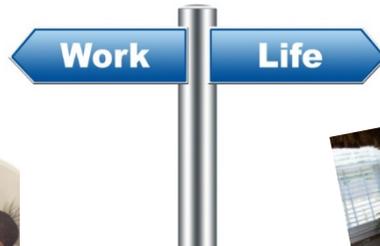


# IUJ

# Family Guide



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# Family Guide

## ***Legal and Financial Responsibility, Timing and General Support***

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While we do enjoy meeting your family members, bringing them to Japan and supporting them is your private matter and outside the scope of IUJ services. The IUJ student is legally, financially and socially responsible for their spouse and child(ren). IUJ can provide some basic guidance and advice. But our limited staff resources and infrastructure are reserved for supporting enrolled students and their academic pursuits. We hope for your understanding.

Also, we highly recommend **waiting until Spring Term at the earliest to have your family arrive in Japan**: you will know the area, the health systems, transportation and weather issues, the Japanese school year starts in April, plus your two busiest academic terms will be behind you!

## ***Eligibility to Bring Family Members to Japan***

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Are you allowed to bring your family? And how should you proceed?

- **JICA: JDS** yes, but inform JICE: they will help with Scholarship Certificate documentation for the family CoE application for Dependent's Visa. You must be in-country 3 months before starting the process to bring your family here (*please see your JICA provided guidelines for timing for your scholarship scheme*). Family members are required, by JICA to return to your country 1 month prior to graduation day, in principle.
- **JICA: ABE, SDG, and most other schemes**– yes, but inform JJPO at IUJ: they will help with Scholarship Certificate documentation for the family CoE application for Dependent's Visa. You must be in-country at least 6 months before family arrives. Family members are required, by JICA to return to your country 1 month prior to graduation day.
- **JICA/JISR** – yes. As JICA provides visa support for your family members, your immediate family (spouse and child(ren) may accompany you to IUJ. This arrangement is exclusively for JISR students.
- **ASEAN SEED**. As the program is very intense, you are advised not to bring family. Consult with your scholarship sponsor early on.
- **IMF** – yes, after your supervisor (program director or dean) tells the OSS you have their permissions in writing (Email is fine). This implies you need to be fully enrolled in IUJ after the summer program before requesting support.
- **BAPENNAS** – no, you are not allowed to bring family during the 9-month program.
- **All Others** – yes, but it is best to inform the OSS as early as possible, and your scholarship hosts either directly or through the OSS. **No surprises please!**

**Please note:** Applying for your family's Certificate of Eligibility for the dependent's visa can be a long process and being successful is not guaranteed. While it can take just 3 months for the immigration office to process your request, it can take significantly longer. In 2023 and 2024, some students were still waiting longer than 6 months after of applying.

**Please be mentally prepared for delays.**

## Check list of considerations

Before you bring your family here, please think it through carefully and be sure it is the right decision, and the right timing for everyone's best interests.



- Will my monthly budget suffice? This includes return tickets. Do not plan to rely on any income from your spouse.
- What is the best timing for them to come considering my academic demands, IUJ social demands, and weather considerations? **I know IUJ highly recommends waiting until Spring of my first year**
- Why do I want them to come? Is it just for me, or will they benefit for being here?
- Will they be happy living in the area?
- Will we be comfortable in the available housing?
- Will local transportation and entertainment be enough without relying on the IUJ school bus?
- Will my child be happy in school?
- Will I have enough time, outside of IUJ academic demands, to support them well?
- Do I speak enough Japanese or have the resources available to live smoothly in the community?
- Do I understand the immigration issues, health insurance issues, and local registration requirements?
- Is my child and spouse correctly immunized according to Japan's immunization standards?
- Am I willing to follow the strict and complicated garbage laws of Japan correctly?**

# 家族呼び寄せに伴う 事務手続きについての確認事項

## Information prior to your family's Arrival in Japan

Before bringing your family, you need to be accustomed to living in Japan including weather issues!  
You need some Japanese language skills, to find an off campus apartment and get their Visas.

あなたは家族と一緒に日本国内で居住し、あなたを含め住所変更も可能です。(ただし、単身寮へは入寮できません。)

While it is possible for you to change your address while they are away, you will need to update that address for them as well. Subsequently, as the IUJ single dorms are not open to family registration, you cannot consider moving back to campus.

家族は一旦日本を出国し、再度日本に入国しますか？

Will your family return to your home country or go outside Japan and re-enter Japan later while you are in Japan?

はい Yes

いいえ No

家族は在留カードを取得し、国民健康保険にも加入しますか？

Will your family need a resident card and the NHI (National Health Insurance)?

はい Yes

いいえ No

日本に家族を呼び寄せますか？

Are you going to bring your family to live with you?

はい Yes

いいえ No

短期滞在として、家族は在留期間内に日本から出国しなければいけません。

Your family needs to leave Japan before the short stay visa expires.

学生寮に単身で居住します。

You stay in IUJ dormitory.

家族は日本を出国後、日本に再入国はできません。また...

