

## **Foreword**

Welcome to Tokyo Institute of Technology!

This Campus Guide contains necessary information for you while studying at Tokyo Tech. As there are some systems and procedures that are specific to international students, you should keep this with you.

This Campus Guide is also available at the following URL:

https://www.titech.ac.jp/english/enrolled/international student/campus.html

Please do not hesitate to contact us should you have any questions.

#### Contact:

Student Support Division (Ookayama)

Taki Plaza, B1Fl Ookayama Campus

Tel: 03-5734-3013, 7648 (Ookayama)

Mail: gak.sei@jim.titech.ac.jp

Office Hours: 8:30-17:15, from Monday to Friday (\*Closed on national holidays)

Student Support Division (Suzukakedai)

J1 Building,1 Fl Suzukakedai Campus

Tel: 045-924-5935

Mail: suz.gak@jim.titech.ac.jp

Office Hours: 8:30-17:15, from Monday to Friday (\*Closed on national holidays)

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#### 1. Residence and Registration Procedures

#### 1.1 Residence Card

A Residence Card is issued at the port of entry to persons who have been granted residence status with a period of stay of three or more months. You must carry your residence card with you at all times. When a "Student" visa holder has failed to continue to engage in the activity corresponding to the status of Student for three months or more, his/her visa may be revoked.

#### 1.2 Notification Procedures Involving Your Address

#### (1) Notification of Place of Residence

After entering Japan, students are required to register their place of residence without delay. Notification of Place of Residence is done at your local municipal office, and must be completed within 14 days after moving in.

#### (2) Procedures to be Taken When Changing your Residence

a. Notifying the local municipal or ward office

Whenever you move to a new residence, you are required to notify your local municipal or ward office of the change of address within 14 days.

- b. Notifying the Student Division, the Student Support Division in Ookayama or Suzukakedai
- Undergraduate, master's and doctoral students
   Please go to the website (Kyomu Web System) and change your address.
- Research Students, International Exchange Students, International Visiting Students, Japanese Intensive Course Students

Please submit both side copy of your residence card to the Student Support Division at Ookayama Campus or Suzukakedai Campus.

c. Changing the address on your National Health Insurance Card

Once you have changed your address, you can no longer use the National Health Insurance Card of your former address. You must complete the required procedures at your local municipal or ward office without delay. Please take your old National Health Insurance Card with you.

d. Changing the address registered on bank account

You must notify your bank of any change of address. Please take your bankbook to the bank where it was issued and have the address updated, or scholarships may not be credited appropriately.

e. Notifying the post office

If you fill in and submit the prescribed form available at all post offices, any mail addressed to your former residence will be forwarded to your new address for a period of one year (provided your new address is in Japan; the post office cannot forward mail overseas). Please note that forwarded mail will take longer to reach you, since it takes some time to redirect mail to a different address. Also, mail will no longer be forwarded after the one-year period expires.

#### 1.3 Change in Information on the Residence Card Other Than Place of Residence

If there is any change in the information on their residence card other than their address (e.g. name, date

of birth, sex, nationality/region), or any termination of status of residence of "Student" (e.g. graduation, withdraw, etc.) mid-to-long-term residents must take their residence card to a regional Immigration Bureau office and make the required notification within 14 days of the change. If the notification is not made, there will be penalties or their status of residence may be revoked. Once they have completed the necessary procedures, a new residence card will be issued.

#### 1.4 Social Security and Tax Number (Individual Number)

In accordance with the Social Security and Tax number System (My Number System), all registered residents of Japan are being issued a twelve-digit individual number. This number will be required for various types of administrative procedures including social security and tax procedures as well as disaster countermeasures. This number is very important for managing personal information, thus please do not throw it away or show it to other person. It is valid throughout your lifetime. Same number will be issued, when leaving and re-entering Japan.

#### 1.5 Leaving Japan

#### (1) Re-entry Permit System

If you plan to return to Japan after stay foreign country for more than three months, you must apply for a re-entry permit at the immigration office that handles your area of residence.

- (2) Procedures to be Taken before Traveling Overseas from Japan
  - a. Notifying the Student Support Division: Please submit the "Notification of Overseas Travel by a Foreign Student" to the Student Support Division in person or via Campus Mail. Forms are available at the Student Support Division at Ookayama Campus and Suzukakedai Campus, or can be downloaded from the official website of the University.
- b. Travel Insurance: Whenever you travel outside Japan, please make sure you have travel insurance. This includes vacations or travel back to your home country.

#### (3) When Leaving Japan after Completion of Your Studies

If you plan to return to your home country after completing your studies, you must file a notification that you are moving overseas at your local municipal or ward office. You must also return your resident card to the immigration officer when completing departure procedures at the airport or port. Please note that if your period of stay is going to expire before your scheduled date of departure, you can apply for a short-term visa to allow you to prepare to leave Japan.

#### 1.6 Leave of Absence from the University

You must leave Japan promptly or change your visa status, should you take a leave of absence without good reason. Please note that "economic difficulties" are not accepted as good reason.

#### 1.7 Withdrawal / Removal from the University

Students who withdraw or are expelled from the University will lose their "Student" residence status, and must return immediately to their home country.

#### 1.8 Extending Period of Stay

International students who overstay the period of stay are subject to deportation or criminal prosecution as an illegal alien. Since the Immigration Bureau accepts applications three months prior to the date of expiry of the period of stay, students are suggested to apply as early as possible.

First, submit the following documents ①-③ to the Student Support Division at Ookayama Campus or Suzukakedai Campus. After one week, all documents will be returned to you with the president's seal on document. After you receive the documents, please apply for an extension of your period of stay at the Immigration Bureau or through the Visa Consulting Service at Tokyo Tech. You are required to bring documents ①-⑦ your Residence Card and your passport when applying.

- (1) Required Documents
  - ①Application form
  - \* The application can be downloaded from the following; http://www.moj.go.jp/ONLINE/IMMIGRATION/16-3-1.html
  - \*You are required to fill in the pages for organization except for the last column ("Signature and stamp of place of school, organization or representative").
  - ②Photo (4cm x 3cm) pasted on document ①
  - 3 Copy of Passport, Residence Card both sides, and Student ID card
  - (4) Certificate of Enrollment

Master's or Doctoral students who were previously research students at Tokyo Tech will need to submit their certificate for this period as well.

- ⑤ Academic Transcript (degree students only)
  - Research students should submit a letter of recommendation from their supervisor instead.
- ⑥Document certifying finances (scholarship certificate, bank balance certificate, etc.)
- Thandling fee (¥4,000)
- (2) Application processing time

Two weeks- one month

(3) Others

After you obtain a new period of stay, you must submit a copy of your new Residence Card (both sides) to the Student Support Division at Ookayama Campus or the Student Services Division at Suzukakedai Campus.

