

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/student-support/students/international-student/campus>

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

Contact:

Student Support Division (Ookayama)

Taki Plaza, Floor B1, Ookayama Campus

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

Email: 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 Bldg., Floor 1, Suzukakedai Campus

Tel: 045-924-5935

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

Office Hours: from Monday to Friday (Closed on national holidays)*

* The opening hours of the Suzukakedai office vary depending on the season.

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<Campus Map>

1. Residence Status and Registration Procedures

1.1 Residence Card

A residence card is issued at the port of entry to persons entering Japan who have been granted residence status with a period of stay of three or more months. Please carry your residence card with you at all times.

1.2 Registration of Address Information

(1) Notification of Place of Residence (registration of residence)

After entering Japan, international students are required to report their place of residence to local municipal offices without delay. Submit a Notification of Place of Residence to the office for registration of your residency within 14 days after moving in.

(2) Procedures to Be Taken When Changing Residence

a. Notify 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 after moving in.

b. Notify the Student Division and the Student Support Division

- Bachelor's, master's, and doctoral students

Please change your address on the website (Web System for Students and Faculty).

- Research Students, International Exchange Students, International Visiting Students, Japanese Intensive Course Students

Please submit a copy of both sides of your residence card with the new address on it to the Student Support Division at Ookayama Campus or Suzukakedai Campus.

c. Change the address registered on your National Health Insurance Card

Once you have changed your address, you can no longer use the National Health Insurance Card issued with your former address. To change the address, complete the required procedures at the local municipal or ward office for your new address without delay. Please bring your old National Health Insurance Card with you.

d. Change the address registered on your bank account

Please notify your bank of any change of address. Bring your bankbook to the bank where it was issued and have the address updated. If scholarship recipients fail to do so, their scholarships may not be credited appropriately.

e. Notify the post office

To receive letters and mail addressed to your former address at your new place, request a mail forwarding service at a post office. Fill in and submit the prescribed form which is available at any post office, and mail will be forwarded to your new address for up to one year. Note that mail cannot be forwarded to overseas addresses; forwarding addresses must be in Japan. Please also note that forwarded mail will take longer to reach you than normal, since it takes some time to redirect mail to a different address.

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 termination of the “Student” status of residence (e.g., graduation, withdrawal, etc.), mid-to-long-term residents must report it to a regional Immigration Control office within 14 days of the change. Bring your residence card to the office and take the necessary procedures. Failing to do so may result in penalties or revocation of status of residence. Once the necessary procedures are completed, 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, so please do not throw it away or show it to other persons. It is valid throughout your lifetime. The same number will be issued when leaving and re-entering Japan.

1.5 Leaving Japan

(1) Status

- a. If you do not engage in activities as a student in Japan for more than three months (taking a leave of absence, whether in Japan or abroad, returning home, participating in an overseas study or internship program, etc. for a period of three months or more), you may have your status of residence revoked.
- b. If your status of residence is revoked, you must apply for a Certificate of Eligibility (COE) and re-acquire your status of residence (Student status).
- c. Special Re-entry Permission: Foreign nationals with a valid passport who are residing in Japan with status of residence, other than those whose period of stay is less than three months or those with “Temporary Visitor” status, are not required to obtain a regular re-entry permit if they re-enter Japan within one year of their departure date, in principle. The period of validity of the Special Re-entry Permission shall be one year from the date of departure. However, if the period of stay expires before one year has elapsed from the date of departure, it will be until the expiration date of the stay.

(2) Procedures to Be Taken before Traveling Overseas from Japan

a. Notify the Student Support Division

• Regular students

Please submit an “Overseas Travel Notice” via T2APPs. For more information, please visit the following website.

<https://www.titech.ac.jp/english/international-student-exchange/students/abroad/procedures>

• Non-regular students

Please submit a “Notification of Overseas Travel by a Foreign Student” to the Student Support Division in person or by campus mail. The form is available at the Student Support Division on Ookayama Campus and Suzukakedai Campus, or can be downloaded from the Tokyo Tech website.

<https://www.titech.ac.jp/student-support/students/international-student/camp>

b. Purchase travel insurance: Whenever you travel outside Japan (including travel for vacations and travel to your home country), please ensure that you have travel insurance.

(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 Residence 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 temporary Stay visa that allows you certain time to prepare to leave Japan.

1.6 Leave of Absence from Tokyo Tech

Leaves of absence are administered in accordance with the Tokyo Tech rules and regulations. Unauthorized leave may result in prompt deportation or require a change in visa status.

When a student visa holder does not continue to engage in the activities associated with student status for three months or more, his or her visa may be revoked.

1.7 Withdrawal / Dismissal from Tokyo Tech

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

1.8 Extension of Period of Stay

International students who overstay the authorized period of stay are subject to deportation or criminal prosecution as illegal residents. Students who wish to stay longer are advised to apply for an extension of stay to the Immigration Bureau as early as possible by following the procedures below. Applications will be accepted three months before the expiration of the period of stay.

First, submit the following documents ①-③ to the Student Support Division at Ookayama Campus or Suzukakedai Campus. It will take one week for all the documents to be processed and returned to you with the president’s seal on the documents as required. 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 ①-⑥, your Residence Card, and your passport when applying.

(1) Required documents

① Application for Extension of Period of Stay

The application form can be downloaded from the following link:

<https://www.moj.go.jp/isa/content/930004106.pdf>

You are required to fill in the “For organization” pages except for the last column (“Signature and stamp of the place of school, organization or representative”).

② Photo (4cm x 3cm, taken in the last 3 months) 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 research students will need to submit a certificate for the

period during which they were research students.

