留学生のためのハンドブック
HANDBOOK FOR INTERNATIONAL STUDENTS 2019
九州工業大学
Kyushu Institute of Technology
http://www.kyutech.ac.jp
外国人工学の皆さんへ

留学生の皆さん、入学おめでとうございます。
あなたの日本における留学生活がみのり豊かなものになるよう、期待しています。
日本で勉強し、生活するためには、心構えが必要です。気候・風土、そして言葉・習慣・文化があなたの国と異なる環境で生活し、勉強するわずかさから、勇敢な決意と忍耐力を有することが必要です。
このハンドブックには、日本で勉強するうえで必要な情報がのっています。あなたの留学期間が終わるまで大切に扱い、大切に活用してください。

Congratulations on becoming a student of Kyushu Institute of Technology. We sincerely hope you will successfully complete your study program. You must be prepared to live and study in a country with a different lifestyle from your own. The differing climate, language, customs and culture are things that will become a part of your everyday life, and you will need determination and perseverance to overcome the difficulties that you may face in adapting to a new environment.
This handbook covers most of the information you need to know from your arrival in Japan to your return to your home country. Please read it carefully, consult it as reference while your stay in this country and make practical use of it.

December 5th, 2018
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(1) Changing Status of Residence ⇒ Page 28
Please be aware that this institute cannot accept you as a “International Student” if you do not have a “COLLEGE STUDENT” status of residence.

(2) Notification of Residential Address
⇒ Government Office (map p50,51)
Under the Alien Registration Act all foreign nationals living in Japan are required to notify Government Office of their place of residence along with the Residence Card within 14days after settlement in a residence.
* If you only have a seal of Verification for Landing on your passport, please bring your passport. Residence Card will be issued and sent to you at a later time.
This procedure also applies to the case when you move in a new place.
In case you lost the Residence Card or (and) any changes in your name / nationality / region are made report the Immigration Service Bureau.

(3) “My Number” System of personal Numbers
(Social Security and Tax Numbers System)
A social security and tax number, called “My Number,” applies to foreigners who are legally registered as residents in Japan. One number (12 digits) will be issued individually to every person possessing a resident record. Municipal offices will send a notification card to your registered address. After you receive it, store the card in a safe place. RA/TA students will need to provide their My Number to the University, and students with part-time work will need to provide their My Number to their place of work.
Cabinet Office, Government of Japan : https://www.ca.go.jp/bangouseido/
Other languages : http://www.ca.go.jp/bangouseido/foreigners/index.html

(4) National Health Insurance (Kokumin-Kenkohoken) ⇒ Page 16
International Students who have a “COLLEGE STUDENT” status of residence can join the National Health Insurance Plan. You can apply at the Ward Office or the City hall.

(5) Opening a Bank Account
⇒ Bank Office/Post Office for JAPAN POST BANK
To receive Scholarship and for other purpose, you need to open a bank account at a bank office along with followings.
Please bring a bank book to the Student Section after you open an account.

1. Residence Card
2. Passport
3. Seal
(6) Submission of Required Documentation
After admission to Kyutech, you must submit the following documents to the Student Section on your campus as soon as possible.
1. Passport
2. Residence Card
3. National Health Insurance Card
4. Bankbook
5. Personal Information Sheet
6. Photo (3 cm × 4 cm) × 1
7. Course Registration sheet (only Auditing Students)
* Copies of the documents above 1-4 will be kept at the Student Section.

※ MEXT Scholarship and JASSO Honors Scholarship students must open a JAPAN POST BANK account at the nearest post office.

The necessary documents to open an account are as follows.
1. Residence Card
2. Passport
3. Seal

(7) Bulletin Board for International Students
Important notices, such as tuition fee waiver, scholarships and events for International Students are generally posted on the bulletin board in the campus.
Please check it regularly in order not to miss important notices which may be of concern to you.
Bulletin boards are located in the following places.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tobata Campus</td>
<td>At the side of the Faculty of Engineering office</td>
</tr>
<tr>
<td>Iizuka Campus</td>
<td>In the lobby on the second floor of the Administration Building</td>
</tr>
<tr>
<td>Wakamatsu Campus</td>
<td>On the second floor of the Wakamatsu Campus Building</td>
</tr>
</tbody>
</table>

In addition, notices about class and examinations are posted on the bulletin board in the department of your faculty.
Please be aware of their locations and check them too.
2. Tuition Fee and Scholarships

(1) Tuition and Other Fees

Tuition and other fees are as below

<table>
<thead>
<tr>
<th>Fees</th>
<th>Application Fee</th>
<th>Matriculation Fee</th>
<th>Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Due</td>
<td>upon application</td>
<td>upon admission or registration</td>
<td>April and October</td>
</tr>
<tr>
<td>Undergraduate student</td>
<td>17,000</td>
<td>282,000</td>
<td>267,900 per half year</td>
</tr>
<tr>
<td>Transfer student</td>
<td>30,000</td>
<td>282,000</td>
<td>267,900 per half year</td>
</tr>
<tr>
<td>Graduate student</td>
<td>30,000</td>
<td>282,000</td>
<td>267,900 per half year</td>
</tr>
<tr>
<td>Research student</td>
<td>9,800</td>
<td>84,600</td>
<td>29,700 per month</td>
</tr>
</tbody>
</table>

In case where tuition fee revised you shall pay the revised fee.
In addition to above, undergraduate and graduate students need to pay the following fees.

(2) Enrollment Fee Waiver and Postponement of Enrollment Fee Collection

Limited numbers of privately funded graduate international students (except research students) who have qualifications can receive Enrollment Fee Waiver (all or half waiver), and under the same condition, limited numbers of privately funded undergraduate and graduate international students (except research students) can receive Postponement Enrollment Fee collection.

For more details, please ask the Student Section on your campus.

(3) Tuition Fee Waiver

Limited numbers of privately funded international students, who scored high marks and confront the difficulty of payment of Tuition Fee, can receive Tuition Fee Waiver (all or half waiver).

For more details, please ask the Student Section on your campus.
## (4) Scholarship for Privately Funded International Students

Scholarship information is opened on the Bulletin Board on your campus. If you seek information on scholarships, please check the board regularly. Some scholarships set the closing date for application in short term. The list below is the major scholarships that Kyutech international students have been receiving.

We select nominees by academic year and results, household situation and residence status (whether you live in an international house or in a rented house).

<table>
<thead>
<tr>
<th>Name of Scholarship</th>
<th>Monthly Stipend (Yen)/Year</th>
<th>Eligibility</th>
<th>Application Deadline</th>
<th>Number of Grantees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyutech Fund Scholarship (Kyutech Scholarship)</td>
<td>48,000 (maximun)</td>
<td>Doctoral Students</td>
<td>October 21, 21, 23</td>
<td></td>
</tr>
<tr>
<td>JASSO Honors Scholarships</td>
<td>Under-graduates 48,000</td>
<td>Conditions apply</td>
<td>April 1, 1, 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post-graduates 48,000</td>
<td>Conditions apply</td>
<td>April 3, 2, 1</td>
<td></td>
</tr>
<tr>
<td>Rotary Yoneyama Memorial Scholarship</td>
<td>Under-graduates 100,000</td>
<td>Conditions apply</td>
<td>September 0, 0, 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post-graduates 140,000</td>
<td>Conditions apply</td>
<td>September 4, 2, 1</td>
<td></td>
</tr>
<tr>
<td>Fukuoka International Exchange Foundation Scholarship</td>
<td>20,000</td>
<td>Conditions apply</td>
<td>May 3, 2, 3</td>
<td></td>
</tr>
<tr>
<td>Fukuoka Asia Satooya Scholarship</td>
<td>20,000</td>
<td>Conditions apply</td>
<td>May 5, 2, 2</td>
<td></td>
</tr>
<tr>
<td>Sekihara Dalian City Scholarship</td>
<td>20,000</td>
<td>Students from Dalian city in China</td>
<td>May 1, 0, 0</td>
<td></td>
</tr>
<tr>
<td>JGC-S Scholarship Foundation (Nikki-Saneyoshi Shogakkai)</td>
<td>250,000 per annum</td>
<td>Conditions apply</td>
<td>September 3, 2, 1</td>
<td></td>
</tr>
<tr>
<td>Docomo Foreign Student Scholarship (JEES)</td>
<td>120,000</td>
<td>Conditions apply</td>
<td>March 0, 1, 1</td>
<td></td>
</tr>
<tr>
<td>Heiwanakajima Scholarship</td>
<td>Under-graduates 100,000, Undergraduates 120,000</td>
<td>Postgraduate</td>
<td>September 1, 0, 0</td>
<td></td>
</tr>
<tr>
<td>Yoshikawa Scholarship</td>
<td>50,000</td>
<td>Postgraduate, 3rd/4th grade students</td>
<td>April 1, 1, 1</td>
<td></td>
</tr>
<tr>
<td>Shiiki Masakazu Memorial Scholarship</td>
<td>600,000 per annum</td>
<td>Postgraduate Asian students</td>
<td>April 1, 1, 0</td>
<td></td>
</tr>
<tr>
<td>Kyuhi Scholarship</td>
<td>1st grade undergraduates 20,000</td>
<td>March 0, 1, 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assuran International Foundation Scholarship</td>
<td>100,000</td>
<td>Conditions apply</td>
<td>February 2, 2, 2</td>
<td></td>
</tr>
<tr>
<td>Tasaka Scholarship</td>
<td>50,000</td>
<td>Conditions apply</td>
<td>November 0, 1, 1</td>
<td></td>
</tr>
<tr>
<td>KDDI Foundation Scholarship</td>
<td>100,000</td>
<td>Conditions apply</td>
<td>July 3, 2, 2</td>
<td></td>
</tr>
<tr>
<td>SGH Foundation Scholarship</td>
<td>100,000</td>
<td>Conditions apply</td>
<td>February 1, 1, 0</td>
<td></td>
</tr>
<tr>
<td>Kanazawa Memorial Scholarship</td>
<td>Under-graduates 30,000, Undergraduates 50,000</td>
<td>Conditions apply</td>
<td>March 0, 0, 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post-graduates 50,000</td>
<td>Conditions apply</td>
<td>March 1, 2, 1</td>
<td></td>
</tr>
<tr>
<td>SatoYo International Scholarship</td>
<td>Under-graduates 150,000, Undergraduates 180,000</td>
<td>Conditions apply</td>
<td>August 0, 0, 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post-graduates 180,000</td>
<td>Conditions apply</td>
<td>August 0, 0, 0</td>
<td></td>
</tr>
<tr>
<td>Kyoritsu International Foundation Scholarship</td>
<td>Under-graduates 60,000, Undergraduates 100,000</td>
<td>Asian Nationalities Conditions apply</td>
<td>November 0, 0, 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post-graduates 100,000</td>
<td>Asian Nationalities Conditions apply</td>
<td>November 0, 0, 1</td>
<td></td>
</tr>
<tr>
<td>T. Banaji Indian Students Scholarship (JEES)</td>
<td>100,000</td>
<td>Conditions apply</td>
<td>February 0, 0, 0</td>
<td></td>
</tr>
</tbody>
</table>