And also, for degree students, please update your residence card number and duration of new period of stay on the portal site (Kyomu WEB System). Otherwise, cannot access the portal site (Kyomu WEB System).

#### 1.9 Applying for Permission to Engage in Extra-status Activity

If international students must find a part-time job in order to pay for school or other expenses, they must receive permission to engage in an activity other than that permitted by status of residence previously granted ("Extra-status Activity") by following the procedures prescribed by the Ministry of Justice. International students are allowed to work up to 28 hours per week (up to 8 hours per day during extended breaks).

If you engage in a part-time job without obtaining permission, your current visa status may be

revoked. Furthermore, you may not apply for permission for certain types of jobs (those related to the adult-entertainment industry, cleaning duties in pachinko parlors, etc.). Note that TAs, RAs and tutors employed by Tokyo Tech do not need to obtain this permission.

- (1) Required Documents
  - ①Application Form
    - \* The application can be downloaded from the following; http://www.moj.go.jp/ONLINE/IMMIGRATION/16-8.html
  - ②Passport (original)
  - ③Residence Card (original)
- (2)Where to Apply

Applicants can either submit the documents to the visa consulting service staff or directly to the Immigration Bureau.

If you use the visa consulting Service, you need to bring a copy of your Passport and Residence Card with you.

(3) Application processing time

Two weeks- one month



## 2. Visa Consulting Service

Tokyo Tech has launched the Immigration and Visa Consulting Service in order to support international students and researchers with application procedures that concern international residents. On designated days, professionals from a law office will be available at the Student Support Division in the Ookayama Campus and Suzukake Hall (H2 Bldg., 2 Fl) at Suzukakedai Campus. We invite you to make use of this service at your convenience.

Through this service, you would no longer need to go to the Immigration Bureau for most types of applications. Consultation is free of charge, but you will need to pay a commission if you use the application service. You are required to make a reservation in advance, and to bring your student ID card every time you use this service.

Date & Time of the service will be announced at

http://www.titech.ac.jp/english/enrolled/international student/visa.html

Advance reservation is available from

http://reservation.attorney-office.com/universities/campuses/2

#### [Available Services]

- · Certificate of Eligibility (Student, Researcher, Professor, Dependent)
- Extension of visa duration (Student, Researcher, Professor, Dependent)
- · Change of status
- · Re-entry permit
- · Permission to engage in part-time job



#### 3. Joining the National Health Insurance System

International students planning to reside in Japan for more than three months are required to join the National Health Insurance System at their local municipal or ward office. Although they must pay the insurance fee, they will only have to pay 30% of the medical expenses under the health insurance coverage.

The insurance fee differs according to the ward or city, but the basic premium is approximately 30,000 yen per year. If their annual income is low, they may be entitled to a reduction of the premium by applying at their local municipal or ward office. They are required to re-apply every year for the reduction. Typically, the reduced premium will be approximately 10,000 yen per year.

#### \*Reimbursement for High-Cost Medical Care Payments

If your share of medical expenses incurred in a single calendar month exceeds \(\frac{\pmathbf{x}}{35,400}\), you become eligible to receive a reimbursement for high-cost medical care payments. Please submit an application to your local municipal office, attaching your National Health Insurance Card and the receipts issued by the hospitals or pharmacies. The application review usually takes two to three months.



## 4. Disaster and Accident Insurance for Students (Gakkensai) and Personal Liability Insurance for Students (Gakkenbai)

Gakkensai covers your injury accidents occurring while education activities such as during lectures, experiments, practical training, the school events and also commuting to campus.

Gakkenbai is for injuries caused to other people and compensation for property damage during education, research activities and while attending school.

All students are strongly recommended to join this insurance.

#### 4.1 Disaster and Accident Insurance for Students (Gakkensai)

<Cases Covered>

(1) Injury accidents occurring during regular curricular activities (during lectures, experiments, practical training, etc.; preparing for experiments in accordance with your academic supervisor's instructions; cleaning up, etc.) or during school events.

It requires more than 1 days of actual medical treatment for the coverage.

- (2) Injury accidents while commuting or moving to Tokyo Tech facilities on campus. It requires more than 4 days of actual medical treatment for the coverage.
- (3) Injury accidents occurring on campus (in addition to the above these case 1, case 2) It requires more than 4 days of actual medical treatment.
- (4) Injury accidents occurring during extracurricular activities on and off campus. It requires more than 14 days of actual medical treatment.

<Types of Indemnity and Amounts>

Type of indemnity	①During regular curricular activities or school events	②During extra- curricular activities	③In school facilities(Excluding① and②), or while commuting
Indemnity for loss of life	¥20 million	¥10 million	¥10 million
Indemnity for physical disability (maximum)	¥30 million	¥15 million	¥15 million
Indemnity for medical expenses(up to \$300,000)	For 1 or more days of actual medical treatment	For 14 or more days of actual medical treatment	For 4 or more days of actual medical treatment
Additional indemnity for hospitalization	¥4,000 per day (up to 180 days)		

#### 4.2 Personal Liability Insurance for Students (Gakkenbai)

<Scope of Activities Covered>

- (1) Accidents occurring during regular curricular activities, school events and while commuting to and from Tokyo Tech
- (2) Accidents occurring during internships recognized as regular curricular activities, nursing experience activities, practical educational training, and while commuting to and from these activities

#### 4.3 Premiums

Classification	Term	Premium (included Gakkensai)
Undergraduate Students	4 years coverage	¥4,660
Master's Students	2 years coverage	¥2,430
Doctoral Students	3 years coverage	¥3,620
Research, International Exchange, and International Visiting Students	1 year coverage	¥1,340

All students who like to join them need to pay with both Gakkensai and Gakkenbai at same time.

## 4.4 Joining the Insurance

All students need to fill out application form and pay the insurance fee at post office by the admission procedure date. Also students who are University enrollment or changing degree (such as from master to doctor, from researcher to master) need to go through procedure again. As a general rule, you must join it before enrollment, but overseas remittances are not supported for payment, so please complete the procedure immediately after arriving in Japan.

#### 4.5 Claiming Insurance

Once you have accidents any of above, please notify the Student Support Division immediately. We will provide you with the necessary documents. If you have any questions, please contact the Student Support Division (TEL 03-5734-3015).

#### 4.6 Other (Car Insurance)

We have the Liability insurance whoever drive car or ride a motorcycle must carry with. However, it is covered with victim's compensation, especially human damages only when an accident occurs. It doesn't cover with any your bodily injury, also any property damages. For covering these missing part we strongly recommend you to join the car/motorcycle insurance.