⑤ Academic Transcript (regular students only)

Research students should submit a Certificate of Enrollment as a Research Student.

⑥ Handling fee (JPY 4,000)

(2) Application processing time

One month to three months (It varies depending on the situation.)

(3) Others

After obtaining approval for renewal of period of stay, 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.

If you are a regular student, please update your residence card number and duration of the period of stay on the Tokyo Tech portal site (Web System for Students and Faculty). Access to the portal will be denied if the information is not updated. Please also make sure that your name on the portal is registered in the same order as the name printed on your Residence Card. If the order is different, please correct it as well.

1.9 Applying for Permission to Engage in Activity Other than That Permitted under the Status of Residence Previously Granted

If international students must find a part-time job to pay for their studies or other expenses, they must receive permission to engage in activity other than that permitted under the 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

① Application Form

The application form can be downloaded from the following link:

<https://www.moj.go.jp/isa/content/930004124.pdf>

② Passport (original)

③ Residence card (original)

(2) Where to Apply

Applicants can submit the documents either to the Visa Consulting Service staff or directly to the Immigration Bureau.

If you use the Visa Consulting Service, bring a copy of your passport and Residence Card with you.

(3) Application Processing Time

Two weeks to one month



2. Visa Consulting Service

Tokyo Tech has launched the Immigration and Visa Consulting Service 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 at Ookayama Campus and Suzukakedai Campus (Suzukake Hall, H1, H2 Bldg., Floor 2). We invite you to make use of this service at your convenience.

Through this service, you 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. (Your student visa must be valid for at least another 2 weeks.)

Details of when the service is available will be announced at

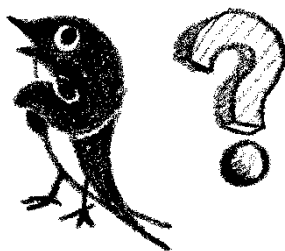
<https://www.titech.ac.jp/english/student-support/students/international-student/visa>

Reservations can be made 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 a 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 students must pay insurance premiums, they will only have to pay 30% of medical expenses while under the health insurance coverage.

Insurance premiums differ according to the ward or city, but the basic amount is approximately 30,000 yen per year. If your annual income is low, you may be entitled to a reduction by applying at your local municipal or ward office, which must be done every year. Typically, the reduced premium is approximately 10,000 yen per year.

Note: Reimbursement for High-Cost Medical Care Payments

If your share of medical expenses incurred in a single calendar month exceeds 35,400 yen, 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 injuries from accidents that occur during education activities such as lectures, experiments, practical training, university events, and also when commuting to campus.

Gakkenbai is for injuries caused to other people and compensation for property damage incurred during education, research, and other university activities.

All students are requested to take out Gakkensai and Gakkenbai insurances.

4.1 Disaster and Accident Insurance for Students (Gakkensai)

<Cases Covered>

(1) Injuries incurred 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 university events

Injuries must require 1 day or more of actual medical treatment to be covered.

(2) Injuries incurred while commuting or moving to Tokyo Tech facilities on campus

Injuries must require 4 days or more of actual medical treatment to be covered.

(3) Injuries incurred on campus (in addition to the above case 1, case 2)

Injuries must require 4 days or more of actual medical treatment to be covered.

(4) Injuries incurred during extracurricular activities on and off campus

Injuries must require 14 days or more of actual medical treatment to be covered.

<Types of Indemnity and Amounts>

Type of indemnity	①During regular curricular activities or school events	②During extra-curricular activities	③In school facilities (excluding ①and ②), 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 Coverage>

(1) Injuries from accidents occurring during regular curricular activities and school events and while commuting to and from Tokyo Tech

(2) Injuries from 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 (Sum of Gakkensai and Gakkenbai premiums)
Undergraduate Students	4-year coverage	¥4,660
Master's Students	2-year coverage	¥2,430
Doctoral Students	3-year coverage	¥3,620
Research Students, International Exchange Students, and International Visiting Students	1-year coverage	¥1,340

Students need to pay the total amount of Gakkensai and Gakkenbai premiums together (as shown in the table).

4.4 Joining the Insurance

Fill out the insurance application form and pay the premiums at a post office by the enrollment procedure date. Students who are advancing to a higher degree or changing program (such as from a master's to a doctorate, or from being a researcher to becoming a master's student) need to go through the application procedure again. As a general rule, students must join before enrollment starts. Insurance premium payments are not accepted via overseas remittance, and international students are required to complete payment and necessary procedures immediately after arriving in Japan.

4.5 Claiming Insurance

Should you be involved in any of the abovementioned accidents, please notify the Student Support Division immediately. We will provide you with the necessary support to claim indemnity. If you have any questions, please contact the Student Support Division (Tel. 03-5734-3015).

4.6 Car Insurance

All cars and motorcycles must be covered by the compulsory automobile liability insurance. As it only covers compensation for third parties for bodily injury in the case of an accident and does not cover property damage or injury to the driver, it is highly recommended that voluntary automobile insurance be obtained.



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 help them find and prevent any health-related problems. Please make sure to get it done every year.
- Students entering in fall are required to undergo the fall checkup of that year, and in the spring of the following year. For dates and other information, please visit the website below:
<https://www.titech.ac.jp/english/student-support/students/health/annual>
- Students who require a medical certificate for scholarships, employment, dormitories, advancing to another degree program, etc. must undergo the medical checkup.
- A copy of the medical certificate can be obtained from an automated certificate issuance 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

- Undergraduate students in their fourth year and above, graduate students, and any research students who are exposed to ionized radiation and organic solvents in labs are recommended to undergo a special medical screening that takes place in the spring and fall. If this applies to you, please coordinate with your supervisor. Note that this medical screening is different from the annual medical checkup explained above.

