1. Procedures for Entry and Residence in Japan

1-1 Obtain a Visa

To enter Japan, you must first obtain a visa from a Japanese embassy or consulate that indicates the purpose and length of your stay in your passport. Foreign Researchers who are planning a long-term stay in Japan should keep in mind that it may take from 2-3 months to process your visa application after you apply for your visa at the Japanese embassy or consulate office. You should therefore check with the embassy or consulate about the application procedure well in advance of your intended departure. In addition, you may be required to obtain a Certificate of Eligibility issued by Ministry of Justice, Immigration Bureau in Japan. This certificate is issued by when an application is made of your behalf by your contact in Japan (generally a member of the staff of your host institute, ERI). You should therefore consult with your host regarding this matter. As part of the application process, ERI is required to issue such documents as a letter of guarantee. Therefore, you should also begin this application procedure well beforehand, as the application process for a Certificate of Eligibility will ask take 2 or 3 months.

1-2 Status of Residence

Your status of residence and period of stay in Japan is officially determined when you are granted entry permission by an immigration officer at the airport. A landing permit will be stamped in your passport. Long-term (exceeding 3 months) foreign researchers conducting research in Japan are assigned one of three statuses of residence: Professor, Researcher or Cultural Activities.

<table>
<thead>
<tr>
<th>Status of Residence</th>
<th>Authorized Activities in Japan</th>
<th>Period of Stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Research, research guidance and educational activities at universities and affiliated institutes or advanced technical schools designated as Koto-senmon-gakko in Japan. (Foreigners welcomed with the status of “Professor”, “Assistant Professor” or “Assistant”).</td>
<td>6 months, 1 year or 3 years</td>
</tr>
<tr>
<td>Researcher</td>
<td>Research activities performed under a contract with public or private institutes in Japan (excluding activities described under the status of “Professor”).</td>
<td>6 months or 1 year</td>
</tr>
<tr>
<td>Cultural Activities</td>
<td>Non-salaries academic/artistic activities, specialized research into Japanese culture/art, or study of Japanese culture/art under the guidance of specialists (excluding activities under status of “College Student”, “Pre-college Student” or “Trainee”).</td>
<td>6 months or 1 year</td>
</tr>
</tbody>
</table>

1-3 Alien Registrations

1. Initial Registration

All foreigners who remain in Japan for 90 days or longer is required to register at a local municipal office or at a regional immigration office. A certificate of alien registration issued after registration will serve as an official certificate when you receive governmental services such as education, medical care and welfare. The registration must be made personally. For those under 16 years of age, the registration should be by a person who is over the age of 16 and sharing the same residence. An alien registration certificate (card type for those over 16 and two fold type for those under 16 will be issued about two weeks after registration. But the copy of this certificate will be issued right there. When you obtain an alien registration certificate at ward Hall, it is convenient to enroll in The National Health Insurance (Kokumin Kenko Hoken) Program. You are able to obtain the health insurance ID card right there. Since this is a very important certificate, make a copy and
keep it in a safe place in case the original is misplaced.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Due Date</th>
<th>Required items for application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry into Japan</td>
<td>Within 90 days of entering Japan</td>
<td>• Two Photos(for those over 16 years old)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Passport</td>
</tr>
<tr>
<td>Born in Japan</td>
<td>Within 60 days of birth</td>
<td>• Birth Certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Passport</td>
</tr>
</tbody>
</table>

The photo should be taken within the last 6 months, 4.5 cm × 3.5 cm in size, full face without hat, upper body, against a plain background.

② Changes and corrections
Changes and corrections to your registration must be reported immediately in accordance with necessary procedures.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Due Date</th>
<th>Required items for application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address change</td>
<td>Within 14 days of the change</td>
<td>• Alien registration certificate</td>
</tr>
<tr>
<td>Changes in items other than address (such as name, status of residence and term of residence)</td>
<td>Within 14 days of the change</td>
<td>• Alien registration certificate Document to certify the change(s) (such as passport, certificate of change in status of residence, certificate of extension of term of residence)</td>
</tr>
<tr>
<td>Corrections (such as name and birth date)</td>
<td>As soon as possible</td>
<td>• Alien registration certificate Document verifying the change(s) / correction(s) (such as passport)</td>
</tr>
</tbody>
</table>

1-4 Carrying/Returning Your Certificate of Alien Registration
Approximately two weeks after your registration is completed (you will be notified by mail of scheduled date of issue), you will be issued a Certificate of Alien Registration (in the form of a card).
Foreigners who have been issued a Certificate of Alien Registration are required to carry this Certificate of Alien Registration at all times and to present it to immigration officers, immigration security officers, police and other officials when requested.
Furthermore, this certificate must be returned to the immigration inspector at your port of departure when you leave Japan without a re-entry permit.

