

2024

Nara Women's University

GUIDEBOOK FOR INTERNATIONAL STUDENTS

外国人留学生ガイドブック



奈良女子大学

GUIDEBOOK FOR INTERNATIONAL STUDENTS 2024

Welcome to Nara Women's University!

This booklet is designed to help you settle into a new life at NWU. We offer rich opportunities for learning and research, and we want you to enjoy a full NWU experience during your time with us.

Campus Map

[https://koto.nara-wu.ac.jp/gakusei/ryugaku/AI NWU e/campus map e.html](https://koto.nara-wu.ac.jp/gakusei/ryugaku/AI%20NWU%20e/campus%20map%20e.html)

Access to Nara Women's University

[https://koto.nara-wu.ac.jp/gakusei/ryugaku/AI NWU e/access map e.html](https://koto.nara-wu.ac.jp/gakusei/ryugaku/AI%20NWU%20e/access%20map%20e.html)

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Nara Women's University: General Information

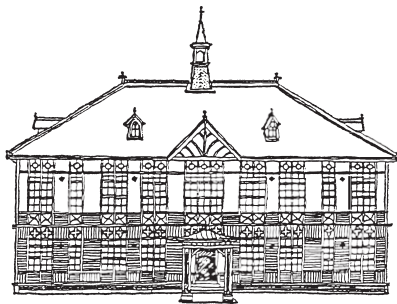
1. History and Environment

Welcome to Nara Women's University!

As one of the two national women's universities in Japan founded in 1908, NWU celebrated the 110th anniversary in 2019.

With rich history and surrounded by a natural environment, our aim is to deliver a positive and rewarding student experience and to facilitate a higher level of learning and research.

NWU will strive to contribute to the progress of society by expanding the depths of knowledge as well as to the well-being of the world.



2. Academic Calendar

The academic year is divided into two semesters:

1st Semester: April 1 ~ September 30

2nd Semester: October 1 ~ March 31

3. Holidays(No-class days)

Saturdays, Sundays, National Holidays, Summer/Winter vacation and End of Year holidays are designated as holidays. Note that occasional holidays may be observed.

Please check academic calendar.

*ACADEMIC CALENDAR:

[http://koto.nara-wu.ac.jp/gakusei/ryugaku/AI NWU e/calendar e.html](http://koto.nara-wu.ac.jp/gakusei/ryugaku/AI%20NWU%20e/calendar%20e.html)

(You can find: NWU's website (English ver.) → "Student Life" → "Academic Calendar")



[NB]

The offices will be closed on Saturdays, Sundays, National Holidays, August 13-16 and December 28-January 5.

4. Measures in Case of Severe Weather

(1) Guidelines for Cancellation of classes due to Weather Warning

If an emergency warning or a storm warning is issued for the municipalities of the Northern part of Nara Prefecture (northwest, northeast, Gojo, northern Yoshino), classes will be canceled as noted below:

Meteorological Agency: <http://www.jma.go.jp/en/warn/211.html>

Measures:

- ① An emergency warning or a storm warning is issued between 7 am and 9 am,
→ All morning classes are cancelled even if the warning is lifted.
- ② If an emergency warning or a storm warning remains in effect until 11:00 am,
→ All afternoon classes are also cancelled.
- ③ If an emergency warning or a storm warning is issued after class starts,
→ In general, the class is held as scheduled but all following classes will be cancelled.

When it is difficult to come to university due to a storm warning in your area or on your school route, your absence will be handled in accordance with authorized absence by notification.

(2) Guidelines for Cancellation of classes due to suspension of public transportation services

Classes will be cancelled if all the sections of both lines listed below are shut down. (e.g. due to severe weather)

- Kintetsu Railway Namba/Nara Line (Osaka-Namba~Kintetsu Nara)
- West Japan Railway Yamatoji Line (JR-Namba~Kamo)

If the suspension is lifted, please follow the guidelines as below:

Suspension Lifted	Classes
By 7:00 am	No cancellation
By 11:00 am	Only afternoon classes are held.
Any time after 11:00 am	No classes

*If you find it difficult to go to university due to the condition of your neighborhood or commutation route, please stay home, and inform the Educational Affairs Division staff of the situation at your earliest convenience.

Please note that online/on-demand classes will not be cancelled regardless of bad weather or suspension of public transportation. However, if there is a power outage over wide area due to a natural disaster for example, the university will respond to the situation accordingly.

5. Restrictions on campus entry

In principle no one is allowed to enter campus (Kitauoya-Nishimachi, Nara) on the following days unless you are either an examinee or a staff member of NWU.

- The Common Test for University Admissions
(The first Saturday and Sunday after January 12 every year)
- NWU entrance exams for undergraduate students
(Usually February 25 and March 12 every year)

Residency Procedures

1. Status of Residence

All foreign nationals who study at Japanese universities (including graduate schools) or other educational institutions are required to obtain “Student” status.

If you have a different status at the time of enrollment at Nara Women’s University, you must contact the International Students Section of the International Division, as you need to change it to “Student” status at the Regional Immigration Bureau as soon as possible.

Please notify the International Students Section of the International Division as soon as you change the status of your residence card.

2. Procedures of Residency Management

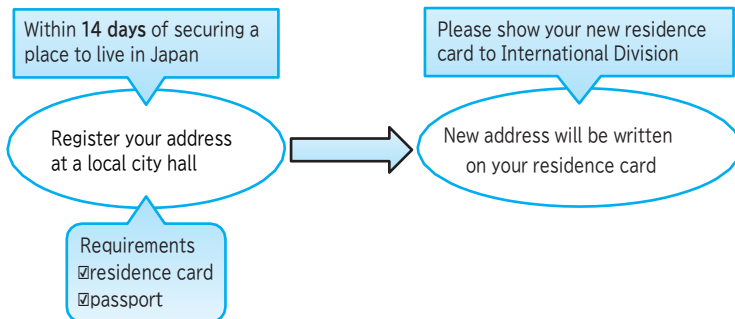
When international students with “Student” status enter Japan, they will receive “residence card” at passport control at an airport.

Their resident status can be revoked if they do not commit themselves to activities relevant to their status for more than three months without a valid reason.



(1) New students

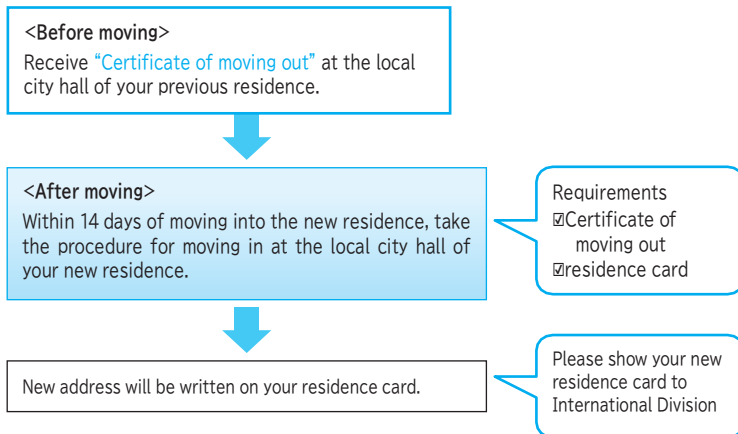
You must register your address at a local city hall with your residence card within 14 days of securing a place to live in Japan. The address will be written on your residence card accordingly.