① 出国前に最寄りの市役所に転出届を提出しなければなりません。

② 家族は出国の際、空港で在留カードを返却します。

③ あなたは家族のための過払分国保料を、後日受け取ることができません。

④ あなた自身は住所変更が可能です。

Once your family leaves Japan, they are not able to re-enter to Japan.

① Your family must report the change of address to the nearest municipal office.

② Your family must return their resident cards at the international airport immigration gate.

③ You are entitled to receive a refund for the NHI fee you paid in advance for your family members.

④ You are able to change your address (You alone can change address, but moving back to campus is likely not possible).

家族は日本を出国後一年以内であれば日本に再入国できますが、もし再入国しない場合であっても、あなたは...

① 家族の国保料を納め続ける必要があります。

② 家族の在留情報全て残っているため、あなた本人のみ住所変更はできません。(あなたと家族の住所が違っていない限りです。)

③ その後の手続きについては最寄りの市役所にお問合せ下さい。

Your family can re-enter Japan within one year of their departure. However, even if they do not re-enter Japan, you are:

① Obligated to keep paying for the NHI fee for them in Japan.

② Required to stay in the same address where your family is registered.

(Accordingly, you alone cannot move into IUJ single dorm.)

③ Please consult with the nearest municipal office for related procedures.

未定 / Undecided

## Certificates of Eligibility (CoEs) and Visas

Family members (spouse and children) will come to Japan on a Dependents Visa, which you, the student, obtain on their behalf (does not apply to JISR or those with Japanese spouses). They should not come on Tourist Visas *under any circumstance* if they intend to be in Japan more than 3 months as they cannot register for social welfare, insurance programs, attend schools, etc. They **cannot** convert a Tourist Visa to a Dependents Visa in any practical sense under current immigration policies without leaving the country for several days and returning on the new visa. Therefore, you, the student, must settle in Japan and apply for the CoE as a second step.

IUJ cannot be involved in the CoE process but has the application form to hand to you. For the CoE guidelines and a list of things you need to prepare and submit are available as follows:

<p>CoE Guideline including a list of required documents</p>	<p><a href="http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html">http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html</a></p> <p>Click “OK” on the opening dialogue box for English translation.</p>	
<p>Download the application form and Guarantor letter in PDF and Excel format (see section 11)</p>	<p><a href="http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01-format.html">http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01-format.html</a></p> <p>Instructions and details:</p> <ul style="list-style-type: none"> <li>Choose option <b>R “Dependent”</b> when filling in the type of visa requested</li> </ul> <p>Excel file for CoE application. Fill in all 4 tabs. You do not need to fill in the ORGANIZATION tabs.</p>	 
<p>IUJ Home Folder (not internet website but intranet folder) has the Excel version of the application form and Guarantor letter (PDF)</p>	<p>\\iuj-home\oss\!Forms and Procedures\Family Dependent Visa application forms</p> <p>Be sure option <b>R “Dependent”</b> is checked on the Excel file, or select it if handwriting</p>	
<p>Your Info Pack has supportive information</p>	<p>Instructions, lists, etc.</p>	

It can easily take up to 3 (sometimes 4 - 6) months for the immigration office to issue their Certificate of Eligibility (CoE). Please **do NOT call** the immigration office after applying as it will not help speed up the process, and the OSS is often called by the officials to request you stop calling.

Once the CoE is obtained, you will send them to your family back home and they take it to the Japanese embassy in your country to apply for the Dependent’s Visa. **See above, or your Info Pack** on what items you need to prepare for their CoE (please do not use other lists).

As your dependent, and according to immigration practices, your spouse must live at your same residence near campus (residing in Tokyo or other area away from you is not permitted, and you may not live far away and commute to IUJ). **Unfortunately, those on student visas cannot bring their parents or extended family members as dependents according to Japan's immigration rules.**

### ***Timing of Arrival***

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Consider the best timing for your family to come. IUJ **highly recommends** Spring Term, after you have finished your two toughest academic terms, and experienced winter once. This would also correspond to the regular start of the elementary school's academic year (April). Those considering MSA may want to wait until October of your 2<sup>nd</sup> year at IUJ and participate in the Spring Lottery.

### ***Employment of Spouses***

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Spouses, in principle, **are not to work in Japan**. They should come to support you (not meaning financially). They should be here to help your children and you to make your study life easier.

If they work, their schedule cannot affect your student life (missing classes or group work for childcare, having children accompany you to campus because your spouse is not at home, etc.) If they work, they must get a work permit as they enter Japan, and are limited to 28 hours a week. Most employers in the area require Japanese abilities. IUJ cannot support any job hunt locally or in Tokyo for family members. IUJ will not be offering working positions to spouses, nor support a part-time employment hunt.

Some families assume they will have free childcare so the spouse can work. This is often not the case as the day care can only take a certain number of children, and the waiting list fills up fast as well. It is also not free, and the monthly cost depends on the amount of income from your previous year, even if out of Japan. Japan does not have Nanny or Babysitting tradition.

