



AY2024 Fall Semester New International Students Orientation

Wednesday, September 19th, 2024

International Center

Ritsumeikan University

Introduction

- Welcome to Ritsumeikan!
- In this orientation, we will explain important information for your university life.
- To ensure a fulfilling experience in Japan, please take the time to carefully review the information we are about to present..

Today's Schedule

Part	Time	Contents	Format	Presenter
1	10:00	Introduction	Across 3 campuses	International Center
	10:05	About Student Life	Across 3 campuses	Student Office
	10:20	Career Path and Job Hunting	Across 3 campuses	Career Center
	10:30	Health Checkups and Medical Issues	Across 3 campuses	Medical Service Center
2	10:40	Residence Status, Scholarships, and Our Services	Separately at each campus	International Center
	11:30	Conclusion and Dismissal (Scheduled)		

Part1 : Information from Departments

■ Conducted across 3 campuses

■ Provided by:

- Student Office
- Career Center
- Medical Service Center

Part2: Information from the International Center

■ Conducted by each campus

■ Contents

- Role of International Center
- About Residence Status “Student”
- Residence Card
- Mandatory Procedures
- About Part-time Job (Arubaito)
- Importance of Legal Compliance
- Preparation for Natural Disaster
- Financial Aid (Tuition Reduction/Scholarships)
- International Student Support Coordinator
- How to Contact International Center
- How We Contact Students
- Enhancing Your University Life in Japan

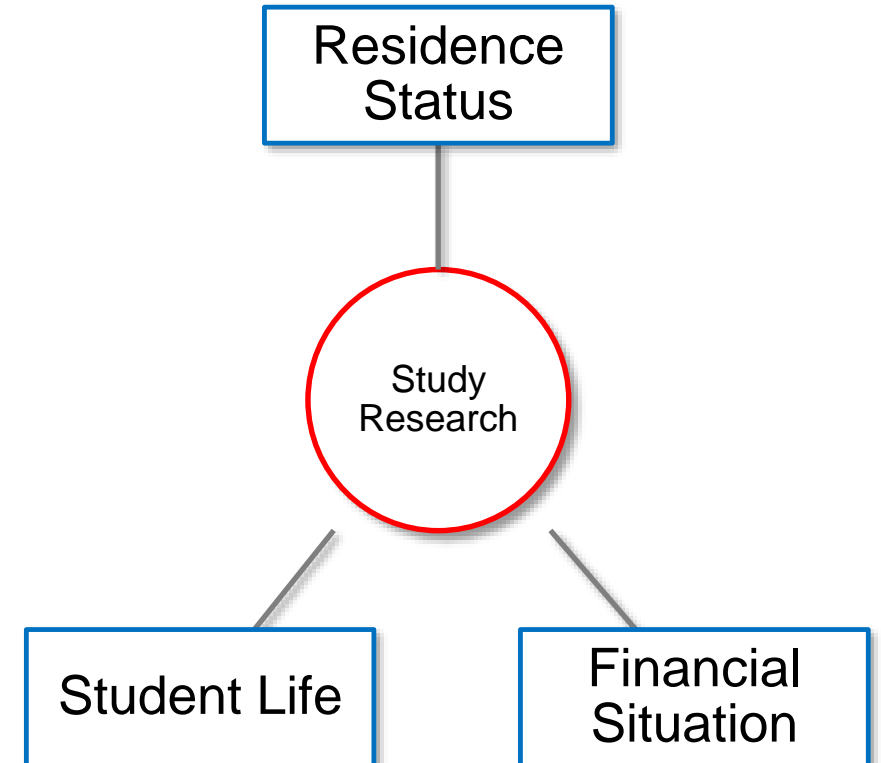
Role of International Center

■ Three Main Support

- Residence status: Give information on points and procedures regarding resident status
- Consultation for Daily Life: Support for questions or issues related to living in Japan
- Financial Support: Providing information and assistance for scholarships and tuition reduction
- In addition to the above, we also support international exchange events, international dormitories, and studying abroad.