## 5. Medical Checkup

#### 5.1 Annual Medical Checkup and Medical Certificate

- The annual medical checkup is offered to all students in spring in order to find and prevent any health related problems. Please make sure to take the medical checkup every year.
- The medical checkup in fall is only offered to new students entering in fall. Those students will also need to take the annual medical checkup offered in the following spring. For dates and information, please see our website:
  - https://www.titech.ac.jp/english/enrolled/health/annual.html
- Students who require a medical certificate for scholarships, employment, dormitories, advancing to another degree program, etc. must take the medical checkup.
- A copy of the medical certificate can be obtained from the automatic certificate machine. However, this does not apply to students who did not take the annual medical checkup for that year. For any questions, please contact the Health Support Center.

#### 5.2 Special Medical Screenings

• Fourth year students and above and others who are exposed to ionized radiation and organic solvent in labs are recommended to take the special medical screening which takes place in the spring and fall. Please note that this medical screening is different from the annual medical checkup explained above. Make sure to ask your advisor if you are eligible to take the special medical screening. https://www.titech.ac.jp/english/enrolled/health/special.html



## 6. Counseling and Support System

#### 6.1 Student Guidance Room

Student Guidance Room offers you guidance and counseling on any problem in both Japanese and English. We deal with wide range of issues such as studies, future career, communication, etc., and assure your privacy is strictly kept confidential. Approximately 30 faculty members of Tokyo Tech on both campuses are assigned as advisors to help you solve problems. Their detailed schedule is found on our website. You can book a meeting with one of them through the Student Guidance Room via email, phone, or just stopping at our office. Since schedules are subjected to change, please check the latest information before booking. We can also connect you with the Health Support Center for health services or counseling whenever necessary.

#### https://www.titech.ac.jp/english/enrolled/counseling/guidance.html

#### ◆Student Guidance Room in Ookayama

Location: 80th Anniversary Hall, Floor 1 (Building no. 21 on the campus map, next to the Health

Support Center building)

Office hours: Mon-Fri, 10:00a.m.- 4:45p.m.

Phone: 03-5734-2060 Fax: 03-5734-2061

Email: gakusei.soudan1@jim.titech.ac.jp

#### ◆Student Guidance Room in Suzukakedai

Location: Daigaku Kaikan(Suzukake Hall) H2 building, Floor1

Office hours: Mon-Fri, 9a.m. - 5p.m.

Phone: 045-924-5888 Fax: 045-924-5889

Email: gakusei.soudan2@jim.titech.ac.jp

#### 6.2 Health Consultation and Counseling Services at the Health Support Center

The Health Support Center at Tokyo Tech provides consultation services by doctors and nurses, to answer questions about mental and physical health, medicines, and give advice on the results of medical checkup. For consultation service hours, please see our website or call the number below for an appointment. The Health Support Center also provides counseling service by qualified counselors (clinical psychologists) to support students when faced with challenges in personal and campus life.

Service Hours: Monday to Friday, 8:30am-5:15pm (closed on national holidays and NewYear's holidays)

Contact: Ookayama Health Support Center, 03-5734-2057 • 2065

Suzukakedai Health Support Center, 045-924-5107

https://www.titech.ac.jp/english/about/organization/institute wide support centers/organization01.html

## 6.3 Tutoring System

International students enrolled at Tokyo Tech can have tutors (Japanese or senior international students) who are recommended by academic supervisors for 3 months after arrival in Japan. (However, undergraduate students are 8 months.) Tutors help International Students with Japanese language advice, daily life (accompaniment to local government offices to take care of paperwork, assistance with looking for housing, etc.), and other advice.



## 7. Applying for Certificates

#### 7.1 Academic Transcripts and Certificates of Enrollment for enrolled students

• Degree Students (undergraduate, master's and doctoral students)

Certificates can be issued from an automated certificate issuance machine located on the 2nd floor of the Tokyo Tech Front at Ookayama Campus and on the 1st floor of the Building J1 at Suzukakedai Campus. You will need your student ID card.

· Privately Funded Research Students

The Student Division at Taki Plaza in Ookayama Campus issues certificates of enrollment. Please bring your research student ID card to the Student Division when you apply.

It will take three days for certificates to be issued whether in Japanese or English.

 MEXT Scholarship Research Students, Japanese Intensive Course Students, International Exchange Students and International Visiting Students

The International Student Exchange Division issues certificates of enrollment. Please bring your student ID card to the International Student Exchange Division when you apply.

Students at Suzukakedai Campus may apply at the Student Support Division at Suzukakedai Campus.It will take three days for certificates to be issued whether in Japanese or English.

## 7.2 Academic Transcripts and Completion Certificates for students having graduated or completed their studies

• Degree students (undergraduates, master's and doctoral)

Individuals who were degree students at Ookayama Campus should apply to the Student Division at Taki Plaza in Ookayama Campus. Those who were degree students at Suzukakedai Campus should apply to the Student Support Division at Suzukakedai Campus. Applications cannot be accepted e-mail or by telephone, so individuals living overseas must have a proxy living in Japan to apply on their behalf. It takes approximately two weeks to issue the certificates. Students are liable for the cost of postage whether it is within Japan or overseas.

· Privately Funded Research Students

The Student Division at Taki Plaza in Ookayama Campus issues certificates of the enrollment period. It takes three days to issue a certificate of the enrollment period in either English or Japanese. Students are liable for the cost of postage whether it is within Japan or overseas.

 MEXT Scholarship Research Students, Japanese Intensive Course Students, International Exchange Students and International Visiting Students

The International Student Exchange Division only issues certificates of the enrollment period. It takes three days to issue a certificate of the enrollment period in either English or Japanese. Students are liable for the cost of postage whether it is within Japan or overseas.

#### 7.3 Scholarship Certificates

· MEXT Scholarship Students

The International Student Exchange Division issues certificates of scholarship.

Students at Suzukakedai Campus may apply at the Student Support Division on Suzukakedai Campus. It will take one week for certificates to be issued whether in Japanese or English.

If you need certificates of JASSO(Honors Scholarship), Tsubame scholarship or other privately funded scholarship certificates, please apply at the Student Support Division in Ookayama Campus or Suzukakedai Campus. It takes one week to issue these certificates.

