

# **Life in Fukui HANDBOOK**

**International Center  
International Affairs Division  
University of Fukui**

# Life in Fukui HANDBOOK

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## ■ Academic Calendar 2023 (Bunkyo Campus)

### 2023 Spring

(April 1 – September 30)

Start of Spring Semester	April 1
Class Start	April 10
University Festival	May 27, 28
Exam Week	July 31 – August 4
Summer Vacation	August 7 – September 30
End of Spring Semester	September 30

### 2023 Fall

(October 1 – March 31, 2024)

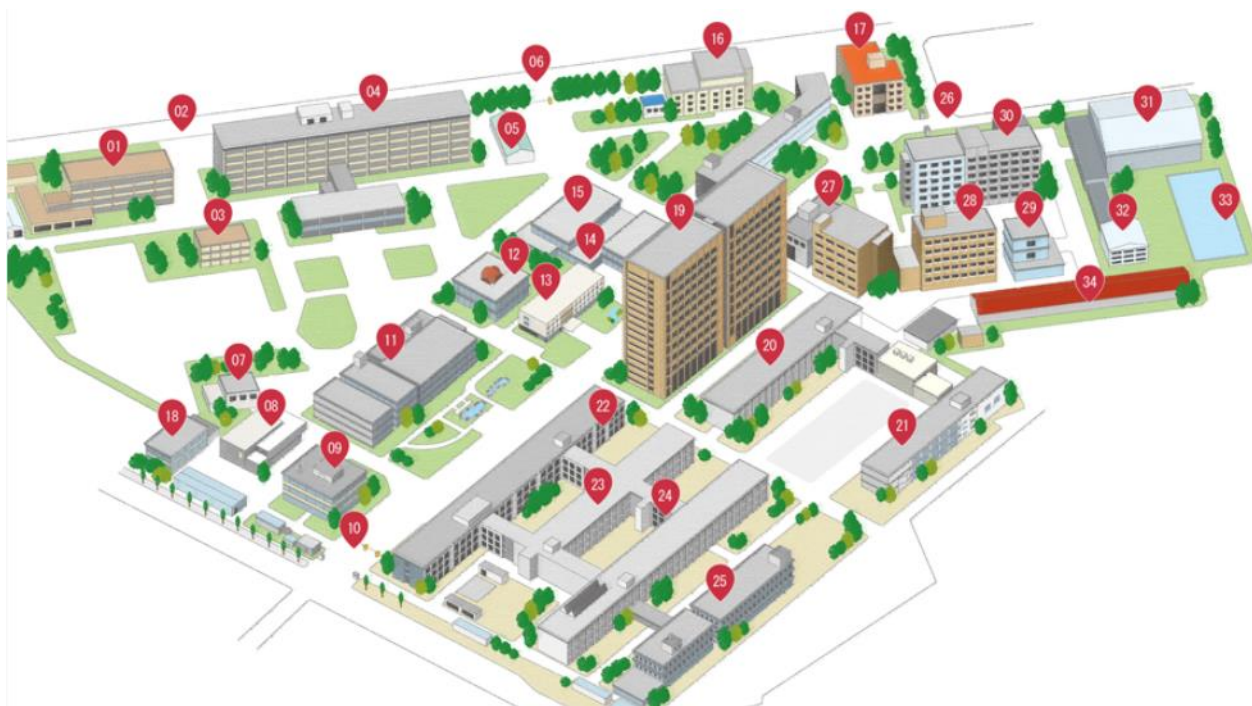
Start of Fall Semester	October 1
Class Start	October 2
Winter Break	December 27 – January 4
Exam Week	February 1 – 7
Spring Vacation	February 8 – March 31
End of Fall Semester	March 31

### Class Time

1st Period	08 : 45 ~ 10 : 15
2nd Period	10 : 30 ~ 12 : 00
3rd Period	13 : 00 ~ 14 : 30
4th Period	14 : 45 ~ 16 : 15
5th Period	16 : 30 ~ 18 : 00
6th Period	18 : 00 ~ 19 : 30