<https://www.titech.ac.jp/english/student-support/students/health/special>



6. Counseling and Support System

6.1 Student Guidance Room

The Student Guidance Room provides guidance and counseling to help students deal with various problems such as school work, future careers, interpersonal relations, etc. in both Japanese and English. Privacy is strictly protected. Approximately 30 faculty members on each campus are assigned as advisors. Please feel free to contact the Student Guidance Room at Ookayama and Suzukakedai Campus for more information.

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

◆ Student Guidance Room at Ookayama Campus

Location: [80th Anniversary Hall, Floor 1](#) (Building no. 22 on the campus map, next to the Health Support Center building)

Office hours: Monday through Friday, 10:00-17:00

Phone: 03-5734-2060

Fax: 03-5734-2060

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

◆ Student Guidance Room at Suzukakedai Campus

Location: Daigaku Kaikan (Suzukake Hall), H2 Building, Floor 1

Office hours: Monday through Friday, 9:00-17:00

Phone: 045-924-5888

Fax: 045-924-5889

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

6.2 Student Life Coach Consultations

Student Life Coaches offer students necessary support for all aspects of their studies. Please come to us if you have any problems or questions regarding your campus life or how to take courses or make study plans. Consultations are available in English.

◇How to arrange a consultation

- Face-to-face consultation:

Please come to the Student Life Coach consultation desk at either the B1 Floor of Taki Plaza or the Suzukakedai Library. Reservations are not required, so please stop by any time during our office hours.

- Consultation via email or Zoom:

Please send your name, student ID number, affiliated School, Department, or graduate major, and the topic for consultation by email to the address below. If you wish to have a consultation via Zoom, please provide a few dates/time slots that suit your schedule by email. We will arrange a mutually convenient time and date.

Contact: concierge.info@jim.titech.ac.jp

◆Ookayama Campus

Location: Taki Plaza, Floor B1 (Student Support Center)

Office hours: Monday through Friday*, 9:15-17:15

◆Suzukakedai Campus

Location: Suzukakedai Library, Floor 1 (in the back, on the right side)

Office Hours: Monday and Wednesday*, 9:30-16:30 (excluding 11:15-12:15)

*Closed on public holidays and Tokyo Tech seasonal holidays. Please visit the Student Life Coach website for details.

<https://www.titech.ac.jp/english/student-support/students/counseling/concierge>

6.3 International Student Support Desk

As an international student, you can seek help from the Student Support Center with any questions or concerns you may have, such as:

- What does this letter from the ward office or bank say?
- What is the correct way to throw away trash?
- Why is my health insurance more expensive than last year?
- What do Japanese people usually do or say in this situation?

◇How to arrange a consultation

- Face-to-face consultation:

Please come to the International Student Support Desk on the B1 Floor of Taki Plaza

- Consultation via email:

Please contact us at internationalstudentsupport@jim.titech.ac.jp

Location: Taki Plaza Floor B1

Office Hours: Mon-Fri 9:30-16:00

Note: The support desk may close temporarily for events and in case of emergency. It also closes on public holidays and school holidays.

Email: internationalstudentsupport@jim.titech.ac.jp

6.4 Student Accessibility Services

Student Accessibility Services ensures that students with disabilities have access to education and university life at Tokyo Tech. If you are experiencing difficulties and need support, please call, email, or visit us.

Information provided during consultations will not be disclosed to third parties without the prior consent of the concerned individual.

Office hours: Monday through Friday, 10:00-17:00

(closed on weekends, public holidays, and the summer and winter holidays at Tokyo Tech)

Phone: 03(5734)2989

Email: barrierfree@jim.titech.ac.jp

<https://www.titech.ac.jp/english/student-support/students/counseling/barrierfree>

6.5 Telephone Consultation Service

Friendly and reliable former Tokyo Tech professors offer counseling for students by phone and email. If you have a problem but find it difficult to visit other help desks, please call or email the Telephone Consultation Service. Face-to-face and Zoom meetings can also be provided whenever necessary. Privacy is strictly protected.

The office is open on Mondays, Tuesdays, Wednesdays, and Fridays from 10:00-17:00

Phone: 03-5734-2134 (Extension: 2134)

Email: denwa.soudan@jim.titech.ac.jp

(Please email us if you would like to book a meeting in advance.)

<https://www.titech.ac.jp/english/student-support/students/counseling/telephone>

6.6 Health Consultation and Counseling Services at the Health Support Center

The Health Support Center provides consultation services by doctors and nurses at Ookayama and Suzukakedai Campuses, to answer questions about mental and physical health, medicines, and to give advice on the results of medical checkups. To arrange a consultation, please visit our website or call the number below for an appointment. The Health Support Center also provides support from qualified counselors (clinical psychologists) to help students who face challenges in their personal and campus life. Consultations are available in English.

Service Hours: Monday to Friday, 8:30-17:15 (closed on national holidays and New Year holidays)

◇Ookayama Campus

03-5734-2057, 2065 (Location: Ookayama Health Support Center)

◇Suzukakedai Campus

045-924-5107 (Location: Suzukakedai Health Support Center, G4 Bldg., Floor 1)

• Please visit the Health Support Center website for more details.

<https://www.titech.ac.jp/english/student-support/about/organization/institute-wide-support-centers/organization01>

6.7 Tutoring System

International students enrolled at Tokyo Tech can receive support from tutors (Japanese or experienced international students recommended by academic supervisors) for three months after arrival in Japan (undergraduate students can receive the support for eight months). Tutors help with daily life in Japan (paperwork at municipal offices, finding housing, etc.) and provide other advice.