After you have completed the registration of your address, you will receive “My Number” of 12 digits and that is allocated to you. Then a small piece of paper with your number will be posted to you by registered mail. Make sure to keep it safe and do not disclose it to anyone as it may lead to abuse and misuse of personal information. Students who have requested to have your “My Number Card” issued must return your “My Number Card” and “National Health Insurance card” before leaving Japan.

(2) Moving in / out

When you move house, you must submit the notification for moving out with your residence card to the local city hall of your previous residence to receive “Certificate of moving out”. Next, take the similar procedure for moving in with the certificate and your residence card to the local city hall of your new residence within 14 days of moving into the new residence. Regarding the procedure of moving house, please check [Page19](#).



(3) Application for other changes

Changes on your residence card (e.g. name and nationality) must be notified to the Immigration Office within 14 days of the change. Only when you apply for an extension of the period of stay, you are permitted to include the Chinese characters of your name on the residence card for free.

3. Carrying your Residence Card at all times

You must carry your residence card with you at all times, and present it to the police, immigration officers or other officials upon request.

4. Extension of Period of Stay

If you wish to stay in Japan longer your permitted period, you need to apply for extension before your current residence status expires.

NB: *During a leave of absence from NWU, extension of period of stay is not permitted.

*You cannot apply for extension of stay after the expiration date.

Application at	Regional Immigration Bureau
Application Period	Three months prior to expiration date
Required Documents	<ol style="list-style-type: none">1) Application form for Extension of Period of Stay, applicant's part (available at the International Division)2) Application form for Extension of Period of Stay, organization's part (issued at the International Division)3) Certificate of Enrollment (Issued by automatic certificate machines or at the Educational Affairs Division)4) Transcript (For regular students. Issued by automatic certificate machines or at the Educational Affairs Division)5) Research Statement (For Research Students and a few regular students, their academic advisors will prepare this for them.)6) Documents that prove financial ability to cover living expenses7) Passport8) Residence Card9) ¥4,000 revenue stamp (available at a post office)

NB: You may be asked to submit additional documents.

5. Temporary Leave and Re-entry

When you leave Japan (e.g. going home or traveling abroad), you need to obtain Re-entry permit or Special re-entry permit prior to your departure.

There are three conditions to meet for Special re-entry permit:

- You must re-enter Japan within a year
- The validity period of your residence card must cover your re-entry day
- You must tick "I am leaving Japan temporarily and will return" on Embarkation card for Reentrant and show it with your passport and residence card to the Immigration officer.

	Special re-entry permit	Re-entry permit
Timing and place of procedure	At your departing airport, tick the box for "I am leaving Japan temporarily and will return." on Embarkation Card for Reentrant, and show it together with your passport and residence card to the Immigration officer.	Prior to departure, you have to get the permit at Immigration Bureau of Japan.
Required documents	<ul style="list-style-type: none"> • Embarkation Card for Reentrant • Passport • Residence card 	<ul style="list-style-type: none"> • Application form for re-entry permit (available at the Immigration Office) • Passport • Residence card • Student ID card • Handling charge(revenue stamp)(¥3,000 for one time/ ¥ 6,000 for multiple re-entry)
NB	<ul style="list-style-type: none"> • You should return in a year from your departure date. If your remaining period is less than a year, you need to come back to Japan within this period. • You should return within a permitted period, and you can't extend the valid period from abroad. 	If you do not re-enter Japan within the valid period of the re-entry permit, the permit will become invalid.

*If you intend to leave Japan temporarily for home or travel, [make sure to consult with your academic advisor](#) and [to submit a "Notification of Temporary Leave \(see page.10\)" to the International Division prior to your departure.](#)

6. Work Permit for Part-time Jobs

Since your status of residence is “Student”, you are not permitted to work or receive monetary compensation. However, students who are under extenuating circumstances will be able to obtain a work permit that allows them to engage in a part-time job. **Note that those who work without work permit will be imposed or deported from Japan.**

- How to apply for work permit

1. Receive application documents at the International Division.



2. Fill in the documents, and submit them to the International Division. They will check them for you.



3. Visit the Immigration Office with the documents. When you get the permit, you will see “work permit” stamp on the back of your residence card.

With work permit, you can engage in a part-time job **up to 28 hours per week**.

Note that **during long holidays, you can work up to 8 hours per day and 40 hours per week**.

NB

*Permission rules require that you should place high priority on your study and research while engaging a part-time job.

*Do not engage yourself in jobs such as doing dishes or cleaning in working places related to entertainment and amusement industries (e.g. establishments such as bars, cabarets, pachinko parlors or mah-jongg clubs).

*You are not allowed to work during a long term absence from the university.

If you have any worries or concerns regarding your part-time job, please consult your academic advisor or the staff at the International Division. You are required to submit “Report on Part-time Jobs(see [page.10](#))” when you get a part-time job.

7. Family Members’ Coming to Live in Japan

There are very few rental properties available in the vicinity of the university for your family to move in. Therefore, you should carefully consider inviting your family members to live in Japan.

Concerning visas for your family, they can apply at the Japanese Embassy in your home country. You should prepare for their applications by yourself.

8. Leave of Absence/Dropout/Expelled from the University

If international students with “Student” status take a leave of absence or leave NWU, they can not reside in Japan. **They must apply for appropriate residence status, or leave Japan immediately.**

Consult with the staff at the International Division before you decide to take a leave of absence or to drop out!

9. Changing the Status of Residence

If you wish to change your status of residence due to special circumstances while in school, please consult with the staff at the International Students Section of the International Division beforehand.

After graduation or finishing courses at NWU, you need to change your status of residence according to your situation.

Please note that it is illegal to overstay with your “Student” status visa even if the residence period is still valid after your study abroad period ends.

Consult with the staff at the International Division before you decide to change your status of residence!