# 1. About University of Fukui

## ■ Campus Map (Bunkyo Campus)




01. Education and Regional Studies Building No.3	13. UF Student Central 1F International Affairs Division/ Language Center/ International Center ★SEIREN GLOBAL HUB 2F Career Support Division, multipurpose room 3F Admission Center, Faculty Room	22. Accounting Division
02. North Gate		23. Engineering Building No.1
03. Integrated Research Center Educational Practice		24. SHOP Comet
04. Education and Regional Studies Building No.1	14. ATM (Yucho Bank)	25. Engineering Building No.4
05. Multi-Purpose Hall	15. Student Service Center 1F Cafeteria Ajisai/SHOP Manten 2F Book Shop Asuwa/ Student Support & Counselling Office, Educational Division, Student Affairs Division	26. East Gate
06. Side Entrance		27. Headquarters for Innovative Society-Academia Cooperation Building II/ Headquarters for Regional Revitalization
07. Health Administration Center	16. Lecture Hall	28. Research Center for Development of Far-Infrared Region (FIRFU)
08. Academy Hall	17. Extracurricular Activities Building	29. Cryogenic Laboratory
09. Main Office・Campus bus stop	18. Makishima House	30. Engineering Building No.3
10. Main Gate・Guard Station	19. Science Tower I	31. Gymnasium I
11. University Library/ 2F LDC	20. Engineering Building No.2	32. Gymnasium II / 33. Swimming Pool
12. Center for Information Initiative (CII)	21. Laboratory Building	34. Center for Innovative Research and Creative

## Leading Education

## ■ On-Campus Help Desk

The numbers next to each help desk correspond to the numbers in the Campus Map (p. 7) ▼

In Case You...		Help Desk	
		Regular Students	Exchange students, Research students, Credit students
General	want to consult with the professor in charge of international student matters.	Torao Office 13	
	don't know which help desk to go to when having a trouble.	International Affairs Division 13	
Visa	want to know about Residence Card	International Affairs Division 13	
	want to extend my stay period.		
	want to do a part-time job.		
Class	want to know about Japanese language class	International Affairs Division 13	
	want to know about course registration.	Educational Division 15	Educational Division 15 International Affairs Division 13 (Program A)
	want to know where my class room is or about class information.		Educational Division 15
	can not take exams		
	want to know if class is canceled.	Bulletin Board ★ Student Portal, HP	
	want to use the library	Library 11	
Report information	want to visit my home country temporarily.	International Affairs Division 13	
	changed my address, phone number, or email.	International Affairs Division 13 & Educational Division 15	
	want to reissue my student card.	Educational Division 15	
Student Certificate	want a certificate of enrollment or transcript.	Certificate Vending Machine 15	International Affairs Division 13 Health Administrative Center 7
	want a certificate of health		
Life	want to know about the dormitory.	Student Affairs Division 15	
	want to know about a guarantor for a rental contract	International Affairs Division 13	
	want to subscribe or renew comprehensive renters' insurance.		
Tuition, Scholarship	want to pay my tuition.	Accounting Division 22	
	want to apply for tuition exemption.	Student Affairs Division 15	
	want to apply for a scholarship.	International Affairs Division 13	
Physical and Mental Health	worry about my academic and personal matters	Student Support and Counselling Office 15	
	want to ask about my health, sickness, and injury.	Health Administrative Center 7 [Health Consultation by Appointment, See the ★table below]	
	want to know about a health check-up? (Health check-up is held in every November for international students)		
Extra-curricular Activity	want to use university equipment/facility.	Student Affairs Division 15	
	want to know about circle activities		
	want to know/attend international events.	Torao Office & International Affairs Division 13	
Other	want to get information about getting job in Japan	Torao Office & Office for Career Support 13	
	want to apply for university email account.	Center for Information Initiative 12	
	want to apply for Wi-Fi on campus		
	want to know about academic insurance.	Student Affairs Division 15	
	lost my belongings on campus.		