1-5 Temporary Leave of the Country and Re-entry Permit
If you wish to leave Japan for your home country or other country and then re-enter Japan during your authorized period of stay, you must obtain a re-entry permit from an Immigration Bureau in Japan. If you have a re-entry permit, you do not need to re-apply for a visa from a Japanese embassy or consulate abroad. However, since the re-entry permit is not a landing permit, when you arrive back in Japan, you will need to pass through immigration at the port of entry to be assessed for landing by an immigration officer.

Transportation to Tokyo Regional Immigration Bureau
• Toei Bus "Shinagawa Futo Junkan” or “Tokyo Nyukoku-Kanrikyoku orikaeshi” from JR Shinagawa station Konan-Guchi (East Exit). You have to get off at the bus stop “Tokyo Nyukoku-Kanrikyoku mae”
Homepage of Tokyo Regional Immigration Bureau, and Japan International Science and
1-6 Activities other than Those Authorized
Foreigners who would like to engage in an activity involving the management of a business or remuneration other than that authorized under the assigned status of residence must apply for and obtain permission to do so in advance. Foreigners engaging in an activity other than that authorized are subject to punishment by law.

1-7 Acquisition of and Change in Status of Residence
① Acquisition of status of residence
An immigration officer at the airport / seaport of disembarkation will inspect the validity of your passport and visa, purpose of the entry, expected period of stay and other items. If you are permitted to enter the country (landing permission), the status of residence and term of residence will be decided with a “landing permission” stamp on your passport.

② Change in status of residence
To change the status of residence currently permitted, you must apply for permission at the regional immigration office. However, not all applications will be approved.

1-8 Extension of Term of Residence
The term and status of residence are decided at the same time. Permission is required in order to extend the period under your current status. An application for extension should be submitted to a regional immigration office during a period of two months before the expiry date. The following documents and fee will be required.

<table>
<thead>
<tr>
<th>Necessary Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Application form for extending term of residence (The form can be obtained at a regional immigration office)</td>
</tr>
<tr>
<td>• Certificate of Enrollment to ERI</td>
</tr>
<tr>
<td>• Certificate of income and withholding tax</td>
</tr>
<tr>
<td>• Passport</td>
</tr>
<tr>
<td>• Certificate of alien registration</td>
</tr>
</tbody>
</table>

2) Enrolling as a member of ERI

2-1 You have to submit “Application for Registration to ERI” to General Affairs Section (Syomu Kakari) or Research Cooperation Section (Kenkyu Kyoryoku Kakari) in Administrative Office.

2-2 You have to register your fingerprint at General Affairs Section (Syomu Kakari) because you need to authenticate your fingerprint in order to open the ERI building door from 19:00-8:00 (1st and 2nd Building) and 17:00-8:00(3rd Building).

2-3 You are able to obtain your laboratory’s key at Kanri Kakari in Administrative Office.

2-4 You have to submit “Application form to pass to Library of the University of Tokyo” to Library Section (Tosyo Kakari) in order to obtain University of Tokyo Library Card or Pass Card.

2-5 You have to fill out “Earthquake Information Center Computer System Online New Registration” at https://www.eic.eri.u-tokyo.ac.jp/adduser/adduser_newRegistration.html in order to obtain ERI e-mail address and use ERI computer system.

If you need further information, please feel free to contact your host researcher.
3) Information on Daily Life in Japan

3-1 Types of Housing

3-1-1 Housing for Foreign Researchers
The University of Tokyo (UT) provides inexpensive (usually furnished) lodging. However, UT does not have sufficient housing to accommodate everyone. If you wish to secure housing at your host institute, you should decide the date of your arrival in Japan, or consult with your host and apply for it through the person in charge of housing well in advance.