10. Immigration Office

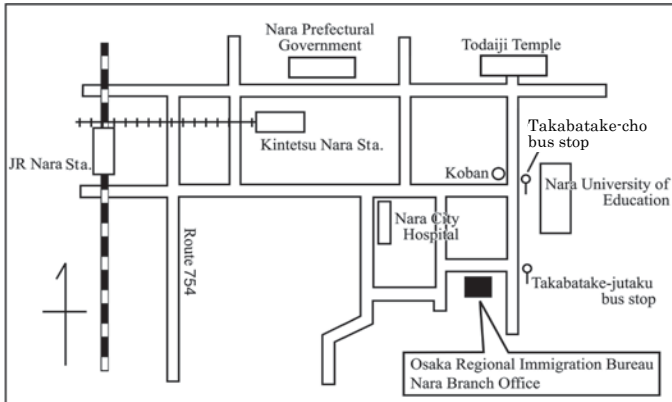
Nara Branch Office of the Osaka Regional Immigration Bureau

Nara Dai 2 Homu Sogo Chosha, 3-4-1, Higashikidera-cho, Nara city,
630-8305 TEL: 0742-23-6501 FAX:0742-23-6602

Website: <http://www.immi-moj.go.jp/>

Services: Permission to acquire or change status of residence/Extension of
period of stay/Reentry permits/Consultation regarding
residence procedures

Business Hours: Monday through Friday, 9:00—12:00, 13:00—16:00
(Saturdays, Sundays and National holidays are closed)



[Access] From Kintetsu Nara Station

- Board the City Loop line Bus number 2 and alight at the Takabatake-cho bus stop. It is a 5-minute walk from there.
- Take buses bound for Yamamura-cho, Fujiwara-dai or Nara Saho Tanki Daigaku and get off at the Takabatake-jutaku bus stop. It is a 3-minute walk from there.

SchoolLife

1. Rules

Students can refer rules related to study and research in “Campus Life”.

2. Means of notification and contact to students

NWU uses the following means of notification and contact to international students:

- Bulletin board location: outside the International Division, east side of outside the Academic Information Center, at Educational Affairs Division, at Student Support Division and at each department/faculty
- Via email or phone calls
- Nara Women’s University website:
<https://www.nara-wu.ac.jp/nwu/en/index.html>
- Website for international students:
<https://www.nara-wu.ac.jp/iec/int/en/index.html>
- Sakura Renrakumou (Safety confirmation system):
This provides students safety confirmation and other important notices in case of emergency (e.g. earthquake, storm or other natural disasters). Students need to register this system as soon as they receive a notice of registration.

3. Student Identification Card

The Educational Affairs Division issues Student ID cards upon admission. International students are required to carry their cards with them all the time.



4. Confirmation of enrollment

International students are required to give their monthly signature on the registration book at the International Division with their residence cards.

This confirmation enables us to make sure that they receive appropriate assistance and support.

5. Certificates

Certificates are issued either by the automatic certificates machines located on the 2nd Floor of Graduate School F Hall or at the relevant divisions. Note that you may have to wait for a few days to receive certain certificates.

Certificates	Automatic certificates machines (2nd Floor, Graduate School F Hall)	At the relevant divisions	Notes
Certificate of Enrollment (Only for regular students)	○	○	
Certificate of Registration	×	○	
Transcript	○ (Only for regular students)	○	
Certificate of Scheduled Graduation (Only for regular students)	○	○	Available after April of the final year at NWU
Certificate of Scheduled Completion (Only for regular students)	○	○	<ul style="list-style-type: none"> • Not available for Doctoral students • Available after April of students' final year at NWU
Student Discount Certificate (Only for regular students) (for discount rate for students' season ticket)	○	×	Available only 30 per student for academic year
Certificate of Commutation	×	○	
Certificate of Health Check (Only for regular students)	○	×	Available in late May to those who take Health Check at NWU

NB:

*Certificates in English is only available at the relevant department.

*For Certificate of Japanese Government Scholarship Students or Certificate of Scholarship Students, please go ask at the International Division.

● The date of issue

- Automatic certificate machines

They operate during office hours for the Educational Affairs Division.

- At the relevant departments

It will take about more than three working days to issue for Japanese Certificates, and about more than ten working days for English ones from the day of request.

Students can get their Certificate of Commutation within the day when they apply.

6. Notifications

(1) Temporary Leave / Domestic or Overseas travel

When you temporarily leave Japan to return to your home country or travel in Japan / abroad, you need to submit "Notification of Temporary Leave" to the International Students Section of the International Division at least 10 days before your departure by email. You also need to contact your academic advisor. When you leave Japan **for more than one year**, make sure to receive a re-entry permit (see [page.5](#)) at the immigration office.

Please go to the link below to get the form.

[Notification of Temporary Leave \(Word\)](#)

(2) Change of Contact Information

If your contact information such as address or phone number changes, you need to notify the International Students Section, the Educational Affairs Division and your academic advisor.

(3) Report on Part-time Jobs

You need to submit the "Report on Part-time Jobs" to the International Division when you get a part-time job. If there are any changes after you submit the form (e.g. changing jobs), you need to submit another form within one week after the change. Please go to the URL below, fill out the form and send it.

【URL】

<https://cloud.ics.nara-wu.ac.jp/nextcloud/index.php/apps/forms/9KqPzjq7ptqQ8DAM>

7. Academic Information Center (Library)·Information Technology Center

You need a Student ID Card to use Academic Information Center. Swipe your ID card through a bar-code reader at the entrance.

Books and documents in the center are available for lending and reading. Please ask for more information at the Service Desk.

Information Technology Center operates and manages the information network on campus and Room for Information Processing Education which provides an environment where students can use information equipment and the network for self-study.

Please check the website of the Information Technology Center regularly for the latest information on network-related services.

Please check the website below about other services.

Academic Information Center (Library): <https://www.nara-wu.ac.jp/aic/index.eng.html>

Information Technology Center: <https://www.nara-wu.ac.jp/itc/>

● Opening Hours of Academic Information Center (Library)

	Mon-Fri	Sat	Sun
During Semester	9:00~21:00	10:00~17:00	13:00~17:00
During the spring and summer vacation	9:00~17:00	10:00~17:00	

● Opening Hours of Information Technology Center: 9:00~17:00 (Mon-Fri)

<Centers Closings>

- National holidays *Substitute holidays are included.
- During summer closings of all university offices
- Year-end and New Year holidays
- The day of the Common Test for University Admissions
- The day of individual academic achievement tests (the entrance examination)
- Sundays during end-of-year holidays, summer holidays and spring holidays

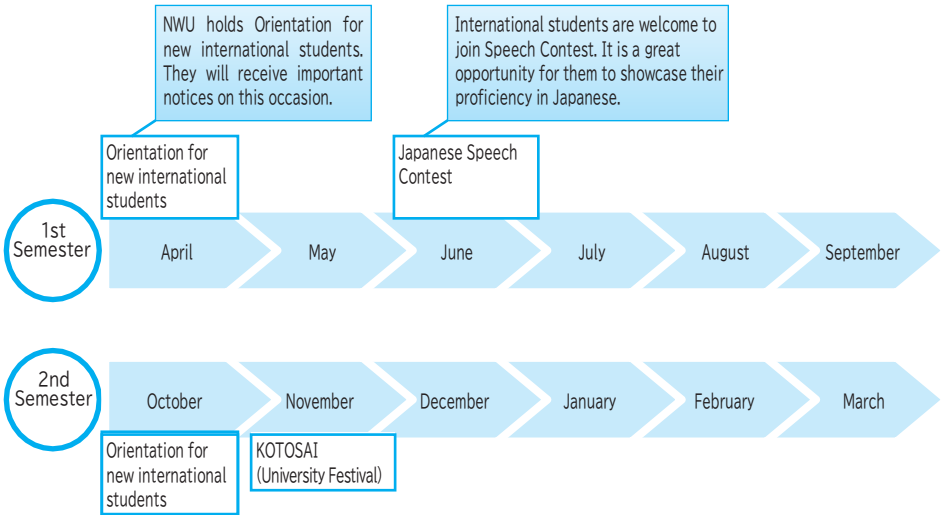
Temporary closings and changes of opening hours will be announced on the bulletin board at the center and their website.