## 8. Administrative Divisions in Charge of Student Affairs

Following are addresses and telephone numbers of the divisions in charge of student affairs: <International students >

Content	Division in Charge	Ext.	Location
Privately funded scholarships	Student Support Division	3014	Taki Plaza 1 Fl Ookayama Campus
• Dormitories		3013	Taki Plaza, B1 Fl Ookayama Campus
• Privately Funded Research Students (certificates etc.)	Student Division	3006	Taki Plaza, 1 Fl Ookayama Campus
Entrance examination application	Admission Division	3990	West Bldg. 8E, Rm 212, 2 Fl, Ookayama Campus
<ul> <li>MEXT Scholarship Students</li> <li>Japanese Intensive Course Students</li> <li>(certificates etc.)</li> <li>Extension of the period of stay</li> </ul>	International Student Exchange	7667	Taki Plaza, B1 Fl Ookayama Campus
International Exchange Students     International Visiting Students     (certificates etc.)	Division	3027	West Bldg. 8E, Rm 201,2 Fl, Ookayama Campus

#### <Students at Ookayama Campus>

Content	Division in Charge	Ext.	Location
Academic transcripts for undergraduate students(*)     Certificates of enrollment for graduate/undergraduate students (*)     Course registration     Academic transcripts for graduate students (*)     Certificates of enrollment for graduate/undergraduate students (*)     Course registration	Student Division	3004 7641 3005 7642	Taki Plaza, 1 Fl, Ookayama Campus
Exemption from enrollment fees and tuition	Student Support	3014	Taki Plaza, 1 Fl, Ookayama Campus
Disaster and Accident Insurance for Students (Gakkensai)	Division	3013	Taki Plaza, B1 Fl, Ookayama Campus

#### <Students at Suzukakedai Campus>

Content	Division in Charge	Ext.	Location
<ul> <li>Certificate of enrollment(*)</li> <li>Academic transcript (*)</li> <li>Course registration</li> </ul>	Student Division	5933 5934	Building J1, 1Fl,
<ul> <li>Exemption from enrollmen fees and tuition</li> <li>Disaster and Accident Insurance for Students(Gakkensai)</li> </ul>	Student Support Division	5935	Suzukakedai Campus

<sup>\*</sup>Students with IC student ID cards can obtain the certificates marked with (\*) from an automatic certificate machine. Please note that research students and auditors cannot receive certifications from the certificate machine. The certifications for these students are issued at the service desks. And the certifications for the completed courses are issued at the service desks.

#### 9. Accommodations

Students in Tokyo Tech live in dormitories operated by Tokyo Tech or by private companies or live in private apartments or house-sharing. Please find the best room for your fulfilling student life in here, Japan.

About Dormitories' details and information, please check the Tokyo Tech WEB site

https://www.titech.ac.jp/english/graduate school/support/dormitories/

Also, you be careful the changing the prices such as the admission fee or monthly fee in the future.

#### 9.1 Dormitories exclusive for new international students

Tokyo Tech has dormitories exclusive for new international students.

The following three dormitories for new international students have each private room equipped with air conditioning, bed, desk, and closet. Shared facilities are kitchen, shower, washing machine, toilet etc.

(1) Umegaoka Dormitory (Umegaoka, Aobaku, Yokohama)

[Eligibility] Students

[Period of Stay] 1 year

[Number of Rooms] 50 single rooms and 10 double rooms

[Admission Fee] 20,000yen

[Monthly Fee] 20,000 yen for single, double

[Common Service Fee] 7,500 yen for single, double

(2) Shofu Dormitory (Matsukazedai, Aobaku, Yokohama)

[Eligibility] Male Students

[Period of Stay] 1 year

[Number of Rooms] 46 single rooms, 5 double rooms and 1 triple room

[Admission Fee] 20,000yen

[Monthly Fee] 20,000 yen for single, double, 25,000 yen for triple

[Common Service Fee] 7,500 yen for single, double and triple

(3) Komaba International House (Komaba, Meguroku, Tokyo)

[Eligibility] Students

[Period of Stay] 1 year

[Number of Rooms] 70 rooms

[Admission Fee] 32,200 yen

[Monthly Fee] 30,000 yen

[Common Service Fee] 6,000 yen

However, due to the limited number of rooms, we are not able to assign a room to all new students. When vacancies occur, application information (reservation number) will be sent to newly enroll international students who are eligible to move in about 1.5 months prior to their enrollment (in February for April enrollment and in July for September enrollment). Send a reply stating whether you wish to apply. If you don't receive the application information, you can't apply these three dormitories. (Umegaoka, Shofu, Komaba.) If you don't receive the information but wish to live in a dormitory, apply for the other dormitory.

#### 9. 2 Other dormitories

There are 6 dormitories which Tokyo Tech is operating now. You can apply any of these 6 dormitories while you are already in here or before coming to. Each private room is equipped with air-conditioning, bed, desk, closet etc.

(1) Senzokuike House (Minamisenzoku, Otaku, Tokyo)

[Eligibility] Female Students, Female Researchers

[Period of Stay] 1 year (extension is possible for only 1 year)

[Number of Rooms] 102 rooms

[Admission Fee] 57,500 yen

[Monthly Fee] About 65,000 yen (included common service fee)

(2) Minamishinagawa House (Minamishinagawa, Shinagawaku, Tokyo)

[Eligibility] Male Students and Male Researchers

[Period of Stay] 1 year (extension is possible for only 1 year)

[Number of Rooms] 165 rooms

[Admission Fee] 55,000 yen

[Monthly Fee] 62,500 yen (included common service fee)

(3) Ookayama House (Ookayama, Meguroku, Tokyo)

[Eligibility] Female Students, Female Researchers

[Period of Stay] 1 year

[Number of Rooms] 8 rooms

[Admission Fee] 42,500 yen

[Monthly Fee] 50,000 yen (include common service fee)

(4) Nagatsuta House (Nagatsuta Minamicho, Midoriku, Yokohama)

[Eligibility] Students, Researchers

[Period of Stay] Within the length of your study

[Number of Rooms] 124 rooms

[Admission Fee] 31,500 yen

[Monthly Fee] About 43,000 yen (included common service fee)

For residents, free shuttle bus runs between NAGATSUTA HOUSE and Suzukakedai campus.

(5) Suzukakedai House ("Minamitsukushino" "Tsukushino" "Minamimachida", Machida)

[Eligibility] Students and Researchers

[Period of Stay] Within the length of your study

[Number of Rooms] 54 rooms

[Admission Fee] 30,000 yen

[Monthly Fee] About 34,000 yen

[Application method] Apply to the Suzukakedai house office by e-mail (Application is accepted two months before your preferable move in date.)

(6) Minami Tsukushino House ( Minamitsukushino, Machida, Tokyo)

[Eligibility] Students and Researchers

[Period of Stay] Within the length of your study

[Number of Rooms] 36 rooms

[Admission Fee] 38,000 yen

[Monthly Fee] About 40,000 yen

[Application method] Apply to the Suzukakedai house office by e-mail (Application is accepted two months before your preferable move in date.)