3-1-2 Housing in the Tokyo area
In the Tokyo area, the Tokyo International Exchange Center in the Tokyo Academic Park in Aomi in the Rinkai District is housing facilities for foreign students and researchers. This facility provides about 800 furnished rooms for living (about 10% of which are for researchers) and common facilities such as study rooms, lounges, and gyms. The facility includes an international conference hall, meeting rooms, and open spaces where a variety of international exchange events can be held. If you want to live here, you must apply through UT.

3-1-3 Private housing
Private housing can be divided into general two general types.
1) Apartments
   Apartments in Tokyo usually have one to three rooms with a bathroom and kitchen, rental rates vary depending on the facilities provided and locations;
2) Rental houses – usually Japanese style
   As a rule, neither of these types comes furnished. You may need to either rent or buy necessary furnishings if you choose to rent private housing.
   Furthermore, if you are planning to have your family with you while in Japan, you may have to rent a private apartment or house as there are currently very few housing facilities available for families at such institutes as universities.

3-2 Gas
There are two types of gas supplied in Japan: propane gas and utility gas. Utility gas in the Tokyo region is supplied by Tokyo Gas Co., Ltd. When you begin living in your new residence, contact Tokyo Gas Co., Ltd. To make appointment to have the gas valve opened. An employee will visit you on appointed date to open the valve, following inspection of gas lines and appliances and instructions on how to use them.
   For emergencies such as gas leak, contact the gas leak hotline, Tokyo Gas Co., Ltd. (Tokyo Gas Leak Call: 03-5722-0111)
   Tokyo Gas Homepage: http://www.tokyo-gas.co.jp/index_e.html

3-3 Electricity
Voltage in Japan is 100 V. The frequency of electricity supplied east of Fuji River (Shizuoka Prefecture) is 50 Hz; on the west it is 60 Hz. Electricity in Tokyo is supplied by Tokyo Electric Power Co., Ltd. To begin using electricity, contact the nearest service office of Tokyo Electric Power. Excessive use of electricity will short-circuit the breaker and electricity will automatically be turned off. In such case, turn off the switch of the electric appliance you were using and turn on the breaker. When blackout is caused by lightning or other reasons, it will take some time for the electricity to be restored.
   Tokyo Electric Homepage: http://www.tepco.co.jp/en/index-e.html

3-4 Mails, Postal and Home Delivery Services
① Job-related Mail
   General affairs section (Syomu Kakari) is in charge of job-related postal service. Administrative office is open from 9:00 – 17:45.

② Financial Service at post office
You are able to open an account at a post office through a similar procedure required by a bank. When you open an account, you are eligible for the post office’s automatic payment service for payment of utility bills. Since a bank ATM card cannot be used for a post office ATM, you must apply for it if needed.

3 International mail
Postage for an airmail postcard to anywhere in the world in 70 yen; that for a standard size letter is 90-130 yen, depending on weight (up to 25g) and destination. Postage for non-standard size is letters also depends on weight and destination: the maximum accepted weight is 2kg and the maximum postage 4,990 yen. The maximum weight is for a small packet is 30kg.

4 Domestic mail
Postage for a post card is 50 yen. If you buy a “kansei” post card, you do not need to put a stamp on it. Postage for a standard size letter is 80 yen (up to 25g) and 90 yen (up to 50g). Additional postage is necessary for non-standard size letters, letters by express and registered mail. Ask for more information at a post office.

5 International parcel shipping
Post offices and private home delivery companies provide international home delivery service. Please note that some countries have restrictions or limitation on items that can be imported. Since prices and destinations available differ from company to company, it is recommended that you carefully compare them and select the most suitable service.

6 Domestic parcel shipping
Post offices have “Yu-Pack” service, and other private home delivery companies have their own delivery services. “Yu-Pack” parcels can be sent from post office or a shop with a “Yu-Pack” sign. Other home delivery services are provided at convenience stores and other shops with a home delivery company sign. Prices depend on size, weight and distance to the destination. Since some items cannot be delivered, you should ask for more information at a shop.

3-5 Telephone
1 Installation
The University of Tokyo COOP Store (UT COOP) “Dai-ni Koubaibu “where the basement before the Big Auditorium (Yasuda Kodo) is provides service to apply for telephone installation to NTT. Your ID, such as certificate of alien registration, and installation fee are required. Telephone equipment can be purchased at any large shop with electrical appliances. You can select a telephone company whose service meets your needs.

