

# *How to* **INVITE**

I n t e r n a t i o n a l   R e s e a r c h e r s

教職員のための

「外国人研究者」受入れ手引き



## このガイドブックをご利用の方へ

電気通信大学では、大学の国際化推進及び研究力強化促進のため、外国人研究者を積極的に受け入れています。このような中、外国人研究者の増加や受入形態の多様化に伴い、受入研究室等では「何から始めれば良いのか分からない」、「どのような手続きが必要かわからない」等と感じることも多いかと察します。

国際交流センター(CIPE)では外国人研究者の方々の在留資格認定証明書(CoE)交付申請手続き、来日直後に必要な各種手続きの支援、滞在中の査証(ビザ)に関わる手続き支援や各種情報提供等を行い、外国人研究者の受入れ体制の充実に努めています。

このガイドブックは、本学に受け入れる外国人研究者の各種手続きについて概略を述べた案内書です。外国人研究者を受け入れる際にご活用頂けると幸いです。掲載内容に関するご質問・ご意見がありましたら、国際交流センター(外国人研究者支援担当)までお寄せいただければ幸いです。今後の改訂の参考とさせていただきます。

2015年1月

電気通信大学国際交流センター

## To the readers of this guidebook

The University of Electro-Communications (UEC) hosts international researchers as a way to actively promote internationalization and strengthen the university's research abilities. With the increase in international researchers and the diversification of the ways in which they are welcomed into the university, there is a sense that many of them do not know where to begin or what procedures must be followed in the host laboratories.

The Center for International Programs and Exchange (CIPE) endeavors to ensure a fully developed system for inviting international researchers, providing support for those applying for the Certificate of Eligibility (CoE) required by international researchers, the procedures which must be completed immediately after arriving in Japan, and procedures for visas during a stay in Japan, as well as providing relevant and useful information.

This guidebook outlines various procedures concerning international researchers hosted at the University of Electro-Communications. It is hoped that it will be of use when inviting international researchers. If you have any questions or comments concerning the content of this guidebook, please visit or contact the section in charge of providing support for international researchers at CIPE. This information will be used to improve revisions of the book.

January 2015  
Center for International Programs and Exchange  
The University of Electro-Communications

## 目 次

<b>I</b>	<b>外国人研究者について</b> .....	<b>4</b>
<b>II</b>	<b>外国人研究者の受入れが決まったら</b> .....	<b>4</b>
1.	在留資格と査証（ビザ）.....	4
	フローチャート：来日までの手続きの流れ.....	8
2.	手続きの概要.....	10
3.	租税条約について.....	12
4.	国際交流センターの支援サービス.....	12
<b>III</b>	<b>来日にあたって</b> .....	<b>16</b>
1.	海外旅行傷害保険.....	16
2.	空港からのアクセス.....	16
3.	宿泊先の手配.....	16
<b>IV</b>	<b>来日後の手続き</b> .....	<b>16</b>
1.	在留カード.....	16
2.	住居.....	18
3.	住所に関する届出.....	18
4.	健康保険加入.....	18
5.	銀行口座開設.....	20
6.	クレジットカード.....	20
7.	携帯電話.....	20
8.	学内手続き.....	20
<b>V</b>	<b>在留に関わる手続き</b> .....	<b>22</b>
1.	再入国許可.....	22
2.	みなし再入国許可 <b>重要！</b> .....	22
3.	在留期間の更新.....	22
4.	在留資格の変更： 留学生から研究者になる場合 <b>重要！</b> .....	22
5.	資格外活動許可（アルバイト）.....	24
6.	高度人材ポイント制.....	24
<b>VI</b>	<b>日本語学習と地域交流</b> .....	<b>24</b>
<b>VII</b>	<b>帰国</b> .....	<b>26</b>
1.	住居の退去.....	26
2.	転出届.....	26
3.	銀行口座の解約.....	26
4.	電話・インターネット・公共料金等の解約.....	26
5.	各種証明書、図書等の返却.....	28
6.	短期在留外国人の年金脱退一時金.....	28
<b>VIII</b>	<b>外国人研究者関連事務分担表</b> .....	<b>30</b>

## Table of Contents

<b>I</b>	<b>International Researchers</b> .....	<b>5</b>
<b>II</b>	<b>Once It Has Been Decided to Host an International Researcher</b> .....	<b>5</b>
1.	Status of residence and visa.....	5
	Flowchart: Pre-arrival Procedures.....	9
2.	Outline of procedures.....	11
3.	Tax convention.....	13
4.	CIPE support services.....	13
<b>III</b>	<b>Coming to Japan</b> .....	<b>17</b>
1.	Overseas travel accident insurance.....	17
2.	Getting to the university from the airport.....	17
3.	Arranging accommodation.....	17
<b>IV</b>	<b>Procedures after Arriving in Japan</b> .....	<b>17</b>
1.	Residence card.....	17
2.	Housing.....	19
3.	Notifications concerning the address of residence.....	19
4.	Joining a health insurance plan.....	19
5.	Opening a bank account.....	21
6.	Credit cards.....	21
7.	Cell phones.....	21
8.	University procedures.....	21
<b>V</b>	<b>Procedures concerning Residence</b> .....	<b>23</b>
1.	Re-entry permit.....	23
2.	Special Re-entry Permit System <b>Important!</b> .....	23
3.	Extending a researcher's period of stay.....	23
4.	Changing a researcher's status of residence: If an international student will become a researcher <b>Important!</b> .....	23
5.	Permission to engage in activities other than those permitted under the status of residence previously granted (for working part-time).....	25
6.	Points-based System for Highly Skilled Foreign Professionals.....	25
<b>VI</b>	<b>Japanese-Language Learning and Regional Exchange</b> .....	<b>25</b>
<b>VII</b>	<b>Leaving Japan</b> .....	<b>27</b>
1.	Leaving a residence.....	27
2.	Notification of moving out.....	27
3.	Closing bank accounts.....	27
4.	Canceling phone, Internet, and public utilities services.....	27
5.	Returning various certificates and identification papers.....	29
6.	Lump-sum withdrawal payment system for short-term residents.....	29
<b>VIII</b>	<b>Table of Offices and Services concerning International Researchers</b> ...	<b>31</b>

# I

## 外国人研究者について

電気通信大学で受け入れる外国人研究者の種別は、主に下記となります。種別により、受入れ手続きが異なります。本書記事を参考に手続きを進めてください。

### (種別)

1. 電気通信大学と雇用関係を結ぶ(給与が発生する)もの
  - 1) 常勤: 特任を含む助教、准教授など
  - 2) 非常勤: UEC ポスドク研究員 / 産学官連携研究員 / 週あたり勤務時間が30時間以下の特任教員
2. 電気通信大学と雇用関係を結ばないもの
  - 1) 他機関からの派遣 例) 日本学術振興会 (JSPS) 外国人特別研究員
  - 2) 海外の所属機関などから経費支弁のある長期滞在者 例) 客員研究員
  - 3) Workshopや国際シンポジウムに出席する、報酬が発生しない短期滞在者

# II

## 外国人研究者の受入れが決まったら

### 1. 在留資格と査証(ビザ)

外国人研究者が日本に入国するためには、自国政府発行の有効な旅券を所持している上に、外国人研究者の居住地にある日本国大使館・総領事館において入国目的や滞在期間にあった査証を事前に取得する必要があります。査証(ビザ)の申請にあたっては、短期滞在査証を除き「在留資格認定証明書(CoE)」が必要になります。同証明書は受入れ大学が本人に代わって入国管理局で申請することができますが、申請手続き開始から交付まで2〜3ヶ月かかります。

※ 在留資格認定証明書(CoE)の有効期間は、発効日から3ヶ月です。外国人研究者は、その3ヶ月以内に日本に入国しなければなりません。

# I

## International Researchers

The main classifications for international researchers hosted at the University of Electro-Communications are as follows. Hosting procedures differ depending on the classification. Please reference this guidebook and follow procedures accordingly.

### Classifications

1. International researchers who have entered into an employment relationship with the University of Electro-Communications (i.e., those who receive salary)
  - 1) Full-time: Assistant professors and associate professors (including those specially appointed), etc.
  - 2) Part-time: UEC postdoctoral researchers, researchers for industry-academia-government collaborative projects, and specially-appointed faculty working thirty hours or less per week
2. International researchers who have not entered into an employment relationship with the University of Electro-Communications
  - 1) Those dispatched from another institution (example: Japan Society for the Promotion of Science [JSPS] Postdoctoral Fellowship for Overseas Researchers)
  - 2) Long-term residents whose expenses are defrayed by the overseas institution of which they are members or other organizations (example: visiting researchers)
  - 3) Short-term residents attending a workshop or international symposium who will not receive remuneration

# II

## Once It Has Been Decided to Host an International Researcher

### 1. Status of residence and visa

To enter Japan, international researchers must have a valid passport issued by the government of their country, and receive a visa in advance at the Japanese embassy or consulate-general in the area where they reside appropriate to their purpose for entering Japan and their length of stay. Excluding short-term stays, a Certificate of Eligibility (CoE) is required when applying for a visa.

Although the host university can apply for the CoE at the Immigration Bureau as a proxy for the international researcher him- or herself, the period from when the application is started to when the certificate is issued takes two to three months.

Note: The valid period of a CoE is for three months from the date of issue. International researchers must enter Japan within this three-month period.



