

Welcome to Kanazawa Medical University

Guidebook for International Researchers and Students

Center for International Exchange (CIE) Kanazawa Medical University

This guidebook provides information about administrative procedures and other useful information for international researchers and students who plan on temporarily staying in Kanazawa Medical University.

If you have any questions, please feel free to contact the Center for International Exchange Office.

Center for International Exchange

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EMERGENCY CONTACT

Call Security Office ext. **2218** and tell the operator to connect **Mr. Sakata**, the CIE manager. Use these Japanese words:
“Kokusai Kouryu no Sakata-san ni tsunaide kudasai.”

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Admission of international researchers and students

Foreign nationals who apply for a short-term research position or wish to extend their research period need to be approved by the Committee of International Exchange. Also, applicants for graduate school at Kanazawa Medical University (KMU), including persons from an affiliated university, need to take the entrance exam after entering Japan with an appropriate visa. Please contact the Center for International Exchange office (the CIE office) for further information.

Scholarships

We have scholarships available for researchers and students who belong to our partner universities abroad. We also provide information on other scholarship opportunities for those not affiliated with our partner universities. Contact the CIE office for the latest information.

1) Scholarships from Kanazawa Medical University, Japanese government and other organizations (short-term researchers & graduate students)

	Organization	Name of Scholarship	Application period	Monthly amount
Short-term Researcher	Kanazawa Medical University	Partner University Project Researcher	July	150,000 yen
		Short-term Researcher	July	150,000 yen
Prospective Students		Partner University Students	September	100,000 yen
	Ministry of Education Culture, Sports, Science and Technology (MEXT)	Monbukagakusho Scholarship Student (University Recommendation)	December	143,000 yen
Graduate Students	Japan Students Services Organization(JASSO)	Honors Scholarship for Privately Financed International Students	April	48,000 yen
	Ishikawa Prefecture	Ishikawa Prefectural Scholarship for Privately Financed International Students	April	20,000 yen
	Rotary Yoneyama Memorial Foundation	Doctoral Course Scholarship	August	140,000 yen
	Heiwa Nakajima Foundation	Doctoral Course Scholarship	September	100,000 yen

*Amount as of 2012

Certificate of Eligibility and status of residence

1. Before arrival (To obtain Certificate of Eligibility and status of residence)

A foreign national who wishes to stay in Japan is required to obtain a proper Japanese visa. This visa application should be made at the Japanese Embassy/Consulate in his/her home country. A researcher visiting Kanazawa Medical University is usually able to stay in Japan under one of the following statuses: "Student" for a graduate student and "Cultural Activities" for a short-term researcher. These visa applications require a "Certificate of Eligibility" which will be issued by the Immigration Bureau of Japan.

The procedure is different for international researchers who will engage in activities involving income in accordance with their contract with the University. Please contact the section in charge or a supervisor in KMU.

1) What a KMU faculty member should do

Please consult the CIE office about the application procedure for a prospective international researcher or graduate student at first. A prospective researcher or student needs to be admitted by a proper committee in KMU. A faculty member may apply for a Certificate of Eligibility to the Immigration Bureau after admission. A certificate will be issued 1 to 3 months after submitting documents. Please send the certificate to the applicant promptly for his/her visa application.

2) What an international researcher or student should do

A Certificate of Eligibility will be issued by the Immigration Bureau in Japan and sent to the researcher or a student within several months of admission to KMU. Applicants should apply for a visa at a Japanese Embassy or Consulate in their own country after receiving the Certificate.

	3 months prior			2 months prior			1 month prior		2 weeks prior		
International Researcher or Student		Send required documents to supervisor						Receive CoE*	Apply for visa	Obtain visa	Entry into Japan
Supervisor (KMU)	Send application form to applicant		Submit documents to KMU		Apply for Certificate of Eligibility		Send certificate* to applicant				
KMU				Examine documents; Admission							
Immigration Bureau						Screen applicant	Issue certificate*				
	Application to KMU				Application for Certificate of Eligibility to Immigration Bureau in Japan			Application for visa at Japanese Embassy / Consulate			

In some circumstances it may take longer to obtain a Certificate of Eligibility (CoE). Please prepare the required documents promptly for quick completion of administrative procedures.

