HANDBOOK
FOR INTERNATIONAL STUDENTS
2020
Kyutech
Kyushu Institute of Technology
外国人留学生の皆さんへ

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、勉強するわけですから、強い決意と忍耐力を持つことが必要です。

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、大い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 necessary for studying in Japan. Please read it carefully until your study period is over and make good use of it.

2019年11月 (November 2019)
1. Procedures for Enrollment ............................................. 2
   (1) Changing Status of Residence
   (2) Notification of Residential Address
   (3) My Number System
   (4) National Health Insurance (Kokumin-Kenkohoken)
   (5) Opening a Bank Account
   (6) Submission of Required Documentation
   (7) Bulletin Board for International Students

2. Tuition Fee and Scholarships ....................................... 6
   (1) Tuition and Other Fees
   (2) Enrollment Fee Waiver and Postponement of Enrollment Fee Collection
   (3) Tuition Fee Waiver
   (4) Scholarships

3. Student Life .......................................................... 10
   (1) Academic Supervisor
   (2) Special Adviser for International Students
   (3) Tutorial System
   (4) Japanese Language Classes
   (5) Career Education
   (6) Student Support Office
   (7) Counseling for International Students
   (8) Kyushu Institute of Technology Foreign Students Association (KITFSA)
   (9) Kyutech Fund
   (10) Student Support Association of Kyutech (SSA)
   - Financial Support for Purchasing a bicycle
   - No-interest Loan
   (11) International Exchange Salon and International Exchange Room
   (12) Language Lounge (TOBATA) & Global Communication Lounge (IIZUKA)
   (13) Alumni Association (Meisenkai)
   (14) Sports Facilities
   (15) Contact the Student Section on your campus

4. Health ............................................................... 16
   (1) National Health Insurance (Kokumin-Kenkohoken)
   (2) Comprehensive Insurance for Students Lives Coupled with "Gakkensai"
   (3) University Health Center
   (4) Fukuoka Asian Medical Support Center

5. Documents related to International Students ....................... 20
   (1) Student ID Card (Gakuseishou)
   (2) Identification Card
   (3) Certificate of Enrollment
   (4) Transcript of Academic Records
   (5) Certificate of MEXT Scholarship Student (Kokuhi-Ryugakusei-Shoumeisho)
   (6) Certificate of Commuting, Discount Travel Ticket for Students
      (Tsugaku-Shoumeisho, Gakuwari)
   (7) Other Certificates
6. 住居 .................................................. 21

7. 国際運転免許証 ........................................ 25

8. 出入国在留管理に関する手続き .................................. 27
   (1) 在留資格の変更
   (2) 在留期間の更新
   (3) 在留期間の終了
   (4) 一時帰国及び再入国
   (5) 資格外活動の許可・アルバイト
   (6) 家族の来日

9. 留学生の支援団体 ........................................ 33

10. 帰国に際して ........................................... 35
    (1) 卒業・修了後の進路についてのアンケート提出
    (2) 民間アパートの退去手続き
    (3) 銀行口座の解約
    (4) 電話・インターネットプロバイダーの解約および精算
    (5) 国民健康保険証の返納
    (6) 在留カードの返納
    (7) 大型ゴミの処分

付録 .......................................................... 37
    キャンパス・ハラスメントについて
    計算機・ネットワーク利用における注意
    学年制
    キャンパスマップ
    市役所・区役所地図
    福岡出入国在留管理局
    各留学生担当係連絡先
    緊急時の連絡先

6. Housing .................................................. 22

7. International Driving License .................................. 26

8. Procedures for Immigration Services .......................... 28
    (1) Changing Status of Residence
    (2) Extension of Period of Stay
    (3) End of Period of Stay
    (4) Temporary Leave and Re-entry
    (5) Permission for Part-time Job
    (6) Bringing Your Family to Japan

9. Support Organizations for International Students .................. 34

10. Leaving Japan ........................................... 36
    (1) Submission of Questionnaire about Your Plans
    (2) Procedure for Moving Out of a Private Apartment
    (3) Closing Bank Accounts
    (4) Cancellation and Settlement of Telephone・Internet Provider
    (5) Returning of National Health Insurance Card
    (6) Returning of Residence Card
    (7) Disposing Oversized Garbage

Appendix .................................................... 38
    Campus Harassment Guideline
    Reminder for Computer and Network Use
    Academic Calendar
    Campus Map
    Municipal Office Map
    Fukuoka Regional Immigration Services Bureau
    Campus Staff Contact
    Emergency Calls
1. 入学に際して
(1) 在留資格の変更 ⇒ 27ページ
　「留学」の在留資格を取得しない場合は、「留学生」としての取扱いができません。

(2) 居住地の届け出 ⇒ 市町村役所
日本に留学する外国人は、「在留管理制度」の定めにより、居住地を定めてから14日以内に在留カードを持参のうえ、住居地の市町村役所で住居地を法務大臣に届け出なければなりません。
(注) パスポートに「在留カードを後日交付する」旨の記載がなされた方を含みます。その場合には、当該パスポートを持参のうえ、手続きをしてください。
後日、在留カードが交付されます。
　記載事項の変更をする場合は、在留カードを持って14日以内に市町村役所へ届け出てください。
　姓氏、国籍・地域等を変更する場合、在留カードを紛失した場合および在留期間の延長をする場合には、出入国在留管理局で手続きを行ってください。また、紛失した場合は、紛失した場所の近くにある警察署か交番に行って、遺失届等を提出してください。

(3) マイナンバー制度 (社会保険・税番号制度)
　マイナンバーとは、日本に住民票を有するすべての人 (外国人の方も含む) が持つ12桁の番号です。
　住民登録のある市役所や区役所からマイナンバーが申請される「通知カード」が送られてきますので、捨てずに大切に保管してください。
　RA・TAする学生は大学へ、アルバイトする学生は勤務先へマイナンバーを提出する必要があります。
内閣府 HP http://www.cao.go.jp/bangouseido/
　他の言語 http://www.cao.go.jp/bangouseido/foreigners/index.html

(4) 国民健康保険 ⇒ 15ページ
「留学」の在留資格を持つ留学生は、国民健康保険に加入することになっていますので、区 (市) 役所で手続きをしてください。

(5) 銀行口座の開設 ⇒ 各銀行 (ゆうちょ銀行の場合は郵便局)
　奨学金等の振込みのためには銀行口座を開設してください。口座を開設したら、通帳を持って留学生担当の係に届け出てください。
　手続きには以下のものが必要です。
　① 在留カード
　② ガイドカード
　③ 印鑑