#### 9.3 The Tokyo Tech Affiliated Dormitory: (Kawasaki, Kanagawa)

Tokyo Tech has partnership with private company for dormitory called KAJIGAYA INTERNATIONAL DORMITORY and DORMY MIYAZAKIDAI. Each private room has air-conditioning, bed, desk, drawer, bookshelf.

[Eligibility] Male Students,

[Period of Stay] Within the length of your study

[Number of Rooms] KAJIGAYA INTERNATIONAL DORMITORY: 60 rooms

**DORMY MIYAZAKIDAI: 116 rooms** 

[Admission Fee] 80,000 yen

[Monthly Fee] About 85,000 yen (with meals)

#### 9.4 Tokyo International Exchange Center (TIEC) (Aomi, Kotouku, Tokyo)

TIEC is a dormitory operated by Japan Student Services Organization(JASSO). Each room private room has air-conditioning, shower, toilet, washroom, bed, desk, chair, bookshelf and refrigerator.

[Eligibility] Graduate Students

[Admission Fee] As same as Monthly Fee

[Monthly Fee] Single A Build. w/o kitchen 35,000 yen

Single B Build. with kitchen 52,000 yen

Couple or Family type C Build. 74,500 yen

Couple or Family type D Build. 86,500 yen

[Application method] Apply through the Student Support Division.

[Application period] Apply about 2 month before you like to check in.

Tokyo International Exchange Center http://www.jasso.go.jp/tiec/bosyu.html

#### 9.5 Company dormitories

Some private companies are rent to international students their available rooms in their dormitories under the auspices of the Foundation of Corporate Friendship Network for Foreign Students.

Basically, residents are provided a private room at each dormitory but the facilities are different between companies.

[Eligibility] Single and Private founded Students, also needed to;

- o Degree students(Undergraduate, Master, Doctor) with College Students Visa.
- o A high level of understanding in Japanese is required.
- Residents have to attend for seminars and lectures hold by Foundation of corporate friendship network for foreign students.

[Monthly Fee] Around 10,000 to 340,000 yen (with two meals. Some dormitories do not provide meals.)

[Application method] Students wishing to live in a company dormitory should register with the

Student Support Division hold twice a year (May and November).

If there is a vacant room, we will start recruiting on the homepage.

After that, please apply to the Student Support Division those who wish to move in to room.

We will have an interview from each of applicants at Tokyo Tech and recommend to the Foundation of Corporate Friendship Network for Foreign Students.

#### 9.6 Private apartments and Share houses

#### (1) Guarantor

In Japan, to make a lease contract for apartment needs guarantor. If you are not able to find anyone as your guarantor, you can ask private guarantee companies for guarantor. There are many guarantee companies in Japan, please try to find and use the best company for you.

https://www.iad.titech.ac.jp/housing/en/

#### (2) HOUSING SUPPORT

Tokyo Tech Housing Support is supporting international students or researchers whoever searching for rooms. We offer various informations and news from Rental Property WEB sites, companies, and real estate agencies. Please check Tokyo Tech WEB Site for more detail and information;

http://www.iad.titech.ac.jp/housing/en

#### (3) Tokyo Tech COOP

The Tokyo Tech COOP offers a private apartment introduction service. If you rent an apartment introduced by COOP, you will not need to pay a real estate agent fee.

#### https://www.univcoop.jp/titech/info/info 36.html

In addition, the Tokyo metropolitan area, there are many share houses. In general, the contract procedure for share houses is simpler than the one for renting apartments.

#### 9.7 Rules for living in Japan

There are various rules and customs in living in dormitories same as apartments in Japan. No matter who international students should follow the rules with good manners. At the very least, we show you

advices(hints) following basic rules to avoid trouble and enjoy a fulfilling student life rules for living in an apartment or dormitory below,

https://www.titech.ac.jp/english/enrolled/dormitories and accommodations/independent.html

#### 10. Commuter Passes and Student Discounts

Commuter passes, which may be good for a period of one, three or six months are a form of discounted travel. There are two kinds of commuter passes: student commuter passes and ordinary commuter passes. The cost of a student commuter pass is lower than the cost of ordinary commuter passes.

#### 10.1 Degree Students (undergraduates, master's and doctoral students)

Degree students (undergraduates, master's and doctoral students) can purchase the student commuter pass. To purchase a student commuter pass, you will be requested to show the Commuter Pass Purchase Certificate (Tsuugaku-teikiken-kounyu-shoumeisho) and your student ID card. Under Japanese law, the Commuter Pass Purchase Certificate can only be issued for the least expensive route between the station nearest your home and the station nearest your campus. Hence, you will not be able to purchase a student commuter pass to travel to your part-time job or other destination.

The Commuter Pass Purchase Certificate will be issued at the Student Division either at Ookayama or Suzukakedai Campuses, with your student ID card, so please collect them in person. You will need to obtain a new certificate every academic year, but from your second year onwards, you can have it issued from an automatic certificate machine. As a general rule, the certificate is issued once a year. In case you lose the certificate or change your address, please go to the Student Division at Taki Plaza in Ookayama or Suzukakedai Campuses.

Degree students can also buy discounted student tickets. (Discounted student tickets are for journeys over 100km one-way on JR lines, and cost 20 percent less than the regular fare. For details, please ask a member of staff at any JR station.) When purchasing a discounted student ticket, you will be requested to show the Student Discount Certificate (Gakuwarishou) and your student ID card. You can get the Student Discount Certificate from the automatic certificate machine. Up to 10 certificates are available for one academic year.

## 10.2 Non-Degree Students (Research Students, Japanese Intensive Course Students, International Exchange Students and International Visiting Students)

Non-degree Students (Research Students, Japanese Intensive Course Students, International Exchange Students and International Visiting Students ) are permitted to purchase the student commuter pass for Tokyu lines only.

Non-degree students cannot purchase discounted student tickets.

#### ◆Administrative Divisions in Charge of issuing Certificate

Subject	Division in Charge	
Privately Funded Research Students	Student Division at Taki Plaza in Ookayar Student Division at Suzukakedai	
MEXT Scholarship Research Students     Japanese Intensive Course Students	Student Support Division	
International Exchange Students, International Visiting Students	International Student Exchange Division	

#### 11. Inviting a family member to Japan

## 11.1 Procedures for inviting a family member to Japan for a short-term visit (as a tourist)

Family members wishing to visit Japan should contact the Japanese embassy for details, as circumstances differ depending on their country of origin. If a visa is required, family members planning to visit Japan must complete the visa application procedures at a Japanese embassy, or the individual residing in Japan must send a Certificate of Eligibility to their home country as part of the application process. Depending on the status of agreement on mutual visa exemptions between Japan and the concerned country, it may not be necessary to obtain a visa for a short-term visit to Japan as a tourist.