### ★ Health Consultation and Counseling

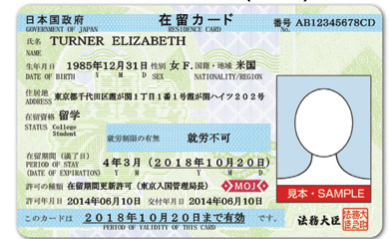
Content	Open Day	Open Hour	How to make an appointment
Physician	Monday - Friday	9 : 00~17 : 00	Health Administrative Center 7 <Office> TEL: 0776-27-8513 Ex: 2261 (Bunkyo) * Please make an appointment to consult with a doctor. * Appointments for counseling may be made by phone or letter.
Psychiatrist	Monday - Friday	9 : 00~17 : 00	
Gynecologist	4 <sup>th</sup> Thursday	15 : 00~17 : 00	
Clinical psychologist	Monday - Friday	9 : 00~17 : 00	
Clinical psychologist	Monday - Friday	9 : 00~17 : 00	Student Support and Counseling Office 15 Bunkyo TEL: 0776-27-9986/9987 Email: <a href="mailto:g-soudan@ad.u-fukui.ac.jp">g-soudan@ad.u-fukui.ac.jp</a> Matsuoka TEL: 0776-61-8802 Email: <a href="mailto:mg-soudan@ad.u-fukui.ac.jp">mg-soudan@ad.u-fukui.ac.jp</a> Tsuruga TEL: 0776-25-0078 Email: <a href="mailto:maezaki@u-fukui.ac.jp">maezaki@u-fukui.ac.jp</a>

## 2. Residence Status

### Residence Card

A Residence Card is issued for people from overseas who will stay in Japan for more than 3 months. Its contents vary between people based on their visa status and period of stay. You must carry your Residence Card at all time. When police officer asks you to show your residence card and if you fail to present it, police officer may not let you go until he/she confirms your status.

Residence Card (Front)



#### ■ Status

- Please check the status shown on your Residence Card. It should be “College Student”. If your status is shown as “Dependent” or “Researcher”, you need to change your status. In case your status is other than student, please come to IAD immediately and apply for reissuance.
- In order to maintain your status of residence, you must take at least 10 hours of course of study (7 classes) per week. Without any legitimate reasons for not earning enough credits or withdrawing from classes, your extension of residence card may not be approved. If you have any difficulties catching up with classes, please consult with your supervisor, staff of the Educational Division and the International Affairs Division, or any instructors of the International Center.
- If you decide to work as an intern or look for a job after graduating from UF, you need to change your status of residence. Once you figure out your plan after graduation, please come to IAD to obtain the application form.

#### ■ Period of Stay

- Please check the period of stay shown on your Residence Card and keep it in your mind. Staying in Japan beyond the shown date is illegal. If you need to extend your period of stay, you need to apply for extension at least 1 month prior to the expiration date. Please come to IAD to obtain the application form. (You may file the application 3 months before the expiration.)
- If you wish to extend the period of stay on your residence card for reasons, such as extended duration of your current program, advancing your education, and starting a job after graduation, you’ll need to file the application for extension of the period.

## Procedures for Residence Card Renewal

### ■ How to apply for extension of period of stay

You will need to submit the following documents to the immigration office. Please come to IAD to obtain the necessary documents.

- 1) Application for Extension of Period of Stay (By Applicant as well as By Organization)
- 2) Certificate of Enrollment
- 3) Academic Transcript (or Plan for Research Instruction if you are a research student)
- 4) Passport
- 5) Residence Card
- 6) 4,000 yen revenue stamp (you can buy it at a post office)
- 7) Proof of financial support (one of the followings)
  - Bank book (to check the balance)
  - Certificate of Financial Support (need to be filled out, signed by your supporter e.g. your parents, etc.)
  - Certificate of Scholarship Student

**\* Once your Residence Card is renewed, please bring the new card to the International Affairs Division. You also need to go to the Fukui Bank to show your new card.**

### ■ Bringing family to Japan

If you want to bring your family members to Japan to live with you, they must obtain a visa with the “Dependent” status. You must apply for this visa at the immigration bureau on behalf of your family. Please come to IAD for consultation.