1. Procedures for Enrollment
(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 “STUDENT” status of residence.

(2) Notification of Residential Address
⇒ Municipal Office (map p51,52)
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 14 days 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.cao.go.jp/bangouseido/
Other languages : http://www.cao.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）必要書類の提出

入学後、下記の必要書類を留学生担当の係へ持参してください。
① パスポート
② 在留カード
③ 国民健康保険証
④ 銀行口座通帳※
⑤ 運絡票
⑥ 写真1枚(たて4cm×よこ3cm)(身分証明書・学生証用)
⑦ 履修登録票（特別聴講学生のみ、履修登録期間内に提出する。）
  ＊①〜④は、留学生担当の係で写しを保管します。

※国費留学生・奨励費受給者は、最寄りの郵便局で「ゆうちょ銀行通常貯金」の
口座を開設すること。

手続きには以下のものが必要です。
① 在留カード
② パスポート
③ 印鑑

（7）留学生用掲示板

大学から留学生への連絡は、大半は掲示板によって行われます。例えば、授業料免除、奨学金募集、交流イベントの参加募集の案内等、各種の重要なことが掲示されます。下記のところに留学生用の掲示板がありますので、重要な掲示を読むと自らに
不利益とならないように常時掲示に注意してください。

| 工学部 | 工学部事務室横 |
| 情報工学部 | 研究管理棟2階ロビー |
| 生命体工学研究科 | 若松校舎2階 |

このほかに、授業、試験等の勉学上のことやその他の事項は、各学科等の掲示板に
掲示されますので、場所を確認して、常時掲示に注意してください。

(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. 1 Photo (L4cm × W3cm)
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.

| Tobata Campus | At the side of the Faculty of Engineering office |
| Iizuka Campus | In the lobby on the second floor of the Administration Building |
| Wakamatsu Campus | On the second floor of the Wakamatsu Campus Building |

Also, 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 often.
2. 授業料、奨学金等

(1) 授業料その他

本学の検定料、入学料、授業料は次のとおりです。（2020年度）

<table>
<thead>
<tr>
<th>学部・大学院</th>
<th>入学年次</th>
<th>全員加入</th>
</tr>
</thead>
<tbody>
<tr>
<td>工学部</td>
<td>1年生</td>
<td>40,710円</td>
</tr>
<tr>
<td></td>
<td>畜生</td>
<td>21,880円</td>
</tr>
<tr>
<td></td>
<td>修士</td>
<td>21,880円</td>
</tr>
<tr>
<td>大学院</td>
<td>博士前期課程</td>
<td>31,380円</td>
</tr>
<tr>
<td></td>
<td>修士後期課程</td>
<td>31,380円</td>
</tr>
</tbody>
</table>

在学中に授業料の改定が行われた場合は、改定時から新授業料が適用されます。
なお、学部生及び大学院生は、入学時に上記のほかに、その他の諸経費として下記の費用が必要です。（2020年度）

<table>
<thead>
<tr>
<th>学部・大学院</th>
<th>入学院生</th>
<th>全員加入</th>
</tr>
</thead>
<tbody>
<tr>
<td>畜生</td>
<td>1年生</td>
<td>40,710円</td>
</tr>
<tr>
<td></td>
<td>畜生</td>
<td>28,200円</td>
</tr>
<tr>
<td></td>
<td>博士前期課程</td>
<td>30,000円</td>
</tr>
</tbody>
</table>

(2) 入学料免除、入学料徴収猶予

限られた数ですが、本学の大学院に入学する私費外国留学生（研究生等は除く。）で所定の要件に該当する場合は、免除申請を行うと、選考により入学料の全額又は半額を免除されることがあります。また、大学院に入学する私費留学生（研究生等は除く。）で所定の要件に該当する場合は、猶予申請を行うと、選考により入学料の納付を猶予される制度もあります。詳しくは担当係に相談してください。

(3) 授業料免除

本学の大学院に在籍する私費外国留学生（研究生等を除く。）で、授業料の納付が困難であり、かつ学業優秀と認められる場合は、免除申請を行うと、選考によりその学期の授業料の全額または半額を免除することができます。詳しくは担当係に相談してください。

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>

If the tuition fee is changed while in school, new tuition fees will be applied from the time of revision.

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-financed graduate international students (except research students) who match the given requirement can apply Enrollment Fee Waiver (full or half). Likewise, Postponement Enrollment Fee Collection can also be applied under the same condition.

Please ask the Student Section on your campus for more details.

(3) Tuition Fee Waiver

Limited numbers of privately-financed graduate international students (except research students) who have high score in academic and confront the difficulty of Tuition Fee payment can apply Tuition Fee Waiver (full or half). Please ask the Student Section on your campus for more details.
## (4) 奨学金

私費外国人留学生のための奨学金は募集があればその都度、各留学生担当係を通じて掲示等により通知します。募集期間の短い奨学金もありますので注意してください。本学の留学生が受給している主な奨学金は次の通りです。学内の推薦は学業成績、家計状況、学年、宿舍人気等の基準に基づき選考されます。