7. Certifications

7.1 Academic Transcripts and Certificates of Enrollment for Current Students

- Regular Students (degree-seeking undergraduate and graduate students)

Certificates can be issued from an automated certificate issuance machine (located on the B1 and B2 floors of Hisao & Hiroko Taki Plaza at Ookayama Campus, and on the 1st floor of the J1 Bldg. at Suzukakedai Campus). You will need your student ID card for this.

Doctoral students who completed their master's program at Tokyo Tech are able to obtain academic transcripts for the program from an automated certificate issuance machine.

- Privately Funded Research Students

A certificate of enrollment can be issued from an automated certificate issuance machine. Please visit the following website for further information.

<https://www.titech.ac.jp/english/student/students/certificates/automatic>

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

A certificate of enrollment can be issued from an automated certificate issuance machine. Please visit the following website for further information.

<https://www.titech.ac.jp/english/student/students/certificates/automatic>

7.2 Certificates for Individuals Who Have Graduated or Completed Their Studies

- Former regular students (degree-seeking undergraduate and graduate students)

Please refer to the Tokyo Tech website.

<https://www.titech.ac.jp/english/student/alumni/certificates>

- Former Privately Funded Research Students

The Student Division at Taki Plaza on Ookayama Campus issues certificates of period of enrollment, which takes three business days, whether in English or Japanese. Individuals are responsible for the postage incurred for domestic and overseas mail.

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

The International Student Exchange Division issues certificates of period of enrollment only. It takes three days, whether in English or Japanese. Individuals are responsible for the postage incurred for domestic and overseas mail.

7.3 Scholarship Certificates

The Student Support Division (Taki Plaza, Floor B1) issues MEXT Scholarship Certificates.

Students at Suzukakedai Campus can request certificates at the Student Support Division on Suzukakedai Campus, and will receive the certificate one week later, whether in Japanese or English.

If you need certificates for JASSO (Honors Scholarship), Tsubame scholarships, or other privately funded scholarships, please make a request at the Student Support Division on Ookayama Campus (Taki Plaza, Floor 1) or Suzukakedai Campus. It takes one week to be issued.

8. Administrative Divisions in Charge of Student Affairs

Contact list for administrative services

<International Students>

Service/Item	Division in Charge	Ext.	Location
<ul style="list-style-type: none"> Privately funded scholarships Dormitories Extension of the period of stay 	Student Support Division	3014	Taki Plaza, Floor 1, Ookayama Campus
		3013	Taki Plaza, Floor B1, Ookayama Campus
		7648	
Privately Funded Research Students (certificates, etc.)	Student Division	3006	Taki Plaza, Floor 1, Ookayama Campus
Entrance examination application	Admissions Division	3990	West Bldg. 8E, Rm 212, Floor 2, Ookayama Campus
<ul style="list-style-type: none"> MEXT Scholarship Students Japanese Intensive Course Students (certificates, etc.) 	International Student Exchange Division	7667	Taki Plaza, Floor B1, Ookayama Campus
<ul style="list-style-type: none"> International Exchange Students International Visiting Students (certificates, etc.) 		3027	Main Bldg., Rm 321, Floor 3, Ookayama Campus

<Students at Ookayama Campus>

Service/Item	Division in Charge	Ext.	Location
<ul style="list-style-type: none"> Academic transcripts for undergraduate students* Certificates of enrollment for graduate/undergraduate students* Course registration 	Student Division	3004	Taki Plaza, Floor 1, Ookayama Campus
		7641	
<ul style="list-style-type: none"> Academic transcripts for graduate students* Certificates of enrollment for graduate/undergraduate students* Course registration 		3005	
		7642	
Exemption from enrollment fees and tuition	Student Support Division	3014	Taki Plaza, Floor 1, Ookayama Campus
Disaster and Accident Insurance for Students (<i>Gakkensai</i>)		7648	Taki Plaza, Floor B1, Ookayama Campus

<Students at Suzukakedai Campus>

Service/Item	Division in Charge	Ext.	Location
<ul style="list-style-type: none"> Certificate of enrollment* Academic transcript* Course registration 	Student Division	5933	Building J1, Floor 1, Suzukakedai Campus
		5934	
<ul style="list-style-type: none"> Exemption from enrollment fees and tuition Disaster and Accident Insurance for Students (<i>Gakkensai</i>) 	Student Support Division	5935	

Students can obtain the certificates marked with an asterisk () from an automated certificate issuance machine using their IC-embedded ID cards. Research students and auditors, who are not issued such a card,

can obtain certificates at the service desks. Certificates of course completion are also issued at the service desks.

9. Accommodations

Students can live in dormitories operated by Tokyo Tech or by private companies or live in private apartments or shared houses. Please find the type of room that best suits your student life here in Japan.

For detailed information on dormitories, please check the Tokyo Tech website.

<https://www.titech.ac.jp/english/student-support/students/dormitories-and-accommodations>

Also, please be aware that admission, monthly, and other fees may be subject to future change.

9.1 Exclusive Dormitories for New International Students

Tokyo Tech has exclusive dormitories for new international students.

The following three dormitories for new international students each have private rooms equipped with an air conditioner, bed, desk, and closet. The kitchen, shower, washing machine, toilet, etc. are shared.