外国人研究者の在留資格は、通常以下のうちのいずれかになります。

(a) 短期滞在(短期商用)：研究打合わせ、国際シンポジウム出席など報酬を伴わない活動で、滞在期間が90日以内の場合

※ 短期滞在査証には在留資格認定証明書の交付申請制度はありません。また一部の国・地域に対しては査証免除の措置があります。

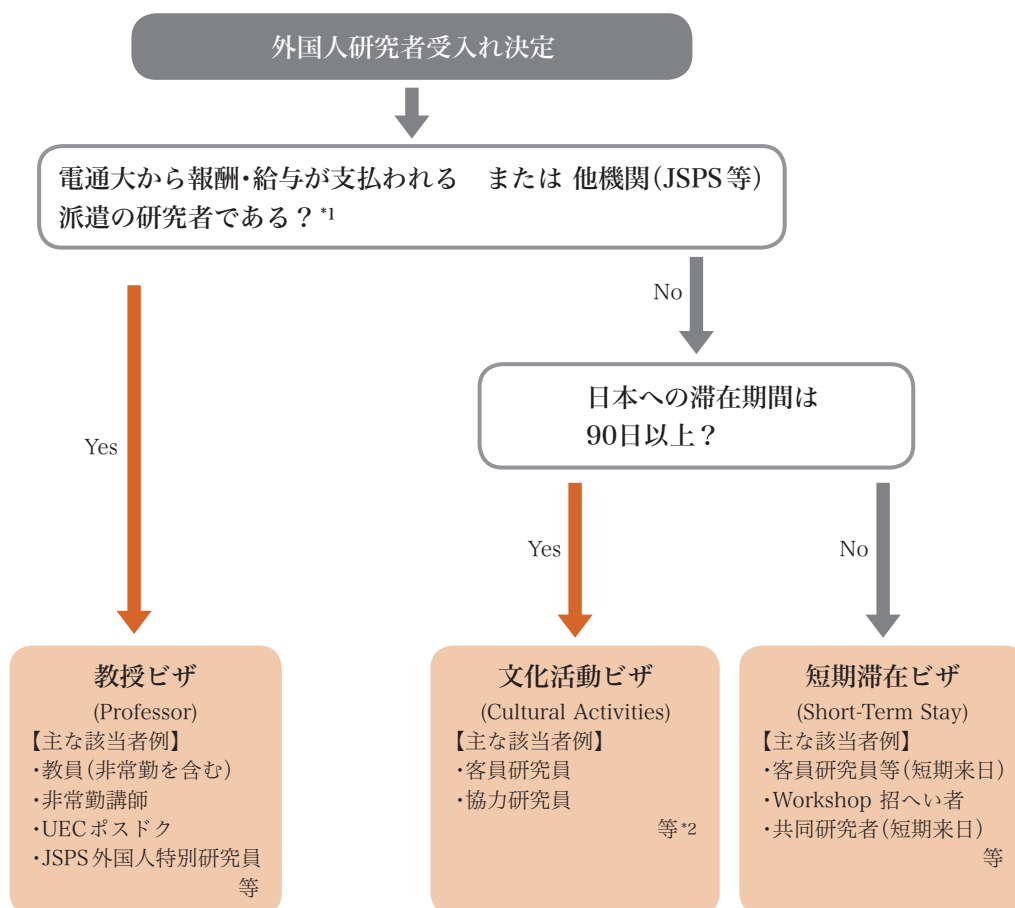
(b) 教授：滞在期間の長短に関わらず、電気通信大学または日本の教育研究機関・財団から、活動に対して報酬・経費が支払われる場合

※ 期間・職位に関わらず、大学申請の場合は「教授」となります。

※ 在留資格認定証明書 (CoE) の取得が必要

(c) 文化活動：共同研究など、報酬を伴わない活動のため(所属先が経費を支弁するなど)、滞在期間が90日以上となる場合

※ 在留資格認定証明書 (CoE) の取得が必要



\*1 給与や報酬は発生しなくても高額な滞在費が支給されるケースでは教授ビザを取得しなければならない場合があります。

\*2 研究員制度の詳細は研究推進課ホームページ(学内専用)の「研究員制度」をご参照ください。

International researchers normally receive one of the following statuses of residence:

- (a) Short-term stay (short-term business): The objective is a short-term stay (ninety days or less) for activities for which no remuneration is involved, such as a research meeting or attendance at an international symposium

Note: There is no CoE application system for a short-term stay visa. Short-term visa exemption programs do exist for some countries and territories, however.

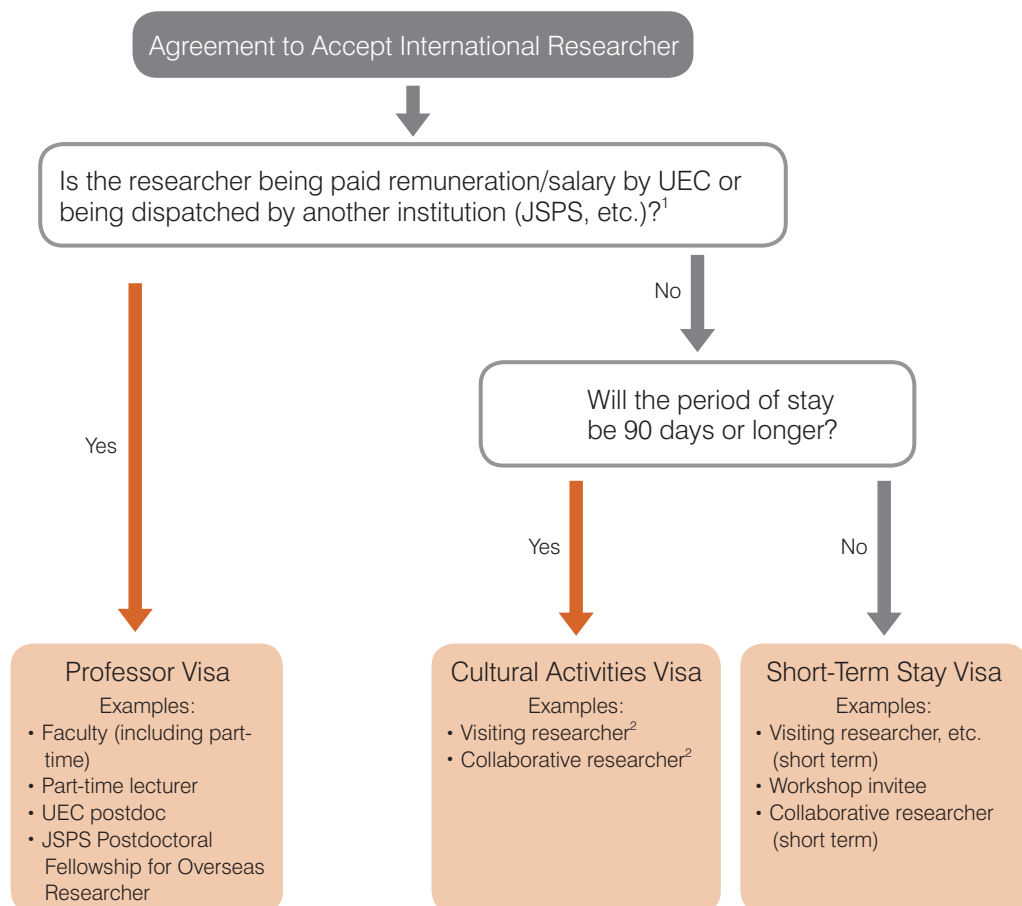
- (b) Professor: The University of Electro-Communications or a Japanese education and research institution or foundation will pay remuneration and/or expenses for the researcher's activities, regardless of whether the stay is short or long term

Notes:

- Regardless of the length of stay or employment position, the "professor" status of residence is required if doing work for a university in Japan.
- A CoE must be acquired.

- (c) Cultural activities: The length of stay is ninety days or more, and no remuneration will be paid (the member institution will defray expenses, etc.) for activities such as collaborative research