*Certificate of Eligibility

2. During stay

1) Extension of stay

The Immigration Bureau of Japan accepts applications for visa extensions from three months before visa expiration. Please inquire at the CIE office about required documents.

“Cultural Activities” (short-term researcher)

application form for Extension of Period of Stay / certificate of acceptance / document certifying intended type of research activity / document explaining reason for extension / document declaring no intention to engage in clinical work in Japan / document showing ability to pay for living expenses while in Japan / passport / resident card / personal bankbook showing funds available / 4,000 yen revenue stamp / photo (4cm x 3cm, taken within 3 months)

“Student” (graduate student)

application form for Extension of Period of Stay / certificate of enrollment / transcript / documents showing ability to pay for living expenses / passport / resident card / personal bankbook showing funds available / 4,000 yen revenue stamp / photo (4cm x 3cm, taken within 3 months)

“Professor” (postdoc, researcher receive a salary from KMU)

application form for Extension of Period of Stay / passport / resident card / 4,000 yen revenue stamp / photo (4cm x 3cm, taken within 3 months) *a part-timer needs to submit a proof of being subject to inhabitant's tax (or proof of exemption), or a certificate of tax payment

*You may be required to submit other certificates and/or documents at the discretion of the Immigration Bureau.

2) Change of residence status

If a person changes status at KMU, a change in visa status is also required. Please consult the CIE office about required documents.

“Cultural Activities” to “Student”

application form for Change of Status of Residence / certificate showing the expected completion of research / certificate of enrollment (copy) / document stating reason for status change / document(s) showing ability to pay for living expenses while in Japan / publications authored by applicant / passport / resident card / personal bankbook showing funds available / 4,000 yen revenue stamp / photo (4cm x 3cm, taken within 3 months)

“Student” to “Cultural Activities”

application form for Change of Status of Residence / certificate of enrollment / certificate of acceptance / certificate showing expected completion of school courses / document stating reason for status change / document certifying intended type of research activity / document showing ability to pay for living expenses while in Japan / document declaring no intention to engage in clinical work in Japan / publications authored by applicant / copy of short-term researcher KMU application form / passport / resident card / personal bankbook showing funds available / 4,000 yen revenue stamp / photo (4cm x 3cm, taken within 3 months)

“Cultural Activities” or “Student” to “Professor”

application form for Change of Status of Residence / passport / resident card / 4,000 yen revenue stamp / photo (4cm x 3cm, taken within 3 month) *A part-timer needs to submit documents certifying the activity, its duration, position and the remuneration of the person concerned.

*You may be required to submit other certificates and/or documents at the discretion of the Immigration Bureau.

3) Permit for part-time employment

An international student who has the status of “student” needs to obtain a part-time employment permit from the Immigration Bureau to engage in part-time work. If s/he works without required permits, s/he will be subject to penalty under the law.

An international student does not need to obtain a permit when s/he is engaged in education or research activities involving income in accordance with a contract with the university, such as Research Assistant. Please consult the CIE office in case of questions or other activities such as teaching language.

An international student who is granted “student” status and entering Japan for the first time may obtain a part-time employment permit at the port of entry since July 9th, 2012.

4) Re-entry permit

Foreign nationals in possession of a valid passport and resident card who will be reentering Japan within one year of their departure to continue their activities in Japan are not required to apply for a re-entry permit (the special re-entry permit system) since July 9th, 2012. If the current visa will expire within one year, please ensure to re-enter Japan before its expiration or apply for the visa extension prior to departure.

5) Notification of change of name, date of birth, gender, or nationality/region

In case of changing name, date of birth, gender, or nationality/region (for instance you change your name or your nationality/region because of marriage), please visit the regional Immigration Bureau within 14 days of the change with a passport and resident card. A new resident card will be issued. Notification of moving-in/out or changing address must be made to the Ministry of Justice through a municipal office.

6) Notification of the accepting organization

In case a person who has a status “student” or “professor” leaves KMU or moves into another organization, s/he has to notify it to the Ministry of Justice by visiting a regional immigration bureau or sending a notification to the Tokyo Regional Immigration Bureau within 14 days of the incident. Please consult the CIE office in case of questions.