(1) Umegaoka Dormitory (Umegaoka, Aoba-ku, Yokohama City)

[Eligibility] Students

[Period of Stay] 1 year

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

[Entrance Fee] 20,000 yen

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

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

(2) Shofu Dormitory (Matsukazedai, Aoba-ku, Yokohama City)

[Eligibility] Male Students

[Period of Stay] 1 year

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

[Entrance Fee] 20,000 yen

[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, Meguro-ku, Tokyo)

[Eligibility] Students

[Period of Stay] 1 year

[Number of Rooms] 70 rooms

[Entrance Fee] 32,200 yen

[Monthly Fee] 30,000 yen

[Common Service Fee] 9,500 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 enrolling 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). Please send a reply stating whether you wish to apply or not. If you don't receive the application information, you can't apply for these three dormitories (Umegaoka,

Shofu, and Komaba). If you don't receive the information but wish to live in a dormitory, please apply for other dormitories.

9. 2 Other Dormitories

There are 6 dormitories which Tokyo Tech currently operates. You can apply for any of these 6 dormitories before or after coming to Tokyo Tech. Each private room is equipped with an air-conditioner, bed, desk, closet, etc.

(1) Senzokuike House (Minamisenzoku, Ota-ku, Tokyo)

[Eligibility] Female Students and Female Researchers

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

[Number of Rooms] 102 rooms

[Entrance Fee] 57,500 yen

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

(2) Minamishinagawa House (Minamishinagawa, Shinagawa-ku, Tokyo)

[Eligibility] Male Students and Male Researchers

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

[Number of Rooms] 165 rooms

[Entrance Fee] 55,000 yen

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

(3) Ookayama House (Ookayama, Meguro-ku, Tokyo)

[Eligibility] Female Students, Female Researchers

[Period of Stay] 1 year

[Number of Rooms] 8 rooms

[Entrance Fee] 42,500 yen

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

(4) Nagatsuta House (Nagatsuta Minamidai, Midori-ku, Yokohama City)

[Eligibility] Students and Researchers

[Period of Stay] Within the standard length of your study

[Number of Rooms] 124 rooms

[Entrance Fee] 31,500 yen

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

For residents, a free shuttle bus runs between Nagatsuta House and Suzukakedai campus.

(5) Suzukakedai House (Minamitsukushino, Machida City, Tokyo; Tsukushino, Machida City, Tokyo)

[Eligibility] Students and Researchers

[Period of Stay] Within the standard length of your study

[Number of Rooms] 54 rooms

[Entrance Fee] 30,000 yen

[Monthly Fee] About 34,000 yen

(6) Minamitsukushino House (Minamitsukushino, Machida-City, Tokyo)

[Eligibility] Students and Researchers

[Period of Stay] Within the standard length of your study

[Number of Rooms] 36 rooms

[Entrance Fee] 38,000 yen

[Monthly Fee] About 40,000 yen

9.3 The Tokyo Tech Affiliated Dormitory (Kawasaki-City, Kanagawa)

Tokyo Tech has partnered with a private company to provide two dormitories called Kajigaya International Dormitory and Dormy Miyazakidai. Each private room has an air-conditioner, bed, desk, drawer, and 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

[Entrance Fee] 50,000 yen [Deposit] 100,000 yen

[Room cleaning fee, etc.] About 40,000 yen

[Monthly Fee] About 90,000 yen (with meals)

9.4 Tokyo International Exchange Center (TIEC) (Aomi, Koto-ku, Tokyo)

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

[Eligibility] Graduate Students

[Entrance Fee] Same as the Monthly Fee

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

Single B Building with kitchen 52,000 yen

Couple or Family type C Building 74,500 yen

Couple or Family type D Building 86,500 yen

[Application method] Apply through the Student Support Division.

[Application period] Apply about 2 months prior to the day you wish to move in.

Tokyo International Exchange Center

<https://www.jasso.go.jp/en/ryugaku/kyoten/tiec/residence/index.html>

9.5 Company Dormitories

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

Basically, residents are provided a private room at one of the dormitories, but the facilities differ depending on the company that rents out the room.

[Eligibility] Single and privately funded research students who satisfy the following conditions:

- Regular students (degree-seeking undergraduate and graduate students with a College Student Visa)
- Have a high level of Japanese language ability
- Can attend seminars and lectures held by the Foundation of Corporate Friendship Network for Foreign Students

[Monthly Fee] Around 10,000 to 34,000 yen (certain dormitories provide two meals)

[Application method] Students wishing to live in a company dormitory should register with the Student Support Division. (Applications are accepted in May and November each year.)

If there is a vacant room, we will call for applications on the website. Those who wish to move in should apply to the Student Support Division .

We will have an interview with each applicant at Tokyo Tech and provide a recommend to the Foundation of Corporate Friendship Network for Foreign Students.

9.6 Private Apartments and Shared Houses

(1) Guarantor

In Japan, a guarantor is required when signing a lease contract for an apartment or house. If you are not able to find anyone to be your guarantor, you can use one of the many private guarantee companies available. Please try to find a company that best suits your needs.

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

(2) Housing Support

Tokyo Tech Housing Support can assist students or researchers searching for rooms. We provide information and news from rental property websites, companies, and real estate agencies. Please check the Tokyo Tech website for more details.

<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, a real estate agent fee is not required.

https://www.univcoop.jp/titech/info/info_36.html

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

9.7 Rules for Living in Japan

There are various rules and customs for living in dormitories or apartments in Japan. All international students are expected to follow the rules and observe good manners. At the bottom of the following web page, you can find tips for avoiding trouble and enjoying a fulfilling student life.
<https://www.titech.ac.jp/english/student-support/students/dormitories-and-accommodations/independent>

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 that of an ordinary commuter pass.

10.1 Regular Students (degree-seeking undergraduate and graduate students)

Regular students (degree-seeking undergraduate and graduate students) are eligible for a student commuter pass. You will be requested to show a Commuter Pass Purchase Certificate (Tsuugaku-teikiken-kounyu-shoumeisho) and your student ID card when purchasing the pass. Under Japanese law, Commuter Pass Purchase Certificates 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 destinations.