#### 11.2 Procedures for inviting your family to reside with you

In case a foreign student wishes to invite his/her family to reside with him/her in Japan, it is necessary for the student to obtain a Certificate of Eligibility beforehand. When applying for a Certificate of Eligibility, you are advised to contact the Immigration Bureau in advance and prepare the necessary documents. You will always be required at the very least to submit your own certificate of enrollment at the university, your scholarship certificate and a copy of the contract for your apartment.

\*Please also refer to the section "Visa Consulting Service" on page 5.

#### 11.3 Accommodation for you and your family

Some company dormitories and public housing only provide single rooms. Moreover, some private apartments do not allow children. You should collect all the relevant information when looking for accommodation for you and your family.



## 12. Use of the Libraries

Tokyo Tech has a library at Ookayama Campus and a branch library at Suzukakedai Campus.

When you use the library, you need a student card. For those who do not own the card in spite of being affiliated with Tokyo Tech, we can issue a library card for you. Please bring an identification paper issued by Tokyo Tech to the circulation counter.

For the library's general usage guidelines, refer to their pamphlet or their website.

http://www.libra.titech.ac.jp/welcome e.php



## 13. Career Support

#### 13.1 Student Career Support Section

Student Career Support Section will coordinate with faculty members in each department.

- (1) Provision of general knowledge, know-how and information pertaining to employment
- (2) Collection and provision of Tokyo Tech's employment information
- (3) Planning and implementing all-campus guidance, etc.
- (4) General employment counseling
- (5) Advice on employment in new fields
- (6) Advice for students who are unsure of their career path etc.
- \* Please refer to following website at https://www.titech.ac.jp/english/enrolled/career/support.html

#### 13.2 Employment Support in the Departments

For decades, faculty members and administrative staff in each department at Tokyo Tech have provided students with information and detailed advice on employment based on their respective fields of expertise. Why don't you start by consulting a familiar faculty member or an administrative member? Employment information for particular departments may only be handled by the respective departments, so we highly recommend you contact them as well. For further information, please see our website.

https://www.titech.ac.jp/english/enrolled/career/support.html



#### 14. Bulletin Boards

All important notices, summons, etc. issued by Tokyo Tech will be posted on bulletin boards located on both campuses. Please make sure to check the bulletin boards so as not to miss any important notices and news for applications, etc.

In addition to the section related to international students, make sure you carefully look at the sections allocated for each year and for summons.

New information is usually posted on the official website. However, please also check the bulletin boards, as not all information will be posted on the website.

Bulletin boards are located in the following places:

#### Ookayama Campus

- · Side of the Wood Deck
- · West Building 1, 1 Fl
- · West Building 8, 1 Fl

#### Suzukakedai Campus

- · Lobby and Bulletin Board for International Students in Building J1, 1 Fl
- · Bulletin boards of Student Support Division at Suzukake Plaza



#### 15. Application for Privately Funded Scholarships

Privately-funded scholarships are divided into two types: one requires a university's recommendation, and the other requires no recommendation. The application process differs for the two types. Detailed information about both kinds of scholarships is announced on the bulletin boards (the Student Support Division at Ookayama Campus and Suzukakedai Campus) and Tokyo Tech's website. Please check them regularly in order not to miss out on any information.

#### 15.1 Privately funded scholarships that you can apply for directly

(Scholarships that do not require university recommendation)

Anyone who fulfills the application requirements stipulated by the scholarship foundations can apply for these scholarships.

Most scholarship foundations send information to the Student Support Division. We will announce this information on the bulletin boards and Tokyo Tech's website

(http://www.titech.ac.jp/english/enrolled/news/)

#### 15.2 Privately funded scholarships that require a university recommendation

If you want to apply for scholarships requiring university recommendation, you will have to register first. Registered students will be ranked in accordance with the "Recommendation Criteria for Privately Funded Scholarships". Based on this ranking system, a selection committee organized by academics of Tokyo Tech will decide on the applicants to recommend.

The registration will start in September every year and you can register anytime during the year. For new entry students, we accept registration anytime after you get your Student ID.

Registration will be valid until September every year.

Details are available on our website.

(https://www.titech.ac.jp/english/enrolled/tuition/scholarships/recommendation.html)



#### 16. Tokyo Tech Tsubame Scholarship for Doctoral Students

Tokyo Tech launched a new scholarship program for doctoral students in April 2019.

The Tsubame Scholarship for Doctoral Students aims to reduce the financial burden on academically outstanding students so that they may concentrate on pursuing their doctoral studies. The financial assistance is intended to prevent motivated students from missing out on the opportunity to study at the Institute.

#### 16.1 Eligibility

Students who enrolled in a doctoral degree program in or after April 2018 are eligible to apply.

Doctoral students are not eligible if any of the following is true:

- 1. They receive financial aid from programs that do not permit funding from other sources (e.g., recipients of the JSPS Research Fellowship for Young Scientists, MEXT Scholarship students, recipients of overseas government scholarships).
- 2. They receive income as working adults (e.g., regular employees of a company, individuals who own a business).
- 3. They have exceeded the standard duration of their doctoral studies.
- (ii) Students receive income as working adults (e.g., regular employees of a company, individuals who own a business).
- (iii) They have exceeded the standard duration of doctoral studies

#### 16.2 Scholarship amount

Scholarship amount (annual)	
1st-year doctoral students	480,000 JPY (standard scholarship)
2nd- and 3rd-year doctoral students	480,000 JPY (standard scholarship)
	Or 635,400 JPY (special scholarship*)

<sup>\*</sup>Students who show outstanding academic performance and research achievements will be granted a special scholarship in their second and/or third years. Approximately 20% of second and third-year scholarship recipients will receive the special scholarship.

#### 16.3 Application

Please read the following website carefully, prepare the required documents, and apply to Student Support Division.

https://www.titech.ac.jp/english/enrolled/tuition/tsubame\_scholarship.html

#### 17. Useful Information

#### 17.1 Foreign Language Medical Information Telephone Service

◆Tokyo Metropolitan Medical Institution Information "Himawari"

"Himawari" is a service which provides medical information in a number of foreign languages (English, Chinese, Korean, Thai and Spanish). Information about Japanese medical system and medical institutions that provide treatment in foreign languages is available. Information is provided free of charge.

TEL: 03-5285-8181

Office Hours: 9:00 - 20:00 daily

https://www.himawari.metro.tokyo.jp/qq13/qqport/tomintop/

#### 17.2 Information Service for Foreign Residents

Both of the centers provide telephone and face-to-face counseling on immigration, citizenship, work, and other issues related to daily life in Japan to foreigners.