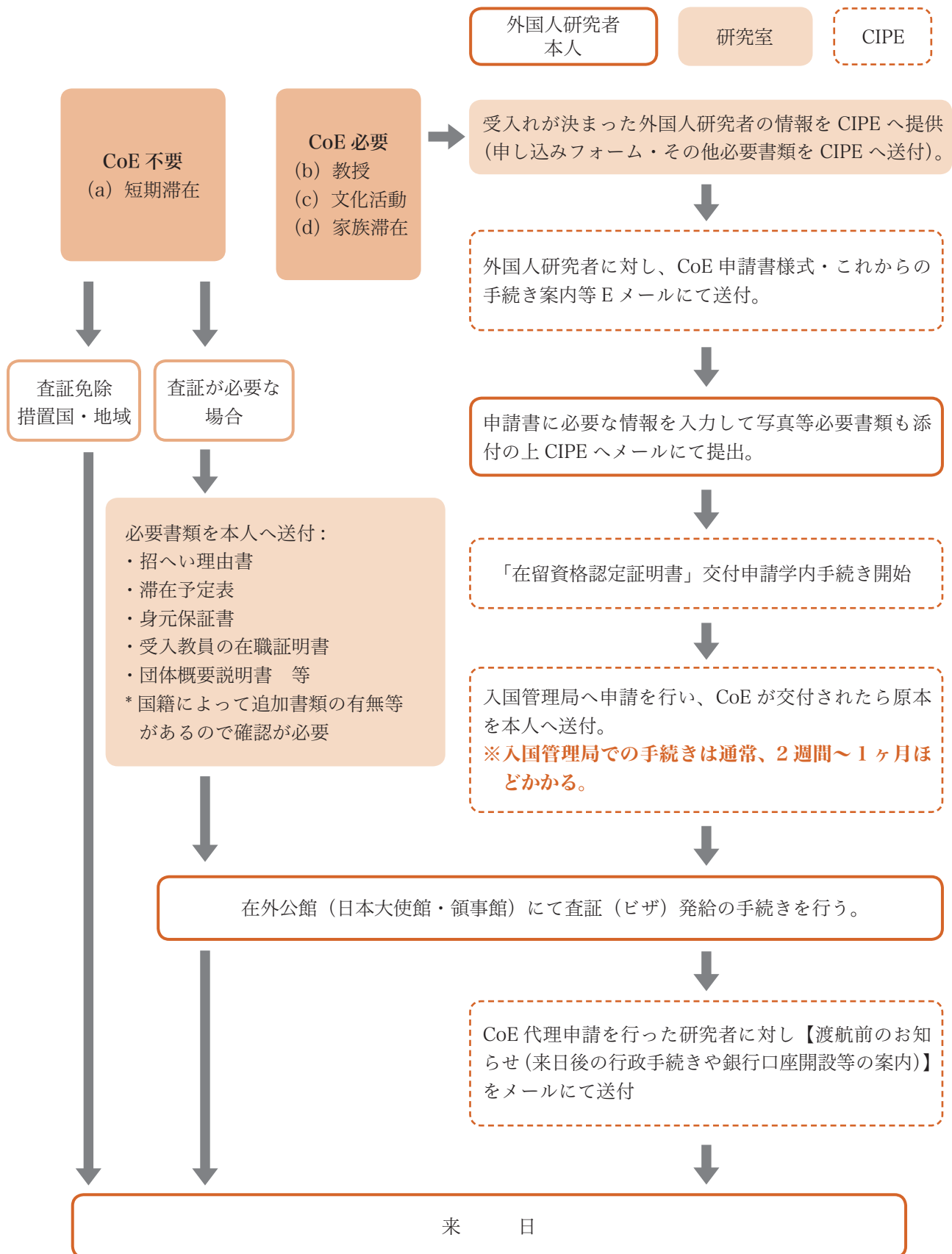
Note: A CoE must be acquired.



1: If a significant amount of travel expense and accommodation fee will be provided, a professor visa may need to be acquired even if no salary or remuneration are paid.

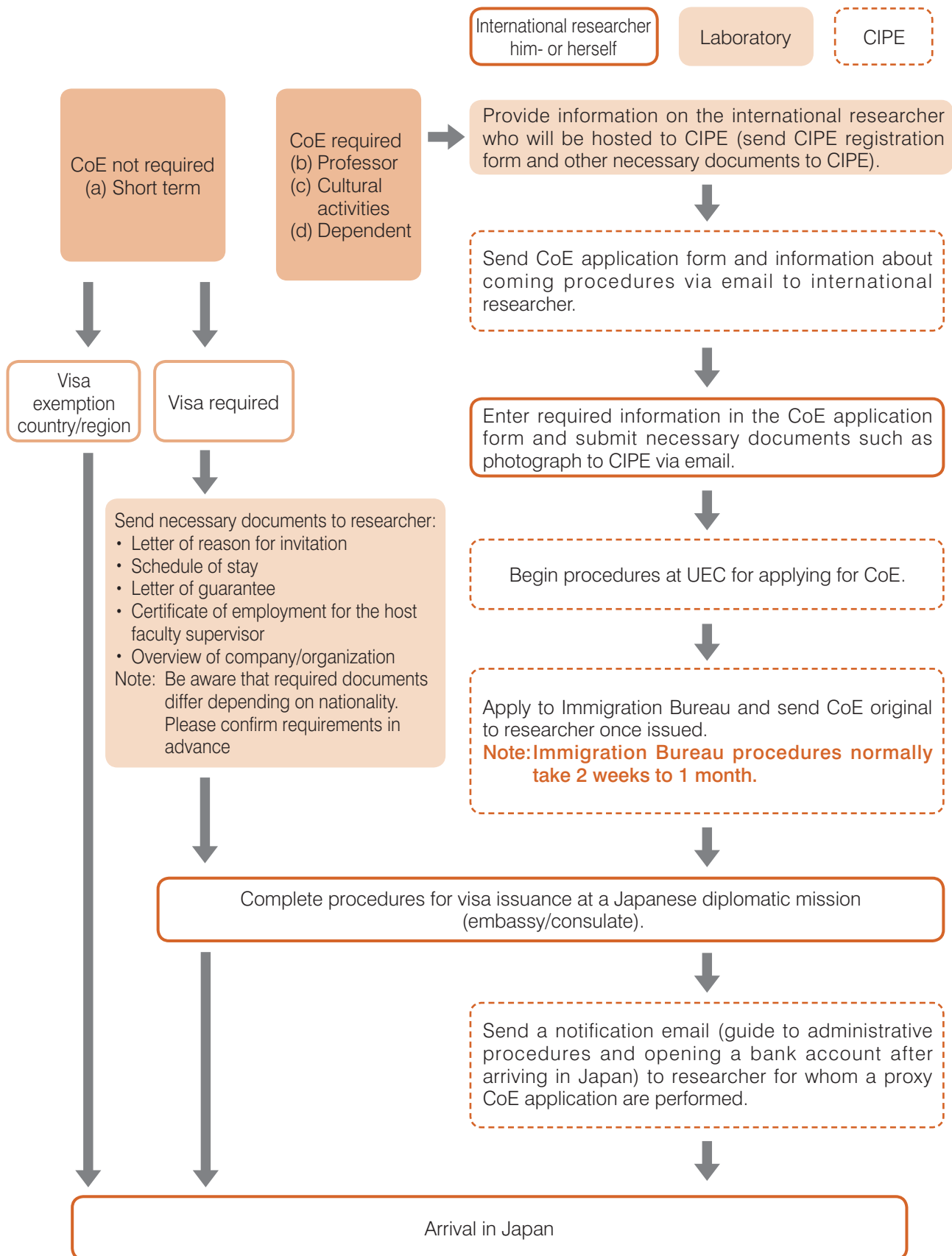
2: Please see the Research Promotion Office website (only accessible on campus) for details.

## 来日までの手続きの流れ





# Pre-arrival Procedures



## 2. 手続きの概要: ※フローチャート「来日までの手続きの流れ」前ページを参照してください。

### (a) 短期滞在: 下記書類を、招へい者へ送付

- i. 招へい理由書
- ii. 滞在予定表
- iii. 身元保証書

※ 大学の准教授職以上が業務上招へいする場合、省略可能となることがあります。詳しくは外務省ホームページをご覧ください。

<http://www.mofa.go.jp/mofaj/toko/visa/index.html>

- iv. 受入れ教員の『在職証明書』
- v. 団体概要説明書
- vi. 申請人一覧表(複数招へいの場合)

※ 招へい者の国籍によって、必要書類は異なることがあります。詳細は、外務省渡航関連情報 ビザ(査証)の項をご参照ください。

<http://www.mofa.go.jp/mofaj/toko/visa/index.html>

※ 短期滞在の手続きは、原則、研究室で行っていただきます。例外として、『国際研究集会開催支援』に採択されたシンポジウム等の場合、国際交流センター・外国人研究者等支援スタッフがお手伝いさせていただける場合がございます。詳細は、研究推進課研究推進係を通じてご相談ください。

### (b) 教授: 下記書類を揃えて、大学が入国管理局へ「在留資格認定証明書(CoE)」を代理申請。取得後、在外日本公館へ研究者本人が査証を申請

#### ▶ 電気通信大学と雇用関係を結ぶもの(常勤/非常勤)

- i. 雇用見込証明書(原本/人事労務課人事係発行)  
※ 発行依頼にあたっては、人事係へお問合せください
- ii. 証明写真(3ヶ月以内に撮影されたもの/縦4cm×横3cm)
- iii. 在留資格認定証明書申請用紙
- iv. パスポートIDページ写し
- v. 博士号学位記写し
- vi. 申込書: 来日支援をCIPEに依頼される場合

#### ▶ 電気通信大学とは雇用関係は無いが、日本の研究機関等から報酬が支払われるもの(客員研究員/JSPS外国人特別研究員など)

- i. 経費負担証明書 及び Award Letter(写し/日本学術振興会発行)
- ii. 受入許可書(原本/研究推進課研究推進係発行)  
※ 発行依頼にあたっては、研究推進課HPをご参照ください  
<http://kenkyo.office.uec.ac.jp/gakunai/kenkyu-in/tokubetu/tokubetukenkyuin.index.htm>
- iii. 証明写真(3ヶ月以内に撮影されたもの/縦4cm×横3cm)
- iv. 在留資格認定証明書申請用紙
- v. パスポートIDページ写し
- vi. 博士号学位記写し
- vii. 申込書: 来日支援をCIPEに依頼される場合

## 2. Outline of procedures (Note: Please see the “Pre-arrival Procedures” flowchart on the previous page.)

(a) Short-term stay: Send the following documents to the invitee:

- i. Letter of reason for invitation
- ii. Schedule of stay
- iii. Letter of guarantee

Note: This letter may be omitted if the inviter is a university associate professor or higher and the invitation is for job-related purposes. Please see the Ministry of Foreign Affairs website for details.  
[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

- iv. Certificate of employment for the host faculty supervisor
- v. Overview of company/organization
- vi. List of visa applicants (if multiple persons have been invited)

Notes:

- The documents required may differ depending on the invitee's nationality. Please see the information concerning visas on the Ministry of Foreign Affairs website for details.  
[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)
- As a general rule, the laboratory involved must take care of the short-term stay visa procedures. As an exception to this, CIPE may assist in this process during events such as symposiums selected for the International Conference Support Program. Please contact the Research Promotion Section, Research Promotion Office for details.

