氏 名
Name (in English)

4 性 別
Sex

男 ・ 女
Male / Female

申請人の署名／申請書作成年月日

Signature of the applicant / Date of filling in this form

年
Year

月
Month

日
Day

About Pick-up Services

- When you arrive at Japan, we can pick you up from Tsu-Nagisamachi on the designated dates.
- We will prepare shuttle bus from Tsu-Nagisamachi to Mie University for a couple of days. More detail will appear when the time comes.
- We suggest you to arrive at Chubu International Airport (Centrair).
- Please understand that we can pick you up ONLY from Tsu-nagisamachi.



After Arrival

After arrival, please come to our guidance, and we'll ask you to fill out some documents for city hall procedure.



Our staff will go to the city hall for your address registration and your National health Insurance.



From this part, students must do by themselves.

After that, you can open your bank account in Japan.



After that, you can buy your cell phone in Japan.



About Insurance

- To spend secure and safe life while studying at Mie University, we recommend to purchase some kind of insurances.
- All international students must join the National Health Insurance without exception. By joining the National Health Insurance, the individual medical expense usually becomes 30%. The city hall staff will give you National Health Insurance Card. You always need to carry this card.
- There are other insurances called “Damage & Accident Insurance for Students” and “Liability Insurance for Students”. These insurances pay for the unexpected accidents occurred during lectures, extracurricular activities such as volunteer activities, other school events. These Insurances are optional, If you already joined the insurance in your country, you don’t need to join these.



Japanese Course in CIER

- Every International Students can take Japanese course in CIER.
- It is free to take the course.
- To take Japanese course, you need to take Japanese Placement Test at the beginning of semester.
- To apply this placement test, please come to International Relations Office after your arrival.
- According to the result, a course will be suggested to each student. On the same day, students will find out their results and are to take the orientation meeting for their study courses. In the meeting, faculties will advice each student for the appropriate courses for their levels and explain how to fill out the application form for the courses.

Flow Chart of Registration

Take "Placement Test" for Japanese Language Study Course.



See the result of the test.



Attend the orientation meeting and get the application form.



Attend the first class.



Fillout the application form. (Need to get the "Hanko" stamp from your academic supervisor)



Submit the application form to the International Relations office by due date.



Request modification to the International Relations office.
(if applicable)

FAQ

Q	A
Can I rent a bicycle from Mie University?	Sorry, we don't do rental services. Please buy on your own. It's about 10000 JPY.
Is there any Wi-Fi connection in Mie University	Yes. We have free Wi-Fi connection here.
Is there any stores or shops around Mie University?	We have shopping mall near the university. You can go there in 10 or 15 minutes by walk.
Is there anyone helps me after I arrived Japan?	Exchange students will have tutors who help your life stuff. Also, he or she teaches you Japanese. In addition we have support club for international students. They also help you.
How many classes should "Special Auditing student" have to take?	You need to take more than 7 classes in a week. To learn exclusive studies, take classes in your faculty. Or, you can take Japanese studies classes in CIER. ✕Most of classes in faculties are held in Japanese.
What should "Special Research Student" do?	Special Research Student must have purpose of research under your academic advisor. If your academic advisor agreed, you can take classes. However, there are no transcript for those classes.
I already have joined insurance in my country. Should I join to "National Health Insurance" in Japan?	Yes. It is responsibility to join "National Health Insurance". Please join it.
Can I use gymnasium?	Sorry, gymnasium is only for club activities. We cannot allow you to use for private.
Is it hot in Mie? Or cold?	An average air temperature in winter is about 5 degrees. In summer is 28 degrees. Mie in summer is basically hot and humid.
I am going to Japan in soon, but I feel sick. However, I already bought plane ticket, so can I go?	No, please look into the cause and take some medical assistance. If you had big problem in your body, you might not be able to return to your country.

Q	A
When should I arrive to Japan? Before the semester starts? Or after the semester starts?	<p>If you arrive before semester starts, your room might not have been ready yet.</p> <p>Also, you need to take Japanese placement test which will be held on the second week for each semester.</p> <p>So, we suggest you to arrive Japan at the first week of the study period.</p>
I need certificate of enrollment.	<p>We can make those certificate in Japanese or English. If you want to make other certificate, we would be happy to provide you some advice at any time.</p>
My families are coming to Japan. Could they stay in my dormitory?	<p>Sorry. We won't allow them to do so. Please tell your families to stay at hotels around Mie University.</p>
Is there any event for international students?	<p>We plan field trip twice a year. In addition, many groups hold some events for international students.</p>
Is there any scholarship for exchange students?	<p>There is only one scholarship for exchange student, which called "Mie University Scholarship".</p>
Should I open bank account in Japan?	<p>It is not necessary, but if you have one, it is easy to pay your cellphone fees, internet fees etc...</p> <p>Please close your bank account when you go back to your country.</p>
I heard that I should make my own stamp in Japan.	<p>Most of procedures are OK with your signature by hand. Sometimes, you need your stamp to contract. You can make stamp in Japan. It is not so expensive.</p>
What time does class start?	<p>In Mie University, a period is 90 minutes long and 5 classes for a day.</p> <p>First class starts at 8:50 and last class ends at 17:50.</p>
Do you have library in Mie University?	<p>Yes. We have library here. There, you can use computer, group working commons, learning commons etc...</p>
Can I go to trip while I study in Japan?	<p>Sure you can. If you are not coming back to dormitory for a while, we want you to write "Notification of staying out". Also, if you are going to abroad, please write "Overseas Travel Notification".</p>
I almost finish my study in Japan. What should I do?	<p>When you finish your study, we want you to submit "The document for returning home" and "Final report". Also, you need to break out all contract before you leave.</p>

Useful Information

- Website for Mie University

<http://www.mie-u.ac.jp/en/>

- Center for International Education and Research

<http://www.cie.mie-u.ac.jp/en/cier/>

- Campus Map

<http://www.mie-u.ac.jp/en/about/map/>

- Inquires: International Student Office

ryugaku@ab.mie-u.ac.jp

For further inquiries,
please contact the
International
Relations Office. ♪