The IUJ student should not be put in the position to pick up children, babysit children, etc. at the expense of missing class, leaving class earlier, missing group work, etc. That should be the spouses' supportive role.

### ***Housing***

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- **On campus**, the Married Student Apartments (53,000/month) are **unfurnished** units and meant for 2 adults only. Those with school aged children, or more than 2 children 5 and younger, may not live in MSA, but need to find housing off campus. Those with small children (younger than elementary school aged) may choose to live in MSA at your own risk as evacuation from the building requires adult strength. Also, as the building is aging there are issues with the pipes and heating units on occasion.
  - As demand is high, selection for who lives in the MSA 18 units is decided by lottery. The lottery takes place in SPRING Term each year to decide residents in their 2<sup>nd</sup> year from early October to June. Roughly 10 units are available. Another lottery is held in October for newly entering students: Roughly 8 units are available. Check in date is November/December or later.
    - Those already living off campus, or who have school aged children, or who have more than 2 children 5 and under may not participate in either lottery.
    - IUJ reserves the right to give priority to special needs/circumstances families, and two students who are married before they come to IUJ for MSA allocations.
    - School-aged children may not live in MSA because of space limits, bus service limits (The IUJ School but cannot be used as an Elementary/Jr. High school bus), etc.

- **Off Campus Apartments** on the IUJ bus route and at lower rent than MSA are available. Ask the OSS for a list of landlords Please note that while monthly rent is lower than the MSA, water and electricity bills are higher, there are community fees, garbage fees including expensive recycling costs when you move out, and other basic fees associated with living in the community, making the cost about the same (sometimes higher). See the estimated costs.
  - 4 weeks before you move out of the dorms, you must submit to the OSS the Permission to Permanently Move out of the Dorms to avoid any financial penalties. ***If, for whatever reason, your family decides to leave the area, you returning to the IUJ dorms (SD1-3), is not guaranteed, in principle.*** Under extremely special conditions you may be eligible, however. But moving off campus for a few months for your family to come visit you, and moving right back into the dorms is not supported.
  - Within 2 weeks after your move, inform the City Office of your new address and update your Residence Card – required by law.
  - **Also notify to the Telephone Company, bank, post office, electricity/gas/water companies and so on to arrange for services. Your landlord will support this.**
  - Prepare the correct garbage bags, and be sure you know where the designated garbage station is.
    - Specific garbage bags may be purchased in our area or Koide, but NOT Muikamachi (different garbage collection company). Buying these bags is how you pay for the garbage collection service, by law.

See Apartment Examples on the next page

### ***Need for a Working Telephone***

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Many students at IUJ have smart phones but do not have a telephone number. They use them for Line, Facebook, Email, Messenger, etc. but not as a telephone. When you have family here, you need to pay for the telephone service for emergency contacting, contact from schools, from faculty and administration, etc. Which service you choose will determine the monthly rate. The above quote is just an estimate for a monthly plan (does not include the initial cost of the phone). For support on how to buy a phone, please see these helpful sites

- <https://blog.gaijinpot.com/smartphones-japan-buy-unlock-change-plans/>
- <https://www.realestate-tokyo.com/living-in-tokyo/media-communications/simfree-phones/>

## ***Example of an Off Campus Apartment***

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Below are photos of 2 different units both for a family of 3 (3-4 year old child) with a rent of 45,000yen per month (Apartment Building is Sejuru Urasa). (Newer apartment buildings are readily available in the area, but usually above an IUJ overseas student's budget.)



Road View



Side view (Netting is for snow blocking)



Veranda view



Driveway view



Stairwell



Entrance (Tatami mats)



Main Bedroom view 1



Main bedroom view 2



Kitchenette



View outside the toilet and bath



Bedroom



Closet Space



Main living area



Main Living Area reverse angle

**Monthly Expenditures for Off Campus Living – Estimates provided by a Student to Help With Budget Planning (Varies from family to family)**



Below is an example of one family’s actual budget, per month, living off campus on the IUJ Bus Route. This is a family of 3 with a 3.5 year old child.

*Total Budget Needs Per Month (Approximates)*

	<b>Spring</b>	<b>Winter</b>
Rent for house	45,000	45,000
Electricity	6,000	7,500
Water	4,300	4,300
Gas	11,000	14,000
Heating (for kerosene)	2,000	6,000
Japanese bedding (Futon)	-	5,000
Cloths	4,000	6,000
Transportation	5,000	8,000
Groceries	30,000	38,000
Child care fee (0-6)*	0yen-40,000yen	0yen-40,000yen
Nursery expenditure for son Fees + photo charges and parents union	9,500	6,500
Others (washing clothes, parties.)	3,000	5,000
Telephone bill with internet facility	7,500	7,500
Mobile telephone with Telephone services	2,200	2,200
Campus deduction (printout +photocopy +GSO)	3,000	6,000
Total	132,500 – 172,500	161,000 – 201,000

\*Kodomo En childcare, if allowed to send your child there, has **monthly fees depending** on your salary level **from the last fiscal year**. For IUJ students, that could range from 0yen to 20,000yen. However, if there is no space available in Kodomo En and you choose the daily babysitter facility (again if space allows), the rate is 1,800 per day, so about 40,000 a month. If you are considering these services, be sure to **bring evidence of your yearly salary with you**. Without evidence, you are put into the highest incoming earning bracket or about 50,000yen per month.