<table>
<thead>
<tr>
<th>奨学金名称</th>
<th>在籍過程</th>
<th>奨学金月額(2019年)</th>
<th>応募資格等(注1)(注2)</th>
<th>募集時期</th>
<th>受給者数2017年</th>
<th>2018年</th>
<th>2019年</th>
</tr>
</thead>
<tbody>
<tr>
<td>九州工業大学奨学金(本学の制度)</td>
<td>大学院</td>
<td>上限48,000円</td>
<td>博士後期課程</td>
<td>7-10月</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>学習奨励賞(一般枠)</td>
<td>大学院</td>
<td>48,000円</td>
<td>博士後期課程</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>トヨタ学生奨学金</td>
<td>大学院</td>
<td>120,000円</td>
<td>博士後期課程</td>
<td>3-4月</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>公益信託佐藤正記念学生奨学金</td>
<td>大学院</td>
<td>年額600,000円</td>
<td>博士後期課程</td>
<td>3-4月</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>(公財)吉本賞奨学金</td>
<td>学部/大学院</td>
<td>年額600,000円</td>
<td>博士後期課程</td>
<td>3-4月</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(公財)九州栄記念学生奨学金</td>
<td>学部</td>
<td>20,000円</td>
<td>博士後期課程</td>
<td>3-4月</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>(一財)金澤記念財団奨学金</td>
<td>大学院</td>
<td>30,000円</td>
<td>博士後期課程</td>
<td>3-4月</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(公財)吉川学芸会奨学金</td>
<td>学部/大学院</td>
<td>50,000円</td>
<td>博士後期課程</td>
<td>3-4月</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>関東大連携学生奨学金</td>
<td>学部/大学院</td>
<td>20,000円</td>
<td>博士後期課程</td>
<td>4-5月</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>福岡アジア学生奨学金</td>
<td>学部/大学院</td>
<td>20,000円</td>
<td>博士後期課程</td>
<td>4-5月</td>
<td>2</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>(公財)川崎記念学生奨学金</td>
<td>学部/大学院</td>
<td>年額300,000円</td>
<td>博士後期課程</td>
<td>4-11月</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>(公財)KDDI財団奨学金</td>
<td>学部/大学院</td>
<td>100,000円</td>
<td>博士後期課程</td>
<td>5-6月</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>(公財)福岡県国際交流センター奨学金</td>
<td>学部/大学院</td>
<td>20,000円</td>
<td>博士後期課程</td>
<td>6月</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>(公財)佐賀県国際奨学金</td>
<td>学部/大学院</td>
<td>150,000円</td>
<td>博士後期課程</td>
<td>6-8月</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>大学院</td>
<td>180,000円</td>
<td>博士後期課程</td>
<td>11-1月</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>(公財)ロータリー山形記念奨学金</td>
<td>学部/大学院</td>
<td>100,000円</td>
<td>博士後期課程</td>
<td>8-9月</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>大学院</td>
<td>140,000円</td>
<td>博士後期課程</td>
<td>10月</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(公財)平和中島財団奨学金</td>
<td>学部/大学院</td>
<td>年額100,000円</td>
<td>博士後期課程</td>
<td>9-10月</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>(一財)田村育英奨学金</td>
<td>学部/大学院</td>
<td>100,000円</td>
<td>博士後期課程</td>
<td>9-10月</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Tバッファインド学生奨学金</td>
<td>学部/大学院</td>
<td>100,000円</td>
<td>博士後期課程</td>
<td>11-12月</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>(一財)共立国際交流奨学金</td>
<td>学部/大学院</td>
<td>年額60,000〜100,000円</td>
<td>博士後期課程</td>
<td>11-1月</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(公財)SGH財団奨学金</td>
<td>学部/大学院</td>
<td>120,000円</td>
<td>博士後期課程</td>
<td>3-4月</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>(公財)アシスタント国際奨学</td>
<td>学部/大学院</td>
<td>100,000円</td>
<td>博士後期課程</td>
<td>2月</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

(注1) 応募資格等は変更することがあるため、詳細については募集要項を必ず確認してください。不明な点は留学生担当係に問い合わせください。
(注2) ほとんどの応募資格は日本語で記載されています。
(注3) 日本語による影響や交流が行われるため、高い日本語力が求められます。

## (4) Scholarships

For those scholarships for privately-financed international students, scholarship notification will be posted on the Bulletin Board. Be sure to check with your campus staff as some scholarships have short application period. The following are the main kinds of scholarships that international students can apply for (as of 2019). Kyutech will select applicants based on screening application documents such as academic results, financial situation, grades, accommodation, etc. (Note) Information below is based on 2019 and subject to change in 2020.

<table>
<thead>
<tr>
<th>Name of Scholarship</th>
<th>Eligible Students</th>
<th>Monthly Stipend 2019 (yen)</th>
<th>Eligibility (*a) (*b)</th>
<th>Application Period</th>
<th>No. of Recipients 2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyutech Fund Scholarship</td>
<td>Postgraduate</td>
<td>48,000 maximum</td>
<td>Doctoral program</td>
<td>Jul-Oct</td>
<td>21</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>JASSO Honors Scholarships (general selection)</td>
<td>Undergraduate</td>
<td>48,000</td>
<td>Master’s program at university</td>
<td>Apr</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>JASSO Scholarship</td>
<td>Undergraduate</td>
<td>600,000 per annum</td>
<td>Master’s program</td>
<td>Apr</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Yoshimoto Shoji Scholarship Foundation</td>
<td>Undergraduate</td>
<td>600,000 per annum</td>
<td>Students with special skills</td>
<td>Apr</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Kyutaka Scholarship</td>
<td>Undergraduate</td>
<td>20,000</td>
<td>Master’s program</td>
<td>Apr</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Kanazawa Scholarship</td>
<td>Undergraduate</td>
<td>30,000</td>
<td>Master’s program</td>
<td>Apr</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Memorial Scholarship Foundation</td>
<td>Postgraduate</td>
<td>50,000</td>
<td>Master’s program</td>
<td>Apr</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Yoshikawa Scholarship</td>
<td>Undergraduate</td>
<td>50,000</td>
<td>Master’s program</td>
<td>Apr</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sekiha Dalian City Scholarship</td>
<td>Undergraduate</td>
<td>20,000</td>
<td>Student who graduated from Dalian</td>
<td>Apr</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Fujikawa Asia</td>
<td>Undergraduate</td>
<td>20,000</td>
<td>Students who study in Asia</td>
<td>Apr-May</td>
<td>2</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>SOC-S Scholarship Foundation (Niki-Sanyo-sho Kikakai)</td>
<td>Postgraduate</td>
<td>300,000 per annum</td>
<td>Master’s program</td>
<td>Apr-Nov</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>KDDI Foundation Scholarship</td>
<td>Undergraduate</td>
<td>100,000</td>
<td>Students majoring in information and communication</td>
<td>May-Jun</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Fukuoka International Exhange Foundation Scholarship</td>
<td>Undergraduate</td>
<td>20,000</td>
<td>Students who study in Asia</td>
<td>Jun</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Sato Yo International Scholarship</td>
<td>Undergraduate</td>
<td>150,000</td>
<td>Students who study in Asia</td>
<td>Jun-Aug</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rotary Yoneyama Memorial Scholarship</td>
<td>Undergraduate</td>
<td>100,000</td>
<td>Master’s program</td>
<td>Aug-Sep</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Heiwankakujima Scholarship</td>
<td>Undergraduate</td>
<td>100,000</td>
<td>Master’s program</td>
<td>Sep-Oct</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>JASSO Scholarship</td>
<td>Undergraduate</td>
<td>100,000</td>
<td>Indian nationality</td>
<td>Sep-Nov</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tasaka Scholarship</td>
<td>Undergraduate</td>
<td>50,000</td>
<td>Students who study in Asia</td>
<td>Nov-Dec</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Kyoiritsu International Foundation Scholarship</td>
<td>Undergraduate</td>
<td>60,000〜100,000</td>
<td>Master’s program</td>
<td>Nov-Jan</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SGH Foundation Scholarship</td>
<td>Undergraduate</td>
<td>120,000</td>
<td>3rd year</td>
<td>Jan-Mar</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assuran International Foundation Scholarship</td>
<td>Undergraduate</td>
<td>100,000</td>
<td>Master’s program</td>
<td>Feb</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

(*a) Please check the application guidelines for details and contact your Student Section if any questions you have.
(*b) Most application form and documents must be written in Japanese.
(*c) High Japanese proficiency is required as interview and mutual communication is conducted in Japanese.
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 provide advice to students about study and any problems in student life. For more information, please contact the Student Section on your campus.