8.Extracurricular Activities and Clubs

The following clubs are available on campus. They provide a wonderful opportunity for you to communicate with Japanese students. If you find any group interesting, please contact them.

Athletic Clubs	Aikido Club, Ice Skating Club, Balloon Club, Orienteering Club, Japanese Archery Club, Kendo Club, Tennis Club, Soccer Club, Swimming Club, Ski Club, Soft Tennis Club, Table Tennis Club, <i>Naginata</i> (Fauchard) Club, Basketball Club, Badminton Club, Volleyball Club, PA☆BO, Handball Club, Modern Dance Club, Lacrosse Club, Track and Field Club
Cultural Clubs	E.S.S.(English Speaking Society), Drama Club, Flower Arrangement Club, Competition-style <i>Karuta</i> (cardgame), Antique Study Club, Narajo Ohisama Shokudo, Tea Ceremony Club, Photography Club, Calligraphy Club, Astronomy Club, Braille Translation Club, Nara Colle, Art Club, Literary Club, B-naRadio, Comic Study Club, Wakatake Volunteer Club (aids disabled children), Social Science Study Club
Music	Music Club, Symphony Orchestra Club, Guitar and Mandolin Club, Light Music Club, Jazz Club, Wind Instruments Music Club, <i>Koto</i> (Japanese harp) Club, Noh Drama Club, Piano-Forte Club
Other	Annual University Festival Committee

9.Events for International Students



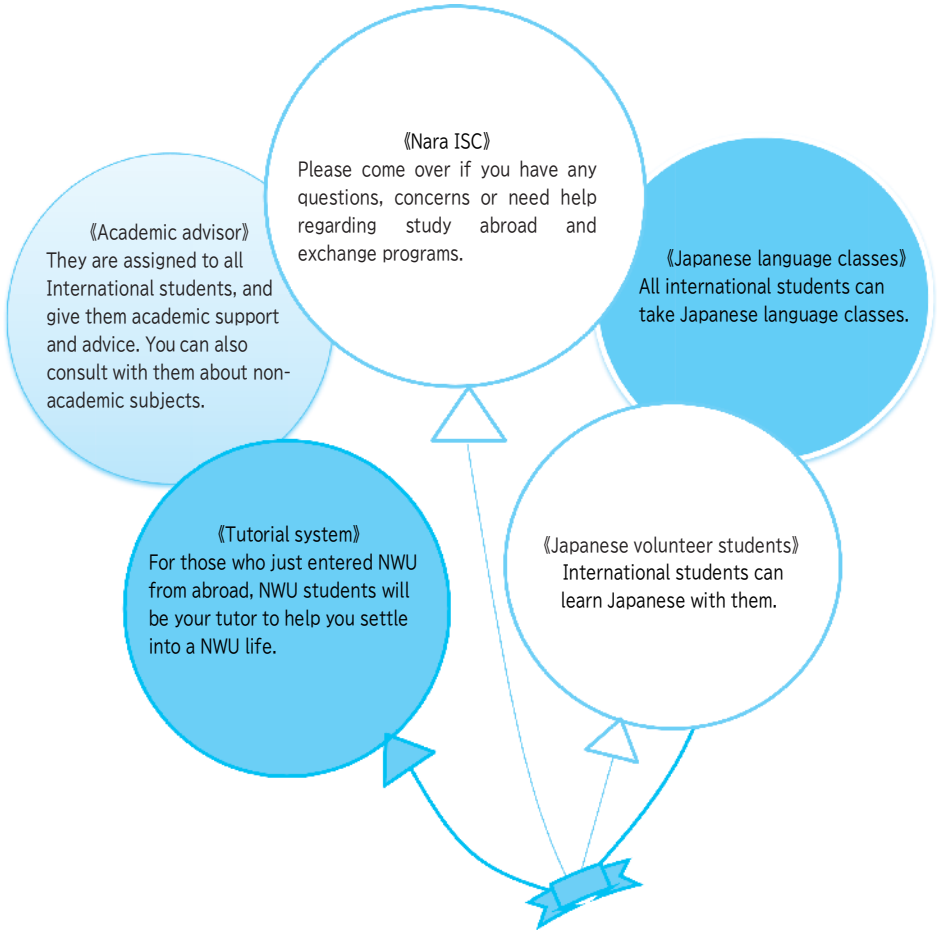
Various events will be held for international students. We will announcement these by the bulletin board, email, and the website.

Support System for International Students

1. Academic Advisors

At NWU, we give various supports to international students so that they can enjoy a full NWU experience during their time with us.

If you have any concerns or worries no matter what, go and seek help at the relevant division or your academic advisor.



2. Divisions and sections for international students

NB: Except the Guardroom, they are **closed on Saturdays, Sundays and national holidays**.

<International Division>

- Location: 1st Floor, Integrated Projects Research Center N Hall (Faculty of Letters)
- Office hours: Mon-Fri 8:30~12:00 / 13:00~17:15
- Contact: ryugakusei@cc.nara-wu.ac.jp

International Exchange Section: 0742-20-3747

International Students Section: 0742-20-3240

[International Exchange Section]

- Application for a room at both dormitories
- Application for NWU Guarantor System for Room Rental for international students

[International Students Section]

- Assist international students to apply for their status of residence for renewal and work permit
- Application for scholarships
- Support Japanese Government Scholarship students
- Information about study abroad and exchange programs

<International Strategy Center NWU branch (Nara ISC) >

- Location: 1st Floor, Integrated Projects Research Center N Hall (Faculty of Letters)
- Officehours: Mon-Fri 10:00~17:00
- Contact: iec@cc.nara-wu.ac.jp / 0742-20-3736

- Give support for study, worries or concerns in their daily life
 - Provide information about study abroad, and give assistance of the application process
- *Come and visit Nara ISC whenever you have any worries or concerns. They are happy to help.