(b) Professor: Gather the following documents and the university will make a proxy application for the CoE to the Immigration Bureau. Once the CoE has been acquired, the international researcher him- or herself applies for the visa at a Japanese diplomatic mission overseas.

► International researchers who have entered into an employment relationship with the University of Electro-Communications (full-time/part-time)

- i. Certificate of Employment (original; issued by the Personnel Section, Personnel and Labor Affairs Office)  
Note: Please contact the Personnel Section when requesting this certificate.
- ii. ID photo (4 cm high × 3 cm wide; taken within the last three months)
- iii. CoE application form
- iv. Copy of the ID page of the international researcher's passport
- v. Copy of the international researcher's doctoral degree diploma
- vi. Application form (if requesting assistance in coming to Japan from CIPE)

► International researchers who have not entered into an employment relationship with the University of Electro-Communications but who are paid remuneration by an entity such as a Japanese research institution (e.g., a visiting researcher or JSPS Postdoctoral Fellowship for Overseas Researcher)

- i. Certificate of Financial Support and Award Letter (copy; issued by JSPS)
- ii. Acceptance permit (original; issued by the Research Promotion Section, Research Promotion Office)  
Note: Please see the Research Promotion Office website when requesting the issuance of an acceptance permit  
<http://kenkyo.office.uec.ac.jp/gakunai/kenkyu-in/tokubetu/tokubetukenkyuin.index.htm>
- iii. ID photo (4 cm high × 3 cm wide; taken within the last three months)
- iv. CoE application form
- v. Copy of the ID page of the international researcher's passport
- vi. Copy of the international researcher's doctoral degree diploma
- vii. Application form (if requesting assistance in coming to Japan from CIPE)

(c) 文化活動: 下記書類を揃えて、入国管理局にて「在留資格認定証明書」を申請。

取得後、在外日本公館へ研究者本人が査証を申請。

- i. 受入許可書(原本/研究推進課研究推進係発行)  
※ 発行依頼にあたっては、研究推進課HPをご参照ください  
<http://kenkyo.office.uec.ac.jp/gakunai/kenkyu-in/tokubetu/tokubetukenkyuin.index.htm>
- ii. 経費負担証明書(原本/支弁期間金額の明示された証明書、または本人・負担者の口座預金残高証明書)
- iii. C.V.(履歴書)及びジャーナル掲載などの短い論文一篇
- iv. 博士号学位記写し
- v. パスポートIDページ写し
- vi. 証明写真(3ヶ月以内に撮影されたもの/縦4cm ×横3cm)
- vii. 在留資格認定証明書申請用紙
- viii. 申込書: 来日支援をCIPEに依頼される場合

④ 家族滞在: 「教授」「文化活動」の在留資格で来日する外国人研究者の家族(配偶者又は子)は、「家族滞在」の在留資格を得て日本に在留することができます。

※ 国際交流センターでは、受入れ教員が外国人研究者の家族帯同を承諾した上で研究者と家族が共に来日する場合、同行家族の在留資格認定証明書の代理申請サービスを行っています。

※ 来日後に家族のCoEを申請する場合は、外国人研究者ご自身で行っていただきます。

### 3. 租税条約について

租税条約とは、居住地国と源泉地国の両方からの二重課税の回避、また脱税の防止のため、主権国家の間で締結されている条約です。外国人研究者の居住国と日本との間で租税条約が締結されている場合、国内源泉所得等に対する課税が軽減または免除される場合があります。

※ 締結国により、条約内容は異なります。

日本国と報酬を受ける者の国が租税条約を締結しており、該当する免税条項があり、且つ研究者本人の適用の希望がある場合は、研究室において租税条約適用の手続きを行ってください。

※ アメリカ、イギリス、フランス、オーストラリア、オランダ、スイス、ニュージーランド、スウェーデンの居住者は来日前に「居住証明書」を各国で取得する必要があります\*。交付までに2~3カ月を要する場合があります。

\* 上記「居住証明書」取得の必要がある国は、2015年1月現在のものです。今後、国数は増える可能性もあります。ご注意ください。[http://www.mof.go.jp/tax\\_policy/summary/international/182.htm](http://www.mof.go.jp/tax_policy/summary/international/182.htm)

※ 「租税条約に関わる届出書」の申請がない場合は、旅費についても課税されます。

### 4. 国際交流センターの支援サービス

国際交流センターでは、以下のような外国人研究者の受入支援業務を実施しています。本学への外国人研究者受け入れを予定されている教員の方は、ぜひご活用ください。

#### 《支援対象》

- 本学に受け入れを予定している外国人研究者およびその家族(現在、海外在住)
- 本学に受け入れを予定している外国人研究者で、在留資格の変更もしくは在留期間の延長が必要な方(日本在住/申請自体はご自身でしていただきます)
- 本学に在籍する外国人研究者で、在留資格の変更もしくは在留期間の延長が必要な方(申請自体はご自身でしていただきます)
- 『国際研究集会開催支援』に採択されたシンポジウム等で短期招へいされる方

(c) Cultural activities: Gather the following documents and submit the application for a CoE to the Immigration Bureau. Once the CoE has been acquired, the international researcher him- or herself applies for the visa at a Japanese diplomatic mission overseas.

- i. Acceptance permit (original; issued by the Research Promotion Section, Research Promotion Office)  
Note: Please see the Research Promotion Office website when requesting the issuance of an acceptance permit)  
<http://kenkyo.office.uec.ac.jp/gakunai/kenkyu-in/tokubetu/tokubetukenkyuin.index.htm>
- ii. A certificate of expense burden (original; a certificate specifying the defrayment period and monetary amount, or revealing the account balance of the researcher him- or herself or the entity bearing the expenses)
- iii. CV (resume) and a short thesis published in a journal, etc.
- iv. Copy of the international researcher's doctoral degree diploma
- v. Copy of the ID page of the international researcher's passport
- vi. ID photo (4 cm high × 3 cm wide; taken within the last three months)
- vii. CoE application form
- viii. Application form (if requesting assistance in coming to Japan from CIPE)

(d) Dependents: The families (spouses or children) of international researchers who have come to Japan with a residence status of "professor" or "cultural activities" may obtain a "dependent" status of residence and stay in Japan.

Notes:

- If an international researcher will be coming to Japan with his/her family after receiving approval from the host faculty supervisor to do so, CIPE provides a proxy application service for the CoE for accompanying family members.
- If applying for the CoE for family members after arriving in Japan, the international researcher him- or herself must handle the application.

### 3. Tax convention

Tax conventions are concluded between sovereign nations to avoid the double taxation of individuals by both their country of residence and the source country, in addition to preventing tax evasion. If a tax convention has been concluded between an international researcher's country of residence and Japan, the international researcher's taxes on their domestic source income may be reduced or they may receive a tax exemption.

Note: Tax convention details differ from country to country.

If Japan and the country of residence of the person receiving remuneration have concluded a tax convention, there are applicable tax exemption stipulations, and the international researcher him- or herself wishes to make use of these exemptions, the laboratory accepting the international researcher needs to complete the applicable procedures for utilizing tax convention tax exemptions.

Notes:

- Researchers who are residents of the U.S., the U.K., France, Australia, the Netherlands, Switzerland, New Zealand and Sweden must obtain a residency certification prior to arriving in Japan\*. Issuance of the certificate may require two to three months.

\* This list of countries for which a residency certification must be acquired is current as of January 2015. Please be aware that this list may expand in the future.

[http://www.mof.go.jp/english/tax\\_policy/tax\\_conventions/international\\_182.htm](http://www.mof.go.jp/english/tax_policy/tax_conventions/international_182.htm)

- If no application for income tax convention is submitted, travel expenses will also be taxed.

### 4. CIPE support services

CIPE provides the following support services for international researchers. We encourage those scheduled to host international researchers at this university to make use of them.

#### Who Can Receive Assistance

- International researchers scheduled to be hosted at this university and their families (currently residing overseas)
- International researchers scheduled to be hosted at this university who need their status of residence changed or their period of stay extended (currently residing in Japan; the application must be handled by the researcher him- or herself)
- International researchers currently enrolled at this university who need their status of residence changed or their period of stay extended (the application must be handled by the researcher him- or herself)
- Persons scheduled to be invited for a short-term stay to participate in a symposium selected for the International Conference Support Program, etc.