(3) Tutorial System

A tutor is a student at Kyutech that helps international students go on to university life in Japan. Tutorial can give advice on your study, daily life, health problems or any worries you have. Also, tutor can support you for shopping, opening bank account, going hospital, etc. The tutorial system is available for the first 3 months from your 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.

1. Undergraduate students - as a foreign language subject
2. Graduate and Research students - as extracurricular classes

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 beneficial for seeking 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 is ready to assist if you have any problems on your study or daily life. Place: The International Exchange Salon on the 1st floor, University Hall, Tobata Campus

Open: Thursdays 12:00-14:00
(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 Iizuka 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) 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.

(10) Student Support Association of Kyutech (SSA)

The Association aims to support students to improve the quality of campus life.

- Financial Support for Purchasing a bicycle
  When you purchase a bicycle, you can receive financial support from the association up to 5,000yen.
  *This support is only for international students who are the members of SSA and who enrolled AFTER April 2018.

- 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 100,000yen 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.

(11) 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 good use of these facilities.

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

Language Lounge and Global Communication Lounge have been set up for communication between international and Japanese students. They hold international exchange events regularly. Besides, multicultural class is opened randomly in Tobata. When there are no any activities, students can use the lounges freely.

Please make good use of the lounges to make friends and deepen relationship with Japanese students.
(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>Facility</th>
<th>Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium</td>
<td>Volleyball 2 courts, Basketball 2 courts,</td>
</tr>
<tr>
<td></td>
<td>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, Softball</td>
</tr>
<tr>
<td>Tennis Court</td>
<td>10 courts</td>
</tr>
</tbody>
</table>

(Iizuka campus)

<table>
<thead>
<tr>
<th>Facility</th>
<th>Outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium</td>
<td>Volleyball 2 courts, Basketball 2 courts,</td>
</tr>
<tr>
<td></td>
<td>Badminton 8 courts, Handball 1 court</td>
</tr>
<tr>
<td></td>
<td>Kendo, Judo, training room</td>
</tr>
<tr>
<td>Multi-Purpose Field</td>
<td>Baseball, Softball, 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 in advance 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.51,52

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出し合うことで、病気や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害付帯学生生活総合保険
(インバウンド付帯学総)

国民健康保険及び学研災の加入者が、医療機関で支払った費用の自己負担分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 学研災(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。

【補償内容】
1. 個人賠償責任保険(例)自転車で走行中に、通行人にぶつかってケ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. 救援費保険(例)学生が入院し、保護者が駆けつけたときなど。

(例1) 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月末までとなります。
(例2) 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 p.51,52

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
Items Required for Enrollment
- 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"

All international students (regular students only) who enrolled after 2019 are required to obtain this insurance which covers the out-of-pocket medical expenses.

*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) 保健センター
日本に来て、言語や習慣及び食べ物等生活環境の変化から、健康を害する留学生は少なくありません。本学保健センターでは、次のような健康管理業務を行っていますので、十分活用し、健康の保持に努めてください。

① 健康診断
学部生、大学院生及び研究生生は、毎年行われる定期健康診断を必ず受けてください。日程等については、掲示板に掲示されますので、注意してください。

② 学生相談
センターには医師・保健師・カウンセラーが在室し、健康相談や簡単な診療を行っています。

<table>
<thead>
<tr>
<th>キャンパス</th>
<th>場所</th>
<th>電話</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>戸畑保健センター</td>
<td>大会館横</td>
<td>093-884-3065</td>
<td><a href="mailto:hok-hoken@jimj.kyutech.ac.jp">hok-hoken@jimj.kyutech.ac.jp</a></td>
</tr>
<tr>
<td>飯塚分室</td>
<td>研究管理棟3階</td>
<td>0948-29-7513</td>
<td><a href="mailto:hok-jhoken@jimj.kyutech.ac.jp">hok-jhoken@jimj.kyutech.ac.jp</a></td>
</tr>
<tr>
<td>若松分室</td>
<td>3階3710</td>
<td>093-695-6017</td>
<td><a href="mailto:hok-aehoken@jimj.kyutech.ac.jp">hok-aehoken@jimj.kyutech.ac.jp</a></td>
</tr>
</tbody>
</table>

受付時間：月曜日～金曜日 8:30～17:15

(4) 福岡アジア医療サポートセンター
多言語で日本の病院について案内してもらえたり、病院で医者と話すときに、電話通訳をしてくれます。

【医療に関する外国語対応のコールセンター】
TEL: 092-286-9595 (24時間 365日対応)
対応言語：英語・中国語・韓国語・タイ語・ベトナム語・インドネシア語・タガログ語・ネパール語・マレー語・スペイン語・ポルトガル語・ドイツ語・フランス語・イタリア語・ロシア語・マンマー語・クメール語
※利用無料　※電話代は発信者負担　※事前登録不要

(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 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 University Hall</td>
<td>093-884-3065</td>
</tr>
<tr>
<td>Iizuka Branch</td>
<td>Administration Building 3F</td>
<td>0948-29-7513</td>
</tr>
<tr>
<td>Wakamatsu Blanch</td>
<td>3F 3710</td>
<td>093-695-6017</td>
</tr>
</tbody>
</table>

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

(4) Fukuoka Asian Medical Support Center
The center provides interpretation services via phone and information about the Japanese healthcare system and medical institutions.

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

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

※Free of charge for using the service
※The caller has to pay the telephone charge
※No pre-registration required
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 photo (4cm × 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 photo (4cm × 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 a proof of becoming a guarantor when your family visits Japan.