Commuter Pass Purchase Certificates are issued (the number of copies is limited) from automated certificate issuance machines at Ookayama and Suzukakedai Campus. Note that your student ID card is required, so you must collect it in person. You will need to keep the Certificate after using it to purchase a commuter pass, as it will be valid for the duration of your enrollment.

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

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

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

Non-regular students cannot purchase discounted student tickets.

◆ Administrative Divisions in Charge of Issuing Certificates

Student Status	Division in Charge
• Privately Funded Research Students	Student Division at Ookayama (in Taki Plaza) 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 Family Members to Japan

11.1 Procedures for Inviting Family Members to Japan on Short-Term Tourist Visas

If you would like to invite family to Japan on tourist visas, please contact the Japanese embassy or a travel agency in your home country for information on how to apply. For stays of 90 days or less, it is possible to apply for a “Temporary Visitor” visa. Depending on the status of the mutual visa exemption agreement between Japan and the country concerned, a visa may not be required for a short-term stay for tourism purposes.

11.2 Procedures for Inviting Your Family to Reside with You

If a foreign student wishes to invite family to reside with him/her in Japan, the student must 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 certificate of enrollment at Tokyo Tech, your scholarship certificate, and a copy of the contract for your apartment.

Documents required for application can also be found on the following page.
<https://attorney-office.com/japanvisa/ac-forms-en>

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. Using Your Own PC for Your Studies

◆Using PCs and Other Personal Devices for Your Studies

Tokyo Tech requests all students to obtain their own PCs for classes, etc. and to use them appropriately, especially on campus and when connected to the campus network. Please read this guide carefully and ensure to avoid improper use of PCs that could affect the entire Institute.

-All students must first install antivirus software on their PCs, such as that provided by Sophos under a comprehensive license agreement with Tokyo Tech or an equivalent product arranged by students themselves.

http://www.officesoft.gsic.titech.ac.jp/en/uninstall.shtml#how_to_uninstall

-The available Sophos product is the Sophos Central Intercept X Advanced (Windows or Mac).

-This service is available only for PCs that are connected to the Tokyo Tech campus network.

-Students must uninstall the software from their PCs when their enrollment at Tokyo Tech is terminated (after completing a program, etc.).

The campus wireless LAN is available through the access points set at various public spaces on campus (lecture rooms, meeting rooms, library, cafeteria, etc.) and the wood deck in front of the main building on the Ookayama campus. The service will allow you to enjoy a high-speed connection to Tokyo Tech's information service and the internet with your PC and other devices.

-For details about settings and access points, visit the link below:

Campus Wireless LAN

-For information regarding maintenance and system issues, visit the link below or X (formerly Twitter):

<https://www.noc.titech.ac.jp/index.en.shtml>

X: @Titanoc

◆Comprehensive Licenses for Software

Certain software products (Adobe, Microsoft, etc.) are available under Tokyo Tech's comprehensive license agreements for study and research purposes. These contracts are subject to annual renewal, and the service coverage and terms of use may change accordingly. Please check the latest information from the link below before use.

http://www.officesoft.gsic.titech.ac.jp/en_index.shtml

(1) Microsoft products

-Available software: Microsoft365Apps

-You will be ineligible to use the product after your enrollment at Tokyo is terminated (after completing a program, etc.).

(2) Sophos products (antivirus software)

-PCs to be used on campus must be installed with antivirus software (that mentioned below or an equivalent product).

- Available software: Sophos Central Intercept X Advanced (Windows or Mac)
- This service is available only for PCs that are connected to the Tokyo Tech campus network.
- Students must uninstall the software from their PCs when their enrollment at Tokyo Tech is terminated (after completing a program, etc.).

Note: Each student assumes full responsibility when managing, installing, and using these licensed products. They must comply with the National University Corporation Tokyo Institute of Technology Information Ethics Policy and the National University Corporation Tokyo Institute of Technology Information Ethics Regulations.

http://www.jyoho.jim.titech.ac.jp/news/policy_ethics_en.pdf

http://www.somuka.titech.ac.jp/reiki_int/reiki_honbun/x385RG00000462.html?id=j3 (Japanese only)

(3) Adobe products

- Available software: the latest version available from Creative Cloud
- This service is available only for devices owned by Tokyo Tech.

(4) MathWorks products (numerical analysis software)

- Available software: the latest and older versions of MATLAB; all Toolbox functions
- This service is available for both personal devices and those owned by Tokyo Tech.

(5) Wolfram products (formula manipulation software)

- Available software: the latest and older versions of Mathematica
- This service is available for both personal devices and those owned by Tokyo Tech.

(6) PerkinElmer products (solution package software for chemists)

- Available software: the latest version of ChemOffice+Cloud (only ChemDraw for Mac users).
- This service is available for both personal devices and those owned by Tokyo Tech.

For inquiries, contact:

Email: ca-query@gsic.titech.ac.jp for (1) (2) (3)

software.distribution@cc.titech.ac.jp for (4) (5) (6)

◆IT Service Desk

The IT Service Desk provides guidance on the information services available from the Global Scientific Information and Computing Center including:

- Connecting to the campus network
- Using TSUBAME and the education systems
- Using the Tokyo Tech Portal
- Using comprehensive licenses for software

The Desk will also direct users to offices in charge of information services available on the Tokyo Tech

Portal.

Service hours: 9:00-12:15, 13:15-17:00,
from Monday to Friday (Closed on national holidays)

Contact: The IT Service Desk, Information Infrastructure Division, Research Promotion Department

Tel: 03-5734-3654

Email: helpdesk@gsic.titech.ac.jp

Note: Students are expected to use Tokyo Tech's information resources and the information system (network, computers, etc.) safely, responsibly, and wisely, paying extra attention to the points listed below. Failure to comply with these rules may result in warnings and punitive measures.