For those with school aged children, please add a one-time budget requirement of 35,000-80,000yen for school clothing, bags, and uniforms. Sometimes there are items you can borrow. See below in *School Considerations*.

**Additional Info from another off campus resident: Buying vs Renting**

“After moving to the off campus apartment, I bought some furniture and electrical items such as dining table, chairs, heating units, microwave, electric iron, and an electric kettle. Cost of those items was approximately 50,000 yen. When it was time to graduate I had to arrange for them to be disposed of properly and that cost additional and significant money. There are options to rent furniture, etc. through your landlord’s guidance, or the OSS. **If I had to do it over again I probably would have rented things.**”

## ***City Registration, and Info Submission to OSS - Required***

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**City Registration:** Within 2 weeks of arrival, your family must register at the City Office and sign up for health insurance by submitting to them a “Move IN Notification” form. Take

- your passports
- Residence Cards,
- Original copy of marriage license (in your language or translated by the embassy is fine)
- Original copies of birth certificates (in your language or translated by the embassy is fine)
- your housing contract,

They will help you get registered with the city and on the Welfare Services list, including the MY Number program, insurance, etc.

### **ANY CHANGES?**

If your address changes, if your family returns home permanently, etc. you **MUST** communicate with the city in advance, about 2 weeks prior to the change.

### **Move OUT Notification**

- When they leave Japan permanently they must each submit a MOVE NOTIFICATION FORM to the city office about 2 weeks in advance and with the date of their departure from Japan clearly noted. This form is available at the OSS or City Office.
- They must give up their Residence Card as they leave Japan or you must continue to pay their health insurance fees. You also must keep the same address as on their Residence Cards unless they give them up correctly.
- Be sure to inform the elementary school or day care well in advance of their departure date.

### **OSS Info Submission:**

- **FAMILY LIST:** When you request to check out permanently, please provide information on that form for those coming to live with you: Full Name, birthdate, nationality, and Visa status.
- **OFFICIAL DOCUMENTATION:** Within 2 weeks of arrival Email a PDF Copy of Residence Cards and Insurance cards, and passport showing photo, nationality and issuance/expiration to [oss@iuj.ac.jp](mailto:oss@iuj.ac.jp) – Label the files with indicate YOUR student ID, and the relationship you have with the person.
  - Eg. 1C5001 Spouse.pdf    2C5066 Child 1.pdf

## ***School Considerations***

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- *All Ages:* Japan’s school year starts in April and runs through March with a short summer break. Children coming in mid-year may not be able to start school due to teacher-student ratio requirements, so consult with the City Office as early as you can and before their arrival. This will help ensure they have a place in the classroom.
  - The division to contact at the City Office is the “Fukushi Hokenbu Kosodate Shien, Hoikuhan” – Tel. 025-773-6822 Fax 025-773-6724.  
Dialing from overseas will be +81-25-773-6822 or fax +81-25-773-6724

If your child will be in the school system for less than 6 months, we ask you to consider **home schooling** them unless they speak Japanese.

- *Children 0-3* may not use the Day Care “KodomoEn” unless both parents are students. Even then, often there is no space available as there is a strict quota system (limit to how many children they

can take). As this is a welfare service (provided to families unable to take care of their small child), those here with a spouse able to take care of them should not request one of those valuable slots.

- At the time of this writing, there is no available slots for 0-3 year olds, and the waiting list is full – they are not accepting anyone to join that waiting list (April 2025)
- If they attend KodomoEn, they cannot ride the KodomoEn bus without a parent with them. A parent must go with them on the bus, and come back on your own. The IUJ bus should not be considered as transportation for your child.
- *Children 4-5* may attend KodomoEn if there is space. Arrangements are made after the child enters Japan. (Talk to the officials at the City Office)
  - If they attend KodomoEn, they may ride the KodomoEn bus unattended by a parent (the school sends a teacher in the bus), but not the IUJ bus without a parent.
  - Parents must accompany their child(ren) to the bus stop **and stay with them** until they board the KodomoEn bus, and must pick them up at the bus stop after school. *Please respect the IUJ administration and keep children's noise to a minimum when passing by the offices if you are coming to campus.*

See note above about cost for Child Care before Elementary School.