If your family members want to visit you temporarily, they must apply for the short visit visa at the Embassy of Japan by themselves.

**It normally takes about 1 week for the International Affairs Division to prepare the official documents. So make sure to visit our office in advance.**

### ■ In Case you lost your Residence Card

You'll need to apply for reissuance immediately. For this, you'll have to report the loss to the police station within 2 weeks after the loss. Please come to IAD to obtain the necessary documents. You can also find more detailed information at Ministry of Justice website.

## Temporary Leave and Re-entry Notification

If you leave Japan temporarily to visit your home country or other foreign countries, you must submit **“Temporary Leave and Re-entry Notification”** to IAD (This form is available at the office), and **“Temporary Leave Notification for Traveling Abroad”** via Google Form in advance. Please make sure that your period of stay on your Residence Card and visa does not expire while you are outside of Japan. If it expires, you will need to apply for a new visa to come back.

## Part-time Job

**Your visa status (College Student) only allows you to do study-related activities in Japan.**

Therefore, if you have an inevitable reason to work as a part timer, **you will have to apply for**

**“Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted (hereafter Permission)” from the**

**Immigration Bureau.** If you work without the Permission, you will be fined. After getting the permit, you will have this stamp on the back of your Residence Card.



Residence Card (Back)

### ■ Application for the Permission

- Please submit the following documents to the International Affairs Division at least 1 week before you start your part-time job.
  - 1) Application Form (Available at the International Affairs Division)
  - 2) Survey Form (Available at the International Affairs Division)
  - 3) Passport
  - 4) Residence Card
- Once you have all the documents, please go to the immigration bureau to apply for permission.

If you entered Japan from the international airports such as NRT, KIX, or NGO, you may have the Permission upon entry. However, **you will have to ask for Permission from the University of Fukui.** You will also need approval from your supervisor.

### ■ Work-Related Laws for International Students

- There is a working time limit as follows:
  - Less than 28 hours per week (within 8 hours per day during school holidays)
- Anything involving adult and sexual entertainment business is prohibited.
- The amount of fine if international students work without Permission: 2 million JPY
- The amount of fine if the employer hires an international student without Permission: 3 million JPY



### ■ Work-Related Rules by University of Fukui

- If you decided to have a part-time job, you must submit the **“Survey Form” to IAD in advance.** This form needs your supervisor’s Hanko.
- You will need a Permission to work as a Student Assistant (SA) or a tutor at UF.
- You do NOT need a Permission to work as a Teaching Assistant (TA) or Research Assistant (RA)
- You may be supervised to limit the hours of working and/or change the workplace if you don’t meet the academic requirements.

### ■ Nagoya Regional Immigration Bureau, Fukui Branch

【Mailing Address】 Haruyama Building 14F, 1-1-54 Haruyama, Fukui-shi, Fukui 910-0019

【Phone Number】 0776-28-2101

【Office Hours】 Monday – Friday 9:00am – 12:00pm, 1:00pm to 4:00pm

Closed on weekends and public holidays.



### 3. Insurance

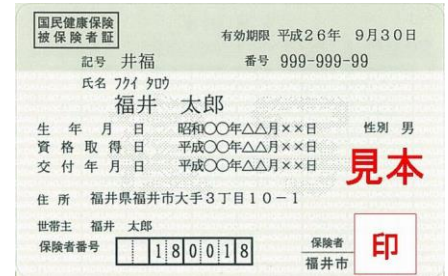
#### Japanese Health Care System

##### National Health Insurance ★Mandatory

- All residents of Japan must register for the National Health Insurance.