(6) Certificate of Commuting, Discount Travel Ticket for Students (Tsugaku-Shoumeisho, Gakuwari)

Certificate of Commuting is required for purchasing a student commuting pass. (bus or train)
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.

**International House, Tobata**

<table>
<thead>
<tr>
<th>Students</th>
<th>Researchers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>International</td>
<td></td>
</tr>
<tr>
<td>For singles</td>
<td>35</td>
<td>3</td>
</tr>
<tr>
<td>For couples</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>For families</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>45</td>
<td>5</td>
</tr>
</tbody>
</table>

**International House, IIZUKA**

<table>
<thead>
<tr>
<th>Students</th>
<th>Researchers</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>International</td>
<td></td>
</tr>
<tr>
<td>For singles</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>For couples</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>For families</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
<td>3</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. Utility charges (per month): about 5,000 yen to 10,000 yen

◎ 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): about 5,000 yen to 10,000 yen

◎ Meisen Dormitory TOBATA

Meisen Dormitory has 50 rooms for first-year undergraduates of both international and Japanese students of School of Engineering (including privately-financed international students and MEXT Scholarship students). Each room is equipped with a shower, toilet, closet, curtains, balcony, ports for LAN and phone connection, 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): 8,000 yen *may subject to change.
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-financed international students and MEXT Scholarship students). Each room is equipped with curtains, balcony, ports for LAN and phone connection, 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 *may subject to change.

Public Housing and Private Apartment

There are public housing such as prefectural 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 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 security deposit, key money and a commission to the real estate agent, which can amount from 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 more details, please contact the Student Section on your campus.

Foreign Student Housing Guarantee System (Fukuoka area)

It is necessary to find a joint guarantor when renting apartment in Japan, but it is rather difficult for international students to find it.
Kyutech will be your joint guarantor if your real estate agency agrees to join the "Foreign Student Housing Guarantee System (Fukuoka area)".

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 "Foreign Student Housing Guarantee System (Fukuoka area)" 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 Driving License

If you want to drive an automobile in Japan, you should either obtain an international driving license in your home country or convert your license 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 the followings:

1. Residence Card
2. Passport
3. Driving license from home country
4. 1 Photo (L3cm × W2.4cm)

Aptitude test, traffic rules test and driving test (actually drive on an indicated course) will be held at the Testing Center.

International driving license is valid for 1 year and can not be renewed in Japan. Actually, it would be inconvenient to drive downtown due to traffic congestion, insufficient parking lot and other problems.

Also, you have to buy car insurance beforehand because you might be claimed for high medical expenses or compensation in case of accident.

JAF sells English booklets “Rules of the Road” on traffic regulations in Japan.

Japan Automobile Federation (JAF) Fukuoka regional office
5-12-27 Muromi, Sawara-ku, Fukuoka City
TEL 092-841-7731
URL http://www.jaf.or.jp/e/index.htm

If you are International House resident who 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: Driving License
Voluntary Insurance
Automobile Inspection Certificate.
8. Procedures for Immigration Services

(1) Changing Status of Residence ⇒ Immigration Services Bureau

Kyutech does NOT accept any international students without a valid “Student” status of residence. It is strongly advised to check your visa status seal in your passport.

If you do NOT have either "Student" status of residence or suitable visa status seal in your passport, please report to the Student Section immediately. Then prepare the required documents to the Immigration Services Bureau for application.

Required documents:
- Application form for change the status of residence
- Passport
- Residence card

Please ask the Student Section on your campus regarding the other necessary documents.

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

The period you are allowed to stay in Japan as an international student is from 3 months to 4 years and 3 months.

If you want to apply for extension, please contact the Student Section first, and then submit the necessary documents to the Immigration Services Bureau.

Your application will be accepted 3 months prior to the expiration date of your period of stay.

Required documents:
- Application form for extension of period of stay
- Passport
- Residence card

Please ask the Student Section on your campus regarding the other necessary documents.

(3) End of Period of Stay

When enrollment at Kyutech ended, you will not be able to stay in Japan even if your residence card is still valid. You will need to return to your own country or change your status of residence or take any suitable measure immediately.

The international student has to report its termination of enrollment at Kyutech within 14 days to the Immigration Services Bureau. Kyutech also reports the end of your acceptance to them. Therefore, please do not stay in Japan with the status of "Student" while Kyutech as the host institution.

(2) In-Residence Document Renewal ⇒ Immigration Services Bureau

The in-residence document is issued at the end of the period of stay and needs renewal to extend the period.

If you need to renew the document, please report to the Student Section immediately.

Required documents:
- Application form for renewal of in-residence document
- Passport
- Residence card

Please ask the Student Section on your campus regarding the other necessary documents.

(3) End of Period of Stay

When enrollment at Kyutech ended, you will not be able to stay in Japan even if your residence card is still valid. You will need to return to your own country or change your status of residence or take any suitable measure immediately.

The international student has to report its termination of enrollment at Kyutech within 14 days to the Immigration Services Bureau. Kyutech also reports the end of your acceptance to them. Therefore, please do not stay in Japan with the status of "Student" while Kyutech as the host institution.
(4) 一時帰国及び再入国 ⇒ 出入国在留管理局 ※地図 P53

有効なパスポート及び在留カードを所持する外国人の方が、出国する際、出国後1年以内に日本に再入国する場合は、原則として再入国許可を受ける必要はありません。これを「みなし再入国許可」といいます。

出国する際に必ず在留カードを提示してください。
※みなし再入国許可で出国した方は、その有効期限を海外で延長することはできません。
※出国後1年以内に再入国しないと在留資格が失われることになります。
※なお、在留期間が出国後1年未満の方は、その在留期間までに再入国してください。
※一時帰国する場合は、「一時帰国届」を指導教員の承認を得たうえで、留学生担当の係に必ず提出してください。

(5) 資格外活動の許可・アルバイト ⇒ 出入国在留管理局 ※地図 P53

「留学」の在留資格で在留する外国人は、就労することが認められていませんので、アルバイトをするには、資格外活動の許可を受けなければならない。
アルバイトをしたい人は、以下の必要書類を揃えて出入国在留管理局で手続きをしてください。資格外活動許可がおりたら、留学生担当の係に申しあげてください。
アルバイト先が決まったら、留学生担当の係へ報告してください。

・資格外活動許可申請書（用紙は出入国在留管理局にあります）
・パスポート
・在留カード

留学生に認められているアルバイトは

1週につき28時間以内
（ただし、学則で定める長期休業期間中は1日につき8時間以内）

アルバイトは、風俗営業等が営まれている営業所以外の場所で行われるものとなっています。この条件を満たさないアルバイトは、許可されませんので、アルバイトを探す場合は上記の範囲内で探してください。
なお、休学中の留学生については、どのような理由であっても、アルバイトは許可されません。

(4) Temporary Leave and Re-entry ⇒ Immigration Services Bureau
※ Map p.53

Foreigners who possess a valid passport and resident card may leave Japan and return within 1 year without needing to apply for a re-entry permission. This is called the "Special Re-entry System".
Please be sure to bring and present your resident card when departing Japan on leave.
* Once you have departed from Japan on a special re-entry permit, you will not be able to extend that permit while abroad.
Please note that you will lose your resident status if you fail to re-enter Japan within 1 year of your departure.
* 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 Student Section on your campus after you get an approval of your academic adviser before leaving Japan.