2 Public Phone
For domestic calls, you can use a public phone by inserting 10-yen or 100-yen coins or telephone cards. For international call, prepaid card exclusively for international calls are available at convenience stores.

3 Cellular Phone
Each cellular phone company has its own service. You can obtain information at UT COOP Gotenshita Shop and cell phone service stores.

4 International Calls
[Dial Systems for International Calls]
You can place an international call through KDDI (001), Japan Telecom (0041), IDC (0061) and NTT communications (0033). If you use the dial call system, you need only dial the access number (001, 0041, 0061 or 0033) + 010 + national number + area number + individual number. To obtain information, dial 0057 for KDDI, 0081-41 for Japan Telecom, 0061-11 for IDC and 0120-506506 for NTT Communications.
[International Call through Operator]
Access an operator by dialing KDDI (0051). You can choose either a person-to-person call (designate the person you are calling) or a station-to-station call (designate the telephone number you are calling). The operator will also assist you in placing a collect call.

3-6 Bank
Financial institutions are generally open from 9 a.m. to 3 p.m. and closed on Saturdays, Sundays and national holidays. ATM service is available after office hours. You may be charged an extra handling fee for the ATM service, depending on the time of use. When you use an ATM at a bank where you do not have an account, you will also be charged an extra handling fee. Increasing numbers of convenience stores are recently making ATMs available.

① Opening a bank account
To open a savings account at a bank, submit an application form together with an ID (Alien registration certificate) and a seal (your signature may in some cases be accepted in place of seal). It is recommended to apply for an ATM card at the same time. You can use this card to obtain ATM services simply by entering a pre-registered 4-digit pin number. Be sure that your pin number is not too simple, in case the card is lost and someone attempts to use it.

② Overseas money transfer and currency exchange
Only a simple procedure is required for you to transfer money into the bank account of a receiver. To send money through a bank, you must fill out an application form with the name of the bank to which you wish to send the money, the bank’s location, the type and number of the receiver’s account, their address and name. A handling fee is required. Post office is also provided overseas money-transfer service. You are able to exchange foreign currencies and cash your traveler’s checks at designated banks bearing the following sign: “Authorized by Treasury Department”.

③ Automatic payment of utility bills
Automatic payment is available at banks and post offices to pay public utility bills such as electricity, gas, water, telephone calls and NHK subscription. To apply for the service, you are required to present your bankbook along with an application form filled in with your customer number or membership number (you are able to find it on receipt) with your seal (the one you used when you opened the account) on the application form.

3-7 Medical Services and Insurance
① National Health Insurance
The National Health Insurance (Kokumin Kenko Hoken) is a nationwide mutual aid program funded by policyholders’ premiums with the aim of alleviating the burden of medical expenses. Local government offices are in charge of its administration. All international researchers and students living in Japan for one year or longer (including accompanying family members) are required to enroll in this program.
By paying a premium and presenting the insurance card, policyholders will only have to bear 30% of the expenses required for medical treatment and/or hospitalization. This insurance covers an extended range of medical needs including some types of dental treatment, chronic diseases that may not be covered by general overseas travelers’ personal accident insurance. To become a National Health Insurance policyholder, go to the relevant division of your local municipal office and present your “alien registration card” and your passport. Those whose income during the previous year is lower than the standard are eligible for partial waiver of the premium. For more details, please ask at the window.
A list of contact in the vicinity of the ERI is as follows:

Kokuho Nenkin Division (National Insurance and Pension Division), Bunkyo Ward Hall
03-5803-1192

② Hospitals
Hospitals in Japan are roughly categorized into general, specialized and private hospitals. It is important to find a reliable hospital in your area. Finding a doctor who specialized in pediatrics should be a priority if you are accompanied by children.

When you go to a doctor, present the National Health Insurance card at the reception and fill in a registration card or a questionnaire about your condition while you wait your turn. After seeing a doctor, you will pay the necessary fee and receive your medicine. If you are given a prescription, however, you will need to go to a designated pharmacy to pick up the medicine. Many hospitals, especially dental clinics, require an appointment. If you go and see a doctor without an appointment, you may have to wait for many hours.