◆ Ethical Rules and Regulations

(1) Viewing of Emails and Websites

It is not uncommon for people to unknowingly commit criminal or illegal acts while communicating over the internet. Remember that gambling, Ponzi schemes, and the trade of illegal drugs are all examples of activities that may result in criminal penalties. You must also avoid any act that may be perceived as harassment by others. When handling information online, make sure to double-check who is the sender of the information, or to whom you are sending the information.

(2) Use of Online Communication Tools

Information exchanged through social network platforms such as X (formerly Twitter), LINE, etc. and blogs may often contain information closely related to the everyday lives of users. An innocent message could end up disclosing personal information, or your posts may unexpectedly trigger adverse responses from those who read them, which may lead to your becoming a target of abuse. You should also be careful not to infringe copyright. Recorded lectures, content on the whiteboard, and exam questions are examples of protected properties. While digital tools and services are convenient, users must exercise caution when using them.

(3) Privacy Protection

Disclosing personally identifiable information may lead to identity theft or stalking. In particular, you must be more careful when dealing with information related to others than when managing your own privacy. Do not upload or share videos containing images of people online without their permission. Such actions can be perceived as infringing the rights of publicity (i.e., personality rights) of others according to Japanese law. Protect the privacy of others as well as your own.

(4) Researcher Ethics

Tokyo Tech students are expected to hold high ethical standards as members of the research community. Plagiarism, using other people's material (writings, photos, and charts) without proper citation, and research data manipulation are violations of researcher ethics.

(5) Protection of Information and Intellectual Properties

Copyright protection applies not only to printed materials but also to various forms of digital information such as those stored on CDs and DVDs and published on the internet. Recorded lectures, content on the whiteboard, and exam questions are also protected properties. Make sure not to infringe the copyrights of others.

(6) Prohibited Use of File-Sharing Software

Use of certain file-sharing apps could lead to issues such as copyright infringement and compensation for damages, and is therefore prohibited. Many file-sharing apps allow users to download and stream unauthorized music and video content, and will be detected by the software detection system described in the link below, even if you launch the software by accident. It is therefore best not to install such apps in the first place.

Link to File-Sharing Software Detection Service

https://www.noc.titech.ac.jp/service/policy_violation_en.shtml

(7) Software Licenses

Users must have a valid software license to install and use particular software. Installing a software package licensed for one computer on multiple computers will breach the license agreement and is therefore not permitted. If it becomes necessary to install a software package on additional computers, make sure that you supplement the licenses accordingly. Tokyo Tech has concluded comprehensive license agreements for certain software products that are used commonly for research or operational purposes.

(8) Troubleshooting

If any problems arise, please contact the Information Ethics Committee at cce@jim.titech.ac.jp.

◆Points regarding Information Security

(1) Use of Mobile Devices

Exchanging emails and preparing documents using mobile devices such as smartphones, tablets, and laptops has now become the norm in society. These small devices, however, are easy to lose, and there is a risk of personal and confidential information being leaked and exploited. You must pay extra attention not to lose such devices, and take measures to block unauthorized access even when a device is lost, such as configuring them so that authentication is required to gain access.

(2) Data Backups

The data you own is an important asset that you are responsible for protecting. Please back up your data regularly.

(3) Antivirus Protection

All students must first install antivirus software on their PCs, such as that provided by Sophos under a

comprehensive license agreement with Tokyo Tech or an equivalent product arranged by students themselves.

(4) Security Updates

Always install the latest security updates for the operating system (OS) and application software on your computers. You can make it a routine to check whether an update is necessary when you turn on your computer, or you may turn on automatic software updates.

(5) Password Management

Passwords are like keys to locks that protect information systems. If your password gets into the wrong hands, it could be used to access information systems with malicious intent. Devices other than computers that can be connected to a network, such as printers and network cameras, must also be set with strong passwords. Do not share the same account ID or password with others.

(6) Sharing Settings and Network Management

Do not share your PC with others, even with friends or family, as this may compromise the security of stored data, and never share the same account ID or password with others. You should not recycle passwords or use the same one for multiple services either.

Pay attention to file-sharing settings so that files are not shared unnecessarily. Make it a rule to keep ports that are used for incoming access closed unless they are truly necessary.

(7) Emergency Responses

While it is clearly out of the question to deliberately perform acts that destroy information assets and systems, it is important to stress that an operational mistake or a non-malicious act performed out of curiosity may still cause system problems or damage to information assets owned by others. Should such an incident occur, notify the system administrator immediately and try your best to contain the damage. Do not attempt to hide the incident.

(8) Information Ethics and Security Guide

This booklet is intended to provide members of the Tokyo Tech community with a concise guide to regulations and ethical principles that should be observed when handling various kinds of information. Tokyo Tech members are expected to understand and follow these guidelines to ensure safe and appropriate use of the services.

Contact:

Information Security Measures Group, Information Infrastructure Division, Research Promotion Department

The 2nd floor of the Global Scientific Information and Computing Center (GSIC)

(9) Emergency Response to Information Security Incidents

The Computer Emergency Response Team (CERT) is a dedicated team that handles information security issues at Tokyo Tech. In addition to security incident response, its duties include preventive efforts such as

releasing security-related information and vulnerability surveys within the Tokyo Tech community. Cyberattacks at Tokyo Tech are becoming more sophisticated and diversified, and machines and devices within the community are frequently targeted. If you fall victim to an information security incident, such as your PC being infected with a virus, please contact CERT immediately. You are also encouraged to regularly visit the CERT website to check the latest information.