*For more details, please ask the Student Section on your campus. Only limited numbers of students are awarded at each scholarship.

<table>
<thead>
<tr>
<th>Prize Name</th>
<th>Amount (Yen)</th>
<th>Applicant Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>KDDI Foundation Scholarship</td>
<td>100,000</td>
<td>Conditions apply</td>
</tr>
<tr>
<td>SGH Foundation Scholarship</td>
<td>100,000</td>
<td>Conditions apply</td>
</tr>
<tr>
<td>JGC-S Scholarship Foundation (Nikki-Saneyoshi Shogakkai)</td>
<td>250,000 per annum</td>
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<tr>
<td>Docomo Foreign Student Scholarship (JEES)</td>
<td>120,000</td>
<td>Conditions apply</td>
</tr>
<tr>
<td>Heiwanakajima Scholarship</td>
<td>Under-graduates 100,000, Undergraduates 120,000</td>
<td>Postgraduate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For details, please ask the Student Section on your campus. Only limited numbers of students are awarded at each scholarship.
3. Students Life

(1) Academic Supervisor

Academic Supervisors provide academic and personal advice to the students. If you have any concerns or problems, do not hesitate to talk to your supervisor. For more information, please contact the Student Section on your campus.

(2) Special Adviser for International Students

Special advisers for international students provide advices about students and/or Japanese life. For more information, please contact the Student Section on your campus.

(3) Tutorial System

If you have any difficulties speaking Japanese and/or adjusting to life in Japan, tutor can support you on these matters. You can consult a tutor about your worries on study, daily life or health problem without hesitation and a tutor gives you an advice. Also, a tutor can support you going to hospital, opening a bank account and/or doing shopping. The tutorial system is available for first 3 months from the arrival date. For more information, please contact the Student Section on your campus.

(4) Japanese Language Classes

Kyutech offers Japanese Language Classes for international students.

Undergraduate Students:
For Undergraduate Students, Japanese Language Classes are available as a foreign language subject.

Graduate and Research students:
Kyutech offers Japanese Language Classes as extracurricular classes to graduate and research students.
Class information will be announced through the Student Section on your campus at the beginning of the semester.

(5) Career Education

Kyutech opens Business Japanese Classes for international students aiming to provide not only Japanese skill but also business manner which will be an advantage when you look for a job.
We will announce it through the Student Section on your campus at the beginning of the semester.

(6) Student Support Office

Kyutech opens “Student Support Office” to offer comprehensive support to the students by consulting with teachers and staff. If you have any worries or require further consultations about your academic life, health condition, economic situation, human relations and so forth, please feel free to visit the office.

(7) Counseling for International Students

A counselor for international students is ready to assist if you have any problems with your study, research and daily life.
Place: The International Exchange Salon on the 1st floor in University Hall, Tobata Campus
Day & Time: Thursdays 12:00-14:00
(8) 九州工業大学留学生会（KITFSA）

本学には、世界各国から集まった留学生が、様々な活動や会合を通して、留学生と本学学生、教職員及び地域の人達との親交を深めることを目的に、留学生相互の連帯を強めたいため、「九州工業大学留学生会」（KITFSA）が組織されています。

留学生会は主な活動として、留学生フェスティバル、スポーツ交流、キャンパス間交流等を実施しています。
また、飯塚キャンパスでは飯塚友情ネットワーク等と交流を行っています。
留学生は入学と同時に自動的に会員になれますので、積極的に参加してください。

(9) 国際交流サロン・国際交流ルーム

戸畑キャンパスでは大学会館の一階に「国際交流サロン」を、飯塚キャンパスでは福利施設2階に「国際交流ルーム」を設けていますので、留学生相互及び日本人學生との交流・懇談の場として大いに活用してください。

(10) 九州工業大学基金

平成28年10月、本学が100周年を迎えた平成21年度から実施されてきた九州工業大学創立100周年記念事業の支援を継続する「九州工業大学基金」が設立されました。
この「九州工業大学基金」による支援事業には、教育研究の充実及びその環境整備、学生の課外活動支援、国際交流活動の推進、就職支援などがあります。留学生は「九州工業大学基金奨学金」のほか、国際友好のゆうべの実施や各留学生会活動への補助などの支援を受けています。

(11) 貸付事業（無利子）

留学生が入学料あるいは授業料を支払うのに困っている時、宿舍に入居する時の必要経費が足りない時のために、100,000円を限度として「貸付事業」（無利子）を行っています。借用申込者は留学生担当の係にあります。返済は借りた翌月から1年以内で、分割払いも可能です。詳細は留学生担当の係に問い合わせてください。

(12) ランゲッジラウンジ（戸畑）＆グローバルコミュニケーションラウンジ（飯塚）

ランゲッジラウンジ（戸畑キャンパス）及びグローバルコミュニケーションラウンジ（飯塚キャンパス）は、留学生と日本人学生の交流を目的に設置されており、定期的に国際交流イベントを開催しています。
また、イベントとは別に、多文化理解などの教養講座も不定期に行っています。
戸畑キャンパスのみ
イベントや講座が開催されていない時には、学生の集いの場所として利用できますので、日本人学生との交流を深めるために是非活用してください。

(8) Kyushu Institute of Technology Foreign Students Association (KITFSA)

Kyushu Institute of Technology Foreign Students Association (KITFSA) has been formed to promote better understanding and friendship among its members. The main activity is engaging several events (international Student Festival, Sports event and exchange program between 3 campus) regularly involving local residents. Also, KITFSA interacts with lizuka friendship Network.

All Kyutech international students automatically become members of KITFSA. Please get actively involved in those events to make your student life more enjoyable.

(9) International Exchange Salon and International Exchange Room

International Exchange Salon on the first floor of University Hall in Tobata campus and international Exchange Room on the second floor of Campus Center in Iizuka Campus are available for all international and Japanese students to enjoy cross-cultural exchange and to make friends. Please make meaningful use of those rooms.

(10) Kyutech Fund

In October 2016, Kyusyu Institute of Technology established ‘Kyutech Fund’ which inherits the support projects of the 100th Anniversary Memorial Projects that had been implemented since 2009. ‘Kyutech Fund’ aims to support well-developed education and research, environment and facilities for research and education, student’s activities, international exchanges, career path, and so on. Besides ‘Kyutech Fund Scholarship’, International Students also receive its supports on having International Friendship Party and activities of KITFSA.

(11) No-interest Loan

If you have any difficulties paying the tuition and/or matriculation fees, a rent or living expenses, you can apply for a short term loan of an amount less than 100,000 yen with no interest. Loan application form is available at the Student Section on your campus. Repayment period is one year from the date of the loan. If you cannot repay all at once, installment repayment is also acceptable. For more information, please contact the Student Section on your campus.

(12) Language Lounge (TOBATA) & Global Communication Lounge (IIZUKA)

Language Lounge and Global Communication Lounge have been set up for international exchange between international students and Japanese students, and to hold exchange event regularly. Besides holding exchange events, multicultural class is held at random times in Tobata. When there are no events and classes, students can use the lounges freely. Please make good use of the lounges to make friends and deepen relationship with Japanese students.
(13) 明専会（同窓会）
九州工業大学には、前身である「明治専門学校」時代から同窓会として「明専会」が組織されています。
本学の教育・研究活動及び施設整備のための財政的援助、教職員・学生の福利厚生事業の援助、会員相互の親睦のための援助、会誌「明専会報」の発行等の事業が行われています。明専会の詳細については、留学生担当の係にお問い合わせください。
URL http://meisenkai.or.jp/

(14) 体育施設の使用
体育館・運動場・プールなどの体育施設は、通常は保健体育の授業や課外体育活動などに使用されます。空いている場合には利用できる場合があります。
体育施設を使用しようとする者は、事前に留学生担当の係にお問い合わせください。
各体育施設の概要は次のとおりです。