7) Inviting family members to Japan

If a foreign national wishes to invite family members to Japan to live with them in Japan for extended periods, family members must obtain a status of residence “Dependent”. Please consult the CIE office about necessary documents.

If the length of family members’ stay is less than 90 days, they may obtain a “Temporary Visitor” visa. Please refer to the website of the Ministry of Foreign Affairs for information.

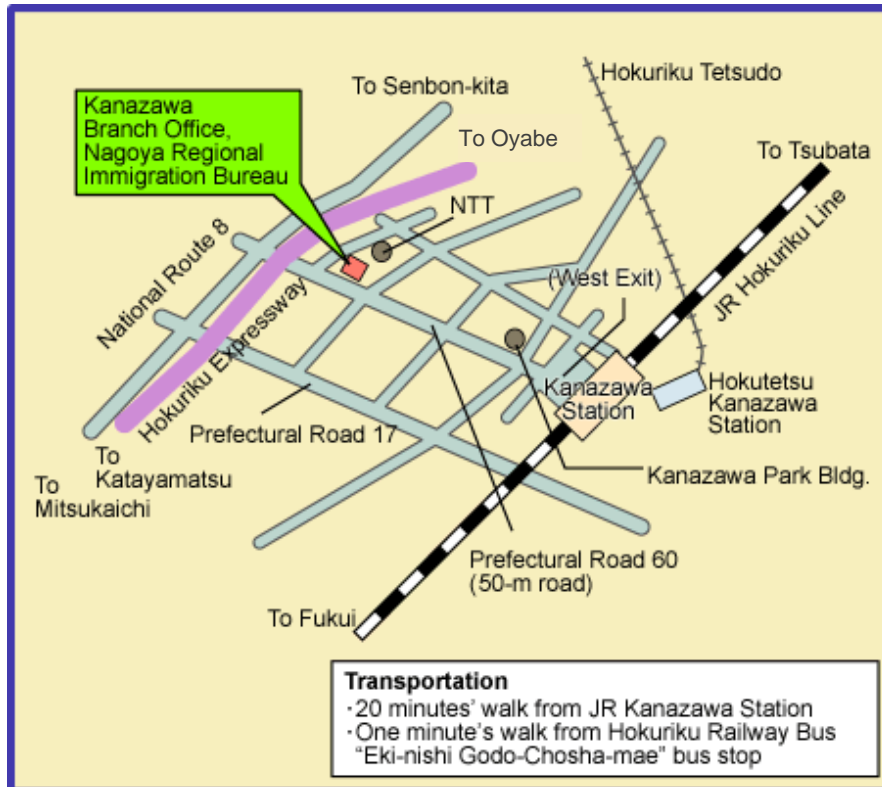
Immigration Bureau	http://www.immi-moj.go.jp/english/index.html
Ministry of Foreign Affairs	http://www.mofa.go.jp/index.html

Nagoya Regional Immigration Bureau Kanazawa Branch Office

Address: Kanazawa Station West Joint Government Bldg., 3-4-1 Sainen, Kanazawa,

Ishikawa 920-0024 TEL : 076-222-2450 FAX : 076-233-8387

Office hours: 9:00~12:00, 13:00~16:00 (closed for Saturday, Sunday, and national holidays)



Permit for advanced clinical training for foreign medical practitioners

Japanese Law prohibits anyone without a Japanese medical license to practice medicine in Japan. Foreign medical practitioners, however, may practice medicine under the supervision of accredited instructors of the Ministry of Health and Welfare.

Both instructors and practitioners must be accredited and registered by the Ministry of Health and Welfare. Please contact the Kanazawa Medical University Hospital Personnel Section for further information.

Procedure at municipal office and bank

1. Notification of moving-in/out, or change of address

A foreign national staying in Japan for more than 90 days is required to submit a moving-in notification to a municipal office. Please bring a passport and a resident card. When a foreign national changes the address, s/he must notify a municipal office within 14 days after of moving to the new residence. After completing the procedure, visit the CIE office with the resident card. Also in case of leaving Japan, please visit a municipal office to submit a moving-out notification 14 days in advance.