## 《支援内容》

### (a) 来日前の支援

- 「在留資格認定証明書交付申請」作成補助
- 同交付申請作成にかかる外国人研究者との連絡調整(日本語もしくは英語)
- 同証明書交付申請の入国管理局への申請
- 同証明書交付後の受入れ教員への連絡
- 同証明書の招へい研究者への郵送

### (b) 来日後の支援(通訳および書類作成補助)

- 転入手続き
- 国民健康保険加入
- 印鑑作成の介助 ※銀行口座の開設に必要となります
- 銀行口座開設
- 人事関連の学内手続
- 渡日後の入管関連の手続案内と「申請書」作成補助  
※入管申請は、ご本人に行って頂きます
- 渡日後の各種手続の介助(生協加入、Tuoクレジットカード申請支援など)
- 本学での日本語クラスの案内

## 《申込方法》

国際交流センターHP、『申し込み方法』の項からフォームをダウンロードし、必要事項をご記入ください。

<http://www.fedu.uec.ac.jp/staff/japanese-staff/post-62.html>

## 《提出先》

申込フォームを外国人研究者等支援スタッフまでお送りください。申請に必要な書類(パスポート等)をお持ちの場合は、jpgまたはPDFで添付願います。

※ 大学発行の受入書類は、原本を必ずお送りください。

E-mail: [res-support@fedu.uec.ac.jp](mailto:res-support@fedu.uec.ac.jp)

問合せ: 内線5736(国際交流センター・外国人研究者等支援スタッフ)

所在地: 電気通信大学 東地区 東2号館1階115号室



### **Assistance Provided**

#### **(a) Support provided prior to arriving in Japan**

- Assistance in filling out the application for the CoE
- Liaison and coordination with international researchers concerning filling out the application for the CoE (in Japanese or English)
- Submission of the CoE application to the Immigration Bureau
- Coordination with the host faculty supervisor after the CoE has been issued
- Mailing of the CoE to the invited researcher

#### **(b) Support after arriving in Japan (interpretation and document preparation assistance)**

- Assistance for resident registration
- Joining the National Health Insurance scheme
- Assistance in creating a personal seal (Note: Usually required when opening a bank account)
- Opening a bank account
- University procedures concerning personnel affairs
- Guidance and assistance in filling out applications concerning the Immigration Bureau  
Note: The international researcher him- or herself must file any applications required at the Immigration Bureau.
- Assistance with various procedures (joining the co-op, applying for a Tuo credit card [university co-op credit card], etc.)
- Information on Japanese-language classes at the university

### **Application Method**

Download the form from the application section of the CIPE website and fill in the required items.

<http://www.fedu.uec.ac.jp/staff/japanese-staff/post-62.html>

### **Where to Submit Applications**

Submit the application form to the following e-mail address of CIPE. If you have the documents necessary for the application (such as a passport), send them via email as jpeg images or PDFs.

Note: Please be sure to send the original certificates issued by the university.

E-mail: [res-support@fedu.uec.ac.jp](mailto:res-support@fedu.uec.ac.jp)

Inquiries: Ext. 5736 (support staff for international researchers, CIPE)

Location: The University of Electro-Communications, East Campus, East-2 Building, 1F, Room 115

## III

## 来日にあたって

### 1. 海外旅行傷害保険

日本での滞在予定期間が90日未満の外国人は、日本の健康保険に加入できないため、来日前に研究者の自国において海外旅行傷害保険に加入しておくことをお勧めします。又90日以上滞在する外国人研究者でも、心配な場合は海外旅行障害保険に加入ください。

### 2. 空港からのアクセス:リムジンバス

成田、羽田から調布駅北口までのリムジンバスが運行されています。

(参考:Airport Limousine)

[https://www.limousinebus.co.jp/area/haneda/kokubunji\\_fuchu\\_chofu.html](https://www.limousinebus.co.jp/area/haneda/kokubunji_fuchu_chofu.html)

### 3. 宿泊先の手配

アパート等を探すための当面の宿泊場所としてはホテルなどが考えられますが、学内の職員研修所の利用も可能です。(担当:人事労務課職員係)

職員研修所(参考:写真/記事)

<http://www.fedu.uec.ac.jp/staff/foreign-resercher/facilities/post-64.html>

※空き室状況は担当へお問合せください。

※利用ご希望の際は、受入れ教員からの申し込みが必要です。

## IV

## 来日後の手続き

### 1. 在留カード

#### (a) 在留カードの交付

羽田、成田、中部、関西の各空港で、3月を超える期間日本に滞在することが許可された外国人には、パスポートに入国許可の印が押され、「在留カード」が渡されます。その他の場所で入国許可を受けた人の在留カードは、後日届け出た住所に郵送されます。

※在留カードは常時携帯が義務付けられています。

#### (b) 紛失等による在留カードの再交付申請

在留カードを紛失した場合は、14日以内に所轄の入国管理局で紛失等による再交付申請を行います。

※必要な書類など、詳しいことは以下のホームページをご参照ください。

法務省:紛失等による在留カードの再交付申請

[http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10\\_00010.html](http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00010.html)

## III

## Coming to Japan

### 1. Overseas travel accident insurance

Because foreigners staying in Japan for less than ninety days cannot join the Japanese health insurance scheme, it is strongly recommended that they secure traveler's insurance in their country of residence prior to arriving in Japan. International researchers staying in Japan for ninety days or longer are also encouraged to get overseas travel accident insurance if they have any concerns regarding coverage.

### 2. Getting to the university from the airport: Airport Limousine bus

The Airport Limousine bus runs from Haneda and Narita to the north entrance of Chofu Station.

[http://www.limousinebus.co.jp/en/bus\\_services/haneda/kokubunji\\_fuchu\\_chofu.html](http://www.limousinebus.co.jp/en/bus_services/haneda/kokubunji_fuchu_chofu.html)

### 3. Arranging accommodation

Although a hotel is a conceivable form of temporary lodging while searching for an apartment, international researchers may also use the on-campus Personnel Clubhouse (managed by the Staff Welfare Section, Personnel and Labor Affairs Office).

Personnel Clubhouse (pictures and information)

<http://www.fedu.uec.ac.jp/en/researchers/on-campus-facilities-etc/lodging-facilities.html>

Notes:

- Please contact the Staff Welfare Section for information concerning vacancies.
- The host faculty supervisor must apply on behalf of international researchers who wish to use the Personnel Clubhouse.

## IV

## Procedures after Arriving in Japan

### 1. Residence card

#### (a) Residence card issuance

Foreigners who have received permission to reside in Japan for longer than three months and arrive at Haneda, Narita, Chubu Centrair or Kansai airport receive an entry permit stamp in their passports and are handed a residence card. Persons who receive their entry permits at any other location will be mailed a residence card at a later date at the address where they reported they would be staying.

Note: Foreigners are required to keep their residence card with them at all times.

#### (b) Application for the reissuance of a residence card due to loss, damage etc.

Foreigners who lose their residence card must apply for a reissued card at the nearest Immigration Bureau within fourteen days.

Note: Please see the following website for details concerning the documents required, etc.

Ministry of Justice: Application for the reissuance of a residence card due to loss, damage etc.

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/15.html>

## 2. 住居

学内施設(国際交流会館)の他に、公益財団運営の八王子大学セミナーハウスの利用や民間のアパート・マンションへの入居などが上げられます。住居が決定しないと、住民登録、銀行口座開設等の生活基盤の確立に影響が出ます。来日前の早い時期から、受入れ側と外国人研究者が緊密に連絡を取り、来日早々住居を決定できるようお勧めします。

※ 宿舎・アパートは研究室でご手配頂きますが、国際交流センターでは関連情報をお知らせできます。国際交流センターHP『住居』の項をご参照ください。

<http://www.fedu.uec.ac.jp/staff/foreign-resercher/dailylife/housing.html>

※ 外国人研究者が民間アパートなどに入居する場合、電気通信大学は連帯保証人になりません。

## 3. 住所に関する届出

### (a) 住民登録

外国人住民として居住する市区町村へ転入届を行います。居住地を定めてから14日以内に、在留カードを持参の上、居住地の市町村の窓口で手続きを行います。

住民票記載事項:外国人住民の住民票には、氏名、出生の年月日、男女の別、住所等のほか、外国人住民特有の事項として、国籍・地域、在留資格、在留期間等が記載されます。

### (b) 住民票の写しの交付

住所の届出をした人は、住民票が作成されます。住民票が作成されると、住民票の写しを請求することができます(有料)。

※ 住民票の写しは住所などの証明が必要なときに使います。

※ 交付を希望する場合は、パスポートも持参します。

### (c) 転出届

他の市町村へ引越しをするときは、引越しする前に、現在居住している市区町村窓口で転出届を出して、「転出証明書」を受け取る必要があります。

※ 同じ市区町村に引越しをするときは引越しの後に転居届の提出が必要です。

### (d) 転入届・転居届

引越しをしたときは、移動先の市区町村窓口で転入の手続きを行います。他の市区町村から引越しをした人は転入届、同じ市区町村内で引越しをした人は転居届を出します。

※ 手続きをするときには、在留カードが必要です。転出届を出した人はそのときに受け取った転出証明書も必要です。

## 4. 健康保険加入

日本に3か月以上滞在するすべての外国人は国民健康保険及び国民年金に加入する義務があります。加入の手続きは自分の住んでいる地域の役所などの国民健康保険課等で行います。

保険料の支払いは後日行います。保険料は前年の日本での所得によるため、前年の所得の有無及び金額を申告することで保険料が軽減される場合があります。

なお、常勤の教職員及び週38.75 時間勤務の特任教員は共済組合へ加入、また週29時間以上勤務の非常勤職員は電通大の社会保険へ加入するため、国民健康保険加入の必要はありません。

## 2. Housing

In addition to on-campus facilities (International House), international researchers may stay at the Seminar House (located in Hachioji and run by a public interest foundation) or in a private apartment. Until permanent housing has been obtained, it can be difficult to establish the foundations of daily life such as registering as a resident and opening a bank account. Host faculty supervisors and international researchers are encouraged to coordinate closely well before the international researcher arrives in Japan and to arrange for housing as early as possible after the researcher arrives in Japan.

Notes:

- Although hosting laboratories are in charge of making the arrangements for apartments, CIPE can provide relevant information. Please see the housing section on the CIPE website for details.  
<http://www.fedu.uec.ac.jp/en/researchers/everyday-life/housing.html>
- The University of Electro-Communications does not cosign for private apartments.

## 3. Notifications concerning the address of residence

### (a) Resident registration

International researchers must deliver a notification of moving in as a foreign resident to the city, ward or town they live in. The international researcher must bring his or her residence card to the appropriate office in the city, ward or town in which they live within fourteen days of choosing a residence.