■ Important Points

- Studying and research are the central aspects of your life as an international student.
- The “Student” residence status is granted for the purpose of study and research in Japan. If your academic performance is not satisfactory, your residence status may not be renewed.
- Maintaining a good academic record requires a stable lifestyle and financial situation.
- The International Center provides support in these areas.



About Residence Status “Student”

About residence status “Student”

■ About Residence Status

- Your residence status is crucial for maintaining your stay and continuing your studies in Japan.

■ Important Points

- You must always carry your residence card.
- You can start the renewal process three months before the expiration date (early renewal is recommended).

■ Points of Caution

- Failure to comply with laws and regulations may result in losing your status as an international student.
- If your residence status is revoked or renewal application is rejected, you will lose the opportunity to continue your studies in Japan and, in some cases, face deportation.
- It is essential to understand the regulations and necessary procedures accurately.

Residence Card and Renewal Procedures

■ Important information is written on the residence card.

Front

- ① **Residence Card Number:** Unique Number
- ② **Name:** As on passport
- ③ **DOB, Sex, Nationality:** Personal Information
- ④ **Address:** Current residence in Japan (must be updated upon moving)
- ⑤ **Status of Residence:** Permitted status
- ⑥ **Period of Validity:** Duration of stay in Japan (renewal required before expiry)
- ⑦ **Types of Permit / Permitted Date:** Permit details

Back

- ⑧ **Address:** Most up-to-date address
- ⑨ **Limitation of work:** Students cannot work without obtaining an "Activity other than that Permitted by the Status of Residence" permit

*Images are sourced from the following link: [在留カードとは？ | 出入国在留管理庁 \(moj.go.jp\)](https://www.moj.go.jp)



Residence Card and Renewal Procedures



■ Importance of Residence Card

- If overstayed, you may face disciplinary actions such as exposure, detention, or deportation as an illegal overstay.
- Please ensure to renew the residence card before its expiry date.
- Students are responsible to renew the residence card themselves. The University does not do it on your behalf.

■ Renewal Procedures

- ① **Preparation of required documents:** Application to extend the period of stay, Certificate of enrollment, Academic transcript, etc.
- ② **Submission to the University:** Submit the required documents to the International Center and receive the documents issued by the University.
- ③ **Submission to Immigration Bureau:** Submit all the application documents to the Immigration Bureau.
- ④ **Wait for the application result:** This usually takes about 1 month.
- ⑤ **Receive the new residence card:** Once approved, you will receive a new residence card.

■ Details on procedures and required document

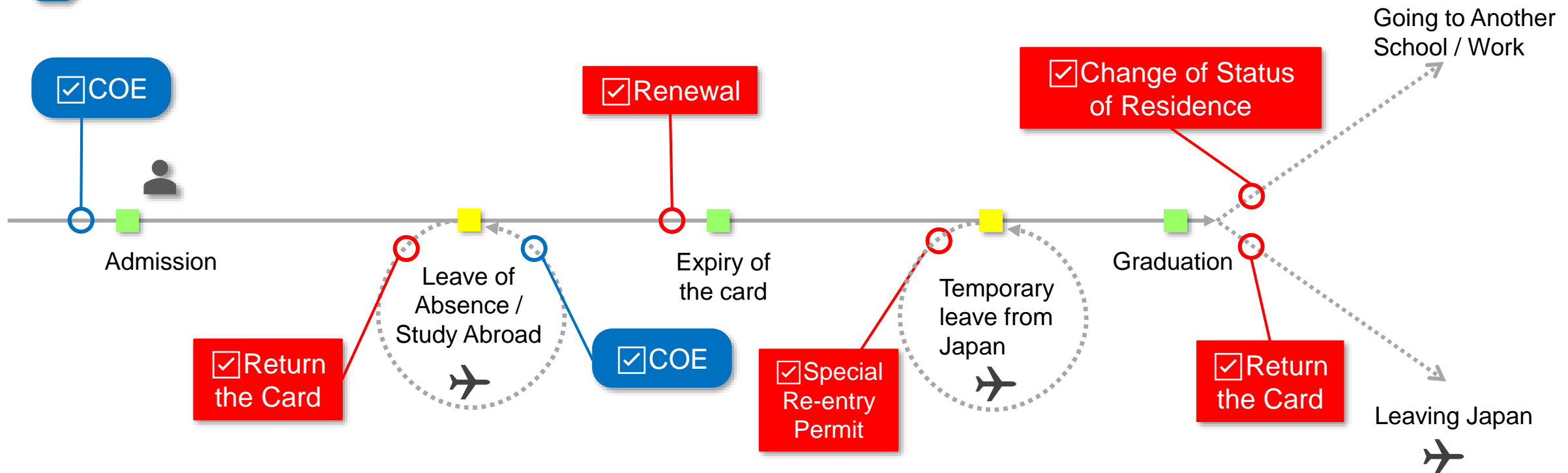
- Required document may vary person to person. Please consult the International Center.
- Renewal procedures can be started 3 months before the expiry date. Early application is recommended as soon as possible.