<table>
<thead>
<tr>
<th>施設名</th>
<th>設備</th>
</tr>
</thead>
<tbody>
<tr>
<td>体育館</td>
<td>バレーボール2面、バスケットボール2面、バドミントン6面、ハンドボール1面</td>
</tr>
<tr>
<td>グラウンド</td>
<td>400m及び100mトラック、サッカー1面、ラグビー1面</td>
</tr>
<tr>
<td>多目的グラウンド</td>
<td>ハンドボール1面</td>
</tr>
<tr>
<td>武道場</td>
<td>刺道場・柔道場・トレーニング室</td>
</tr>
<tr>
<td>弓道場</td>
<td></td>
</tr>
<tr>
<td>プール</td>
<td>50m 7コース</td>
</tr>
<tr>
<td>野球場</td>
<td>硬式野球、準硬式野球、ソフトボール</td>
</tr>
<tr>
<td>テニスコート</td>
<td>10面</td>
</tr>
</tbody>
</table>

(飯塚キャンパス)

<table>
<thead>
<tr>
<th>施設名</th>
<th>設備</th>
</tr>
</thead>
<tbody>
<tr>
<td>体育館</td>
<td>バレーボール2面、バスケットボール2面、バドミントン8面、ハンドボール1面、トレーニング室、柔道場</td>
</tr>
<tr>
<td>多目的グラウンド</td>
<td>硬式野球、ソフトボール、サッカーコート、ラグビーコート</td>
</tr>
<tr>
<td>プール</td>
<td>50m 7コース</td>
</tr>
<tr>
<td>テニスコート</td>
<td>7面</td>
</tr>
<tr>
<td>野球場</td>
<td>硬式野球、ソフトボール</td>
</tr>
</tbody>
</table>

(15) 留学生担当の係への連絡
住所や電話番号・メールアドレスを変更した時、在留期間変更をした時、銀行口座に変更があった時は、留学生担当の係へ連絡してください。最新の住所、メールアドレス、電話番号を登録し忘れると、地震などの災害の際に重要な情報が得ることができません。また、一時帰国（P29参照）や第三者に出国する場合は、事前に留学生担当の係へ届けてください。

(13) Alumni Association (Meisenkai)
Kyutech Alumni Association, which is called “Meisenkai”, has been set up to provide financial support for research activities and facilities, welfare support for faculty members and students, encouraging social interaction, and issue the newsletter “Meisenkaihou” regularly.
For more details, please contact the Student Section on your campus.
URL http://meisenkai.or.jp/

(14) Sports Facilities
Gymnasiums, playing fields, swimming pool and other facilities are usually used for Practice of Health and Physical Education and extracurricular sports clubs, but it opens to all students when not in use.
Please contact the Student Section on your campus if you want to use those facilities.

(Tobata campus)

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Outline of Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium</td>
<td>Volleyball· 2 courts, Basketball· 2 courts, Badminton· 6 courts, Handball· 1 court</td>
</tr>
<tr>
<td>Playing Field</td>
<td>400m and 100m track, Soccer· 1 court, Rugby· 1 court</td>
</tr>
<tr>
<td>Multi-Purpose Field</td>
<td>Handball· 1 court</td>
</tr>
<tr>
<td>Budo</td>
<td>Kendo, judo, Training room</td>
</tr>
<tr>
<td>Kyudo</td>
<td></td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>50m 7 courses</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>Baseball, Soft ball</td>
</tr>
<tr>
<td>Tennis Court</td>
<td>10 courts</td>
</tr>
</tbody>
</table>

(Iizuka campus)

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>Outline of Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium</td>
<td>Volleyball· 2 courts, Basketball· 2 courts, Badminton· 8 courts, Handball· 1 court, Training room, judo, Kendo</td>
</tr>
<tr>
<td>Multi-Purpose Field</td>
<td>Baseball, Soft ball, Soccer, Rugby</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>50m 7 courses</td>
</tr>
<tr>
<td>Tennis Court</td>
<td>7 courts</td>
</tr>
<tr>
<td>Baseball Field</td>
<td>Baseball(hard rubber ball version), Softball</td>
</tr>
</tbody>
</table>

(15) Contact the Students Section on Your Campus
If any changes are made to your personal information (e-mail address, home address, phone number or VISA status), please contact the Student Section on your campus immediately.
If you forget to keep us updated with your current information, we cannot reach you to alert in case of emergencies such as earthquakes, floods and other disasters.
Also, please notify the Students Section on your campus when you make a temporary return to your country or trip to other countries.
4. 健康

（1）国民健康保険 ⇒ 市役所や区役所窓口へ ※ 地図 P.50, 51

日本に住民登録するすべての住民は、公的医療保険制度に加入しなければなりません。保険加入者は医療機関でかかった費用の30%を支払います。

日本の医療保険制度は、加入者全員が収入や医療費に基づき計算される毎月の保険料を申し込むことで、病気やけがをした時の経済的な負担を軽減しようという相互扶助の考えから成り立っています。

また、国民健康保険には同じ月内、同一病院における本人負担が「自己負担限度額」を超える場合には、その超えた額が請求により払い戻される「高額療養費制度」もあるので、大きな病気や入院した場合に役立ちます。手続きは居住する区役所や市役所で行ってください。詳しくは自治体のHPや窓口で確認してください。

●申込み手続き…区役所や市役所

必要なもの…在留カード、印鑑（または署名）、学生証

加入手続き後に、国民健康保険証（カード）が住民登録した住所に届きます。

●毎月、保険料を支払わなければなりません

●国民健康保険証は本人確認IDとして使えます。絶対に他人に貸したり、コピーを渡したりしてはいけません。

（2）外国人留学生向け学研災付帯学生生活総合保険
（インバウンド付帯学総）

国民健康保険の加入者が、病院で支払った治療費の全部または一部を補償する保険であり、本学では2019年度新入生（正規生）より加入を必須としています。

※注意 学校災（学生教育研究災害保険）に加入していない学生は対象外です。

薬科大学病院のための通院、精神障害による通院、痔、肛軽症は除かれます。詳しくはパンフレットで必ず確認してください。

【補償内容】

1. 個人賠償責任保険 例）自転車で走行中、通行人にぶつかってカガをさせたときなど。

2. 死亡・後遺障害保険 例）万が一のときや後遺障害が残ったときなど。

3. 治療費用保険 例）学生本人が、ケガや病気で入院または通院したときなど。

4. 救護者費用保険 例）学生が入院し、保護者が駆けつけたときなど。

（＊）治療費用保険金の支払対象期間は、通院または入院を開始した日からその日を含めて60日を経過した日の属する月の末日までとなります。

（＊＊）保険期間の開始時前に発症した病気、発生した傷害は対象になりません。（ただし、保険期間の開始時より2年（保険期間が1年以下の場合は「1年」）を経過した後に開始した入院または通院については、保険金支払いの対象となります。）

4. Health

（1）National Health Insurance ⇒ City Hall or Ward Office ※ Map pp.50, 51

Every resident in Japan must enroll in a public medical plan so that he/she is covered by public medical insurance at all times.

Persons enrolled in National Health Insurance are obliged to pay 30% of their medical expenses at hospitals.

The aim of this system is to provide mutual assistance in case of illness or injury, with subscribers paying regular insurance premiums calculated according to their income and medical expenses being paid from this general fund.

If the remaining 30% of the medical charges exceeds “the maximum amount of self-payment” in one month at one stated hospital, then the excess amount will be supported by the government (High-cost medical care expenses). This plan is beneficial for you especially in cases of serious illness or hospitalization. For more details, please check the website or ask your municipality.

● Where to Apply

The National Health Insurance Division of your local ward or city hall

- Your Residence Card
- “Hanko”/A Name Stamp (Your signature is acceptable if you do not have one.)
- Student Card (for the reduction of Premium)

After enrollment procedures, an insurance card will be sent to your registered address.

● You need to pay monthly insurance premiums.

International students may receive a discount on the monthly premiums if their income is less than a certain amount.

● Your National Health Insurance Card also functions as a personal ID card.

Never lend the card (including photocopies) to anyone in case of misuse.

(2) Comprehensive Insurance for Students Lives Coupled with "Gakkensai"

Persons enrolled in National Health Insurance shall be compensated for all or part of medical expenses paid at hospitals, and entry into this system is obligatory for all new 2019 students (full-time students) at this university.

*Notice This insurance is only for a subscriber of Gakkensai.

Excludes hospital visits for dental disease treatment, hospital visits or hospitalization for mental disorders, hemorrhoids, or anal fissures, etc.

For details, please check the pamphlet carefully.

Insurance Coverage

1. Personal Liability Insurance

   e.g.) When the student riding a bicycle and bumping into passers-by, injures them.

2. Death, Residual Disability Insurance

   e.g.) When faced with unlikely emergencies, or when residual disabilities are involved.

3. Medical Treatment Expense Insurance (*1) (*2)

   e.g.) When the student in question is hospitalized or visits the hospital as a result of injury or illness.

4. Relief Expense Insurance

   e.g.) When a guardian comes rushing to the hospital following student hospitalization.

(*1) The applicable period for medical expense insurance payments is from the initial day of the hospital visit or hospitalization up to the end of the month 60 days after and including the initial day.

(*2) This does not apply to illnesses which present, or injuries suffered prior to the commencement of the insurance period. (However, insurance payments shall be made for hospitalization or hospital visits which begin 2 years after the commencement of the insurance period (*1 year if insurance period is 1 year or less.))
(3) University Health Center

Changes in surrounding environment, food and culture, or communication difficulty may affect your health.

Please make full use of the following medical services offering at Student Health Center.

① Medical Checkup
All undergraduate, graduate and research students are required to have an annual medical checkup every year. Please check the bulletin board about the schedule.

② Student Clinic
Experienced doctor and paramedics are available at the Center. Students may have medical consultations and receive first aid treatment.