<Educational Affairs Division>

- Location: 2nd Floor, Graduate School F Hall
- Office hours: Mon-Fri 8:30~18:00 / (During holidays) Mon-Fri 8:30~17:15
- Contact: gakumuka@cc.nara-wu.ac.jp

Faculty of Letters Section: 0742-20-3328

Faculty of Science Section: 0742-20-3257

Faculty of Human Life and Environment Section: 0742-20-3498

Faculty of Engineering Section: 0742-20-3581

Graduate School Section: 0742-20-3063

- Formalities regarding admission, graduation, dropout, transfer, leave of absence, and return to school
- Courses and credits
- Thesis evaluation
- Issuance of certificates (e.g. transcripts, credits, enrollments and others) and Student ID card
- Notification of personal changes (e.g. address, guarantor and others) and absence reports

<Student Support Division>

- Location: 1st Floor, Graduate School F Hall
- Office hours: Mon-Fri 8:30~18:00 / (During holidays) Mon-Fri 8:30~17:15
- Contact: gakusei@jimu.nara-wu.ac.jp
Student Welfare Section: 0742-20-3244 / Financial Aid Section: 0742-20-3258
Job Hunting Support Section: 0742-20-3270

<p>[Student Welfare Section]</p> <ul style="list-style-type: none">• Dormitories and lodgings for Japanese students• Compulsory insurance• Extracurricular activities	<p>[Financial Aid Section]</p> <ul style="list-style-type: none">• Scholarships• Exemption of tuition or entrance fees	<p>[Job Hunting Support Section]</p> <ul style="list-style-type: none">• Offering job information• Consultation and counseling for individuals• Seminars
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<Entrance Examination Division>

- Location: 1st Floor, Graduate School F Hall
 - Office hours: Mon-Fri 8:30~12:00 / 13:00~17:15
 - Contact: nyusika@jimu.nara-wu.ac.jp / 0742-20-3018
-
- Recruitment of new students and conduct of entrance examinations

<Guardroom>

- Location: Next to the Main Gate
 - Office hours: 24/7
 - Contact: 0742-20-3214
-
- At night and on holidays, you can contact the Guardroom.

Tuition and Other School Expenses

1. Entrance Examination Fee, Entrance Fee, and Tuition

Entrance examination fee must be paid before you submit an admission application form. Those who are accepted by the university need to pay the entrance fee by the due date. The payment can be made by the NWU payment slip at Japan Post Bank. Tuition is payable in two installments at the beginning of each semester. Please check a table below for fees for respective categories.

If you are an exchange student accepted under an academic exchange agreement between Nara Women's University your home university, you are not required to pay any of these fees. If you are a Japanese Government Scholarship Student, you are eligible for a tuition waiver and possibly for other fees.

As of April 2023

Status	Entrance Examination Fee	Entrance Fee	Tuition
Undergraduate course	¥17,000	¥282,000	¥535,800/ year
Graduate course	¥30,000	¥282,000	¥535,800/ year
Research Student	¥9,800	¥84,600	¥29,700/ month

2. Exemptions of Entrance Fee and Tuition Fee

NWU offers an entrance fee (total / half) exemption system for those who are deemed to have excellent academic achievement with financial difficulties in paying an entrance fee.

Please contact Financial Aid Section of Student Support Division for more details.

Main Scholarship Foundation List (academic year 2023)

Information on scholarships offered each year is as follows.

Scholarship / Source	Qualifications	Amount of Scholarship per month (yen)	Grant Period	Application
JEES Scholarship (for those who wish to become Japanese teacher)	<ul style="list-style-type: none"> Those who passed Japanese Language Teaching Competency Test in the previous year. Regular undergraduate or graduate course students who wish to become a Japanese teacher. 	50,000	6 months	May
The Korean Scholarship Foundation	<ul style="list-style-type: none"> Private-expense international students who are Korean nationals registered in regular undergraduate or graduate courses 	[Undergraduate] 25,000 [Master] 40,000 [Doctoral] 70,000	1 year	February } April
The Japan Student Services Organization Honors Scholarship for Privately-Financed International Students	<ul style="list-style-type: none"> Private-expense International students who are receiving a monthly allowance of less than 90,000 [Undergraduate] Undergraduate students who registered as a regular student at the time of April. [Graduate] Students registered as a regular graduate student or Research Student as of April. 	[Undergraduate] 48,000 [Graduate] 48,000	1 year	April
Nara Women's University Nadeshiko Fund Scholarship for International Students	<ul style="list-style-type: none"> Private-expense international students 	40,000	1 year	April
CWAJ Graduate Scholarship for Non-Japanese Women to Study in Japan	<ul style="list-style-type: none"> Regular graduate students with a certain level of English ability Not receiving other scholarships of 1,500,000 yen per year or more during the period of grant Have never been granted by CWAJ 	2,000,000 / year	1 year	July } October
Interchange Association, Japan Scholarship	<ul style="list-style-type: none"> Private-expense students from Taiwan Registered or accepted as a regular graduate student as of April 1 in the grant year. Under 35 years old at the time of grant 	[Master] 144,000 [Doctoral] 145,000 (For additional stipend for designated area, tuition and travel Expense for returning home)	1~3years. It depends on which year of the course you are in when you are registered.	August } October
Rotary Yoneyama Memorial Foundation	<p>At the time of grant, students must be:</p> <ul style="list-style-type: none"> -3rd or 4th year of undergraduate course -1st or 2nd year of master's course -2nd or 3rd year of doctoral course Under 45 years old Have never been granted by Rotary Yoneyama Memorial Foundation Not in receipt of other scholarships 	[Undergraduate] 100,000 [Graduate] 140,000	2 years	August } September

Scholarship / Source	Qualifications	Amount of Scholarship per month (yen)	Grant Period	Application
Heiwa Nakajima Foundation	<ul style="list-style-type: none"> At the time of application, students must be registered in undergraduate or graduate courses At the time of grant, students must be registered or accepted in undergraduate or graduate courses as a regular student Not receiving other scholarships of 30,000 yen or more per month 	[Undergraduate] 120,000 [Graduate] 150,000	1 year	August } September
Sahokai Scholarship	<ul style="list-style-type: none"> Private-expense international students from Southeast Asian countries* Registered for 1 year or more in undergraduate course or graduate course in Nara Women's University *After third year of undergraduate course Have never received Sahokai Scholarship *Southeast Asian countries include Vietnam, Laos, Cambodia, Thailand, Malaysia, Myanmar, Singapore, Indonesia, Brunei, Philippines and East Timor 	100,000 / year (one-off)		October
NITORI International Scholarship Foundation	At the time of grant, students must be in undergraduate course or master's course	50,000	1 year	October
Kyoritsu International Foundation Scholarship	<ul style="list-style-type: none"> Private-expense international students from Asia except for Japan At the time of grant, students must have more than 1 year to complete the course 	100,000 or 60,000	1 year	November } December
Iwatani International Scholarship	<ul style="list-style-type: none"> Private-expense international students from East or Southeast Asian countries* Registered or accepted in master's or doctoral courses Graduate 3rd year of doctoral course and still enrolled for degree Major in a field of natural sciences Under 30 years old for master's students, and 35 for doctoral students at in April of grant year *East or Southeast Asian countries include China, Korea, Mongolia, Taiwan, Cambodia, Philippines, Indonesia, Laos, Malaysia, Myanmar, Singapore, Thailand and Vietnam 	150,000	Maximum for 2 years	November } December
SGH Foundation Scholarship	<ul style="list-style-type: none"> Private-expense international students from Southeast Asian countries* At the time of grant, students must be; <ul style="list-style-type: none"> -3rd year undergraduate students -1st year master's students -Under 27 years old for undergraduate students and 35 for graduate students (as of April 1) -Enrolled at the university as of April *Southeast Asian countries include Philippines, Indonesia, Singapore, Malaysia, Thailand, Brunei, Vietnam, Myanmar, Laos and Cambodia 	120,000	2 years	February

★Other Scholarships

Announcements for scholarships are emailed to students or posted on the bulletin board outside the International Division. We recommend that international students check them on a regular basis. For details, please ask at the International Students Section of the International Division.