- *Children 6-12* may enroll in Urasa Elementary School, but communicate with the City Office to be sure there is space in the classroom before the child arrives. Expenditures for “RandoSeru” a special back pack, in-door shoes, and PE Clothes (Taisogi) are required (about 50,000yen). We ask you to start your child in Elementary school from April. They should speak Japanese or at least English before attending.
- *Children 12-15* may attend Yamato Jr. High School, **but please note Japanese language reading and writing skills are needed**, and school uniforms are quite expensive (at least 80,000yen for 2 season set, PE gear and sports team gear, plus appropriate school bags, 10,000-15,000yen). Also, it is highly recommended that regardless of their age, they start as 1<sup>st</sup> year (7<sup>th</sup> grade) Jr. High students or 2<sup>nd</sup> year (8<sup>th</sup> grade) at the most. This is due to the fact that 3<sup>rd</sup> year students (9<sup>th</sup> graders) go into High School entrance test preparation mode, and have very few club or social activities – no clubs, no school trips, no afterschool events: just studying for their March test. As socialization will be important for your child, starting at an earlier grade level is recommended. Even consider starting them in 6<sup>th</sup> grade at the elementary school.



## **Family Health Issues –**

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Please note that IUJ cannot provide support for your family's health needs or clinic/hospital visits. As your family members are your dependents, you will need to make arrangements to assist them with any language barriers they may encounter in Japan. This includes prenatal care visits and childbirth. We encourage you to use the language facilitation sheet provided by IUJ, as well as online translation services like ChatGPT, to aid in communication. For additional assistance, please refer to the Hospital Guidebook.

The IUJ school doctor is available for consultations with family members free of charge; however, these consultations are by appointment only and are held once a month. While the IUJ Health and Wellness Coordinator (a registered nurse) prioritizes IUJ students, your family member (who must be accompanied by the IUJ student) may be able to use this service if availability permits.

If your child is unwell, you may visit either the Moegi Clinic or the pediatric department at KIKAN Hospital. Both locations have English-speaking doctors available.

Birthing a child in Japan is a private matter and outside the scope of IUJ's support services as well as your scholarship providers' services. We recommend you contact your embassy to learn about birthing here and how to correctly register your child once born.

For more information on pregnancies, births, caring for your child, schooling, health issues, etc. see the Japanistry.com site

<https://www.japanistry.com/childbirth-in-japan/>

For a hospital guide, and bill payment guide, etc. please see online at <https://www.iuj.ac.jp/oss/oss-hospital-guide/>



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### ***Child Immunization – Consult with the city officials***

Required shots/vaccinations for children differ from country to country. Be sure your child meets Japan's requirements. Bring all your documentation with you showing your child's immunization history and be sure to compare with Japan's requirements and recommendations.

Immunization information will be sent to your address in English from the city community health center (HOKEN-JHO). However, we recommend that you ask for the information from the city officials before family arrives so you can prepare.

If you would like your child to receive any recommended vaccinations in Japan, please make an appointment at the Moegi Clinic.

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### ***Women's Health***

A special guide for Women's Health is also available in the OSS. We are asked to inform you that abortions are not considered a form of birth control in Japan. An abortion is not covered by insurance, requires the partner's written consent, and requires a guarantor for the procedure.

A *Guide to Women's Health* is in the OSS. A ladies clinic is available across from the McDonald's in Muikamachi. Online appointment reservations are available at <https://hitomi-lc.com>

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### ***Child Allowance***

As this is a private matter outside of your academic life, IUJ does not get involved with these arrangements. Please visit the City Office for inquiries about "Kodomo Teate" and ask for their informational handout.

## ***Translation Support and Professional Services including Notary***

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Those needing documents translated to register for the Child Allowance may find the following services helpful. **First and foremost, we also recommend you contact your Embassy for guidance. Note:** PLEASE do not ask local people to translate, or sign translated documents.

IUJ provides the following information after a simple internet search, and cannot recommend these services. Please use them at your own discretion.

### **Mashima International Corporation**

<http://www.mashima-mic.com/>

### **Samurai Translators**

<http://www.translators.jp/english/welcome.html>

For Notary information, please see the separate handout at the OSS.

## ***Campus Services and Families***

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IUJ Campus is meant as an academic institution for enrolled students. It is not meant as a playground or entertainment center for families. Family members are allowed to use the Snack Lounge, Cafeteria and 1F of the gym, and are welcomed to join special events/parties. The library may be used by families if they are quietly reading and studying only. *IUJ study rooms, the gym shower rooms, 2<sup>nd</sup> floor gym facilities, dorm kitchens and lounges, laundry rooms, lounges in the classroom area and MLIC 1F, and computer facilities are NOT meant for family members.* We ask for your cooperation.

## ***Counseling***

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Free counseling services are available from IUJ counselor Seki-san Monday through Friday, 9:30am – 6pm by drop in or by appointment. While priority is given to registered students, family members may request appointments if space allows. Please see the Counseling website at [www.iuj.ac.jp/counseling](http://www.iuj.ac.jp/counseling) for details and to make an appointment. Or contact him via email at [counselor@iuj.ac.jp](mailto:counselor@iuj.ac.jp) Or you may drop by his office, located on the 2<sup>nd</sup> Floor as you walk into the MLIC Building, just at the top of the staircase.

For further assistance, see your Info Pack for alternative help and resources.