Contact:

Computer Emergency Response Team (Tokyo Tech CERT)

URL: <http://cert.titech.ac.jp>

X (formerly Twitter): @T2CERT

Email: contact@cert.titech.ac.jp

Tel: 03-5734-3272

Note: The website explains essential information for using the campus network and PCs on campus: wireless LAN, comprehensive software licenses, IT service desk, what to do when involved in security-related incidents, etc. Make sure to check the website.

13. Use of the Libraries

Tokyo Tech has two libraries: Ookayama Library and Suzukakedai Library.

You need a student card to use the libraries. For those who do not own one despite being affiliated with Tokyo Tech, we can issue a library card for you. Please bring a form of identification (hard copy) issued by Tokyo Tech to the circulation counter.

For general library usage guidelines, refer to the following website.

<https://www.libra.titech.ac.jp/en>



14. Career Support

14.1 Student Career Support Services

The Student Success Support Section provides career support services by coordinating with faculty members in each Department. All services are open to international students and some are available in English.

(1) Career Counseling

Career advisors will respond to all of your career-related queries in both English and Japanese. Every week, each of our four career advisors spends a day on duty at the Ookayama Campus and the Suzukakedai Campus.

- Example of Concerns Discussed in Career Counseling
 - Is it possible for international students to work in Japan?
 - What is a normal process for finding employment in Japan?
 - What is the trick to successful interviews?
 - What should I do to get a job in my field/in an unrelated field?

You can choose either face-to-face counseling or online counseling. You can schedule an appointment from 30 days to 1 hour before the counseling session. However, counseling sessions after 17:00 are reserved for appointments made on the same day. For same-day appointments, reservations will close by 16:00. You can only book one appointment at a time.

Please refer to the following website or the QR code for reservation.

<https://www.titech.ac.jp/english/student-support/students/career/counseling>



(2) Career Support Events

Career-related events of the Student Support Center are mainly held in Japanese. You can find some events in English that are focused on international students and can learn the basics of job hunting in Japan.

Please refer to the following website or the QR code for career support events.

<https://www.titech.ac.jp/english/student-support/students/career/events>



(3) Tokyo Tech Job Hunting Guidebook

The Tokyo Tech Job Hunting Guidebook is available in both Japanese and English at the Career Information Room. The English guidebook provides basic knowledge about job hunting in Japan for international students and mainly focuses on job hunting at companies located in Japan, and does not include information on employment overseas. It focuses on important points that international students should be aware of and information unique to Tokyo Tech students.

14.2 Employment Support in Departments

For decades, faculty members and administrative staff in each Department at Tokyo Tech have provided students with information and detailed employment advice based on their respective fields of expertise. We highly recommend that you contact the relevant personnel in your Department.

Please refer to following website or the QR code for the job-placement advisor in your Department.

<https://www.titech.ac.jp/english/student-support/pdf/c55728d3e63a607ac6b82061c95ddc38-1.pdf>



15. 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.

The latest information will be posted on the official website and sent via Slack, so make sure not to miss it.

<https://www.titech.ac.jp/students/board> (Japanese only)

<https://www.titech.ac.jp/english/students/news>

Bulletin boards are located in the following places:

Ookayama Campus

- Next to the Wood Deck

Suzukakedai Campus

- Lobby and Bulletin Board for International Students in J1 Bldg., Floor 1



16. Application for Privately Funded Scholarships

Privately funded scholarships are divided into two types: one requires a recommendation from a university, 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 Tokyo Tech website. Please check it regularly in order not to miss out on any information.

16.1 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 Tokyo Tech website.

(<https://www.titech.ac.jp/english/students/news>)

16.2 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.

Registration starts in September every year and you can register anytime during the year. For newly enrolling students, we accept registration any time after you get your Student ID.

Registration will be valid until September of the following year.

Details are available on our website.

(<https://www.titech.ac.jp/english/student-support/students/tuition/scholarships/recommendation>)



17. 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.

17.1 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, Tokyo Tech Advanced Human Resource Development Fellowship for Doctoral Students, “Cross the border! Tokyo-Tech pioneering doctoral research program”).
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.

17.2 Scholarship Amount

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

*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.

17.3 Application

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

<https://www.titech.ac.jp/english/student-support/students/tuition/tsubame-scholarship>

18. Useful Information

18.1 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 the Japanese medical system and medical institutions that provide treatment in foreign languages is available free of charge.

Tel: 03-5285-8181

Office Hours: 9:00-20:00 daily

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

18.2 Information Service for Foreign Residents

Both of the centers below 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 Building, 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 13:00-17:00
Chinese	03-5320-7766	Tue., Fri.	
Korean	03-5320-7700	Wed.	

◆Kanagawa Plaza for Global Citizenship, Kanagawa Prefectural Government

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

Language	Telephone	Days (excluding national holidays)	Open
English	045-896-2895	1st, 3rd, 4th Tue.	9:00-12:00 13:00-17:00 (Reception hours -16:00)
Chinese		Thu. / 1st Tue.	
Korean		4th Thu.	
Portuguese		Wed. / 4th Fri.	
Spanish		Fri	
Vietnamese		1st, 2nd, 3rd Fri. / 3rd Tue.	

18.3 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, Portuguese, Vietnamese, and other foreign languages. Please feel free to call.

Tel: 0570-013904

Office hours 8:30-17:15, from Monday to Friday

18.4 Traffic Rules in Japan

Lately, the number of the bicycle accidents has greatly increased. Please be aware of traffic rules as accidents can have a devastating impact on the lives of those involved.

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