(5) Permission for Part-time Job ⇒ Immigration Services Bureau
※ Map p.53

International students living in Japan with a "Student" status are not allowed to work. If you want to work part-time, please prepare the following documents and apply to the Immigration Services Bureau. After receiving the "Permission for part-time job", please submit its copy to the Student Section and report about your workplace immediately.

Required documents:
・Application form of "Permission for part-time job" (available at the Immigration Services Bureau)
・Passport
・Residence card
Please ask the Immigration Services Bureau regarding the other necessary documents

Working hours for authorized part-time job for international students:
within 28 hours a week
(within 8 hours a day during long-term vacation)

It is not permitted to work in relating with sex industry for part-time job. Also, international students who are suspension from school are not allowed to work part-time in any reasons.
（6）家族の来日 ⇒ 出入国在留管理局 ※地図 P53

家族を日本に呼びたい場合は、日本に慣れてから在国を探したうえで、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直接取得することもできますが、あなたが出入国在留管理局で「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。

主に必要な書類は、
・申請書
・在留カード
・パスポート
・本人との関係を証明する書類（例：結婚証明書、出生証明書等）
・経済支弁能力を立証する書類　など
※必要に応じて他の書類の提出を求められるので、必ず出入国在留管理局を見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。

（6）Bringing Your Family to Japan ⇒ Immigration Services Bureau ※ Map p.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 apply COE (Certificate of Eligibility for Status of Residence) at Immigration Services Bureau in Japan. Then your family submit the COE to the Japanese Embassy/Consulate for application of the entry visa.

COE has the advantage of reducing the time required to obtain a visa and to complete immigration procedures.

Required documents:

・Application Form
・Residence Card
・Passport
・Documents certifying relationship to you
（e.g. marriage certificate, birth certificate, etc.）
・Documents certifying your financial ability to cover all expenses

※Please ask the Immigration Services Bureau about the other necessary documents.
※Documents in foreign languages must be translated into Japanese.
9. Support Organizations for International Students

The following organizations give support and implement exchange programs to international students. The main activities are introduced as follows.

**Kitakyushu International Association (KIA)**
Com City 3F, 3-15-3 Kurosaki, Yahatanishi-ku, Kitakyushu
TEL 093-643-6464
- Introducing Japanese family for cultural exchange
- Scholarship for students from Dalian (China), sister city of Kitakyushu
- Providing information about Japanese classes and cultural events
- General and professional consultation (life, immigration, mental, legal)
- Introducing 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 counseling

**Fukuoka International Students Support Center (FiSSC)**
3F ACROS Fukuoka, 1-1-1 Tenjin, Chuo-ku, Fukuoka City
TEL 092-725-9201
- Providing information about daily life support, part-time job, and exchange programs
- Career support
- Networking 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://iizukafriendship.net/english/index.html
- Life and medical care counseling

**Ryugakusei Front (Iizuka)**
- Offering Japanese class
- Providing cross-cultural communication and experience
- Daily life support

**Gakken Volunteer Association**
URL https://www.facebook.com/waiwai.nihongo/
- Japanese conversation club
- Regional communication
- Japanese cultural experience
- Daily life support
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すませておいてください。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・除籍も含む）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。退去日の連絡を忘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、宿舍費補助金、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、電話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、精算してください。

(5) 国民健康保険証の返納
国民健康保険の脫退手続きをして、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 and do not have any trouble of unpaid fees before leaving Japan.

(1) Submission of Questionnaire about Your Plans
For those graduation or completion (dropping out or dismissal included) of students, questionnaire has to be submitted to the Student Section before leaving Kyutech. For more details, please ask the Student Section on your campus.

(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 (Saiibugas Co., Ltd.), the electric power company (Kyushu ElectricPower Co., Inc.) and the water supply company (Kitakyushu City water and Sewer Bureau) about the moving out date for fee settlement.

(3) Closing Bank Accounts
Please make sure that you have granted all (scholarship, housing or medical subsidy) until the last month before closing your bank account. Also, please do not forget to cancel your credit card if any.

(4) Cancellation and Settlement of Telephone・Internet Provider
Please cancel your mobile phone, landlord phone, rental phone and internet provider if any. Please notify them about your moving out date for fee settlement.

(5) Returning National Health Insurance Card
Please complete the withdrawal procedure and return National Health Insurance Card to the municipal office before leaving Japan.

(6) Returning Residence Card
Please return Residence Card to the Immigration Services Bureau at airport when leaving Japan.

(7) Disposing Oversized Garbage
Please contact the Ward Office for details when disposing oversized garbage.
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することによって、相手が精神的な面を含めて、勉学・研究・業務を行うことが支障に生じたり、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、プライバシーは堅く守られ、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、遠慮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職員学生等本人からの相談
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職員学生等本人からの相談
③ キャンパス・ハラスメントをされている旨の指摘を受けた職員学生等からの相談
④ キャンパス・ハラスメントに関する相談を受けた職員学生等からの相談

（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 Guideline

For whom is the guideline intended?
All the students, faculty and staff (university employees) of Kyushu Institute of Technology (Kyutech).

What is Campus Harassment?
Any physically or verbally offensive conducts by students and/or university employees which result in a hostile working or learning environment, or unreasonable interference with individual's work and research/academic performances.

Advisers
Kyushu Institute of Technology has advisers from each of its departments in charge of Campus Harassment. Based on your complaint, the advisers will review the allegation, and call for the Investigation Committee for further investigation. With the investigation result, the Committee will serve to resolve the hostile environment and to provide you with any supports and assistances. All the records of the investigations are considered confidential, and your privacy is strictly protected.