<table>
<thead>
<tr>
<th>Place</th>
<th>Tel</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tobata Center</td>
<td>Next to</td>
<td>093-884-3065</td>
</tr>
<tr>
<td></td>
<td>University Hall</td>
<td><a href="mailto:hok.hoken@jimu.kyutech.ac.jp">hok.hoken@jimu.kyutech.ac.jp</a></td>
</tr>
<tr>
<td>Iizuka Branch</td>
<td>Administration</td>
<td>0948-29-7513</td>
</tr>
<tr>
<td></td>
<td>Building 3F</td>
<td><a href="mailto:hok.jhohoken@jimu.kyuteh.ac.jp">hok.jhohoken@jimu.kyuteh.ac.jp</a></td>
</tr>
<tr>
<td>Wakamatsu Blanch</td>
<td>3F 3710</td>
<td>093-695-6017</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:hok.sehoken@jimu.kyuteh.ac.jp">hok.sehoken@jimu.kyuteh.ac.jp</a></td>
</tr>
</tbody>
</table>

Open hour: From Monday to Friday 8:30~17:15

(4) Fukuoka Asian Medical Support Center

Multilingual Medical Information Service Call Center
TEL: 092-286-9595 (24 hours 365 days)
They provide interpretation services and medical information via a telephone.

17 Languages: English, Chinese, Korean,Thai, Vietnamese, Indonesian, Tagalog, Nepali,Malay,Spanish, Portuguese, German, French, Italian, Russian, Khmer, Burmese

* Free of charge
* The caller is responsible for call charges
* No pre-registration required
5. 留学生関係証明書
以下の証明書が必要な場合は、留学生担当の係に申し込んでください。

(1) 学生証
学部及び大学院の学生には学生証が交付されます。学生証は講義や試験を受けるとき、図書館等を学びの各種施設を利用して保有することに必要ですので、常に携帯しておいてください。紛失した場合は、再交付の手続きをしてください。再交付を受けれるときは写真1枚（4cm×3cm）が必要です。

(2) 身分証明書
研究生、特別聴講生、特別研究学生には身分証明書が交付されます。この証明書の携帯義務は学生証と同じですが、学割の特典はありません。紛失した場合は、再交付の手続きをしてください。再交付を受けられるときは写真1枚（4cm×3cm）が必要です。

(3) 在学証明書
在学期間延長、奨学金の申込み、公営住宅の入居申請等の際に必要です。証明書自動発行機で交付を受けしてください。

(4) 成績（単位修得）証明書
各種奨学金の申請等の場合に必要です。証明書自動発行機で交付を受けしてください。

(5) 国費外国人留学生証明書
在留期間延長申請やパスポートの有効期間延長、家族の来日の際の身分証明となるための証明に必要です。

(6) 通学証明書、学割
電車・バスの通学定期券を購入するときは、担当の係に申し出て、通学証明書の交付を受けてください。また、JRを利用して101km以上旅行する場合は、運賃の20％が割引されます。必要とする場合は、証明書自動発行機で交付を受けしてください。この割引は年間1人で10枚利用できます。
ただし、研究生等にはこれらの特典はありません。

(7) その他
上記以外の証明書が必要とする場合は、留学生担当の係に申し出てください。

5. Documents Related to International Students
If you need the following documents, please fill out and submit the application form at the Student Section on your campus.

(1) Student ID Card (Gakuseishou)
Student ID Card is given to undergraduate and graduate students (except audit students and research students). You must carry the card at all times as it is needed to present when you attend lectures, take examinations and use Kyutech facilities. In case you lose or be stolen the Student ID Card, contact the Student Section on your campus immediately and apply for reissuing with a photograph of yourself (4cm x 3cm).

(2) Identification Card
Identification Card is given to research, special research and special audit students. The card has the same regulations with the Student ID Card. However, it doesn’t bring you any of student discounts. In case you lose or be stolen the card, contact the Student Section on your campus immediately and apply for reissuing with a photograph of yourself (4cm x 3cm).

(3) Certificate of Enrollment
Certificate of Enrollment is required when you apply for an extension of period of stay, scholarships and public housing. The certificate is issued at automatic machine.

(4) Transcript of Academic Records
Transcript of Academic Records is required when you apply for scholarships. The Transcript is issued at automatic machine.

(5) Certificate of MEXT Scholarship Student.
(Kokuhi-Ryugakusei-Shoumeisho)
Certificate of MEXT Scholarship Students is required when you apply for an extension of period of stay, passport renewal and to bring your family to Japan.

(6) Certificate of Commuting, Discount Travel Ticket for Students
(Tsugaku-Shoumeisho, Gakuwari)
Certificate of Commuting is required for purchasing a student commuting pass.
Students, who travel 101 km or more with Japan Railway (JR) for one way, are entitled to purchase discount tickets at 20% off the normal fare. You must submit Certificate for Students Discount Tickets at stations when purchasing tickets. You can purchase discount ticket up to ten times per year. Upon purchase, you may be requested to present your Student ID Card. Certificate for Students Discount Tickets can be obtained by the automatic certificate issuing machine. Research students, Special Research Students and Special Audit Students are NOT qualified for this discount tickets.

(7) Other Certificates
If you need certificates other than above, please request at the Student Section.
6. Housing

International students are living in the International House, Public Housing, or private apartments.

◎ International House

Each room of International House is equipped with a kitchen, refrigerator, bed, and other furniture. It has a seminar room, lounge, and laundry room as common facilities. The period of residence is, in principle, no more than 6 months in order to secure rooms for new students.

The number of rooms available is as below.

<table>
<thead>
<tr>
<th>International House, Tobata</th>
<th>International House, Iizuka</th>
</tr>
</thead>
<tbody>
<tr>
<td>For singles</td>
<td>For singles</td>
</tr>
<tr>
<td>35</td>
<td>11</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>38</td>
<td>12</td>
</tr>
</tbody>
</table>

Below is a list of the charges. No meals are provided.
1. Rent (per month): Single 5,900 yen, Couple 9,500 yen, Family 14,200 yen
2. Utilities (electricity, gas, water): about 5,000 yen to 10,000 yen a month

◎ Student Residence IIZUKA

Student Residence is the shared room dormitory for both International and Japanese students.

One unit consists of 3 rooms for living with 3 students, and there are 20 units. Each unit of Student Residence is equipped with a kitchen, shower, toilet, refrigerator, washing machine, microwave, table, air-conditioner, and other facilities. Each room is equipped with bed, table, chair, closet, air-conditioner and other facilities. The period of residence is 1 year in principle.

Below is a list of the charges. No meals are provided.
1. Rent (per month): 15,000 yen
2. Utility Charges (per month) (electricity, gas, water): about 5,000 yen to 10,000 yen a month

◎ Meisen Dormitory TOBATA

Meisen Dormitory is the student dormitory for first-year undergraduates of both international and Japanese students of School of Engineering (including privately founded students and MEXT Scholarship students). The dormitory has 20 rooms equipped with a private shower, bathroom, wardrobe, curtains, balcony, ports for LAN connection and phone, bed, desk and chairs in each room. The period of residence is 1 year in principle.

Below is a list of the charges. No meals are provided.
1. Rent (per month): 15,000 yen
2. Utility Charges (per month): 8,000 yen *Utility charges may change.
国際研修館（戸畑）
国際研修館は、総戸数42戸で、在日学生（国費・私費外国人留学生を含む）及び大学院生です。各個室にはカーテン／バルコニー／LAN用ジャック／電話用ジャック／ベッド／机・椅子等が備えられています。
入居期間は、原則として1年間です。
下記の経費は、国際研修館での生活に必要な費用の一部で、食費等は含まれていません。
1. 寄宿料（月額）15,000円
2. 光熱水料（月額）6,000円（※光熱水費は変更になることが有ります。）

公共住宅・民間アパート
市内には、県や市が安価な家賃で提供する公共住宅があります。入居資格はそれぞれ決まっており、入居できる住宅は、抽選又は点数選考により決まります。
民間アパートは、部屋の広さ、生活用の備品の状況により1ヶ月の部屋代はさまざまで、平均すると30,000～35,000円程度です。このほか、民間アパートを借りる際には月別の部屋代のほかに敷金（保証金）、礼金（非礼金）、不動産業者の仲介手数料を払うのが普通となっており、入居時に1ヶ月の部屋代の3～5倍程度が必要です。
また、どの宿舎に入居しても電気・ガス・水道等の料金が必要で、設備の使用頻度により金額は異なりますが1ヶ月に5,000円～20,000円程度かかります。

福岡地域留学生住宅保証制度
日本でアパートに入居するためには、連帯保証人が必要です。留学生が自分で連帯保証人を探し出すことが難しい場合、この制度に資する連帯保証人は（不動産業者等）が斡旋するアパートに入居すれば、本学が連帯保証をします。

留学生住宅総合補償（財団法人 日本国際教育支援協会）
万一の火災等に対する備えと、入居保証人による迷惑がかからないようにするための補償制度です。福岡地域留学生保証制度を利用する人は必ず加入する必要があります。
補償内容は次のものであります。
1. 失火や破壊事故・水害を起こし、借用戸室内に損害を与え、家主さんには法律上の損害賠償をしなければならないとき、損害保険金が支払われます。
2. 日常生活において物を落として他人にケガをさせたり、水害等により他人の財物を破壊したりして賠償しなければならないとき、損害保険金が支払われます。
3. 火災・破壊・爆発・水害等で家財に損害を受けた場合、補償されます。

Global Cultivation Center TOBATA
Global Cultivation Center has 42 rooms available for 2nd, 3rd, 4th-year of undergraduates and all graduates of both international and Japanese students of School of Engineering (including privately funded students and MEXT Scholarship students) and each room is equipped with curtains, balcony, ports for LAN connection and phone, bed, desk and chairs. The period of residence is 1 year in principle.
Below is a list of the charges. No meals are provided.
1. Rent (per month): 15,000 yen
2. Utility Charges (per month): 6,000 yen *Utility charges may change.