◆Foreign Residents' Advisory Center, Tokyo Metropolitan Government

Address: No.1, 2-8-1 Nishi-shinjuku, Shinjuku-ku, Tokyo

Language	Telephone	Days (excluding national holidays)	Open
English	03-5320-7744	Mon.–Fri.	9:30-12:00
Chinese	03-5320-7766	Tue., Fri.	
Korean	03-5320-7700	Wed.	13:00 — 17:00

#### ◆ Foreign Residents' Advisory Center, Kanagawa Prefectural Government

Address: 1-2-1 Kosugaya, Sakae-ku, Yokohama

Language	Telephone	Days (excluding national holidays)	Open
English		1st, 3rd, 4th Tue	9:30-12:00
Chinese	045-896-2895	Thu / 1st, 3rd Tue	13:00-17:00
Korean		4th Thu	15:00-17:00

#### 17.3 General Information Center for Foreign Residents

The Foreign Residents Information Center was established by the Immigration Bureau to respond to inquiries from foreign nationals concerning entry and residence in Japan. Assistance is available in Japanese, English, Korean, Chinese, Spanish and other foreign languages. Please feel free to call.

TEL: 0570-013904

Office hours 8:30-17:15(weekday)

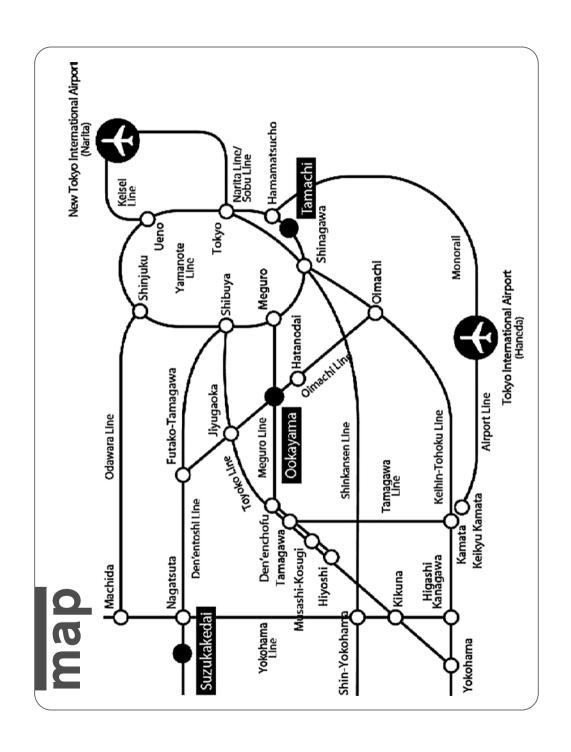
#### 17.4 Traffic rules in Japan

In late years, the number of the bicycle accidents has been increased big influence. It will effect to your campus life if you or someone are hurt in an accident.

National police agency website "Traffic safety guidelines for pedestrians and cyclists"

English https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic safety en.pdf

Chinese https://www.npa.go.jp/koutsuu/kikaku/trafficsafety/traffic\_safety\_cn.pdf



## キャンパスマップ

## **Campus Map**

# 大岡山キャンパス O-okayama Campus

住 所: 〒 152-8550 東京都目黒区大岡山 2-12-1

最寄駅: 東急大井町線・目黒線 大岡山駅

Address: 2-12-1 O-okayama, Meguro-ku, Tokyo 152-8550

Nearest Station: O-okayama Station, Tokyu Oimachi Line or Tokyu Meguro Line



#### 石川台地区 Ishikawadai Area

- 石川台 1号館 Ishikawadai Bldg. 1
- ② 石川台 2号館 Ishikawadai Bldg. 2
- 3 石川台3号館 Ishikawadai Bldg. 3
- 4 石川台 4 号館 Ishikawadai Bldg. 4
- 石川台5号館 Ishikawadai Bldg. 5 6
- 石川台6号館 Ishikawadai Bldg. 6
- 石川台実験棟 1 Ishikawadai Lab. Bldg. 1
- ❸ 石川台 8 号館(ELSI-2) Ishikawadai Bldg. 8 (ELSI-2)
- 9 学術国際情報センター (国際棟) Global Scientific Information and Computing Center (Collaboration)
- 国際交流会館 International House
- 石川台 7 号館 (ELSI-1) Ishikawadai Bldg. 7 (ELSI-1)

#### 大岡山南地区 Ookayama South Area

- 0 大岡山南 1 号館 South Bldg. 1
- 大岡山南 2号館 South Bldg. 2 2
- 大岡山南3号館 South Bldg. 3
- 4 大岡山南 4号館 South Bldg. 4
- 5 大岡山南5号館 South Bldg. 5
- 6 大岡山南 6 号館 South Bldg. 6 ▶留学生交流課

International Student Exchange Division

- 大岡山南7号館 South Bldg. 7
- 大岡山南8号館 South Bldg. 8

- 9 大岡山南9号館 South Bldg. 9 (量子ナノエレクトロニクス研究センター) (Quantum Nanoelectronics Research Center)
- 大岡山南講義棟 South Lecture Bldg. M
- 大岡山南実験棟 2 South Lab. Bldg. 2 M
- 少 大岡山南実験棟 4 South Lab. Bldg. 4
- 超高速エレクトロニクス研究棟 Research Laboratory of Ultra-High Speed Electronics
- 極低温物性研究センター Research Center for Low Temperature Physics
- 極低温実験棟 Laboratory of Low Temperature Physics

#### 大岡山西地区 Ookavama West Area

- 大岡山西 1 号館 West Bldg. 1
- 2 大岡山西2号館 West Bldg. 2
- 3 大岡山西3号館 West Bldg. 3
- 大岡山西4号館 West Bldg. 4
- 4 大岡山西5号館 West Bldg. 5
- 大岡山西 6 号館 West Bldg. 6
- 大岡山西7号館 West Bldg. 7 大岡山西8号館(W) West Bldg. 8 (W)
- ▼ 大岡山西8号館(E) West Bldg. 8 (E)
  - ▶学生支援課 Student Support Division 教務課 Student Division
    - 入試課 Admission Division

- 環境安全管理棟

Environment Safety Management Bldg.