Housing

1. International House and International Student House

International House and International Student House are university-owned dormitories and available to international students. They can move in only either in April or in October.
NB: If there are no rooms available, no announcement will be made for the dormitory application.

(1) International House (Address: Kitakouji-cho Kanyuchi, Nara city, 630-8252)

The International House is available to foreign researchers, international students (except private-expense Research Students) and Japanese students of master's course (6 rooms). The residency period is for 2 years.

Fees (For international students)

	Single Room	Couple's Room	Family Room
※1 Non-refundable deposit for moving out (Payment in advance)	20,000 yen	30,000 yen	40,000 yen
Rent	5,900 yen/month	11,900 yen/month	14,200 yen/month

*In addition to the above fees, utility bills for your own room and the common area will be charged every month.

※1 The deposit is for a cleaning service that will be done after you move out. Your last utility fee will also be paid from the deposit.

(2) International Student House (Address: Handayokomachi 14, Nara city, 630-8284)

International Student House is a dormitory for both Japanese and international students (except private-expense Research Students). The residency period is less than two years.

Fees

	Single Room
Rent	4,700 yen / month
Common utility fee	Approx 7,000 yen / month
Cleaning fee	10,000 yen

*Students need to pay monthly electricity bill for their rooms.

Cleaning fee is for outsourcing a cleaning service that will be done after you move out (only once). It has to be paid with the first payment for the rent by direct debit.

**Students must open a bank account at the Japan Post Bank and submit "Direct debit application form" to the office of International Student House. (Please see [Page. 26](#) for opening a bank account.)

① Students will receive the form at the International Division.

② Fill it in with the same seal as you used for opening bank accounts. (Or signing the forms accordingly.)

③ With ID (passport or residence card) and the form, go and ask a clerk at JP Bank for the stamp showing the bank's approval.

④ Submit the form to the office of International Student House.

(3) Application procedure

Announcement for dormitory application is made twice a year, which is around December/January and June/July. The details are available at the International Exchange Section of the International Division. Please note that applications are subject to selection process, and not all of them may be successful.

If there are no rooms available, we will make no announcement of the dormitory application.

(4) Internet Connection

At both dormitories, students need to pay for internet service, which offer either wired plan or wireless plan. They can apply for either plans after they move in.

For further details, please contact the International Exchange Section of the International Division.

2. Rental properties (apartment / flat or houses)

Note that rental properties in Japan are usually unfurnished. When you find a room, contact a real estate agent who deals with the property. It is a good idea to bring a Japanese friend when you visit them. Agents will make a rental contract with you on behalf of landlords. Before you sign a contract, be sure to understand the fees involved, such as Rei-kin (key-money), Shiki-kin (deposit), agent commission and rent.

The Student Support Division located on the 1st floor of Building F will give you more information about rental properties upon request.

3. Comprehensive Renters' Insurance for Foreign Students Studying in Japan, Nara Women's University Guarantor System for Room Rental for International Students

"Nara Women's University Guarantor System for Room Rental for International Students" is that the university may become guarantor to an international student when she or he concludes a contract for room rental. This system will work as long as a student obtains the "Comprehensive Renters' Insurance for Foreign Students Studying in Japan", and her/his landlord must understand and agree with this system.

More details are available at the International Exchange Section of the International Division.

This system is a combination of the overseas travel insurance with the guarantor compensation fund and available only for international students who have the "Student" status visa.

The premium to be borne and the compensation guidelines are as follows:

Type	Eligible for Compensation	Coverage	1 year (A course)	2 years (B course)
Overseas Travel Insurance	International Students	① Indemnity liability	50 million yen limit	50 million yen limit
		② Residual disability/ injury	2.4 million yen limit	2.4 million yen limit
Guarantors' Protection Fund	Guarantor	③ Guarantor compensation	300 thousand yen limit	300 thousand yen limit
Premium			4,000 yen (insurance premium 2,500yen + fee for fund 1,500yen)	8,000 yen (insurance premium 5,000yen + fee for fund 3,000yen)

4. Moving

When you move house, make sure to check the followings:

One or two months before moving-out

- Inform the landlord of your moving-out and schedule

When you decide your moving-out date (Available within one month before moving-out date)

- Go to your local city hall with your passport and residence card, and let them know about your moving-out to receive "Moving-out certificate".
- Make sure to ask the staff about how to return your National Insurance Card.

A few days prior to your moving-out day

- Inform your utility companies of your moving-out.
- Submit the change of address notification to the nearest post office. They will forward your mail to your new address for one year for free as long as it's in Japan.

Within 14 days of moving-into your new place

- Submit "Moving-out certificate" with passport and residence card to a city hall of your new residence.
- Ask the staff about how to receive a new National Insurance Card.
- Inform your bank, post office, the International Division and Educational Affairs Division of your new address.

Health Management

1. National Health Insurance System

National Health Insurance System enables us to receive medical treatments with relatively reasonable cost. International students with “Student” status in Japan are required to join this system so that they will bear only 30% of their medical expenses.

Where to apply	National Health Insurance Division at your local city hall
Required documents	Residence card and passport

→You will receive “National Health Insurance” card upon application. (If not, ask the staff.)
Make sure to take your card with you whenever you receive medical treatment.

Note that you need to make a monthly payment. However, [you can apply for 60% discount of the payment if you show them that you had no income or below a certain income made in Japan in the previous year.](#) Please ask the staff for more details. Also, if you find your medical expenses quite expensive, ask the staff about High-Cost Medical Expense Benefit.

When you go back to your home country after your study in Japan, make sure to return your insurance card and settle any outstanding fees at your local city hall prior to your departure.

2. National Pension System (for students aged 20 and over)

This pension system is for when you reach old age, or you suffer disabilities from illnesses or accidents. All residents including foreigners in Japan aged between 20 and 59 must enroll in.

(1) Enrollment

If you are aged 20 or over when you come to Japan, please enroll in at the city hall. If you are 19 or under at the time, please enroll in when you reach 20. After enrollment, you will receive a blue handbook and payment slips. Even if you complete (2), you will still receive the payment slips. Please do not pay using the slips and wait for a postcard that indicates that you are officially exempt from the payment. Also, please keep the blue handbook safely after returning your country as it will be necessary if you live or work in Japan in the future.

(2) Monthly premium and exemption from payment

Although a monthly payment is approximately ¥16,000, students are eligible to apply for the payment exemption when enrolling in the pension system at the city hall.

3. Other types of insurance

International students (except research students) must apply for and purchase the following types of insurance. More detailed information can be provided at the Student Welfare Section of the Student Support Division.