Public Housing and Private Apartment
There are public housing such as prefectoral and municipal housing for moderate rents in the cities. The conditions that must be satisfied to enter such housing depend on the individual organization. The available housing will be allocated by lottery or by screening based on a points system.
The rent for private apartments varies depending on the size and the furnishing of the rooms. The average of rent is 30,000 yen to 35,000 yen a month. In addition, it is customary to pay a deposit (security money), key money, and a commission to the real estate agent, which can amount to three to five times the monthly rent.
For both public and private accommodation utilities must be paid which vary from 5,000 yen to 20,000 yen a month, depending on your usage.
For further information contact the Student Section on your campus.

Housing Guarantor System for International Students in Fukuoka
To rent an apartment or house in Japan you need to find a joint guarantor for a lease. But it is sometimes difficult for international students to find a proper guarantor. If you rent an apartment or house introduced by an estate agency which approves this housing guarantor system in Fukuoka area, Kyutech will be a joint guarantor for you.

Comprehensive Housing Insurance for Foreign Students Studying in Japan (Japan Educational Exchanges and Services (JEES))
This insurance is designed to eliminate any financial loss or inconvenience for such guarantors in the event of fire or other accidents. International students who use "Housing Guarantor System for International Students in Fukuoka" must join this insurance.
Insurance coverage:
① Protection of tenant’s legal liability
This coverage provides protection if your room is damaged by a covered risk, such as fire, burst pipes or explosions, leakage of water and you have to make a legal compensation to your landlord for the damage.
② Protection against personal liability
This coverage provides protection against accidental bodily injury or property damage to others for which you are liable, for example, dropping something and injuring someone or a water leakage damaging someone’s property.
③ Protection for personal property
This coverage provides protection for your personal possessions, such as clothing or furniture, if they are damaged by a covered risk, such as fire, burst pipes, explosion or flood.
7. International Driver’s License

If you want to drive an automobile in Japan, you should either obtain an international driver’s license in your home country or convert your driver’s license from home country to a Japanese Driver’s License after your arrival in Japan.

You can obtain the license at the nearest Driver’s License Testing Center along with followings:

1. Residence Card
2. Passport
3. Driver’s License from home country
4. A Photograph (3cm × 2.4cm)

You need to pass the Aptitude test, Traffic rule knowledge check and Driving skill check* there.

* The applicant is asked to actually drive a vehicle at a course in the Driver’s License Center.

A license is valid for 1 year and no renewable accepted during your stay in Japan. Due to traffic congestion and difficulties in securing a parking space or other problems, it would be inconvenient to drive downtown.

In case you cause an accident, you might be claimed the damages, so you must buy a car insurance beforehand.

Japan Automobile Federation(JAF) sells brochure “Rules of the Road”.

*Japan Automobile Federation(JAF)
Fukuoka Regional Office : 5-12-27 Muromi Sawara-ku Fukuoka-shi Fukuoka
TEL 092-841-7731
URL http://www.jaf.or.jp/ (Japanese)
http://www.jaf.or.jp/e/index.htm (English)

If you are a resident of International House and own a car, and commute by car to school, you need to apply for a parking card. Please ask the Student Section on your campus.

Required documents: Driver’s License
Voluntary insurance
Car registration
8. Procedure for Immigration Services

(1) Changing Status of Residence ⇒ Immigration Service Bureau

Kyutech does NOT accept any international students without a valid “College Student” status of residence. It is strongly advised to check your visa status seal in your passport.
If you do NOT have your visa status seal in your passport, or your visa status is NOT “College Student”, you must report immediately to your Campus Staff and obtain a complete set of the necessary documents. After preparing the documents, you must apply for a change of status at the Immigration Service Bureau.

Regarding to the necessary documents, you need to ask the Student Section on your campus.
- Application for Change of Status of Residence
- Passport
- Residence Card etc.

(2) Extension of Period of Stay ⇒ Immigration Service Bureau

The period you are allowed to stay in Japan as an international student varies from 3 months to 4 years and 3 months. If you wish to apply for an extension, contact the Student Section first. You must submit a complete set of documents to the Immigration Service Bureau. The Immigration Service Bureau accepts your application 3 months prior to the expiration date of your period of stay.

Regarding to the necessary documents, you need to ask the Student Section on your campus.
- Application for Change of Status of Residence
- Passport
- Residence Card etc.

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8. 入国管理法関係手続き

（1）在留資格の変更 ⇒ 出入国在留管理局

本学では、「留学」の在留資格を取得しない場合は、留学生として取り扱っていませんので、自分のパスポートを確認してください。
万一、パスポートにスタンプがない場合や、「留学」以外の在留資格の場合は、留学生担当の係に申し出て、以下の必要書類を揃え、出入国在留管理局で在留資格の変更をしてください。

主に必要な書類
- 在留資格変更許可申請書
- パスポート
- 在留カード
※ 他に必要な書類については留学生担当係に相談してください。

（2）在留期間更新 ⇒ 出入国在留管理局

留学生として日本に在留を許可される期間は3ヶ月～4年3ヶ月です。この期間は、所定の手続きにより、延長することができます。
この手続きは、留学生担当の係に申し出て必要書類を揃え、在留期間の満了する日の3ヶ月前から出入国在留管理局で行ってください。手続きには以下の書類等が必要です。

主に必要な書類
- 在留期間更新許可申請書
- パスポート
- 在留カード
※ 他に必要な書類については留学生担当係に相談してください。
(3) Temporary Leave and Re-entry ⇒ Immigration Service Bureau

All foreign nationals who have valid passport and Residence Card do NOT need to apply for a re-entry permit in the case where they re-enter Japan within 1 year of the departure (it’s called “Special Re-entry Permission”)

* Once you depart on special re-entry permission you will not be able to extend that permit from abroad.
* If you fail to re-enter Japan within 1 year of the departure, you will lose your resident status.
* If your period of stay expires within 1 year after your departure, you must re-enter Japan before the expiration.
* If you temporarily leave Japan, you must submit the “Temporary Leave Form” to the Students Section on your campus after you get an approval of your academic adviser before leaving Japan.

(4) Permission for Restricted Part-time Work ⇒ Immigration Service Bureau

International students living in Japan with a “College Student” status are not authorized to work. If you wish to work part-time, you must obtain permission from the Immigration Service Bureau. You are required to submit the copy of the permission at the Students Section after receiving it.

The following are necessary documents for the application.

- Application Form (available at the Immigration Service Bureau)
- Passport
- Residence Card etc.

* Please inform the Students Section about workplace.

Authorized Part-time work hours for international students are:

- No more than 28 hours a week
- No more than 8 hours a day during the long-term vacation

Part-time work should not have a harmful effect on public morals. You will not be given permission for part-time work if this condition is not satisfied.

International students who take a temporary leave with a “COLLEGE STUDENT” status of residence can not be allowed to work for any reasons.
（5）家族の来日 ⇒ 入国在留管理局 ※ 地図 P52, 53

家族を日本に呼びたい場合は、日本に慣れてから宿舍を探したうえで、家族を呼ぶことを強く勧めます。
家族の日本入国のビザは、本国の日本大使館で家族が直接取得することもできますが、あなたが入国在留管理局で「在留資格認定証明書」を代理で取得し、家族がそれを本国の日本大使館に持参して取得することもできます。後者の方がビザ発給までの期間が短く、日本大使館での手続きも円滑に済みます。

<table>
<thead>
<tr>
<th>項目</th>
<th>内容</th>
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<tbody>
<tr>
<td>申請書</td>
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<tr>
<td>在留カード</td>
<td></td>
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<tr>
<td>パスポート</td>
<td></td>
</tr>
<tr>
<td>本人との関係を証明する書類</td>
<td></td>
</tr>
<tr>
<td>経費支弁能力を立証する書類</td>
<td></td>
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</tbody>
</table>

※必要に応じて他の書類の提出を求められるので、必ず入国在留管理局に聞いて確認してください。
※日本語以外の書類には、日本語の翻訳文が必要です。

(5) Bringing Your Family to Japan ⇒ Immigration Service Bureau ※ Map pp.52, 53

If you want to live with your family, it is strongly recommended that they arrive after you have become familiar with life in Japan and have yourself settled down. Entry visa for your family can be obtained at the Japanese Embassy/Consulate in your country. Or, you can obtain a “Certificate of Eligibility to Status of Residence (COE)” for your family at the Immigration Service Bureau. Your family can submit this certificate to the Japanese Embassy/Consulate for application of the entry visa. With COE, the paperwork at the Japanese Embassy/Consulate will be processed more smoothly, and the entry visa will be issued in shorter time.

<table>
<thead>
<tr>
<th>項目</th>
<th>内容</th>
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<tbody>
<tr>
<td>Application Form</td>
<td></td>
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<tr>
<td>Residence Card</td>
<td></td>
</tr>
<tr>
<td>Passport</td>
<td></td>
</tr>
<tr>
<td>Documents certifying relationship to you</td>
<td>(e.g. copy of family register, marriage certificate, birth certificate, etc.)</td>
</tr>
<tr>
<td>Documents certifying your financial ability to cover all expenses</td>
<td></td>
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</tbody>
</table>

※ You need to ask the Immigration Service Bureau about necessary documents.
※ Documents in foreign languages must be translated into Japanese.
9. Support Organizations for International Students

The following organizations give support to international students and promote exchange among them, or sometimes with local residents.