Items included in the resident record (*juminhyo*): In addition to their full name, date of birth, sex, and address, resident records for foreign residents include items unique to foreigners such as nationality, residence status and period of stay.

### (b) Issuance of a copy of a resident record

A resident record will be made for an international researcher when he or she reports his/her address. Once the resident record is made, it is possible to request a copy of it (for a small fee).

Notes:

- Copies of resident records are used in situations such as when it is necessary to provide proof of one's address.
- Bring your residence card and passport when requesting a copy of your resident record.

### (c) Notification of moving out

Prior to moving to another city, ward or town, international researchers must provide a notification of moving out to the appropriate office in the city, ward or town they are currently living in and receive a moving-out certificate.

Note: If the researcher is moving within the same city, ward or town, it is necessary to submit a notification of change of address afterward.

### (d) Notification of moving in/notification of change of address

When an international researcher moves, he or she must complete the procedures concerning moving in at the appropriate office of the new city, ward or town. If the international researcher has moved to a different city, ward or town, he or she must submit a notification of moving in. If the international researcher has moved within the same city, ward or town, he/she must submit a notification of change of address.

Note: The international researcher must bring his or her residence card when completing these procedures, as well as the moving-out certificate he or she received when filing the notification of moving out at the municipal office administering the researcher's previous residence.

## 4. Joining a health insurance plan

Foreigners who will be residing in Japan for three months or more are required to join the National Health Insurance and National Pension schemes. The procedures for joining can be completed at the National Health Insurance department in the local municipal office of the area in which the international researcher lives.

International researchers will be required to pay their insurance premiums at a later date. Because insurance premiums are calculated based on the previous year's income in Japan, their insurance premiums may be reduced if they report whether they had income in Japan (if any) in the previous year, and the amount of that income.

Note that because full-time faculty and specially-appointed faculty members who work 38.75 hours per week will join the Mutual Aid Association insurance system, and part-time staff who work 29 hours or more per week will join the university's Employee's Health Insurance program, there is no need for these personnel to join the National Health Insurance scheme.

## 5. 銀行口座開設

給与、旅費の振込みなどで日本の銀行口座が必要になります。銀行で口座を開設する場合は、在留カード、パスポート、印鑑及び大学の職員証が必要です。

※ 本学から海外の銀行口座への振込みはできません。

※ 電気通信大学と雇用関係を結び、かつ長期日本に滞在する外国人研究者の場合、給与は日本の銀行口座に振り込まれます。

## 6. クレジットカード

永住権保持者以外の外国人が日本の銀行でクレジットカードを作成することは不可能ですが、大学生協同組合の組合員になることで、『Tuoカード(VISA/Master)』を作ることができます。ただし、審査に通らないこともありますので、ご留意いただく必要があります。

(参考:tuo カード) <http://tuo.univcoop.or.jp/>

※ ゆうちょ銀行やコンビニ展開のセブン銀行などのATMでは、海外発行のクレジットカード又はキャッシュカードの多くが利用できます。

※ 引出しは、日本円です。

## 7. 携帯電話

携帯電話の新規契約は携帯電話ショップで行います。様々な機種、契約プランがありますので、周囲の人によく相談することをお勧めしています。契約時には在留カードとパスポートが必要です。契約の際は銀行キャッシュカード、通帳、印鑑が必要となります。

## 8. 学内手続き

### (a) 人事関連手続き

手続きの内容は外国人研究者の種別によって異なります。

#### 1) 電気通信大学と雇用関係を結ぶ(給与が発生する)もの

	誓約書	着任届	住所等届	通勤届	住居届	扶養親族届	給与振込口座届	給与所得者の扶養控除等申告書	給与共済組合関係書類
常勤	○	○	○	○	※1	※1	○	○	○
非常勤				○	※2		○	○	○

※1:特任教員は提出不要

※2:週38.75時間勤務の契約職員のみ提出が必要

#### 2) 電気通信大学と雇用関係を結ばないもの

人事関連の手続きはありません。

### (b) 電気通信大学職員証発行

※ 大学と雇用関係のある外国人研究者については職員証の発行が可能です。

雇用関係を結ばない外国人研究者(例:JSPS/文化活動)の場合、職員証の代わりに身分証明書を発行することは可能です。(担当:総務課総務係)。

※ 職員証・身分証明書は入構や図書館を利用するのに必要です。

※ 銀行口座開設時に、職員証・身分証明書の提示を求める銀行もあります。

### (c) 来日時旅費の清算について

詳しくは財務課ホームページ(経理係:旅費・謝金)をご参照ください。

<http://zaimu.office.uec.ac.jp/gakunai/keiri/keiri.html>



## 5. Opening a bank account

A Japanese bank account is necessary for such matters as receiving salary and bank deposits for travel expenses. To open a bank account, an international researcher will need his or her residence card, passport, seal, and university staff ID.

Notes:

- The university is unable to send money to overseas bank accounts.
- Salary for international researchers who have entered into an employment relationship with the University of Electro-Communications and who will be staying in Japan for a long period of time will be deposited automatically to their Japanese bank account.

## 6. Credit cards

Although it is not possible for foreigners other than permanent residents to obtain a credit card from a Japanese bank, international researchers can obtain a Tuo credit card (Visa or MasterCard) by becoming a member of the university co-op. Please note, however, that not all card applications will be accepted.

(Reference: Tuo Card) <http://tuo.univcoop.or.jp/>

Notes:

- Most credit cards and cash cards issued overseas can be used at Japan Post Bank ATMs and Seven Bank ATMs at 7-Eleven convenience stores.
- Withdrawals made at ATMs in Japan will be in Japanese yen.

## 7. Cell phones

A new contract for a cell phone and service can be made at any cell phone shop. Since there is a wide variety of models and contract plans, it is recommended that international researchers consult carefully with those around them before making a decision. International researchers will need their residence card and passport when signing a cell phone contract plan. They will also need their bank cash card, passbook and seal.

## 8. University procedures

### (a) Procedures concerning personnel affairs

The procedures that must be completed differ depending on the international researcher classification.

1) International researchers who have entered into an employment relationship with the University of Electro-Communications (i.e., those who receive salary)

	Written oath	Notification of arrival at new post	Notification of address	Notification of commute	Notification of residence	Notification of dependents	Bank account notification	Declaration of Dependent Exemption for Salary Earners	Mutual Aid Service Related Documents
Full time	○	○	○	○	*1	*1	○	○	○
Part time				○	*2		○	○	○

\*1: Not required for specially-appointed faculty members

\*2: Only required for contract personnel who work 38.75 hours per week.

2) International researchers who have not entered into an employment relationship with the University of Electro-Communications

No procedures concerning personnel affairs need to be completed.

### (b) Obtaining a University of Electro-Communications staff ID

International researchers who have entered into an employment relationship with the university may receive a staff ID upon request.

International researchers who have not entered into an employment relationship with the university (such as JSPS Postdoctoral Fellowship for Overseas Researchers and those with a cultural activities residence status) may be issued a UEC ID in place of a staff ID. (Section in charge: General Affairs Section, General Affairs Office.)

Notes:

- A staff ID/UEC ID is required to enter school facilities and use the library.
- Some banks request that a staff ID/UEC ID be presented when opening a bank account.

### (c) Settlement of travel expenses in Japan

Please see the Financial and Accounting Office website (Travel Expenses and Reward Section) for details. <http://zaimu.office.uec.ac.jp/gakunai/keiri/keiri.html>

### 1. 再入国許可

日本に在留する外国人が一時的に外国へ出国し再び日本に戻る予定である場合、出国前にこの許可を受けておけば再度ビザ(査証)を取得することなく入国できる制度です。

### 2. みなし再入国許可 重要！

旅券及び在留カードを持って出国する時に、有効な在留期間内に再入国する場合は、原則として「再入国許可」を受ける必要がありません。この制度を「みなし再入国許可」といい、2012年の在留資格制度の改定により導入されました。

ただし、有効期間内に再入国しないと在留資格が失われます。また、有効期間を海外で延長することもできませんので注意してください。有効期間内であっても、出国期間が1年を超える場合は、再入国許可を受ける必要があります。

詳しくは入国管理局ホームページをご参照ください。

[http://www.immi-moj.go.jp/re-ed/EDcard\\_leaf\\_ja.pdf](http://www.immi-moj.go.jp/re-ed/EDcard_leaf_ja.pdf)

### 3. 在留期間の更新

在留期間を超えて引き続き在留しようとする場合には、現在の在留期間が満了する日までに「在留期間更新許可申請」(通常、3ヶ月前頃から受付)をしなければなりません。なお、在留期間を超えて不法に残留すれば処罰の対象となり、退去強制の対象にもなります。

必要書類(必須)

- 在留期間更新許可申請書
- 大学発行の証明書(在職又は在籍証明書)  
※ 活動内容・期間・報酬などが記載されていること
- パスポート
- 在留カード
- 手数料4,000 円(新しい在留カードの受取り時に、収入印紙で支払います)

在留期間更新申請のその他必要書類詳細は、法務省のホームページでご確認ください。

[http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU\\_KOSHIN/shin\\_zairyu\\_koshin10\\_01.html](http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU_KOSHIN/shin_zairyu_koshin10_01.html)

### 4. 在留資格の変更:

交付された在留資格で認められている以外の活動を行おうとする場合には、「在留資格変更許可申請」をしてください。ただし、在留資格の変更は、申請すれば必ず許可されるとは限りません。

必要書類は在留資格の種類により異なります。詳細は法務省のホームページでご確認いただくか、国際交流センター・外国人研究者等支援スタッフまでご相談ください。

(参考:法務省HP) <http://www.moj.go.jp/ONLINE/IMMIGRATION/16-2.html>

#### 重要！留学生が研究者になる場合

就労可能なビザへの変更を希望する場合、申請中に就労することはできません。留学生が卒業後研究室等に就職する場合、速やかに申請されることをお勧めします。

### 1. Re-entry permit

The re-entry permit system allows foreigners residing in Japan to temporarily leave the country and return to Japan without obtaining a new visa if a re-entry permit is received prior to leaving the country.