Timing of Procedures Related to the Residence Status

Procedures

...Procedures that students are required to do by themselves

...Applications that the University does on students' behalf



※個別の状況によって必要な手続きが異なる可能性もあります。不明な点は入管へ確認したり、国際教育センターへ相談してください。

Requests from the University Regarding Residence Status Management

Procedures

- As a hosting institution for international students, the university is required to properly manage all students' residence status information.
- International students are required to complete the following procedures:

<input type="checkbox"/> ①	Immediately After Enrollment	Submit an image of the Residence Card	Purpose: To confirm residence status information at the time of enrollment.
<input type="checkbox"/> ②	After Residence Card Renewal	Submit an image of the Residence Card	Purpose: To register the new residence card information.
<input type="checkbox"/> ③	Every April	Submit an image of the Residence Card	Purpose: To update and verify the latest residence status information for the academic year.
<input type="checkbox"/> ④	Monthly	Submit Attendance Confirmation	Purpose: To verify ongoing enrollment and attendance.

■ Actions and Implications if Residence Status/Enrollment Information Cannot Be Confirmed

- If the university cannot obtain information about residence status or attendance, it will be required to report the individual as an unknown person to the Ministry of Education or Immigration Bureau.
- If the university cannot track the expiration date of the residence card, it will be unable to notify the individual about impending deadlines, increasing the risk of missing renewals.
- Repeated issues with unknown persons or illegal stays can lead to a loss of social credibility as a hosting institution and may result in significant increases in required documentation for Certificate of Eligibility (COE) procedures upon entry.

Matters Related to Daily Life

Mandatory Procedures


Procedures

■ Types of Necessary Procedures

- Please complete the following procedures within 14 days of entering Japan (see next page for details).

①  Address Registration

②  Enrollment in National Health Insurance




③  Enrollment in National Pension (for those aged 20 and above)

■ Places to Complete Procedures

- Procedures can be carried out at the nearest ward office or city hall.
- These procedures are very important to ensure your well-being in Japan. Please make sure to complete them within the designated time.

Mandatory Procedures (details)

Procedures

No.	Procedures	Notes
①	 Address Registration	<ul style="list-style-type: none">• Please request the issuance of a Residence Certificate (Jumin-hyo) at this time (fee required).• A copy of the Residence Certificate needs to be submitted to the Manabi Station.
②	 Enrollment in National Health Insurance	<ul style="list-style-type: none">• Public health insurance system to reduce medical expenses to 30%.<ul style="list-style-type: none">• Enrolling in the National Health Insurance and paying the associated premiums means that only 30% of medical expenses at hospitals will need to be covered. Without enrollment, the individual will be responsible for the full amount.• Starting from June each year, monthly insurance premiums must be paid.• At the end of each fiscal year (March), an income declaration form will be mailed. This form needs to be completed and returned.<ul style="list-style-type: none">• The insurance premium calculation is based on the previous year's taxable income (within Japan). Therefore, it is necessary to declare income annually. If not declared, the insurance premium may increase.• From the next fiscal year, letters will be sent by mail.
③	 Enrollment in National Pension (for those aged 20 and above)	<ul style="list-style-type: none">• This system is designed to secure future pension entitlements.• Regular students can apply for a deferral of insurance premium payments through the "Special Payment System for Students".<ul style="list-style-type: none">• "Note: This system is distinct from National Health Insurance and should not be confused with it.