**Kitakyushu International Association (KIA):**
Com City 3F, 3-15-3 Kurosaki, Yahananchi-ku, Kitakyushu
TEL: 093-643-6464
URL: http://www.kitaq-koryu.jp/en/
Arranging Japanese family for cultural exchange
Scholarship for students from Dalian (China), sister city of Kitakyushu
Providing information about Japanese classes and cultural event
General and Specialized Consultation (life, immigration, psychological, legal)
Dispatching administrative interpreters or medical interpreters

**Fukuoka International Exchange Foundation:**
3F ACROS Fukuoka, 1-1-1 Tenjin, Chuo-ku, Fukuoka City
TEL: 092-725-9200
URL: https://www.kokusaihiroba.or.jp/english/
Scholarship program
Providing information for foreigners living in Fukuoka
Human rights counseling / Visa status procedures counseling

**Fukuoka International Students Support Center (FiSSC):**
3F ACROS Fukuoka, 1-1-1 Tenjin, Chuo-ku, Fukuoka City
TEL: 092-725-9201
URL: https://www.fissc.net/en/index.html
Providing information about livelihood support, part-time work, and exchange programs
Career support
Creating networks after graduation

**Fukuoka Fresh Graduate Support Office (Fukuoka Student Job Center):**
12F ELGARA Office Building, 1-4-2 Tenjin, Chuo-ku, Fukuoka City
TEL: 092-714-1556
URL: https://jsite.mhlw.go.jp/fukuoka-young/
Providing job information
Career consulting

**Iizuka Friendship Network:**
URL: http://iizukafrindship.net/english/index.html
Counseling about life and medical care

**Ryugakusei Front (Iizuka):**
URL: http://ryugakuseifront.web.fc2.com/index.html
Offering Japanese class
Providing cross-cultural communication and experience
Offering support for daily life

**Gakken Volunteer Association:**
URL: https://www.facebook.com/waiwai.nihongo
Japanese language conversation club
Region exchange
Japanese cultural learning experiences
Support for daily life
10. 帰国に際して

卒業・修了する留学生には、卒業後の連絡先等を留学生担当の係に届け出てもらっています。帰国する前にさまざまな手続きをまとめておいてください。あとで料金未納等のトラブルが起きないようにしてください。

（1）卒業・修了後の進路についてのアンケート提出

卒業・修了（退学・除籍を含む）等で本学の学生でなくなる場合は、「卒業・修了後の進路についてのアンケート」を提出してください。アンケート用紙は、留学生担当の係にあります。

（2）民間アパートの退去手続き

民間アパート等に入居している人は、退去日の1ヶ月前には、家主に退去日を必ず連絡してください。退去日の連絡を怠ると敷金が戻ってこないことがあります。
また、ガス取扱業者、九州電力、水道局にもあらかじめ退去日を連絡し、料金の精算を依頼してください。

（3）銀行口座の解約

銀行口座を解約する場合は、奨学金、宿舎費補助金、医療費補助金が最後の月まで入金されていることを必ず確認してから解約してください。クレジットカードを持っていている人は合わせて解約してください。

（4）電話・インターネットプロバイダーの解約および精算

携帯電話を持っている人は、解約の手続きをしてください。電話を設置している人は、NTTだけでなく、自分が利用した全ての電話会社（KDDI、ソフトバンク等）に退去日を連絡し、精算してください。
また、電気等をレンタルで設置している人は、早めにレンタル会社に連絡し、精算してもらうようにしてください。

（5）国民健康保険証の返納

国民健康保険の脱退手続きをして、国民健康保険証は区（市）役所に返してください。

（6）在留カードの返納

在留カードは、出国時に空港の出入国在留管理局で返納することになっています。

（7）大型ゴミの処分

大型ゴミがあれば、市役所に連絡して所定の方法で処分してください。

10. Leaving Japan

When you graduate or complete your courses, you are required to report your contact details after leaving Kyutech to the Student Section. Please complete necessary procedures prior to your departure to your home country. Be sure to settle payment of fees and/or charge to avoid any troubles which may happen after your departure.

（1）Submission of Inquiry about Your Plans after Graduation

Those who graduate, go on to a school of higher grade, withdraw, or are expelled from Kyutech, must submit “Inquiry about your plans after graduation”. Inquire Student Section on your campus for the forms and more details.

（2）Procedure for Moving Out of a Private Apartment

If you are living in a private apartment, you should give notice to the landlord one month prior to moving out. If you fail to do this, your deposit may not be refunded. You should also notify the gas company, the electric power company (Kyushu-Denryoku) and the Waterworks Bureau of the moving-out date and ask them to settle the accounts.

（3）Closing Bank Accounts

Before closing your bank account, confirm that all of the appointed payments (scholarship, housing or medical fee assistance, etc) have been processed. Please do not forget to cancel your credit card if you have any.

（4）Settlement of Telephone Accounts・Internet Provider

Please cancel your mobile phone contract. If you have a landline telephone installed to and/or set up internet connection in your apartment, notify NTT and all other telephone and internet companies of your moving-out date and ask for settling your account. If you have a rental telephone, contact the rental company for settling your account.

（5）Returning National Health Insurance Card

Please complete the deregistration from National Health Insurance, and return National Health Insurance Card to the municipal office before leaving Japan.

（6）Returning Residence Card

Please return Residence Card to the Immigration Service Bureau at an airport when you leave Japan.

（7）Disposing of Bulky Waste

Please dispose of any bulky waste under the specified procedures, if any. For details, contact the municipal office.
付録

国立大学法人九州工業大学におけるキャンパス・ハラスメント防止等に関するガイドラインと相談員の設置について（要旨）

対象者
九州工業大学で就労又は修学するすべての職員と学生（以下「職員学生等」という。）が対象となります。

キャンパス・ハラスメントとは何か
本学の職員学生等が、教育・研究・業務に関連して、相手の意に反する不適切な発言や行動をことによって、相手が精神的な面を含めて、勉学・研究・業務を行うことに支障が生じたり、そのための環境を悪化させたりすることをいいます。

キャンパス・ハラスメント相談員
本学では、キャンパス・ハラスメントに関する苦情相談処理のため、相談窓口として、キャンパス・ハラスメント相談員を各部署に配置しています。
相談員は、あなたの要求に基づき、内容を検討のうえ、キャンパス・ハラスメントの調査委員会を設置し、詳しい調査を行うよう要請します。その調査の結果により、問題解決を目指し、あなたの救済と支援に努めます。相談した内容、プライバシーは厳守。相談したことにより、あなたが不利になることは決してありませんので、迷わなく気軽に相談してください。

（1）対象となる相談
① キャンパス・ハラスメントの被害を受けた学生本人からの相談
② 他の者が、キャンパス・ハラスメントをされている者見て不快に感じた学生からの相談
③ 他の者が、キャンパス・ハラスメントをしている事実を知った学生からの相談
④ 学生からキャンパス・ハラスメントに関する相談を受けた監督者からの相談

（2）相談員
相談員のリストはホームページや掲示板でお知らせします。所属に関係なく、相談者が相談員に連絡し、お互いの都合のよい日時と場所で相談を行ってください。

Appendix

Campus Harassment
(Sexual Harassment, Academic Harassment, etc)

Who is eligible?
Students and faculty members at Kyushu Institute of Technology.

What is it like?
Students or faculty members at Kyutech who are engaged in their education, research or work make offensive remarks or actions to someone, and then this causes him or her to have difficulty doing their study, research or work, or makes worse the surroundings in which he or she does it.

Advisers
Kyushu Institute of Technology has advisers from each section dealing with ‘Campus Harassment’. The advisers set up the Committee for this issue and do the best they can to help and support you. Your privacy and what you told to the advisers are firmly protected. You are not at a disadvantage by consulting them. Please feel free to visit them.

(1) Consultation topics
> Consultation for a victim of ‘Campus Harassment’.
> Consultation for a student and/or a faculty member who saw somebody harassed sexually, academically, etc and felt uneasy.
> Consultation for a student and/or a faculty member accused of ‘Campus Harassment’ by others.
> Consultation for a supervisor who was consulted about ‘Campus Harassment’ by a subordinate.

(2) Advisers
As for the list of Advisers, we notify by Kyutech homepage or on the bulletin boards. Please consult with them regardless of their posts.
計算機・ネットワーク利用における注意

九州工業大学の計算機・ネットワーク施設の利用において、下記のような利用は禁止されています。違反行為に関して、その重要性や状況等に応じて、懲戒等の対策となりますので、本学の学生として自覚を持って、利用の際には十分に注意してください。
学術情報委員会

1) 著作権・特許権などを知的所有権を侵害する行為
2) P2P(ファイル共有ソフト：Share, Cabos, eMule, perfect dark, µTorrent, Winnyなど)の使用
3) 公序良俗に反する情報の取り扱い
4) 商取引(インターネットでの商品購入・オーケーション参加など)
   ただし、学校教育職員の指導の下、教育研究上必要な物品及び
   サービスの購入にあたってはこの限りではない。
5) 講義や研究に関係のないSNS(Twitter, Facebook, LINE等)やブログへの
   投稿や外部とのチャット及び掲示板への参加
6) ウイルスの作成や流布、他計算機への攻撃、他者へのなりすみ、サイバーストー
   キング等の犯罪行為
7) 適正な使用権を有しない、あるいはライセンス条件に反するソフトウェアの本学
   計算機へのインストール
8) 利用者IDおよびパスワードの開示・貸与等、他者に使用権限を与える行為
9) 他者の利用者IDあるいはパスワードの不正な入手
10) 他利用者のデータ・ファイルへの無断アクセス行為
11) 上記の他、法令や社会倫理に反する、あるいは他者の正常利用に支障をきたす
    行為

＜注意＞
計算機・ネットワークの適正な運用のために、委員会は次の処置を行います。
・ファイルや通信の内容を調査する。
・調査の結果、不適当な場合はファイルや通信内容を削除する。

詳細に関しては、下記サイトを参照のこと。
情報システムを利用する方へ
学術情報委員会関連規則(セキュリティ関連規則含む )
(https:// gw.jimu.kyutech.ac.jp/cgi-bin/cbgrn/grn.cgi/bulletin/view?id=77&aid=2172)

Reminder for Computer and Network Use

Students of Kyushu Institute of Technology are permitted to use the computer and network facilities of the Institute, but they must abide by the rules and regulations. Users are reminded that the following are forbidden and disciplinary action will be taken according to the severity of the violation.