## ***Discount Coupons – “Gakuwari”***

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Gakuwari coupons are available only to students, by JR regulations. IUJ students may not purchase tickets for their family members (or any 3<sup>rd</sup> party) with Gakuwari *by law*. *Family members may not use a Gakuwari ticket, and the IUJ student may not purchase a train ticket for their use.*

## ***Legal Support***

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Those needing advice or guidance as foreigners in Japan regarding Japanese laws may want to contact HouTerrace at 0570-078377. English and other languages are available. Website is <https://www.houterasu.or.jp/multilingual/index.html>

## ***Living in the Community***

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Living in the community with limited Japanese language skills requires your effort to keep in good terms with your neighbors. Please follow these tips.

- After you move in, please take a small gift to your neighbors to introduce yourself.
  - Kokusai Daigaku no Gakusei no \_\_\_\_\_(your name) desu. Korekara Kazoku de Tonari ni Sumimasu. Doozo, Yoroshiku Onegaishimasu.
    - (My name is \_\_\_\_\_ and I am a student of IUJ. We will be your neighbors. It is nice to meet you)
- Please respect Japanese cultural expectations of removing shoes before entering the apartment, keeping the hallway and walls that are shared by other tenants cleaned and clear, keeping the sound coming from your apartment to a minimum.
- Keep an eye on your children when playing outside – they should not be left on their own. They should always be supervised. They should not be out after dark.
- BE SURE to separate your garbage according to your landlord’s instructions and the IUJ garbage guide.
  - Recycle everything you can at AEON, Harashin or MaruQ (cans, pet bottles, Styrofoam, milk cartons, egg cartons, etc.)
  - Put garbage in the CORRECT bags only. Purchase them at 7-11, Urasa Home Center or Supaa MaruQ or Gyoumu Supaa or Harashin in Koide (NOT at AEON or anywhere in Muikamachi). Use GREEN for unburnable (cans and bottles) and BLUE for burnable (paper, pet bottles, food waste).
  - Put garbage in the garbage collection station around 8:20am on the correct day ONLY. See calendar as provided by your landlord, or ask the OSS.
- When you leave your apartment at the time of graduation be sure to take all your belongings with you, return rented items, and correctly dispose of your garbage.
  - Small appliances MAY NOT be put into the garbage bags but require you to recycle them, or dispose of them with the appropriate sticker (fees apply). Ask the Dorm Staff or OSS for guidance.
  - If you have large garbage items special stickers are required to pay for the pick-up and removal. Check with your landlord. Or ask the OSS to arrange for an EcoPlant pick up. Do so at least 2 weeks prior to your departure.



## ***Transportation***

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**The IUJ SCHOOL Bus** service is designed to bring IUJ students and faculty to campus to study/teach. The weekend buses are meant for campus residents to go for shopping and entertainment on the weekends. Off Campus residents, with more flexible time and easier access to Urasa Station are expected to use the local transportation (trains and buses). If using the IUJ Bus, please note the following:

- Family members are asked to NOT take the first 2 weekday buses in the morning, nor the buses after 5pm. Getting students and faculty to campus for morning courses is the first and foremost priority.
- Please use the weekend buses only after campus residents are accommodated. Please follow the rules in place for weekend bus support. Currently family members may ride the FIRST bus on Saturday only. A special Family Bus on Sundays means they don't need to come to campus.
- No baby strollers or other large bulky items are allowed on the bus
- Children must sit quietly looking forward with seatbelts fastened, and keep shoes off the seats and hands off the windows. If they do not follow these rules, the drivers may warn them. But we hope their parents' will take the lead!
- There is no eating or drinking on the bus. Small children may use a non-spill cup if necessary.

## Bicycles

Bikes can be purchased new online or at Urasa Home Center near the station, Hirasei, etc or at second hand stores such as Hard off Book Off in the AEON shopping area. Getting bikes from other students is also an option. **All bikes in Japan should be officially registered with the government AND with IUJ.** **When you get a bike – adult or child bike.**

- **Be sure to seek out the Dorm Staff for registration support for “Bouhan Toroku.”**
- **Be sure the IUJ sticker is on your bike(s) with your Student ID noted.**
  - Bikes not labeled but on the IUJ property may be removed.

From April 1, 2023, bicycle insurance, also known as bicycle liability insurance, is mandatory in Niigata Prefecture, Japan. This insurance covers compensation for damages to others in the event of an accident.

Please refer the relevant URL

- To all bicycle users in Niigata Prefecture  
/ <https://www.pref.niigata.lg.jp/uploaded/attachment/385974.pdf>
- An example of a bicycle insurance  
/ [https://www.lawson.co.jp/service/hoken\\_s/hoken\\_bicycle/](https://www.lawson.co.jp/service/hoken_s/hoken_bicycle/)

## SPECIAL NOTES about Bike riding

- Bike helmets for children are legally required, and for adults highly recommended.
- Riding a bike after drinking alcohol, or when you have a hangover is against the law and heavy fines can be issued.
- Biking in groups – keep on the correct side of the road and in single file.
- Children’s bikes should be stored appropriately and not left in apartment parking lots, near stairwells, etc. Ask your landlord for guidance.

*Bike parking* on **campus** should be ONLY in the designated places: on the side of the MLIC building or in the SD2 sheltered parking area.