About Part-time Work (Arubaito)

■ Important Considerations for International Students Engaging in Part-Time Work

<p><input type="checkbox"/> ① Before starting part-time work, it is essential to obtain "Permission for Activities Other Than Those Permitted by the Status of Residence."</p>	<ul style="list-style-type: none">• Working without this permission constitutes a legal violation.• The maximum allowable working hours are 28 hours per week.<ul style="list-style-type: none">• However, during university long breaks (spring and summer vacations), up to 8 hours per day may be worked.
<p><input type="checkbox"/> ② The following types of part-time work are strictly prohibited:</p>	<ul style="list-style-type: none">• Work at establishments involved in the entertainment industry or sex-related businesses (including tasks such as dishwashing).• Work at gambling-related facilities, such as pachinko parlors or casinos.• Nighttime work (from 10 p.m. to 5 a.m.).

■ Violation of these rules may result in the loss of residence status.

- If there are any questions or concerns, it is essential to consult with the International Center in advance.

Importance of Legal Compliance

- **Complying with Japanese laws is essential for continuing a study abroad experience.**
- **Violations of the law can lead to cancellation of residence status or deportation. Additionally, such violations may affect future re-entry into Japan or studying abroad in other countries.**

- **Key Points to Reconfirm:** 

- Always carry the residence card.
- Adhere strictly to residence deadlines and complete appropriate renewal procedures.
- Follow regulations for "Permission for Activities Other Than Those Permitted by the Status of Residence." (part-time work).
- Prohibition of possession or use of illegal drugs.
- Strictly avoid drinking and driving.
- Prohibition of theft, violence, and other criminal activities.

- **If there are any uncertainties, consult the International Center or a trusted individual.**

Preparation for Natural Disaster

■ Natural Disasters

- Japan is relatively prone to natural disasters such as earthquakes and typhoons.
- It is important to prepare in advance for potential disasters by considering the following points.
- Please also refer to Ritsumeikan University's "Disaster Prevention Guide" via the link below.
- <https://en.ritsumei.ac.jp/disaster/>

<input type="checkbox"/> Advance Preparation:	Identify and familiarize oneself with local evacuation sites. Prepare an emergency kit.
<input type="checkbox"/> Simulate Actions During Earthquakes:	Practice securing personal safety and envision actions to take during evacuation.
<input type="checkbox"/> Prepare for Typhoons and Heavy Rain:	Identify high-risk areas and understand the evacuation process.
<input type="checkbox"/> Disaster Communication Methods and Contacts:	Determine methods for reporting safety to the university and family.
<input type="checkbox"/> Obtain Disaster Information:	Ensure ways to receive information in a preferred language.

Financial Aid
(Tuition Reduction / Scholarships)

Financial Aid (Tuition Reduction)

Procedures

- For details on the system, please refer to Table 3-3 on the page titled "For AY2024 September, New International Students".

- <https://global.support.ritsumeai.ac.jp/hc/en-us/articles/31947130715283>
- The current tuition fee reduction system is scheduled to end in the 2026 academic year.
**The following explanation pertains to the current system.*

■ Procedures

□ Tuition Fee Reduction for the First Year Students

- Undergraduate Students: The reduction is determined based on entrance exam results before admission. For subsequent years, annual applications are required.
- Graduate Students
 - 100% reduction: Recipients are notified before admission.
 - 20% reduction: Application is required immediately after admission if this reduction is desired.

□ Tuition Fee Reduction for Subsequent Years

- Annual applications are required for those wishing to continue receiving the reduction. If no application is submitted, the reduction will not be applied.
- Application Periods
 - Students Admitted in April: Applications are due in early April each year (or during the application period of the returning semester for re-enrollment or readmission).
 - Students Admitted in September: Applications are due from late September to early October each year (or during the application period of the returning semester for re-enrollment or readmission).