The insurance will cover 30 % of your medical fee that you pay at the hospitals. The premium varies according to your income and where you live, but it is about 18,000 yen for students who have no income. The insurance does not cover the orthodontic treatment, health check-up and cosmetic plastic surgery.

National Health Insurance Card

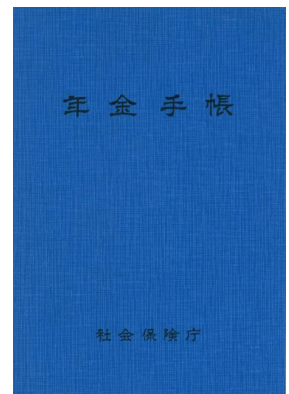


- In case you are charged excessive amount of medical fee such as hospitalization, you may be eligible to apply for the reimbursement. If the amount exceeds more than about 35,400 JPY, you may be applicable. When you receive a bill from the hospital, please come IAD before you make a payment.

##### National Pension ★Mandatory

All residents of Japan must register for the National Pension. However, while you are a student, you will be exempted from the payment. You need to apply for the waiver. Please note that you will need to update in every April. You will soon receive the Pension Book, please keep it safe.

Pension Book



## Other Insurance

### **Gakkensai (Personal Accident Insurance for Students Pursuing Education and Research)**

#### **★Mandatory for all international students**

Gakkensai applies to the accidents, such as physical injury, occurring during educational and research activities, during the commute to school or while in transit between school facilities. All int'l students must purchase this insurance. The premium is 800 yen per year.

### **Gakkenbai (Liability Insurance coupled with Gakkensai)**

Those who purchase “Gakkensai” are eligible to purchase Gakkenbai. It applies to the accidents involving third parties or their property. The premium is 340 yen per year.

### **Inbound insurance (Comprehensive Insurance for Student Lives Coupled with "GAKKENSAT")**

#### **★Mandatory for the dormitory residents**

Those who purchase “Gakkensai” are eligible for this insurance. It covers liability, injury, illness, rescuer expenses, death and residual disability. For further details, please see the pamphlet. All the students who live in the university dormitory must purchase this insurance.

#### **\*Please make sure to purchase either Gakkenbai or Inbound insurance.**

\*Actual premium for each insurance depends on your enrollment period. Please refer to the insurance premiums table before purchasing.

### **Ryuhosyo (Comprehensive Renters' Insurance for international students)**

#### **\*ONLY for those who live in a private apartment**

It is comprised of Overseas Travel Insurance and Guarantors' Protection Fund. All international students who live in a private apartment are required to have a contact guarantor when signing a contract, and if you request UF to be your guarantor, you must purchase this insurance. The premium is 4,000 yen per year. For more information, please refer to the brochure.

If the tenancy period is less than 1 year, part of your insurance fee may be refunded. You will get detailed information during the “Returning Orientation” in January and August. If you hope to apply for the refund, please come to the IAD office.



## ■ Delivery Notice

The confidential documents such as your cash card from Fukui Bank must be received in person from the delivery person. In case you are not at home, you will receive a notice letter called "Delivery Notice (Gofuzai Renrakuhyo)" in your mail box. Make a call following the instruction of the notice and arrange the re-delivery. Not only the Post Office, but other delivery companies also issue the Delivery Notice, which look like the following photos.

Example 1: Delivery Notice from Post Office

Example 2: Delivery Notice from YAMATO Transport

When you receive a "Delivery Notice", you need to arrange the re-delivery as soon as possible, or go to the post office indicated on the "Delivery Notice" to pick up your item.

\* After the storage period, it will not be redelivered.

To arrange re-delivery:

**Makishima House** ⇒ Student Affairs Division will receive your mail, no need to arrange redelivery.

**Overseas Student House** ⇒ Please schedule re-deliver time that you will be at home surely.

**UF Student Dormitory** ⇒ On the weekdays from 8:30AM to 3:30PM, a dormitory manager will be at the dormitory office. However, he may not be there when post officer comes, so please schedule the delivery time between 12:00 to 2:00PM. Please also let him know that you are arranging re-delivery.