(1) Personal Accident Insurance for Students Pursuing Education and Research [Additional coverage for commuting accidents] (*Gakkensai*)

This insurance covers expenses for international students who sustain an injury during their regular work, extra-curricular activities, and the commute between their home and NWU according to the number of days of treatment.

(2) Liability Insurance coupled with “*Gakkensai*” (*Futaibaiseki*) [A course: Liability Insurance for Students Pursuing Education and Research (*Gakkenbai*)]

This insurance will provide compensation for damages that occur when international students injure another person or destroy someone else’s property during classes, at school events or during their travels.

Visit the following website for details:

- Life at NWU Health Management:
<http://www.nara-wu.ac.jp/iec/int/en/life/health/index.html>
- Website for Japan Educational Exchange Services (Japanese only):
<http://www.jees.or.jp/gakkensai/index.htm>

MEXT Scholarship students and exchange students must take out additional insurance “Comprehensive Insurance for Students Lives”.

The International Students Section of the International Division will give these students more details accordingly.

Non MEXT Scholarship student can take out this insurance. Please consult with the staff at the International Division.

4. Health Care Center

The Health Care Center is not a hospital, so you cannot get any medical treatment. You can only get first aid when you are sick or injured on campus. You can also get some information about hospitals or clinics outside the university if you need.

Opening hours: from 9 to 16, Monday through Friday.

Call Emergency Relief Center in Nara when you are unsure about calling an ambulance or going to a clinic outside the above hours. They are available on 24/7.

Emergency Relief Center in Nara: #7119 or 0744-20-0119

5. Hospitals and Clinics around the University

*As the hospitals and clinics below might be unexpectedly closed, you should call them in advance to see if they're open.

**Please make sure to call them before going to see a doctor when you have a fever or the symptoms of a cold.

As of January, 2024

Institution	Service is available in English	TEL	Services
Sawai Hospital		0742-23-3086	Internal Medicine, Surgery, Neurosurgery, Orthopedics, others
Nara City Hospital	○	0742-24-1251	General Medical Department, Internal Medicine, Surgery, Gynecology, Orthopedics, others
Kitaoka Clinic	○	0742-23-9805	Internal Medicine
Kusuhara Clinic	○	0742-26-0026	Internal Medicine
Matsukura Hospital	○	0742-26-6941	Orthopedics
Tsukamoto Orthopedics Clinic	○	0742-23-5680	Orthopedics
Takai Ladies Clinic	○	0742-26-0551	Gynecology
Iida Skin Clinic	○	0742-23-0701	Dermatology
Hattori Eye Clinic	○	0742-22-4567	Ophthalmological clinic
Tamaki Otolaryngology	○	0742-26-6587	Otolaryngology
Iribe Dental Clinic	○	0742-27-6480	Dentistry
Tomimori Dental Clinic		0742-22-3332	Dentistry
Nara City Emergency Clinic		0742-34-1228	Internal Medicine, Weekdays Night: 21:30~5:30 Saturday: 14:30~18:30, 21:30~5:30 Holiday: 9:30~18:30, 21:30~5:30
Nara City Emergency Dental Clinic		0742-33-4182	Dentistry Holiday: 9:30~11:30, 13:00~15:30

※Check surgery hours before your visit.

6. First-aid Kit

We recommend you have a first-aid kit in your room.

- Thermometer, band-aid (plaster), cooling sheet, cold compress etc.
- Fever reducer, Pain killer (e.g. paracetamol), stomach medication
- Sports drink, Oral Rehydration Solution, pre-packed food (e.g. rice porridge)

7. Regular Health Checkup (only for degree students)

Students take health checkup in every April.

More details will be available on the website (<http://www.nara-wu.ac.jp/hoken/index.html>) and bulletin board accordingly. The health check items include height and weight measurement, urinalysis, visual acuity test, hearing test (conversation method), chest X-ray film and medical examination. The results can be issued as “health checkup certificate” by automatic issuing machine.

8. Tuberculosis (TB)

TB is an infectious disease. When you have prolonged cough, please consult a medical institution immediately. If you also have a slight fever and night sweats with such cough, go see a doctor without delay.

More detailed information can be found by the following site:

<Tokyo Metropolitan Government Bureau of Social Welfare and Public Health Multilingual movie about tuberculosis YouTube>

<https://www.hokeniryo.metro.tokyo.lg.jp/kansen/kekaku/videomaterial.html>

● About TB

English: <https://tokyodouga.jp/pVLkMDiO2hE.html>

Chinese: <https://tokyodouga.jp/YQfvZdVGXw4.html>

● TB Control

English: <https://tokyodouga.jp/ZNd-lb3tBjo.html>

Chinese: <https://tokyodouga.jp/qjemx1IerOc.html>

NWU Health Care Center Website:

<https://www.nara-wu.ac.jp/hoken/>

Daily Life

1. In Case of Emergency

(1) Contact Numbers

Crime or traffic accident: Call the Police Station (Call 110)

Fire, serious injury or sudden illness: Call the Fire Department (Call 119)

(2) Ambulance

Although ambulance is a 24-hour free service, you will incur medical costs. Make sure to have your insurance card, residence card and cash ready while you are waiting for ambulance.

An ambulance will come with a red rotating light and a siren. Go outside to make your presence known.

Note that you can ask for an ambulance only in case of an emergency. Please go to the nearby hospital by public transportation or taxi, when you are not seriously injured.

(3) If you are involved in an emergency situation, please report to the International Students Section and academic advisor as soon as possible. At night or during holidays, please contact the university guard room.

International Students Section of International Division TEL: 0742-20-3240

University Guardroom

TEL: 0742-20-3214

2. Fire

It is always a good idea to have proper fire safety knowledge.

For example, make sure to switch off the heating apparatus or gas tap when you go out or while you are sleeping. Just in case, try to check your evacuation route, where a fire extinguisher is placed and how to use one.

《How to respond to a fire》

Stay calm, and act as follows while securing your own safety:

Alert neighbors

- Shout out “Fire!” to people nearby and call 119 as soon as possible.

Put out a fire if possible

- Try to put out a fire if it is in the early stage.
- Otherwise, evacuate before a fire reaches to the ceiling.

Evacuate as fast as you can!

- Make sure to cover your mouth and nose with a wet cloth in a low posture.

3. Earthquake

Japan is a country where earthquakes are a regular occurrence so that you should make a mental note of the followings:

(1) Prepare for an earthquake:

- ① Place large/tall furniture (e.g. bookshelf) secured to a wall, and do not store large/heavy things on a higher place.
- ② Have a fire extinguisher at your home if possible, or know where one is placed if you live in a dormitory.
- ③ Prepare your emergency goods (e.g. passport, residence card and insurance card) in a backpack in advance and be ready to grab it at any time.
- ④ Join a local fire drill.