(1) Consultations are available for:
• A victim of Campus Harassment
• A student and/or a university employee who witnessed any incident of campus harassment and found uncomfortable.
• A student and/or a university employee who is accused of Campus Harassment by others.
• A supervisor who was consulted about Campus Harassment by his/her student

(2) Advisers
The list of Advisers will be posted to Kyutech website or on the bulletin boards on campus. Choose an adviser and do not hesitate to make an appointment to talk to him/her.
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、懲戒等の対象となりますので、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。

1）著作権・特許権など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扱い
4）商取引（インターネットでの商品購入・オークション参加など）
   ただし、学生が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、他者へのなりすまし、サイバーステ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違反の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、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

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.

NOTES
For proper operation of computer and network, 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:
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。

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＞
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。
・对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

 컴퓨터·넷워크 이용에 관한 주의 사항

규슈공업대학의 컴퓨터·넷워크 시설을 이용하실 경우, 아래와 같은 행위는 금지되어 있습니다. 위반행위에 관해서는 그 중요성과 상황 등에 따라 징계 등의 대상이 되므로 본교 학생으로서 각각을 가지고 이용하실 때는 충분히 주의하여 주십시오.

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 지도하에, 교육연구상 필요한 물품을 구입하거나 서비스를 구입할 경우에는 제외함.
5）강의 또는 연구 등과 허문의 관계가 없는 외부의 뉴스에 투고하거나 외부와의 제휴 및 계시판에 참가하는 행위
6）바이러스의 작성 및 유포 행위, 다른 컴퓨터를 공격하는 행위, 타인으로 행해지는 행위, 사이버 스토리 등의 범죄 행위
7）적절한 사용권이 없거나 또는 면허 조건에 위반되는 소프트웨어를 본교 컴퓨터에 인스톨하는 행위
8）이용자의 ID 및 패스워드를 공개하거나 대여 등 타인에게 사용권한을 부여하는 행위
9）타인의 이용자의 ID 또는 패스워드를 부정하게 입수하는 행위
10）다른 이용자의 데이터 파일에 무단으로 액세스하는 행위
11）상기 이외에도 법령 또는 사회윤리에 저촉되는 행위를 하거나 또는 타인의 정상적인 이용에 지장을 주는 행위

＜주의＞
 컴퓨터·넷워크의 적절한 운용을 도모하기 위해, 다음과 같은 처리를 행합니다.
・파일 또는 통신 내용을 조사한다.
・조사항 결과, 부적당하다고 인정될 경우에는 파일 또는 통신 내용을 삭제한다.

상세한 내용에 관해서는 다음 사이트를 참조하여 주시기 바랍니다.
学 年 歴
(2020年度)

第1クォーター/前期

<table>
<thead>
<tr>
<th></th>
<th>工学部</th>
<th>情報工学部</th>
</tr>
</thead>
<tbody>
<tr>
<td>入学式</td>
<td>4月7日</td>
<td></td>
</tr>
<tr>
<td>授業開始</td>
<td>4月8日</td>
<td></td>
</tr>
<tr>
<td>開学記念日</td>
<td>5月28日</td>
<td></td>
</tr>
<tr>
<td>第1クォーター試験</td>
<td>6月4日～10日</td>
<td>6月2日～6月8日</td>
</tr>
</tbody>
</table>

第2クォーター/前期

<table>
<thead>
<tr>
<th></th>
<th>工学部</th>
<th>情報工学部</th>
</tr>
</thead>
<tbody>
<tr>
<td>授業開始</td>
<td>6月11日</td>
<td>6月10日</td>
</tr>
<tr>
<td>第2クォーター試験/前期試験</td>
<td>7月27日～8月11日</td>
<td>7月22日～8月6日</td>
</tr>
<tr>
<td>夏季休暇</td>
<td>8月12日～9月16日</td>
<td>8月11日～9月30日</td>
</tr>
<tr>
<td>再授業期間</td>
<td>9月17日～9月30日</td>
<td>-</td>
</tr>
</tbody>
</table>

第3クォーター/前期

<table>
<thead>
<tr>
<th></th>
<th>工学部</th>
<th>情報工学部</th>
</tr>
</thead>
<tbody>
<tr>
<td>授業開始</td>
<td>10月1日</td>
<td></td>
</tr>
<tr>
<td>工夫祭</td>
<td>11月21日～11月22日</td>
<td></td>
</tr>
<tr>
<td>第3クォーター試験</td>
<td>11月25日～12月1日</td>
<td>11月24日～11月30日</td>
</tr>
</tbody>
</table>

第4クォーター

<table>
<thead>
<tr>
<th></th>
<th>工学部</th>
<th>情報工学部</th>
</tr>
</thead>
<tbody>
<tr>
<td>授業開始</td>
<td>12月7日</td>
<td></td>
</tr>
<tr>
<td>冬季休暇</td>
<td>12月28日～1月3日</td>
<td>12月28日～1月4日</td>
</tr>
<tr>
<td>第4クォーター試験/後期試験</td>
<td>1月27日～2月9日</td>
<td>1月27日～2月10日</td>
</tr>
<tr>
<td>再授業期間</td>
<td>2月10日～3月2日</td>
<td>-</td>
</tr>
</tbody>
</table>

学位記授与式 | 3月25日 |

留学生関係の行事

<table>
<thead>
<tr>
<th>行事名</th>
<th>日期</th>
</tr>
</thead>
<tbody>
<tr>
<td>オリエンテーション・歓迎会</td>
<td>4月10月</td>
</tr>
<tr>
<td>国際友好の夕べ（国際交流のための懇親会）</td>
<td>12月</td>
</tr>
<tr>
<td>留学生の実地見学旅行</td>
<td>未定</td>
</tr>
</tbody>
</table>

※年度により、変更することがあります。

Academic Calendar
(2020)

1st Quarter/1st Semester

<table>
<thead>
<tr>
<th>事件</th>
<th>S</th>
<th>E</th>
<th>SCSSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance Ceremony</td>
<td>April 7</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 4-10</td>
<td>June 2-8</td>
<td></td>
</tr>
</tbody>
</table>

2nd Quarter

<table>
<thead>
<tr>
<th>事件</th>
<th>S</th>
<th>E</th>
<th>SCSSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of Program</td>
<td>June 11</td>
<td>June 10</td>
<td></td>
</tr>
<tr>
<td>2nd Quarter/1st Semester Examination</td>
<td>July 27-August 11</td>
<td>July 22-August 6</td>
<td></td>
</tr>
<tr>
<td>Summer Vacation</td>
<td>August 12-September 16</td>
<td>August 11-September 30</td>
<td></td>
</tr>
<tr>
<td>Additional Teaching</td>
<td>September 17-30</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