**Apartment** ⇒ Please schedule re-deliver time that you will be at home surely.

※If you order a delivery to yourself on the internet and choose to receive it at a convenience store, there is no need to arrange an "Delivery Notice."

## Procedures for Moving

When you move from your current place to another location, you will have to inform a new address to the International Affairs Division as well as the Educational Division, and complete the change of address procedure at the city hall.

- When moving from one place in Fukui City to another in Fukui City
  - ① Please submit “Notice of change of address” to the city hall.
- When moving from within Fukui City to outside of Fukui City
  - ① Please submit “Notice of moving out” to the city hall.
  - ② Receive “Moving out certificate” issued by the city hall.
  - ③ Submit “Notice of moving in” with the “Moving out certificate” at the city hall located at the new address.

In case you need Resident Certificate, you can go to the city hall to request (1 copy 300 yen)

Also, when you have a new address, phone number, or email address, do not forget to inform the International Affairs Division as well as the Educational Division.

## Safety and Accident

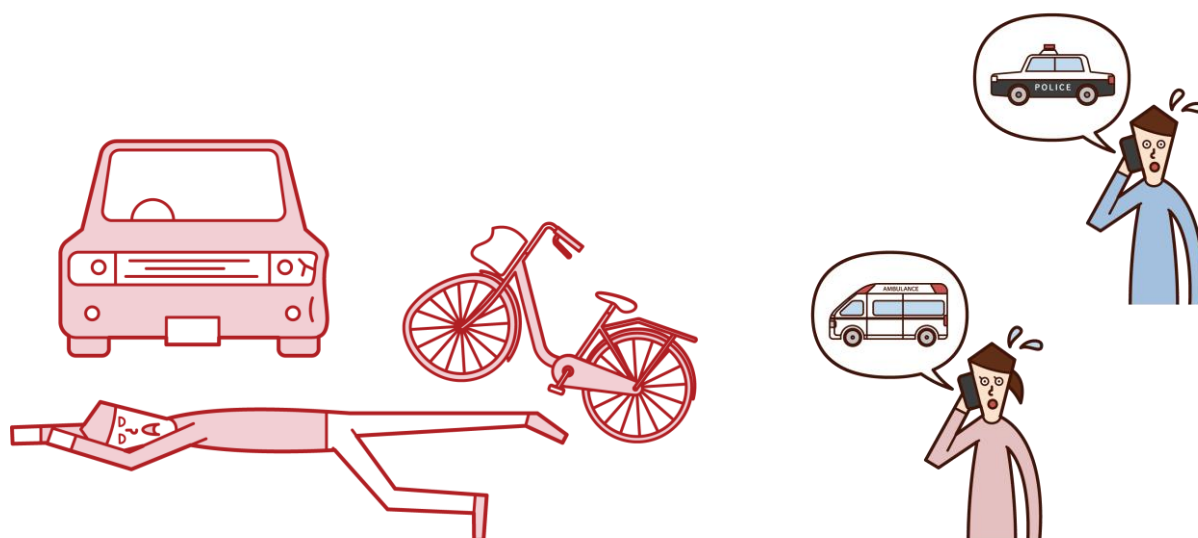
Currently the university has been reported by several international students that they were involved with traffic and other accidents. When you go out, or drive a bicycle or a car, please take care of yourself not to be involved with accidents.

### ■ If you have an accident

**If you are involved with any accident as a sufferer or a wrongdoer, call the police (TEL: 110).**

When you make a phone call, tell your name, address, and phone number. If anyone is injured, make sure you call an ambulance (TEL: 119). After that, make sure to notify the International Affairs Division as well.


If you do not report the police, you may not be able to get any benefit from the insurance.