## *Bike parking* in the **community**

Park only in appropriate places designated with a symbol of a bike or shelter for bikes. Putting your bike in a restaurant or shop’s parking area when you are not using that shop/restaurant, for example the small post office near the blue bridge or Lawsons, is not permitted. Leaving your bike near the elevator at Urasa Station is not permitted. There is bike parking just down the road near Paramount in Urasa hotel.

## Local Bus

Please see the timetable at the bus stops. We hope the city shuttle buses can be used to help your family members.

## Shimin “community” Bus Services

Shuttle buses or vans run between the hospital and several communities during the day. If you are a hospital patron, you may use these buses for a very minimal fee.

## Moegi Clinic Bus

This is a free shuttle van/bus provided ONLY to those people needing to get to Moegi Clinic for their medical services. It is not a general rider bus.

## Private Cars

If you plan to own a car, be sure the driver is **properly licensed** and insured. See the Info Pack for details. Please register your car with IUJ and receive a parking sticker by presenting your license and insurance documents to the Dorm Office during regular business hours. Please note snow tires are necessary between mid-November and early April.

- **Remember all the passengers in the car MUST fasten seatbelts when the car is moving.**
- **Children who weigh less than 25K should be in a child seat.**

## ***Emergencies – Natural Disasters***

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During an Emergency such as an earthquake or major power outage, please note the following points and make preparations to support your family

- Keep a battery operated radio available and tune in to the station for information (only emergency broadcasts will be available, and one should be in English)
- Refer to the following site for Earthquake information <http://www.jma.go.jp/en/quake/>
- For other natural disasters and warning information please see <http://www.jma.go.jp/en/>
- As soon as you are able, make your way to the IUJ Gym – the IUJ Evacuation center. If you are unable to get there, go to the Elementary School nearest you (only in the event of an evacuation)
- CONTACT US: Be sure your Mobile Number is registered with the OSS in advance. If Mobile services are operable we will try to contact you. BUT please email or contact the [oss@iuj.ac.jp](mailto:oss@iuj.ac.jp) with your status update. Also contact your scholarship provider as soon as you are able.
- Keep a stock pile of drinking water, non-perishable food items, batteries, flashlights, diapers, to support all the members of your family for up to 3 days (help is most likely available far ahead of that, but 3 days is recommended).

## ***Emergencies – Family Health or Injury***

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You are responsible for responding to your family in the event of an emergency by working directly with the off campus services (Ambulance, Police, Hospitals). Please prepare yourself with enough Japanese language skills to call for assistance.

Refer to the GREEN cards handed out during orientation week or Dorm Information guide for phrases to you to contact emergency support. The numbers are:

- Ambulance (119) - first say ENGLISH SUPPORT please “Eigo de onegaishimasu”
- Police (110) - first say ENGLISH SUPPORT please “Eigo de onegaishimasu”
- Kikan Hospital (777-3200) (Emergency care only)

***If you cannot provide help for yourself or family, you may contact campus services as instructed on the Green Emergency cards.***

***Be sure the school and day care have updated mobile telephone numbers to be able to reach you at any time, directly, in case of an emergency with your child. Please do not rely on the OSS to be your communication aide.***