### 2. Special Re-entry Permit System **Important!**

As a general rule, foreigners who leave Japan with their passport and residence card and come back to the country within their valid period of stay do not need to apply for a re-entry permit. This is called the Special Re-entry Permit System, and was introduced along with the revisions to the residence status system in 2012.

However, foreign residents who do not return within the valid period of stay will lose their status of residence. Please also be aware that their period of stay cannot be extended while overseas. In addition, they must obtain a re-entry permit if the period they spend abroad will exceed one year, even if that is still within their valid period of stay in Japan. Please see the Immigration Bureau website for details.

[http://www.immi-moj.go.jp/re-ed/EDcard\\_leaf\\_en.pdf](http://www.immi-moj.go.jp/re-ed/EDcard_leaf_en.pdf)

### 3. Extending a researcher's period of stay

International researchers who wish to continue residing in Japan past their period of stay must file an application for an extension before the last day of their current period of validity (normally accepted starting three months prior to the last day). Please note that overstaying their visa and residing illegally in Japan is grounds for punishment and deportation.

Necessary documents (required)

- Application for extension of period of stay
- Certificate issued by the university (certificate of employment or enrollment)  
Note: Must include information such as content of activities, period and remuneration.
- Passport
- Residence card
- ¥4,000 fee (paid via revenue stamp when receiving the new residence card)

Please see the Ministry of Justice website for details on other documents required when applying for an extension of your period of stay.

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03.html>

### 4. Changing a researcher's status of residence

International researchers who wish to engage in activities other than those permitted by their current status of residence must file an application for a change of their status of residence. Please note, however, that the application may not be granted.

The necessary documents for the application differ depending on the status of residence. Please see the Ministry of Justice website or ask CIPE for details.

(Reference: Ministry of Justice website) <http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>

**Important!** If an international student will become a researcher

An international student may not perform the work for which they are applying to change their residence status until the application has been granted. It is recommended that the application be made quickly if an international student will be employed at a laboratory, etc., after graduation.

## 5. 資格外活動許可(アルバイト)

「文化活動」や「家族滞在」の在留資格で在留している外国人がアルバイト(大学内での活動を含む)をするには、事前に入国管理局で資格外活動許可を得なくてはなりません。資格外活動の許可は、本来の在留資格に属する活動を阻害しない範囲内で相当と認められる場合にのみ与えられます。この許可を受けることなく資格外の収入を伴う事業や活動を行った場合には処罰の対象となります。なお、「短期滞在」の在留資格で在留している場合、資格外活動許可の申請はできず、アルバイトは禁じられています。

## 6. 高度人材ポイント制

高度人材ポイント制とは、一定の要件を満たしポイント70点以上を得た、高度学術研究や高度専門・技術活動に従事する外国人研究者、留学生を対象とする、入国・在留手続き、期間の延長、永住許可要件の緩和等の優遇措置が受けられる制度です。

※ 詳細は、法務省のホームページでご確認ください。

[http://www.immi-moj.go.jp/newimmiact\\_3/index.html](http://www.immi-moj.go.jp/newimmiact_3/index.html)

# VI

## 日本語学習と地域交流

### 1. 電気通信大学国際交流センター

電気通信大学国際交流センターでは、留学生を対象に日本語の授業を開講しており、外国人研究者も受講することができます。教材費を除き授業料は無料ですが、下記条件を満たす必要があります。詳細は国際交流センター日本語・日本文化担当教員(東2号館2F)までご相談ください。

条件1: 4月または10月第1週の登録期間に登録を行うこと

\* 日本語学習の経験がある場合には、プレースメントテストを受けていただきます。日本語学習の経験がない場合は、プレースメントテストではなく、担当教員との面談を行います。

\*\* 原則として4月または10月3週目以降は登録を受け付けません。

条件2: 学期(15週)を通して、全授業に出席できること

条件3: 受入れ教員の許可を得ること

※ なお、受講者数に余裕がある場合に限り外国人研究者の配偶者も受講できます。その場合も上記1～3の条件を満たす必要があります。

### 2. 調布市国際交流協会(CIFA)

調布市国際交流協会では、調布市在住、在勤、在学の外国人を対象に、初級の日本語会話教室や国際交流イベント、生活相談などを実施しています。

<http://cifa.tamaliver.jp/index.html>

### 3. むさしの国際交流会(MIFO)

本学の留学生と調布市民の国際交流を目的として1990年に設置された団体です。茶話会「MIFOサロン(木曜日16:30～18:00)(会場:本学東2号館B-109)」や各種イベントを開催しています。外国人研究者やその家族も参加できます。

### 4. オンラインの日本語学習:NHK WORLD Japanese Lesson

<http://www.nhk.or.jp/lesson/>

## 5. Permission to engage in activities other than those permitted under the status of residence previously granted (for working part-time)

Foreigners with a residence status of “cultural activities” or “dependent” must obtain permission in advance to engage in activities other than those permitted under the status of residence the Immigration Bureau previously granted them before they can engage in a part-time job (including jobs on campus). Permission to engage in such activities will only be given if the activities the applicant wishes to perform will not hinder the activities related to the status of residence previously granted. Participating in enterprises and activities for which income is received outside the status of residence previously granted without obtaining such permission is grounds for punishment. Please note that persons with a “short-term stay” status of residence may not apply for this permission, and are prohibited from engaging in a part-time job.

## 6. Points-based System for Highly Skilled Foreign Professionals

The Points-based System for Highly Skilled Foreign Professionals enables international researchers and international students who engage in advanced academic research or advanced specialized/technical activities, meet certain requirements and have received seventy points or more per the system’s point evaluation mechanism to receive preferential immigration treatment, which includes easier entry and residence procedures, extended periods of stay, and an easing of the requirements for receiving permanent residence status.

Note: Please see the Ministry of Justice website for details.  
[http://www.immi-moj.go.jp/newimmiact\\_3/en/index.html](http://www.immi-moj.go.jp/newimmiact_3/en/index.html)

# VI

## Japanese-Language Learning and Regional Exchange

### 1. Center for International Programs and Exchange (CIPE)

CIPE holds Japanese-language classes for international students that international researchers may also attend. Excluding the textbook fees the classes are free, but attendees must meet the following requirements. Please ask the faculty in charge of Japanese language and culture of CIPE (East-2 Building, 2F) for details.

Requirement 1: Attendees must register during the registration period (the first week of April or October).

Notes:

- Attendees with previous experiencing learning Japanese must take a placement test. Attendees with no previous experience meet with one of the faculty for an interview instead of taking a placement test.
- As a general rule, registration is not allowed after the third week of April or October.

Requirement 2: Attendees must attend all classes throughout the semester (15 weeks).

Requirement 3: Attendees must receive permission from their host faculty supervisor.

Note: If space is available, the spouses of international researchers may also attend these classes. Spouses must also meet requirements 1 through 3 above.

### 2. Chofu International Friendship Association (CIFA)

The Chofu International Friendship Association conducts elementary-level Japanese conversation classes, holds international exchange events, and provides daily life consultation for foreigners living, working and attending school in Chofu.

<http://cifa.tamaliver.jp/index.html> (Japanese only)

### 3. Musashino International Friendship Organization (MIFO)

This is an organization established in 1990 with the goal of promoting international exchange between international students attending this university and the residents of Chofu. It holds the MIFO Salon tea party (Thursdays, 4:30 to 6 p.m., venue: East-2 Building, University of Electro-Communications, B-109) and various other events. International researchers and their families are welcome to participate.

### 4. Online Japanese-language learning: NHK World Japanese Lessons

<http://www.nhk.or.jp/lesson/>

### 1. 住居の退去

一般的に退去日の1ヶ月前までに退去日を管理会社または大家へ連絡する必要があります。民間アパートでは退去日の連絡を怠った場合に、敷金が戻ってこない等の不利益を被ることがあります。

### 2. 転出届

帰国日が決まったら、お住まいの市町村役場へ『住民異動届』の提出が必要です。

※ 帰国の2週間前から手続き可能です。

※ 帰国に際しての異動届の提出は、法律で決められています。正当な理由もなく届け出をしなかったり遅れたりすると過料を課せられることがありますので、ご注意ください。

### 3. 銀行口座の解約

電気通信大学と雇用関係を結ぶ外国人研究者の場合、雇用最終月の給与は翌月払いとなり、日本の銀行口座に振り込まれます。よって、振込み日前に帰国される研究者の方は、ご自身による口座解約が不可能となります。しかし、ゆうちょ銀行を除く\*、他銀行は委任状をもってしても、第三者の口座解約を受け付けていません。このため銀行口座は残したまま、本人の信頼できる人間に委託して口座残金の海外送金を行っていただくのが現状です。

(参考:ゆうちょ銀行 委任状)

<http://www.fedu.uec.ac.jp/staff/2014/04/30/the-letter-of-proxy-japan-post-ininjo.pdf>

\*2015年1月現在、ゆうちょ銀行では委任状による口座解約を認めていますが、状況により改定される場合があります。ご注意ください。

### 4. 電話・インターネット・公共料金等の解約

固定電話や携帯電話、プロバイダ(接続業者)については契約している会社に連絡をとり手順を確認して解約・精算の手続きを行います。電気、ガス、水道などの公共料金については退去日の数日前にはそれぞれの会社に電話連絡をとり、精算を済ませようお勧めしています。

連絡先	電話番号
東京電力[多摩カスタマーセンター]	0120-995-661(英語可)
東京ガス[お客さまセンター]	0570-002211(英語可)
東京都水道局[多摩お客さまセンター]	0570-091100(英語可)



### 1. Leaving a residence

In general, it is necessary for residents to inform their landlord or the building management company one month in advance of the day they intend to move out. If they live in a private apartment, failure to report the date they will leave may result in the forfeiture of their security deposit or other losses.