3- Medical Consultation in Various Languages
The AMDA International Medical Center Tokyo offers a medical consultation service by phone in foreign languages as follows.
(03-5285-8088; http://homepage.nifty.com/amdack)

<table>
<thead>
<tr>
<th>Available time</th>
<th>Mon-Fri</th>
<th>9:00-17:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>English, Thai, Chinese, Korean &amp; Spanish</td>
<td>Monday, Wednesday, Friday</td>
<td>9:00-17:00</td>
</tr>
<tr>
<td>Portuguese</td>
<td>Wednesday</td>
<td>13:00-17:00</td>
</tr>
<tr>
<td>Pilipino</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3-8 Water
Tap water in Japan, supplied by municipal governments, is safe to drink. When you move into your new residence, contact the waterworks division of the City Hall in the city you live in. It is convenient to use the automatic transfer system of banks and post offices for public utility payment. You are also able to pay your bill each month at a bank, post office or convenience store.

3-9 Garbage Disposal
Garbage trucks collect garbage at a designated place at a designated time and date. The place, time and date for collection differ from area to area (village, town and city). Garbage is generally classified into burnable garbage, unburnable garbage, recyclable material (glass, tin, aluminum, PET bottle, etc.) and large household garbage. You should be informed as to the garbage collection system of your area and follow the rules. Since some apartments and condominiums have their own rules and regulations for garbage disposal, you should check the rules. As for disposal of large size household electrical appliances, you are generally required to pay a fee for collection and recycling.

3-10 In Case of Emergency
If you encounter an emergency situation, call 110 (Police Department, to report robbery and other crimes), or 119 (Fire Department, to report fire or call an ambulance). These numbers are toll-free and common to all areas of Japan. You are able to call them from mobile phones or pay phones without inserting coin or telephone card.

1) Robbery
If you experience a robbery (or any other crime) on campus, immediately call 110 and follow the instructions given by the police. Robberies (and loss of articles) on campus must also be reported to the administrative office of ERI.

If you are robbed of (or lose) credit cards, bankbooks or cash cards, you must immediately report the loss to the banks and credit card companies to close your accounts, in addition to reporting to the police.

2) Traffic Accident
A number of researchers and students are involved in traffic accidents, including
bicycles and pedestrians struck by cars. Be alert when walking or driving to avoid traffic accidents. If you encounter a traffic accident and anyone is injured, you must first call 119 to ask for an ambulance. And then, call 110 to report the accident to the police. If you are one of the parties involved in the accident, you should ask and write down the name, place of work, telephone number, license plate number and insurance status of the other parties. Also get the names and telephone numbers of any persons who witnessed the accident. When the police arrive at the scene, follow the instructions.

Note that national health insurance does not cover medical costs incurred in connection with traffic accidents. Those medical costs are reimbursed at a later date from the voluntary insurance maintained by the party found to be liable for the accident. If any trouble later occurs relating to the accidents, contact the Traffic Accident Consultation Section of the City Office.

3) Fire
Have a fire extinguisher in your home for first-aid fire fighting. It is very important to extinguish a fire at the very early stage, but if you cannot control the fire, evacuating the fire scene takes priority. Call 119 immediately and alert neighbors loudly about the fire.

4) Earthquake
As you know, Japan has many earthquakes. When a large earthquake occurs, it is very important not to panic, but to take appropriate actions calmly. Find out which is the nearest public evacuation site. It is advisable to always keep a portable radio, flashlight and other emergency items ready at home, for use in the event of power failure.
- Fix tall or heavy furnishings to the wall to keep them from falling.
- As soon as tremors have ceased, turn off electric power and close gas cocks to prevent fire.
- Open doors and windows to maintain an evacuation route
- Panic is the greatest danger. Stay calm, protect your head and evacuate calmly.
- Follow the advice of neighbors.

5) Typhoons
From July to September each year, Japan is struck by many typhoons that bring strong winds and heavy rain. In lowland areas or areas near water, houses are often flooded. Do not go near rivers, coasts or other water areas when your area is struck by a typhoon.
- Always keep a portable radio, flashlights and other emergency items ready at home for use in the event of power failure
- Articles on your porch or veranda may be blown away by strong winds. Take them inside the house or fix them firmly in place.
- If a typhoon strikes your area, it is advisable to have drinking water handy in bottles or containers in case the city water service is affected by the typhoon.
- When your area is struck by a typhoon, it is best to stay at home. Watch or listen to weather report on TV or radio, so that you can take appropriate action.