1) Infringement of intellectual properties, such as copyrights and patents;
2) Use of P2P(Share, Cabos, eMule, perfect dark, µTorrent, Winny etc.);
3) Use of information in a manner contrary to public order and morality;
4) Use of the institute’s computers or the network for commercial transactions, including the buying or selling of merchandise and participation in auctions;
   excluding the case where student(s’) purchases articles or services necessary for education or research under the supervision of faculty member(s);
5) Participation in and posting of messages on external news sites, bulletin boards and chat rooms that are not related to lectures or research;
6) Criminal activities such as the creation or distribution of viruses, attacks on other computers, identity thefts, and cyber attacks;
7) Installation of software on Institute computers without the required user rights and licenses;
8) Any act that confers user rights, such as disclosure or lending of user IDs or passwords;
9) Unauthorized acquisition of a user ID or password;
10) Unauthorized access to data files;
11) Any other use that is in violation of the law, public order, and morals or contrary to normal use.

Committee for the Promotion of Computerization

NOTES
For proper operation of computer and network, the committee takes the following actions:
• Checks the contents of files and communication.
• Deletes the contents of files and communication if they proved inappropriate through the check.

For further information, please refer to the following:
with reference to regulations:
https:// gw.jimu.kyutech.ac.jp/cgi-bin/cbgrn/grn.cgi/bulletin/view?id=77&aid=2172
关于计算机以及网络使用的注意事项

九州工业大学严禁在计算机和网络使用方面发生下列行为。如有发生，将视情节轻重予以处分。望本校学生发挥高度自觉性，在计算机和网络使用中杜绝下列行为。

学术信息委员会

1）侵犯著作权·专利权等知识产权（BitTorrent的使用等）的行为
2）P2P软件的使用（文件共享软件：Share, Cabos, eMule, perfect dark, µTorrent, Winny等）
3）经手和使用扰乱社会公共秩序及违背社会良好风尚的信息的行为
4）商业交易（网上购物、网上拍卖等）的行为

但是，学生在教师指导下购买教育研究所需的物品或服务时不受此限制。

5）向与课堂教学和研究无关的外部新闻网站投稿以及参加外部的聊天室和留言板的行为
6）制造和散布计算机病毒、攻击其它计算机、伪造他人、在线盯梢等犯罪行为
7）将没有正当的使用权或违反授权条件的软件安装于本校计算机中的行为
8）将本校计算机使用权赋予他人（公开或出借用户ID及密码等）的行为
9）以不正当的手段获取他人的用户ID或密码的行为
10）擅自存取其他用户的数据·文件的行为
11）上述之外，所有违反法令、违背社会伦理，妨碍他人正常利用的行为

＜注意事项＞
委员会为了正确运用计算机和网络设施，将采取下列措施。

对文档和通信内容进行监控。
·如发现不正当文件或通信内容将予以删除。

详细内容请参见下列网站
规则：
https://gw.jimu.kyutech.ac.jp/cgi-bin/cbgrn/grn.cgi/bulletin/view/?cid=77&aid=2172

 컴퓨터·네트워크 이용에 관한 주의 사항

규슈공업대학의 컴퓨터·네트워크 시설을 이용하실 경우。 아래와 같은 행위는 금지되어 있습니다。 위반행위에 관해서는 그 중요성과 상황 등에 따라 정체 등의 대상이 되므로 본교 학생으로서 자각심을 가지고 이용하실 때는 충분히 주의하여 주십시오。

정보화추진위원회

1) 저작권, 특허권 등 지적재산권을 침해하는 행위
2) P2P (파일공유 소프트 : Share, Cabos, eMule, perfect dark, µTorrent, Winny 등) 의 이용
3) 미풍양속에 저촉되는 정보의 취급
4) 상거래 (인터넷을 이용하여 상품을 구입하거나 경매에 참가하는 행위 등)
   단, 학생이 교직원의 지도 아래, 교육연구상 필요한 물품을 구입하거나 서비스를 구입할 경우에는 제외함.
5) 강의 또는 연구 등과 허당의 관계가 없는 외부의 뉴스와 토고하거나 외부의 채팅 및 게시판에 참가하는 행위
6) 바이러스의 작성 및 유포 행위, 다른 컴퓨터를 공격하는 행위, 타인으로 행해하는 행위, 사이버 스토커 등의 범죄 행위
7) 적절한 사용권이 없거나 또는 면허 조건에 위반되는 소프트웨어를 본교 컴퓨터에 인스톨하는 행위
8) 이용자의 ID 및 패스워드를 공개하거나 데어 등 타인에게 사용권한을 부여하는 행위
9) 타인의 이용자 ID 또는 패스워드를 부정하게 입수하는 행위
10) 다른 이용자의 데이터 파일에 무단으로 액세스하는 행위
11) 상기 이외에도 법률 또는 사회윤리에 저촉되는 행위를 하거나 또는 타인의 정상적인 이용에 지장을 주는 행위

＜주의＞
컴퓨터·네트워크의 적절한 운용을 도모하기위해， 위반시 당 위원회는 다음과 같은 처치를 행합니다。
·파일 또는 통신 내용을 조사한다。
·조사한 결과， 부적당하다고 인정될 경우에는 파일 또는 통신 내용을 삭제한다。

상세한 내용에 관해서는 다음 사이트를 참조하여 주시기 바랍니다。
규칙：
https://gw.jimu.kyutech.ac.jp/cgi-bin/cbgrn/grn.cgi/bulletin/view/?cid=77&aid=2172
# 学 年 歴

(2019年度)

<table>
<thead>
<tr>
<th>工 学 部</th>
<th>情 報 工 学 部</th>
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</thead>
<tbody>
<tr>
<td>第1クォーター/前期</td>
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<tr>
<td>授業開始</td>
<td>4月8日</td>
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<tr>
<td>開学記念日</td>
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<td>第2クォーター/前期</td>
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<td>再授業期間</td>
<td>2月17日～3月3日</td>
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# Academic Calender

(2019)

<table>
<thead>
<tr>
<th>1st Quarter/1st Semester</th>
<th>S</th>
<th>E</th>
<th>SCSSE</th>
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<tbody>
<tr>
<td>Entrance ceremony</td>
<td>April 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning of Program</td>
<td>April 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kyutech Anniversary</td>
<td>May 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Quarter Examination</td>
<td>June 5-11</td>
<td>June 4-June 10</td>
<td></td>
</tr>
</tbody>
</table>

| 2nd Quarter | | |
|--------------------------|---|---|-------|
| Beginning of Program | June 12 | June 12 |
| 2nd Quarter 1st Semester Examination | July 26-August 9 | July 25-August 8 |
| Summer Vacation | August 13-September 13 | August 13-September 20 |
| Additional Teaching | September 17-30 | - |

| 3rd Quarter/2nd Semester | | |
|--------------------------|---|---|-------|
| Beginning of Program | October 1 | September 24 |
| Kyutech Festival | November 23-24 | |
| 3rd Quarter Examination | November 29-December 5 | November 15-21 |

| 4th Quarter | | |
|--------------------------|---|---|-------|
| Beginning of Program | December 6 | November 29 |
| Winter Vacation | December 27-January 3 | December 24-January 3 |
| 4th Quarter 1st Semester Examination | January 31-February 14 | January 24-February 10 |
| Additional Teaching | February 17-March 3 | - |
| Graduation Ceremony | March 25 | |

<table>
<thead>
<tr>
<th>1st Quarter/1st Semester</th>
<th>G</th>
<th>S</th>
<th>E</th>
<th>GSCSSE</th>
<th>GSLSSE</th>
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<tr>
<td>Entrance ceremony</td>
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<td>GSCSSE</td>
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<td>June 4-June 10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 2nd Quarter | | |
|--------------------------|---|---|-------|
| Beginning of Program | June 12 | June 12 | June 12 |
| Summer Vacation | August 13-September 13 | August 13-September 20 | August 13-September 30 |
| Additional Teaching | September 17-30 | - | |

| 3rd Quarter/2nd Semester | | |
|--------------------------|---|---|-------|
| Beginning of Program | October 1 | September 24 | October 1 |
| Kyutech Festival | November 23-24 | |

| 4th Quarter | | |
|--------------------------|---|---|-------|
| Beginning of Program | December 6 | November 29 | December 6 |
| Winter Vacation | December 27-January 3 | December 24-January 3 | December 27-January 3 |
| Additional Teaching | February 17-March 3 | - | |
| Graduation Ceremony | March 25 | |

# Event for international students

| Orientation, Welcome party | April/October | |
| International friendship party (a social meeting for international exchange) | December | |
| Field trip for international students | Undecided | |

*subject to change in each academic year

※年度により、変更することがあります。
Tobata Campus

Lecture Rooms / Laboratories, Experiment facilities
1. Education & Research 2
2. Education & Research 3
3. Education & Research 4
4. Experiment Building 1
5. Education & Research 5
6. General Education 2F Information Science Center Office
7. Education & Research 6
8. Education & Research 7
9. Mechanical Engineering Workshop A
10. Education & Research 8
11. Education & Research 9
12. Education & Research 10
13. K.I.T. Green-Cube Project Laboratory
14. Mechanical Engineering Workshop B
15. General Research Building 1
16. Education & Research 11
17. Experiment Building 3
18. Resource Saving Development Laboratory
19. Super-High-Speed Collision Laboratory
20. Information Learning Plaza
21. Drawing Lecture Building
22. Interactive Learning Studio "MILAI5"
23. General Research Building 2
24. General Research Building 3
25. Low Speed Wind Tunnel
26. Interactive Educational Building