### 2. Notification of moving out

International researchers must submit a notification of moving out to the city, ward or town where they live after they decide they will leave Japan.

Notes:

- This procedure can be completed from two weeks prior to leaving Japan.
- The law requires foreign nationals to submit a notification of moving out before leaving Japan. Please be aware that failure or delay in submitting a notification without a proper reason may result in a fine.

### 3. Closing bank accounts

International researchers having an employment relationship with the University of Electro-Communications will have their final salary the month after the final month of employment deposited in their Japanese bank account. Accordingly, international researchers who return to their home country prior to when their final salary will be paid must keep their bank account open, and are unable to close the account in person. Excluding Japan Post Bank\*, however, banks do not allow a third party to close an account even if they possess a letter of proxy. As such, the current practice is to entrust the account to a person the international researcher can rely on, leave it open until the final salary is paid, and have the person remit the remaining balance in the account to the international researcher's overseas bank account.

(Reference: Japan Post Bank Letter of Proxy)

<http://www.fedu.uec.ac.jp/staff/2014/04/30/the-letter-of-proxy-japan-post-ininjo.pdf>

\* As of January 2015, Japan Post Bank allows an account to be closed with a letter of proxy, but please be aware that this may change in the future.

### 4. Canceling phone, Internet and public utilities services

For landlines, cell phones and Internet services, international researchers should contact the company they have a contract with and follow the procedures provided for canceling the relevant service and providing final payment. For public utilities services such as electricity, gas and water, international researchers are advised to contact the relevant company by phone several days in advance of the date of departure and provide final payment as directed.

Company	Phone number
Tokyo Electric Power Company, Inc. (Tama Customer Center)	0120-995-661 (English available)
Tokyo Gas Co., Ltd. (Customer Center)	0570-002211 (English available)
Bureau of Waterworks, Tokyo Metropolitan Government (Tama Customer Center)	0570-091100 (English available)

## 5. 各種証明書等の返却

日本での在留を終え帰国する際には、手持ちの各種証明書等を返却しなければなりません。

### 1) 健康保険証の解約／返却

- 国民健康保険証:居住地の市町村役場の国民健康保険課へ返却
- 本学の健康保険証:人事労務課人事係へ返却
- 文部科学省共済組合 組合員証:人事労務課給与共済係へ返却

### 2) 電気通信大学 職員証(身分証明書):総務課総務係へ返却

### 3) 大学生協組合員証:生協組合事務室へ返却

※ 退会手続きを行う際に返却します。組合会費が返金されます\*。

\*加入時に領収書が発行された場合は、保管をお勧めしています。

### 4) Tuoクレジットカードの解約

Tuoカードは大学生協の組合員が申し込むことのできるカードのため、生協を脱退した場合は解約する必要があります。

(参考:Tuoカード退会/解約)<http://tuo.univcoop.or.jp/tuo/cancellation.html>

### 5) 大学および公共の図書館などで借りている図書等がある場合には、その返却も忘れずに行う必要があります。

### 6) 辞職願

任期(契約)満了前の退職の際は、『辞職願』を人事労務課人事係へ提出ください。

## 6. 短期在留外国人の脱退一時金

日本国籍を有しない外国人研究者は、国民年金、又は厚生年金保険の被保険者資格を喪失し、日本を出国した場合、日本に住所を有しなくなった日から2年以内に脱退一時金を請求することができます。

※ 国外からの手続きとなります。研究者が帰国後、必要書類を日本年金機構に送付して始めて手続きが開始されます。必要書類は下記ホームページから入手できます。

<http://www.nenkin.go.jp/n/www/service/detail.jsp?id=1728>

※ 常勤教職員の退職時は、人事労務課職員係にて共済組合脱退手続き及び脱退一時金の請求手続きについてご案内します。

※ 脱退一時金の支給は、請求後半年から1年程度かかります。

## 5. Returning various certificates and identification papers

International researchers leaving Japan must return the various certificates and identification papers they have received during their stay.

- 1) Canceling and returning one's health insurance card
  - National Health Insurance card: Return to the National Health Insurance department at the municipal office administering the address of the international researcher.
  - University health insurance card: Return to the Personnel Section, Personnel and Labor Affairs Office
  - Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association membership card: Return to the Payroll and Mutual Aid Section, Personnel and Labor Affairs Office
- 2) University staff ID/UEC ID: Return to the General Affairs Section, General Affairs Office
- 3) University co-op membership card: Return to the co-op office  
Note: Return the membership card when completing the procedures to withdraw from the co-op.  
The co-op membership fee\* will be refunded to the international researcher.  
\* We recommend that international researchers keep the receipt issued when they paid the membership fee to join the co-op.
- 4) Tuo credit card cancellation  
Since only members of a university co-op can use the Tuo Card, international researchers must cancel their card if they withdraw from the co-op.  
(Reference: Tuo Card withdrawal/cancellation) <http://tuo.univcoop.or.jp/tuo/cancellation.html>
- 5) If the international researcher has any books or other materials borrowed from any university or public libraries, he or she must return these without fail.
- 6) Letter of resignation  
If an international researcher is retiring prior to the completion of his or her term (contract), he or she must submit a letter of resignation to the Personnel Section, Personnel and Labor Affairs Office.

## 6. Lump-sum withdrawal payment system for short-term residents

International researchers who do not possess Japanese citizenship, have canceled their National Pension or Employee's Pension insurance, and left Japan may request a lump-sum withdrawal payment within two years from the day of leaving Japan.

Notes:

- This procedure must be completed overseas. The researcher him- or herself first begins the procedure after leaving Japan by sending the necessary documents to the Japan Pension Service. The following web page has the necessary documents:  
<http://www.nenkin.go.jp/n/www/english/detail.jsp?id=10>
- Full-time faculty members will receive information on the procedures involved in withdrawing from the Mutual Aid Association and requesting the lump-sum withdrawal payment from the Staff Welfare Section, Personnel and Labor Affairs Office.
- Payment of the lump-sum withdrawal payment takes approximately six months to one year after submitting the application.

課名	係・担当名	業務内容	内線
国際交流センター	外国人研究者等支援スタッフ	在留資格認定証明証取得、来日直後の手続き支援	5736
学生課	国際企画係	外国出張、渡航証明書	5084
学生課	課外・厚生係	福利厚生施設(浜見寮、菅平セミナーハウス等)	5085
学生課	学生宿舍担当	国際交流会館、五思寮	5083
人事労務課	人事係	雇用関連、在職証明書	5022,5021
人事労務課	給与共済係	給与、共済組合保険、税金または租税条約に関する届出	5889
人事労務課	職員係	国内出張 健康診断 労災保険、職員研修所	5024,5023
研究推進課	研究推進係	日本学術振興会(JSPS)受入 等	5018,5017
財務課	管財係	自転車登録	5038
財務課	経理係	出張旅費精算、謝金	2053,5041
総務課	総務係	職員証発行	5862

\* 法律の改正等により記載事項に変更が生ずる場合があります。最新版は、国際交流センターHP [外国人研究者の受入支援]の項でご確認ください。

<http://www.fedu.uec.ac.jp/staff/japanese-staff/post-62.html>

Office	Section/person in charge	Description of services	Phone no. (ext.)
CIPE	International researcher support staff	Assistance with procedures for CoE acquisition, procedures required immediately after arriving in Japan	5736
Student Services Office	International Planning Section	Overseas business trips, certificate of overseas travel	5084
Student Services Office	Extracurricular Activities and Welfare Section	Welfare facilities (Hamami House, Sugadaira Seminar House, etc.)	5085
Student Services Office	Student Dormitory Section	International House, student dormitory (Goshi Ryo)	5083
Personnel and Labor Affairs Office	Personnel Section	Employment-related matters, certificate of employment	5022, 5021
Personnel and Labor Affairs Office	Payroll and Mutual Aid Section	Salary, Mutual Aid Association insurance, procedures concerning income tax and tax treaties	5889
Personnel and Labor Affairs Office	Staff Welfare Section	Domestic business trips, health checkups, worker's accident compensation insurance, Personnel Clubhouse	5024, 5023
Research Promotion Office	Research Promotion Section	Japan Society for the Promotion of Science (JSPS) hosting, etc.	5018, 5017
Financial & Accounting Office	Property Management Section	Bicycle registration	5038
Financial & Accounting Office	Travel Expenses and Reward Section	Settlement of travel expenses, rewards	2053, 5041
General Affairs Office	General Affairs Section	Staff ID issuing	5862

Note: The information contained in this guidebook may change due to revisions to laws and ordinances or other events. Please see the following URL:  
<http://www.fedu.uec.ac.jp/staff/japanese-staff/post-62.html>.