(2) When an earthquake occurs:

- ① Go under a table or a desk to secure a space.
- ② Open a window or a door to secure an exit route for prompt evacuation.
Stay calm and do not panic to rush outside as you may sustain an injury by falling objects.
- ③ Turn off a main gas valve, and unplug electric appliances.
- ④ In case of fire, try to put out by a fire extinguisher.
- ⑤ Do not go near stone/ brick walls, gateposts, or very high buildings.
- ⑥ Try to get yourself updated with the latest news from reliable source.

● Instructions by Fire and Disaster Management Agency

https://www.fdma.go.jp/relocation/bousai_manual/e/index.html

4. Utilities

Utilities (electricity, gas and water) are usually not included in rent, and you need to sign a contract with them by yourself.

● Electricity

Note that the voltage is 100V and the frequency is 60Hz in Nara (in Kansai region). Make sure to purchase appropriate electric appliances.

● Gas

Make sure to find appropriate gas appliances for your area. If you are unsure, seek advice from your gas supplier.

Contact information for utility companies are as follows:

When you move house, make sure to contact utility companies prior to your move-in/move-out.

Electricity: Kansai Electric Power Co., Nara branch (TEL: 0800-77-8810)

*Other companies are also available.

Water: Nara City Enterprise Bureau (TEL: 0742-34-5200)

Gas: Osaka Gas Co., Customer's Center, Living division, Hokubu (North) Office
(TEL: 0120-5-94817) *Other companies are also available.

5. Payments for Utility Bills

The followings are the payment methods for utility bills.

(1) Automatic Transfer

Payments are withdrawn on a designated day from your account. For procedures, ask a teller at a bank or a post office.

(2) Direct Payment

You make payments at the branch office of your utility company, at banks or at a post office.

(3) Overdue bills

You need to pay overdue bills directly at the branch office of your utility company.

(4) When moving house

You can make payments on your moving day. Make sure to contact your utility companies in advance. When you move house in Japan, you can ask them to forward a final bill to your new address. Please contact them for details.

6. Telephone

(1) Cellular Phones

We recommend you to check plans and call charges at several telephone companies before you sign a contract. Make sure to bring an ID (your passport, residence card or Student ID Card) when you make a contract.

(2) Public Phones

You may find public phones in downtown areas. Prepare 10 yen, 100 yen or a telephone card with you.

You can make international calls from public phones with “INTERNATIONAL TELEPHONE” sign.

NWU has a public phone on the 1st floor at University Union.

7. Postal Service

(1) Receiving Mail

Please note that your family or friends should send mails directly to you.

If you want to receive any mails at the university, you need to consult the International Students Section beforehand.

(2) Sending Mails or Parcels

You can send letters, parcels or cash by post. For details, ask the staff at a post office.

You can also send parcels by home delivery service. You can use this service at the Co-op (in University Union) and convenience stores with a home delivery company sign.

*Sending letters or goods overseas

Please use the “International Mail My Page Service” to send EMS, international parcels or small packets. For more detailed information, please refer to the following websites:

<https://www.post.japanpost.jp/int/ead/index.html> (Japanese)

<https://www.post.japanpost.jp/int/ead/index.en.html> (English)

8. JAPAN POST BANK (Post Office)

Post office gives many services such as mail delivery service, banking, insurance and utility payments.

- Opening hours: 9:00 to 17:00 (for most services on weekdays)
9:00 to 16:00 (for savings and insurance on weekdays)

NB: Check their website for opening hours and services, as they may vary in branches.

NWU has ATM on campus located on west side of the restaurant in the Student Union.

You can find a few post offices around NWU, such as Nara Higashimuki Post Office (☎ 0742-26-3904) which is the closest one, Nara Central Post Office or Horen Post Office. Other offices in this area: Nara Central Post Office, Nara Imakoji Post Office, and Nara Horen Post Office

When you move house, submit the change of address notification to the nearest post office. They will forward your mail to your new address for one year for free as long as it's in Japan.

9. Bank Account

You may find it convenient to have a bank account for rent, utility payment, receipt for scholarship or part-time job.

Around NWU, there are JAPAN POST BANK (Post Office), Nanto Bank branch, Bank of Mitsubishi UFJ branch and SMBC branch.

- To open a bank account:

① Requirements:
Residence card, passport, Student ID card and Seal if you have one.



② At a bank:
With the above requirements, inquire about the necessary procedures.
After opening an account, you may receive a cash card on the same day, or they will send it by registered mail in one to two weeks.

We suggest that you should check their web page for detailed information about the required documents prior to your visit.

NB: You may need to make an appointment with them. For further information, check the bank's website.

NB: Occasionally, it may take a few days to open a bank account.

10. Garbage

You must follow the basic rules for sorting and disposal of garbage accordingly.

Generally, they should be sorted out by their types: burnable, non-burnable, recyclable and oversized ones.

Collection days for each type differs. Check the schedule or ask your neighbors if you are unsure.

For disposal of unused large size household electric appliances, you may have to pay for recycle service fee. Ask an electric appliance shop if you are at all unsure.

Procedures Before Leaving Japan

1. Application for certified documents

When you need certificates issued by NWU once you go back to your country, you may be asked to have them certified by the Ministry of Foreign Affairs of Japan or Embassy of your country in Japan.

Make sure to confirm in advance whether the documents need to be certified, or inquire about the certification method to the Consul General in your country.

In case that you need certificate of graduation and certificate of completion, you should make a request for issuance to Educational Affair Division before your returning home.

2. To-do list before leaving Japan

Below are the reminders before you leave Japan

- Inform your academic advisor and the International Student Section of the day of your departure and your contact details at home.
- Inform your landlord of your moving-out schedule, and contact utility companies to stop and settle any outstanding bills.
- Return National Health Insurance card and notification card (My Number) to your city hall, and settle outstanding insurance fee if any.
- Cancel any contracts (e.g. phone, internet connection service, credit card) you've made in Japan.
- Close your bank account.
- Return your residence card at an airport upon departure.

*If you have any questions, please do not hesitate to contact the staff of International Division.

3. Follow-up Services for Alumni

(1) E-mail Newsletter (Narakara MM)

Nara ISC distributes Narakara MM (e-mail newsletter) to international students via email after their graduations or completions of their courses.

This service aims to help them to establish alumni associations in their local areas and a new platform for academic exchange as well as to maintain and to develop the relationship with NWU.

Please refer to the following website for more information:

<http://www.nara-wu.ac.jp/iec/int/en/graduates/narakara/index.html> (English)

(2) JASSO *Japan Student Services Organization

① Research Fellowship

JASSO provides airfare and a daily allowance for former international students when they visit Japan to conduct follow-up research up to 90 days. For this support, they are required to have stayed more than one year in their home country after their return.

Ask at the International Exchange Section of the International Division for details.

② The Japan Alumni Global Network by JASSO

The Japan Alumni Global Network by JASSO provides the latest information on Japan, employment support information, experiences stories and so on that are useful for international students who have studied in Japan. Check Facebook (Japan Alumni Global Network) as follows:

<https://www.facebook.com/jasso.japanalumnglobalnetwork>