3-11 Newspaper
National newspapers are Asahi Shimbun, Yomiuri Shimbun, Mainichi Shimbun, and Nihon Keizai Shimbun. Local newspapers and sports papers are available at kiosks in train stations and convenience stores. Papers in English are available, such as the International Herald Tribune / Asahi Shimbun, The Daily Yomiuri and The Japan Times. You can also read of these on the net. You can apply for a subscription through the Internet.

Homepage of each Newspaper
Yomiuri Shimbun: http://www.yomiuri.co.jp/index-e.htm
Mainichi Shimbun: http://www.mainichi.co.jp/
Nihon Keizai Shimbun: http://www.nni.nikkei.co.jp/
3-12 **TV and Radio**
Households with a television set in Japan must pay an NHK subscription fee. Satellite broadcasting services are provided by NHK and other private companies. To subscribe, you must apply for the services you like and pay the fee. If you have a TV set or VC equipped with a device for sound multiplex system, you can enjoy programs, either by satellite or terrestrial, in English if they are broadcast bilingually.

3-13 **Driver’s License, Automobiles, and Bicycles**

1. **Driver’s License and automobiles**
   Those with an international driver’s license “B” are permitted to drive a car in Japan. However, a license “A” is required in case of riding a motorcycle (including a motorized bicycle: Gentsuki). You must present your driver’s license from your home country to obtain a Japanese driver’s license. For driver’s license information (international driver’s license, how to obtain a Japanese driver’s license etc.), please contact the following:
   - Samezu Unten Menkyo Shikenjo (Samezu Driving Test Venue): 03-3474-1374
   - Kouto Unten Menkyo Shikenjo (Kouto Driving Test Venue): 03-3699-1151

Although second hand cars are relatively inexpensive to purchase, you have to secure a place to park before registration. It is difficult to obtain a parking place in most apartments and condominiums. Even if you can find a place in the neighborhood of your residence, parking fee is quite high. Furthermore, if you drive without automobile insurance and something goes wrong, you may find yourself in a very difficult situation. You are encouraged to use a bicycle or public transportation, unless you have special circumstances.

2. **Bicycles**
   You should register your bicycle when you purchase it, in case of theft. If the shop where you purchase the bicycle does not help with the registration process, you should go to the police station for registration. You should always remember to look up your bicycle when leaving it unattached. If your bicycle is stolen, report the theft to the police immediately.

4) **Returning to Your Home Country**
Upon completing your schedule, you have to go through many formalities before leaving Japan. You should be careful not to overlook any of the official procedures. Required procedures are listed below for your reference.

1) **At the ERI**
   1-1 You have to submit “Application for deregistration to ERI” to General Affairs Section (Syomu Kakari) or Research Cooperation Section (Kenkyu Kyoryoku Kakari) in Administrative Office.
   1-2 You and your host researcher have responsibility for restoring your laboratory to the condition in which it was leased and reporting to Research Cooperation Section (Kenkyu Kyoryoku Kakari). Kenkyu Kyoryoku Kakari checks whether or not your laboratory is restored.
   1-3 You have to return you laboratory key(s) to Kanri Kakari in Administrative Office.

   If you need further information, please feel free to contact your host researcher.

2) **Outside the ERI**
   As a member of the community where you have lived, you are also responsible for many other formalities. You are expected to take care of these formalities, in order to avoid troubles later on.
Examples

Residence: notifying your landlord of your intent to move out (more than one month before moving out); informing your guarantor of your intent to depart Japan, restoring your apartment to the condition in which it was leased

Bank: closing your accounts (ask staff in charge of clerical work about an appropriate time for account closure, since some transactions may not be completed until after you leave Japan, such as utility bills); canceling cash card and canceling automatic withdrawal service

Other cancellations: utility service (electricity, gas and water); telephone service; and NHK subscription

Municipal hall: withdrawal from the National Health Insurance program and returning your insurance card
Return your alien registration card (at Immigration when departing the airport)

Sending your luggage: surface-mail and/or mail

Garbage disposal: Disposal of large household garbage (contact City Hall)

Mail forwarding service: This service enables a designated person in Japan to receive your mail as delivered to your address in Japan up to one year.
If you want a library card or pass card, or renew it, come to the Library and apply for what you need to do.