Educational Research Support facilities
31. Collaborative Education Support Building
32. Student Support Plaza
33. University Library
34. Drainage Analyzing institution
35. Management Office for Drainage Processing
36. Applied mathematics and Applied Physics

Common Facilities
51. Memorial Hall
52. Houriyu Hall
53. Health and Counseling Center
54. University Hall
55. Welfare Facility
56. Archery Range
57. Swimming Pool
58. Martial Arts Gymnasium
59. Extracurricular Activities Facilities
60. Gymnasium
61. Sensuino (Guest house)
62. Manufacturing Shop Floor
63. Nakamura Centenary Memorial Hall
64. Shozankan Gymnasium
65. Garage

Office Work Facilities / Others
71. Administration Bureau
72. General Education Building
73. Meisen Hall
74. Staff Residence 1
75. Staff Residence 2
76. International House A
77. International House B
78. International Faculty Residence
79. Staff Residence 3
80. Global Cultivation Center

Others
A. Multi-Purpose Field
B. Track and Field
C. Tennis Court
D. Baseball Field
Iizuka Campus

飯塚キャンパス
1. 正門
2. 研究管理棟
3. 共通教育研究棟
4. インキュベーション施設
5. 情報科学センター
6. 学生対談室「オアシス」
7. 総合研究棟
8. 研究棟
9. 研究棟サテライト1
10. 実習棟
11. マイクロ化総合技術センター
12. 附属図書館
13. ラーニングコモンズ
14. 飯塚サイエンスギャラリー
15. 大講義棟
16. 講義棟
17. インタラクティブ学習棟「MILAiS」
18. グローバルコミュニケーションラウンジ
19. カリアセンター
20. 福利施設（食堂・売店等）
21. ラーニングアゴラ棟
22. 課外活動共用施設
23. プール
24. 体育館
25. 野球場
26. 多目的グラウンド
27. 体育器具庫
28. テニスコート
29. テニス器具庫
30. 国際交流会館
31. スチューデント・レジデンス
32. 雑員宿舎

Iizuka Campus
1. Main Gate
2. Administration Building
3. Interdepartmental Education Building
4. Business Incubation Center
5. Information Science Center
6. Student Lounge “Oasis”
7. General Education Building
8. Departmental Research Building
9. Departmental Research Satellite 1
10. Machine Workshop
11. Center for Microelectronic Systems
12. Library
13. Learning Commons
14. Iizuka Science Gallery
15. Auditorium
16. Lecture Halls
17. Interactive Learning Studio “MILAiS”
18. Global Communication Lounge
19. Career Center
20. Campus Center
21. Learning Agora
22. Activities Hall
23. Swimming Pool
24. Gymnasium
25. Baseball Field
26. Multi-Purpose Field
27. Sports Equipment Storage
28. Tennis Courts
29. Tennis Equipment Storage
30. International House
31. Student Residence
32. Staff Residence
Wakamatsu Campus

1. 九州工業大学大学院
   生命体工学研究科
2. 学術情報センター
   （図書館・情報処理施設）
3. 会議場
4. 産学連携センター
5. 体育館
6. 教員宿舎
7. 北九州市立大学
   国際環境工学部 校舎棟
8. 環境エネルギーセンター
9. 計測・分析センター
10. 実験・実習工場
11. グランド
12. テニスコート
13. クラブ棟
14. 東畑田大学大学院
15. 東畑田大学情報産業
   システム研究センター
16. 花村池
17. 配水池
18. 情報技術高度化センター
19. 留学生宿舍
20. 共同研究開発センター
21. 事業化支援センター
22. 技術開発交流センター

Wakamatsu Campus
1. Graduate School of Life Science and Systems Engineering, Kyushu Institute of Technology
2. Media Center
3. Conference Center
4. Collaboration Center
5. Gymnasium
6. Residences for Faculty Members
7. Faculty of Environmental Engineering, the University of Kitakyushu
8. Energy Center
9. Instrumentation Center, the University of Kitakyushu
10. Special Experiment Ward, the University of Kitakyushu
11. Exercise Ground
12. Tennis Court
13. Club Building
14. Graduate School of Information, Production and Systems, Waseda University
15. Information, Production and Systems Research Center, Waseda University
16. Semiconductor Center
17. IT Advancement Center
18. Business Venture Support Center
19. Hanamura Pond
20. Water Supply Pond
21. Apartment Complex for International Students
22. Technology Development Interchange Center

戸畑区役所
北九州市戸畑区千防 1-1-1
■ Tobata Ward Office
1-1-1 Shin-ike, Tobata-ku Tel.093-871-1501(Main)

戸畑区役所
北九州市戸畑区浜町 1丁目1番1号
■ Wakamatsu Ward Office
1-1-1 Hama-machi, Wakamatsu-ku Tel.093-761-5321(Main)
図の説明はありません。
福岡出入国在留管理局
Fukuoka Regional Immigration Service Bureau in Fukuoka City
〒810-0073 福岡県福岡市中央区舞鶴3-5-25 福岡第1法務総合庁舎
TEL 092-717-5422

【受付時間】平日 9:00～12:00, 13:00～16:00 土日祝は閉庁
Office hours 9:00-12:00, 13:00-16:00 (except for Saturday, Sundays, and national holidays)

各留学生担当係連絡先
戸畠キャンパス
九州工業大学工学部 学生係
〒804-8550 北九州市戸畑区仙水町1-1
TEL 093-884-3051 FAX 093-884-3090
E-mail:koh-gakusei@jimu.kyutech.ac.jp

飯塚キャンパス
九州工業大学情報工学部 学生係
〒820-8502 飯塚市川脇680-4
TEL 0948-29-7526 FAX 0948-29-7517
E-mail:jho-gakusei@jimu.kyutech.ac.jp

若松キャンパス
九州工業大学生命体工学科 学生・留学生係
〒808-0196 北九州市若松区びわの2-4
TEL 093-695-6007 FAX 093-695-6008
E-mail:sei-gakusei@jimu.kyutech.ac.jp

全学的なことについての連絡先
九州工業大学学務課学生・留学生支援係
〒804-8550 北九州市戸畑区仙水町1-1
TEL 093-884-3061
FAX 093-884-3059
E-mail:kok-ryugaku@jimu.kyutech.ac.jp

Student Affairs Division
Student Support/International Student Section
Kyushu Institute of Technology
1-1 Sensui-cho, Tobata, Kitakyushu
Fukuoka, 804-8550 Japan
TEL +81-93-884-3061
FAX +81-93-884-3059
E-mail:kok-ryugaku@jimu.kyutech.ac.jp

Contact details for the office in charge of international students by campus
Tobata campus
(School of Engineering / Graduate School of Engineering)
Student Section, Faculty of Engineering
TEL +81-93-884-3051 FAX +81-93-884-3090
E-mail:koh-gakusei@jimu.kyutech.ac.jp

Iizuka campus
(School of Computer Science and Systems Engineering / Graduate School of Computer Science and Systems Engineering)
Student Section, Faculty of Computer Science and Systems Engineering, Kyushu Institute of Technology
680-4 Kawazu, Iizuka, Fukuoka, 820-8502 Japan
TEL +81-948-29-7526 FAX +81-948-29-7517
E-mail:jho-gakusei@jimu.kyutech.ac.jp

Wakamatsu campus
(Graduate School of Life Science and Systems Engineering)
Student Section, Graduate School of Life Science and Systems Engineering, Kyushu Institute of Technology
2-4 Hibikino, Wakamatsu, Kitakyushu, Fukuoka, 808-0196 Japan
TEL +81-93-695-6007 FAX +81-93-695-6008
E-mail:sei-gakusei@jimu.kyutech.ac.jp

九州工業大学　留学生のためのハンドブック
発行　2019年4月　九州工業大学学務課学生・留学生支援係
〒804-8550 北九州市戸畑区仙水町1-1
TEL 093-884-3061
FAX 093-884-3059
E-mail: kok-ryugaku@jimu.kyutech.ac.jp
非常時の連絡先
Emergency Calls

非常時には、警察110
消防119（火事・救助・救急）
へ電話してください。固定電話、公衆電話、携帯
など全ての電話からかけることができます。
通報の際、自分の名前や住所、わかりやすく大き
な目標物等を忘れずに伝えましょう。

Dial 110(Police)
or 119 (Fire/Rescue/Ambulance)

In case of emergency anywhere in Japan from any types of telephone (landline telephone, public telephone, mobile telephone).
Make sure to state your name, address and any big landmarks around you so
that you can be easily located.
When explaining your situation, the following Japanese words will be helpful.

・Robbery → Goutou (強盗)
・injury → Kega (怪我)
・Sickness → Byou-ki (病気)
・Fire → Kaji (火事)
・Traffic Accident → Kou-tsuu Jiko (交通事故)
・Ambulance → Kyu-kyu-sha (救急車)
・Fire Engine → Sho-bo-sha (消防車)

九州工業大学では、全ての学生に「大規模地震対応
マニュアル」を配布しています。常に携帯し、何か一災害
が起こった際にはそれに従って行動してください。

Kyutech distributes ‘Safety Guide for Major Earthquake’ to all
students. Please keep it with you at all times, and follow the guidelines
if a disaster occurs.

※大規模地震対応マニュアルは大学のホームページから
もダウンロードできます。

*You can download ‘Safety Guide for Major Earthquake’ from our
website.
http://www.kyutech.ac.jp/campuslife/jishin_manual.html