2. National health insurance

1) Procedure

International researchers or students staying in Japan for more than 3 months must enroll in the National Health Insurance system at a municipal office (a person whose status is “Temporary Visitor” cannot enroll in the system). Please bring a photocopy of the insurance card to the CIE office. The procedure and the type of insurance are different. Please contact the section in charge or a supervisor in KMU.

2) Withdrawal

When a researcher or a student finishes his/her program and intends to leaves Japan completely, s/he needs to withdraw from the National Health Insurance system and adjust the premium 14 days before leaving Japan. Please visit a municipal office with the National Health Insurance Card, personal seal, and a document, such as an air-ticket, to prove the intention to depart from Japan.

3. National pension plan

Everyone aged between 20 and 60 years residing in Japan regardless of nationality must enroll in the National Pension Plan. Please apply for an appropriate program at the time of registration.

a. short-term researcher (with no employment income)

Please enroll in the system at a municipal office. There are programs that allow for pension premium extension or exemption for a person with a low income.

b. student

A special payment extension program is available for students. It is necessary to apply for the program every school year. Please visit a municipal office at the end of each school year (March).

c. researcher who engages in activities involving income in accordance with the contract with KMU

The procedure and the type of the plan are different from short-term researchers and students. Please contact the section in charge or a supervisor in KMU.

4. Bank account information

Researchers receiving a Kanazawa Medical University scholarship need to open an account at Fukui Bank (KMU Branch) to receive disbursement payments. Moving-in notification at a municipal office needs to be completed before opening an account. Please visit Fukui Bank with a resident card and a personal seal/stamp. A personal seal/stamp can be ordered at the shop in the KMU administrative

offices building. Researchers receiving a scholarship from other organizations might be requested to open an account at other specific banks to receive disbursement payments.

Housing & Driving

There are dormitories for international researchers and students located on campus. All rooms are furnished with included items listed below. Please contact the CIE office before arrival to request room rental availability. Please consult the CIE office with any questions.

1. Housing for a single person

Number of rooms	24 rooms (12 rooms on men's floor & 12 rooms on women's floor)
Fee	9,395 yen/month (Housing 9,045 yen & furnishings rental 350 yen) Electricity, phone, and parking fees are not included. These are charged separately.
Facilities in private rooms	washbasin, air conditioner, closet, telephone, web access port
Facilities in the communal area	kitchen, shower room, dining room, room for refrigerator, laundry room, laundry drying room, washroom, restroom
Equipment for personal rental	bed, desk and chair, desk light, TV, top & bottom futons, sheets, pillow, blanket, trash box, shoe box, curtain, rice cooker, thermos pot, refrigerator, cupboard
Equipment in the communal area	microwave, washing machine, vacuum cleaner

2. Housing for a family

Number of rooms	4 rooms (apartment type)
Fee	18,590 yen/month (Housing 18,090 yen & furnishings rental 500 yen) Water, phone, and parking fees are not included. These are charged separately as monthly payment. Gas and electricity must be paid directly to <i>Itami Sangyo</i> (gas company) and <i>Hokuriku Denryoku</i> (electricity company).
Facilities	living room, dining room, kitchen, bedrooms, washbasin, bathroom, toilet, phone, and shoebox
Equipment for personal rental * set of bedding for family is not included	bed, study desk, chair, desk light, TV, TV table, top & bottom futons, sheets, pillow, blanket, trash box, curtain, cooking stove, thermos pot, rice cooker, refrigerator, cupboard, washing machine, dining table and chairs, <i>Kotatsu</i> (floor heating table), gas heater, fan, broom & dustpan

3. Driving a car/motorcycle & Parking on campus

Please learn the traffic rules before driving in Japan. Contact the CIE office before buying a car. Prepare to provide a copy of your Japanese driver's license and insurance certificate.

Please ensure availability of a parking space before buying a car. Obtaining a parking space on campus is not guaranteed. Car owners will have to register their parking space at the local police office. Please ask the CIE office or Labor & Welfare Section for availability of a parking space on campus.

Please follow KMU parking regulations of parking space use on campus. KMU is not liable for car damage or theft occurring on campus. Car insurance purchase is required.