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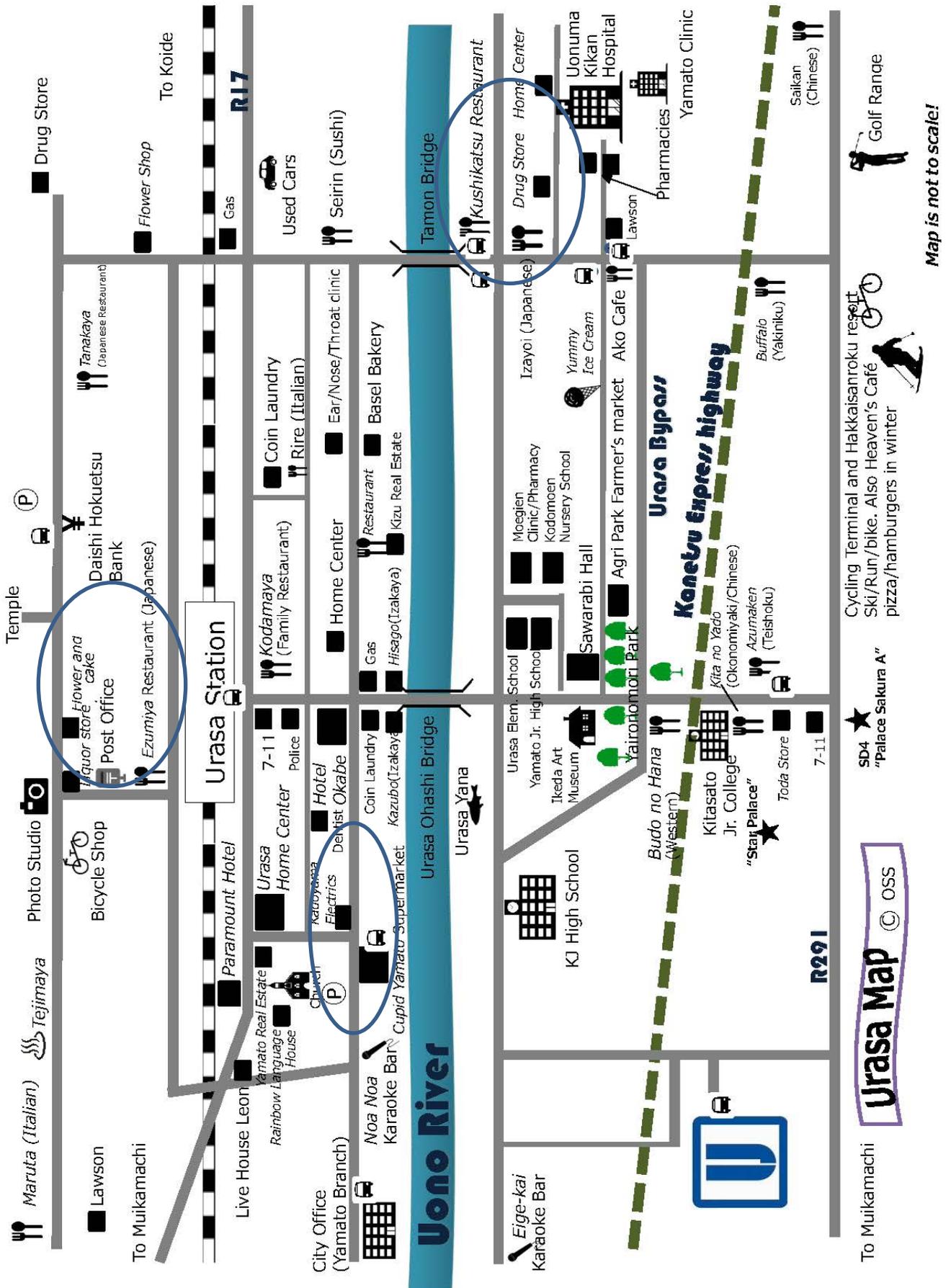
# ***APPENDICES***

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- Appendix 1: Urasa local community map (not to scale)
- Appendix 2: Regarding Childbirth
- Appendix 3: Correct Garbage Disposal
- Appendix 4: Garbage Pledge Form

# Appendix 1: Urasa Local Community Map – not to scale

O shows area many families live.



# Appendix 3

## Correct Garbage Disposal Practices

- 1) **Use correct BAGS** – This is how you pay garbage services fees in Japan
  - a. You may use **ONLY** the **designated** bags purchased in Urasa or Koide (NOT Muikamachi). Buy at Cupid MaruQ (Supaa), Urasa Home Center, Welcia or Hirasei, Gyoumu Supaa, Harashin in Koide.
  - b. You may **NOT** use normal grocery bags, etc.
  
- 2) **Separate your garbage**
  - a. **BLUE** is **Burnable**
  - b. **Green** is **Unburnable**
  
- 3) **Disposal TIME**
  - a. **BLUE Burnable** days are Monday, Wednesday, Friday 8-8:30am
  - b. **Green Unburnable day is every other Thursday** 8-8:30am
  
- 4) **Disposal PLACE**
  - a. **ONLY** at your apartment’s designated garbage station. Ask your landlord



Note: **Yellow bags** are available, but it is very difficult follow the rules. Please do not attempt. Take recyclable items to AEON or Harashin please

**Small Appliances** and items such as hot water pots, toasters, etc. may **NOT** be put in the Unburnable bags in most cases. Refer to the Full Garbage guide in the OSS.

**Large items** require fees for recycling: medium sized refrigerators may cost 10,000yen, Beds and bed frames, 5,000yen. Please ask the OSS well in advance for pick up arrangements and fee payments. These payments are the responsibility of off-campus residents.

**Appendix 4: Garbage Pledge**  
**Read, Understand, Sign and RETURN TO OSS**

I, \_\_\_\_\_, Student ID \_\_\_\_\_,

promise to follow the required Garbage Disposal and Recycling requirements, and guide my family to do the same, carefully and without fail:

- correct bags,
- correct week day
- correct time of day,
- correct location,
- correct disposal of large items including fees



If I am unsure of how to dispose of items, including small appliances, large toys and bikes, hot pots, pans, umbrellas, etc. I will ask the city officials, my landlord, the OSS or the Dorm Staff. But I will not guess and do it incorrectly.

I understand that proper garbage bags must be purchased on my own, and only purchased at the nearest 7-11, Urasa Home Center, Supaa (Cupid MaruQ) or Harashin or Gyomu Supaa in Koide, and not at AEON or Rara in Muikamachi.

I will ensure my family members all understand and follow the garbage rules carefully.

I am fully responsible for any fines, penalties, etc. that may come to me due to my, or my families negligence regarding proper garbage disposal or recycling laws

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Signature \_\_\_\_\_ Date \_\_\_\_\_

OSS Witness \_\_\_\_\_