## When you ride a bicycle

Bicycles are categorized as mini-vehicles, so you should follow the several rules when you ride a bicycle. If you violate the rules you will receive penalties. Even you ride a bicycle you should be very careful as well as when you drive a car. Please follow the rules below:

1. As a general rule, you should share the roadway with cars and keep to the left. However, you may ride bicycle on the sidewalk in the following exceptional cases:
    - If traffic signs indicate that bicycles may be driven.
    - If it's difficult to drive on the roadway due to obstacles (e.g. parked cars).
  2. When you are on sidewalks, you must slow down. In this situation, pedestrians should be prioritized.
  3. Drunk-riding is prohibited. Offenders could face up to 5 years or less in jail or fine one million yen or less.
  4. Double-riding is prohibited. (Riding with two children under 6 year old is exceptionally allowed)
  5. Riding side by side is prohibited.
  6. Keep bicycle light on when it's dark.
- 

There are few more things to be followed:

- You must not use umbrellas or cellphones when riding.
- You must not put earphones on when riding.
- You should come to full stop or slow down at intersections where visibility is poor, or narrow roads meet wide streets.



It will not work excusing that “I did not know” when you are caught in a police officer in violation of the traffic rules. More than anything, you will bear a huge responsibility once you have an accident ended by injury to the other person. Please ride a bicycle with the solid understanding of the traffic rules in Japan.

## Fukui Prefectural Bicycle Ordinance

The Fukui Prefecture Bicycle Ordinance was enacted on July 1, 2022! It is for the safe and proper use of bicycles. It imposes you the obligation to purchase bicycle insurance, to wear helmets, and make efforts to inspect and maintain bicycles on a regular basis. For more information, check the website below.

<https://www.pref.fukui.lg.jp/doc/kenan/koutuu/zitennsyazyourei.html#>

**\*If you have inbound insurance, you are not required to purchase bicycle insurance.**



## When you drive a car

Please drive a car in Japan on the full understanding of the Japanese traffic rules.

### ■ Acquisition of a Japanese driver's license

Your driver's license may not be valid in Japan, so you need to acquire Japanese driver's license. Even when you acquired the International Driver's License in your home country, be sure to confirm whether it is valid in Japan.

If police officers find you driving with a foreign driver's license, strict penalties (¥300,000 or less of the fine) will be imposed or you will receive a disciplinary action from the University of Fukui. Please acquire the Japanese driver's license as soon as possible.

### ■ Parking lot

If you own a car, you must ensure to rent a parking lot. It is illegal to keep parking all the way without securing the parking lot.

### ■ Vehicle inspection

In Japan a vehicle cannot be operated unless the car or the motorcycle receives a grant of "motor vehicle inspection certificate", normally called "shaken". You are required to undergo this inspection regularly. **Be sure to receive a vehicle inspection before the expiration date, which is described in the "vehicle inspection certificate" of your current automobile.** You can receive the inspection from one month before it expires. Vehicle inspection can be received by designed automobile dealers and maintenance shop.

### ■ Insurance

In Japan, if you caused a car accident, all damages are self-responsibility. **Be sure to subscribe both Compulsory Automobile Liability and optional insurance.** The compulsory automobile liability can't cover all damages. Thus, it is required to subscribe the optional insurance too.

<Car insurances>

Compulsory Automobile Liability	Those who have a car or motorbike must subscribe it. You get the part of treatment costs of the victim and compensation of death.
Optional insurance	You get the damages of your own medical expenses and car or motorcycle. Note: Compulsory for all vehicle and motorbike owners.

- ※ When parking your bicycle on campus, student house, dormitory, apartment, local stores, train station, etc..., please be sure to lock your bicycle and use the designated bicycle parking area. Please note that bicycles left unattended or abandoned are often stolen.
- ※ Riding motorcycle while entering the campus is prohibited. Please be sure to get off your motorcycle at the main gate, push it, and park it at a near bicycle parking lot.