Financial Aid (Scholarships)



- **For details on the system, please refer to Table 3-3 on the page titled "For AY2024 September, New International Students".**
 - <https://global.support.ritsumei.ac.jp/hc/en-us/articles/31947130715283>
- **Important Points About Scholarships from External Foundation**
 - Applications for scholarships from external foundations are separate from those for tuition reductions.
 - To apply for both, it is necessary to complete the application processes for each individually.
- **Application Periods**
 - Students Admitted in April: Applications are due in early April each year (or during the application period of the returning semester for re-enrollment or readmission).
 - Students Admitted in September: Applications are due from late September to early October each year (or during the application period of the returning semester for re-enrollment or readmission).
 - New students must submit their applications immediately after admission.

How to Contact the International Center

How to Contact the International Center

■ Online Support Desk

- Students can complete various procedures, ask questions, and seek consultations without visiting the office in person.



■ International Center Service Desk

- Direct consultations are also available at the office.
 - **Regular Hours:** 10:00 AM - 5:00 PM (Closed for lunch from 11:30 AM - 12:30 PM)
 - **Thursdays:** 12:30 PM - 5:00 PM
 - **During Long Breaks:** 1:00 PM - 5:00 PM
- Locations of International Centers on Each Campus:
 - Kinugasa: 1st Floor, Meigaku-kan
 - BKC: 2nd Floor, Central Arc
 - OIC: 1st Floor, Building A, North Wing

International Student Support Coordinator

■ International Student Support Coordinators

- Each campus's International Center has International Student Support Coordinators who handle various inquiries related to student life for international students.

■ Role of the Coordinators

- Coordinators listen to students' concerns and issues that may arise during their intercultural experiences, provide advice, and collaborate with relevant internal and external resources to support students in resolving their issues independently.

■ How to Consult

- Individual consultations are available (via Zoom, in-person, or email).
- Students are encouraged to seek assistance, even for seemingly minor issues.
- Pre-reservations can be made using the QR code below.



How We Contact Students

■ Primary Methods of Communication

- manaba+R
 - <https://www.ritsumei.ac.jp/ct/>
 - A bulletin board where various university-related information is posted.
 - Requires RAINBOW user ID and password.
- University Email (@ed.ritsumei.ac.jp)
 - <https://portal.office.com/>
 - Requires RAINBOW user ID and password.



■ Daily Check Required

- Important communications regarding residence status procedures and financial support that affect all international students may be sent via the international student mailing list to your university email.
- Notifications from the Online Support Desk will also be sent to your university email.
- Please check your email daily to ensure you do not miss any important messages.

Important Website

■ Online Support Desk

- <https://global.support.ritsumei.ac.jp/hc/en-us/>
 - Frequently Asked Questions from International Students (FAQs)
 - Submit questions and documents to the International Center.
- Be sure to check the "International Student Quick Guide" section.
 - <https://global.support.ritsumei.ac.jp/hc/ja/articles/24493905237139>
 - Important information is categorized for easy reference.

■ Startup Site for New Students

- <https://www.ritsumei.ac.jp/startup/eng/>
- This site consolidates all necessary information for new students.



In Conclusion

Enhancing Your University Life in Japan

- The information shared today is crucial for making the most of your university experience in Japan.
- Please review it regularly and keep the following points in mind to enrich your time here:

- Focus on your studies and researches
- Follow Japanese societal and university regulations
- Stay updated with important information
- Give importance to communicate with others
- Embrace and enjoy culture and customs
- Maintain a healthy lifestyle and daily routine
- Give importance to personal safety



国際交流や言語学習を中心としたグローバルコモンズ
Global Commons Focusing on International Exchange and Language Learning.

Beyond Borders Plaza

[BBP \(Beyond Borders Plaza\)](#)

- **A space created by students for students, where individuals can meet peers from different faculties and programs:**
 - Hosts a variety of events
 - Run by student staff
- On campus, there are numerous resources and opportunities for learning outside of classes, including various facilities, extracurricular activities, and student staff initiatives. Take the initiative to explore and engage with these opportunities to fully enrich your university experience.

**Wishing you a rewarding and enriching study abroad experience at
Ritsumeikan University.**

From all of us at the International Center