3rd Quarter/2nd Semester

<table>
<thead>
<tr>
<th>事件</th>
<th>S</th>
<th>E</th>
<th>SCSSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of Program</td>
<td>October 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kyutech Festival</td>
<td>November 21-22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Quarter Examination</td>
<td>November 25-December 1</td>
<td>November 24-30</td>
<td></td>
</tr>
</tbody>
</table>

4th Quarter

<table>
<thead>
<tr>
<th>事件</th>
<th>S</th>
<th>E</th>
<th>SCSSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning of Program</td>
<td>December 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Vacation</td>
<td>December 28-January 3</td>
<td>December 28-January 4</td>
<td></td>
</tr>
<tr>
<td>4th Quarter/2nd Semester Examination</td>
<td>January 27-February 9</td>
<td>January 27-February 10</td>
<td></td>
</tr>
<tr>
<td>Additional Teaching</td>
<td>February 10-March 1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Graduation Ceremony</td>
<td>March 25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Event for international students

<table>
<thead>
<tr>
<th>行事名</th>
<th>日期</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation, Welcome party</td>
<td>April/October</td>
</tr>
<tr>
<td>International friendship party (a social meeting for international exchange)</td>
<td>December</td>
</tr>
<tr>
<td>Field trip for international students</td>
<td>Undecided</td>
</tr>
</tbody>
</table>

*subject to change in each academic year
飯塚キャンパス
Iizuka Campus

1. 正門
2. 研究管理棟
   2F 情報工学部事務部
   3F 保健センター
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. キャリアセンター
7. 総合研究棟
8. 研究棟
9. 研究棟サテライトl
10. 実習棟
11. マイクロ化総合技術センター
12. 情報工学部図書館
13. ラーニング・コモンズ
14. 飯塚サイエンスギャラリー (ISG)
15. 大講義棟
16. 講義棟
17. ものづくり工房
18. インタラクティブ学習棟 「MILAiS」
19. グローバルコミュニケーション・ラウンジ (GCL)
20. 福利施設 (食堂・売店・喫茶・ATM)
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. 職員宿舎

Iizuka Campus
1. Main Gate
2. Administration Building
   2F Administrative Office for School of Computer Science and Systems Engineering
   3F University Health Center
3. Interdepartmental Education Building
4. Business Incubation Center
5. Information Science Center
6. Career Center
7. General Research Building
8. Research Building
9. Research Satellite 1
10. Machine Workshop Building
11. Center for Microelectronic Systems
12. University Library
13. Learning Commons
14. Iizuka Science Gallery (ISG)
15. Auditorium
16. Lecture Building
17. Manufacturing Workshop
18. Interactive Learning Studio “MILAiS”
19. Global Communication Lounge (GCL)
20. Welfare Facilities
   (Cafeteria & Campus Amenities, ATM)
21. Learning Agora
22. Extracurricular Activities Facilities
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. Graduate School of Life Science and Systems Engineering, Kyushu Institute of Technology
2. Media Center
3. Conference Center
4. Collaboration Center
5. Gymnasium
6. Staff Residence
7. Faculty of Environmental Engineering / Graduate School 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. Multi-Purpose Field
12. Tennis Courts
13. Club Tower
14. Graduate School of Information, Production and Systems, Waseda University
15. Information, Production and Systems Research Center, Waseda University
16. Hanamura Pond
17. Water Supply Pond
18. IT Advancement Center
19. Dormitory for Foreign Students
20. International House, the University of Kitakyushu
21. Semiconductor Center
22. Business Venture Support Center
23. Technology Development and Exchange Center
Municipal Office Map

**Tobata Ward Office**
1-1-1 Senbo, Tobata-ku, Kitakyushu city  TEL 093-871-1501

**Wakamatsu Ward Office**
1-1-1 Hama-machi, Wakamatsu-ku, Kitakyushu city  TEL 093-761-5321

**Yahatanishi Ward Office**
4F-6F COM CITY, 3-15-3 Kurosaki, Yahatanishi-ku, Kitakyushu city  TEL 093-642-1441

**Iizuka City Hall**
5-5 Shintateiwa, Iizuka city  TEL 0948-22-5500
Fukuoka Regional Immigration Services Bureau

〒810-0073 福岡県福岡市中央区舞阪3-5-25 福岡第1法務総合庁舎
Fukuoka Legal Affairs Government Complex No.1, 3-5-25 Maizuru, Chuo-ku, Fukuoka City, Japan 810-0073
TEL 092-717-5422

【受付時間】平日 9:00～12:00, 13:00～16:00 土日祝は休庁
【Office hours】Monday to Friday 9:00～12:00, 13:00～16:00
Closed: Saturdays, Sundays and National holidays

九州工業大学 情報工学部 学生係
〒820-8502 北九州市戸畑区仙水町1-1

Iizuka campus
Student Section
School of Computer Science and Systems Engineering
Kyushu Institute of Technology
680-4 Kawazu, Iizuka, Japan 820-8502
TEL: 0948-29-7526 FAX: 0948-29-7517 Email: jho-gakusei@jimu.kyutech.ac.jp

若松キャンパス
学生係
Graduate School of Life Science and Systems Engineering
Kyushu Institute of Technology
2-4 Hibikino, Wakamatsu, Kitakyushu, Japan 808-0196
TEL: 093-695-6007 FAX: 093-695-6008 Email: 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 2020
Handbook for International Students 2020
Kyushu Institute of Technology

発行 2020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

ISSUE April 2020
Student Support/International Student Section, Student Affairs Division
Kyushu Institute of Technology
1-1 Sensuicho, Tobataku, Kitakyushu, Japan 804-8550
TEL 093-884-3061
FAX 093-884-3059
Email kok-ryugaku@jimu.kyutech.ac.jp
緊急時の連絡先
Emergency Calls

緊急時には、

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 for Police
119 for Fire/Rescue/Ambulance

in case of emergency anywhere in Japan from any types of telephone
(landline phones, public phones, mobile phones).
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.

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

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、万が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 Earthquakes’ to all students.
Please keep it at all times and follow the guidelines if disaster occured.

※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 Earthquakes’ from our website.
http://www.kyutech.ac.jp/campuslife/jishin_manual.html