ത 70 周年記念講堂

The 70th Anniversary Auditorium

- 屋内運動場 Gymnasium
- ① 大学食堂 Student Hall (Cafeteria)
- サークル棟1 Extracurricular Bldg. 1
- ゅ サークル棟2 Extracurricular Bldg. 2
- り サークル棟3 Extracurricular Bldg. 3
- む サークル棟4 Extracurricular Bldg. 4
- Hisao&Hiroko Taki Plaza

#### 大岡山東地区 Ookavama East Area

- 本館 Main Bldg.
- ② 事務局 1·2号館 Administration Bureau Bldg. (1·2)
- 3 事務局 3号館 Administration Bureau Bldg. 3
- 4 学術国際情報センター

Global Scientific Information and Computing Center (Computing)

- 6 附属図書館 Institute Library
- 6 百年記念館 Museum and Centennial Hall
- → 産学連携推進本部棟(1・2)
- Office of Industry Liaison (1 · 2)
- 8 大岡山東1号館 East Bldg. 1
- 大岡山東2号館 East Bldg. 2

## 大岡山北地区 Ookayama North Area

- 大岡山北1号館 North Bldg. 1
- ◆ 大岡山北2号館 North Bldg. 2
- 3 大岡山北実験棟 1 North Lab. Bldg. 1
- 4 大岡山北実験棟 2A・2B North Lab. Bldg. 2A・2B
- 5 大岡山北実験棟 3A North Lab. Bldg. 3A
- 6 大岡山北実験棟 3B North Lab. Bldg. 3B
- ▼ 大岡山北実験棟 4 North Lab. Bldg. 4
- 大岡山北実験棟 5 North Lab. Bldg. 5 9 大岡山北実験棟 6 North Lab. Bldg. 6

- がンデグラフ実験室 Van de Graaff Lab.
- RI 総合実験室 Radioisotope Lab. 保健管理センター Health Service Center Ø
- **1** 80 年記念会議室 The 80th Anniversary Hall
- ゅ サークル棟5 Extracurricular Bldg. 5
- ⑤ 東工大蔵前会館 Tokyo Tech Front
- **6** 大岡山北3号館(環境エネルギーイノベーション棟) North Bldg. 3 (Environmental Energy Innovation Bldg)

#### 緑が丘地区 Midorigaoka Area

- 緑が丘1号館 Midorigaoka Bldg. 1
- ② 緑が丘2号館 Midorigaoka Bldg. 2
- 3 緑が丘3号館 Midorigaoka Bldg. 3
- ④ 緑が丘4号館 Midorigaoka Bldg. 4

- る 緑が丘講義棟 Midorigaoka Lecture Bldg.
- 6 創造プロジェクト館

Research Center for Urban Infrastructure

## 2. すずかけ台キャンパス

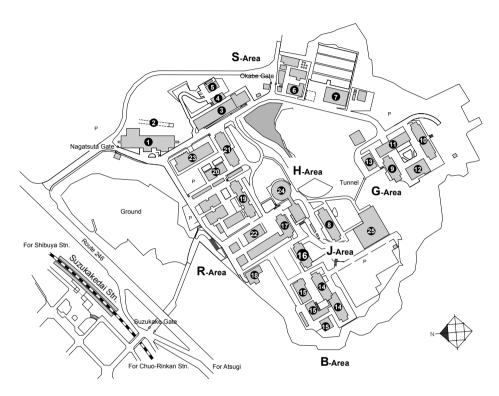
## Suzukakedai Campus

住 所: 〒 226-8503 神奈川県横浜市緑区長津田町 4259

最寄駅:東急田園都市線すずかけ台駅

Address: 4259 Nagatsuta-cho, Midori-ku, Yokohama-city, Kanagawa 226-8503

Nearest Station: Suzukakedai Station, Tokyu Denen-Toshi Line



- 総合研究館
  - The 80th Anniversary Center for Research Administration Office
- ② レーザー実験室 Laser Laboratory
- 3 図書館 Library
- 4 超高圧電子顕微鏡室
  - Ultra-high Voltage Electron Microscope Laboratory
- 每 総合研究館別館
  - Annex of the 80th Anniversary Center for Research Administration Office
- 6 廃水処理施設 Water Renovation Plant
- ⑦ 設備センター Utility Center
- 大学院総合理工学研究科(大学院1号館) Graduate School Building G1(Interdisciplinary Graduate School of Science and Engineering)
- 大学院総合理工学研究科(大学院2号館)
   Graduate School Building G2(Interdisciplinary Graduate School of Science and Engineering)
- ◆ 大学院総合理工学研究科(大学院3号館) Graduate School Building G3(Interdisciplinary Graduate School of Science and Engineering)
- ◆ 大学院総合理工学研究科(大学院4号館) Graduate School Building G4(Interdisciplinary Graduate School of Science and Engineering)

- 大学院総合理工学研究科(大学院5号館) Graduate School Building G5(Interdisciplinary Graduate School of Science and Engineering)
- M.H.D 発電実験棟 MHD Laboratory
- 生命理工学部 School of Bioscience and Biotechnology
- バイオ研究基盤支援総合センター Center for Biological Resources and Informatics
- ⑥ 合同棟 Interdepartmental Building J1▶学生支援課(すずかけ台)

Student Support Division in Suzukakedai

- 応用セラミックス研究所 Materials and Structures Laboratory Center
- 機能セラミックス研究棟Functional Ceramics Laboratories
- 精密工学研究所・像情報工学研究施設 Precision and Intelligence Laboratory, Imaging Science and Engineering Laboratory
- 資源循環研究施設 Laboratory of Resources Recycling
- 資源化学研究所 Chemical Resources Laboratory
- ② 創造研究棟 Creative Research Laboratory
- フロンティア創造共同研究センター Frontier Collaborative Research Center
- ② すずかけホール(大学会館) Suzukake Hall
- ❷ 総合研究棟 Interdepartmental Building J2

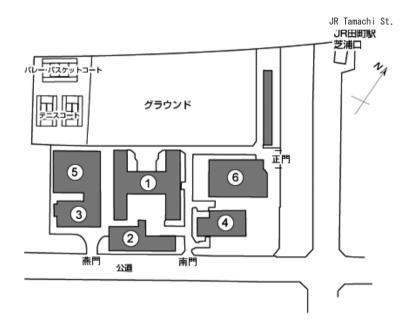
## 3. 田町キャンパス

## **Tamachi Campus**

住 所: 〒 108-0023 東京都港区芝浦 3-3-6

最寄駅: JR山手線田町駅

Address: 3-3-6 Shibaura, Minato-ku, Tokyo 108-0023 Nearest Station: Tamachi Station, JR Yamanote Line



- ① 1号館
  - Building 1, Tokyo Tech High School of Science and Technology
- ② 2号館
  - Building 2, Tokyo Tech High School of Science and Technology
- ③ 3号館
  - Building 3, Tokyo Tech High School of Science and Technology
- 4 号館
  - Building 4, Tokyo Tech High School of Science and Technology
- ⑤ 体育館
  - Gymnasium
- ⑥ キャンパスイノベーションセンター Campus Innovation Center





Student Support Division Tokyo Institute of Technology January 2021