1) Eligible applicants
   (1) Persons who do not have a University of Tokyo Library Card or Pass Card (issue of card).
   (2) Persons who have a University of Tokyo Library Card or Pass Card that has been expired or requires its contents, such as affiliation, to be changed (renewal of card or issue of card).

2) Issue and renewal procedures
   (1) Fill out the card issue application form, and ask your faculty adviser to stamp his or her seal on the form.
   (2) Turn in the completed form to the Library.

3) Date of issue or renewal
   (1) Your new or renewed Library Card or Pass Card will be issued on and after the day following the receipt of your application form.

4) Notes
   • The applicant for a Library Card or Pass Card must present his or her ID or student card.
1. When to enter and leave the Library with your pass card
   Monday - Friday:  0:00 – 9:00
                    12:00 – 13:00 (lunch hour)
                    17:00 – 24:00
   Saturday, Sunday and holiday:  0:00 – 24:00

2. Issue of pass card
   • Upon application, pass cards will be loaned to each of the persons who meet the provisions of Para 1, Item 1, Article 3 (user eligibility) of the Library Use Rules.*
     * (1) Faculty members of the Earthquake Research Institute, University of Tokyo (the “ERI” hereafter)
     (2) Undergraduate, postgraduate and research students studying under ERI faculty members
     (3) Visiting, trustee and faculty fellowship researchers
     (4) Inter-facility researchers
   • Lost or damaged cards shall be compensated for at cost.
   • The pass card will be loaned during the tenure period for persons as specified in (1) above, or during the period of attendance or stay at the university for persons as specified in (2) to (4).
   • The pass card will be loaned to each of the persons as specified in (2) to (4) upon application of their instructor or faculty adviser made on behalf of them.
   • When persons as specified in (2) to (4) have completed their periods of stay or attendance, or do not need their pass cards any more, it is their instructor’s (or faculty adviser’s) responsibility to collect and return the pass cards to the Library.
   • The instructor (or faculty adviser) shall also be responsible for compensation for lost or damaged cards loaned to students or researchers in his or her charge.
   • Card application form is available at the Library.

3. Instructions for use
   • The pass card can only be used by the person to whom it has been loaned. It shall not be lent to others.
   • No Library materials shall be taken out. Read materials in the Library, and use a photocopier in the Library if you need to copy them. After use, return the materials into original position.
   • Do not eat or drink in the Library. Smoking is also prohibited.
   • Keep the windows closed.
   • If you have lost your pass card, immediately notify Library staff. The issue number of the lost card is to be deleted.

4. In case of emergencies
   • If your pass card won’t work because of power failure, etc., call the janitor at ext. 25688.
   • In case of a fire, earthquake or other emergencies, you can go out when you unlock an emergency exit door by breaking the lock cover, or unlock the entrance door by pulling on the chain located at the left.
   • If you should notice any unusual thing happening, immediately report to Library staff.

5. Miscellaneous
   • A violation of the Library instructions for use will be dealt with according to Article 10* of the Library Use Rules.
   • This pass card system may be subject to a review if it has been found not to work properly.

   *The Chairperson of the Library Board may cancel the privileges of Library use granted to those who have violated any one of the provisions herein or failed to follow Library staff’s instruction, and order them to leave the Library.
1. **Open hours**
   Monday – Friday: 9:00 – 17:00 (except 12:00 – 13:00)
   You can use Library services during these hours.

2. **Closing days:** The Library is closed on the following days:
   (1) Saturday, Sunday
   (2) National holidays
   (3) Year-end and new-year holidays (December 28 to January 4)
   (4) Prior notice will be posted when the Library is going to be temporarily closed for stack inspection, etc.

3. **Eligible Library users**
   (1) Faculty members of the Earthquake Research Institute, University of Tokyo (the “ERI” hereafter), post-graduate students, etc at the ERI.
   (2) University of Tokyo’s faculty members, postgraduate and undergraduate students, etc. other than those of the ERI
       • Visitors should bring their Library Card with them.
   (3) Faculty members, postgraduate students and undergraduate students of other national universities, public and private universities and colleges
       • Visitors should bring their student card or ID with them.
   (4) Persons to whom the ERI Director has given a permit for Library use.