

# **Handbook for Japanese Government Scholarship Students**

Global Education Promotion Office (GEPO)



# **Handbook for Japanese Government (Monbukagakusho: MEXT) Scholarship Students**

## **Types of Japanese Government Scholarship Students**

Japanese Government (Monbukagakusho: MEXT) Scholarship students must be foreign nationals, have a College Student (ryugaku) visa as defined by the Immigration Control and Refugee Recognition Act, and stay in Japan for the purpose of studying or doing research under one of the following categories:

1. Research students who are enrolled in a Master's or Doctoral course at a graduate school, and who receive preparatory Japanese language education before their enrollment.
2. Teacher training students who are enrolled in a graduate school to study elementary or secondary school administration and educational methods, but not for the purpose of obtaining a diploma, and who receive preparatory Japanese language education before their enrollment.
3. Undergraduate students who are enrolled in an undergraduate program.
4. Japanese studies students who are enrolled in an undergraduate program, but not for the purpose of obtaining a diploma, and who receive training to increase their understanding of the Japanese language, Japanese studies, and/or Japanese culture.
5. International students who are enrolled in science and engineering undergraduate schools in Japan under the Japan-Korea Joint Science and Engineering Students Exchange Program.

## **Period of Study**

1. Research students who are enrolled in Master's or Doctoral courses at graduate schools:  
Six months in preparatory Japanese language education, and a period equivalent to the relevant course term or shorter
2. Teacher training students:  
One year and six months or less, including a six-months in preparatory Japanese language education
3. Undergraduate students:  
One year in preparatory Japanese language education, and a period equivalent to the relevant undergraduate course term or shorter
4. Japanese studies students: No more than one year
5. “Japan-Korea Joint Science and Engineering Students Exchange Program” students:  
Six months in preparatory Japanese language education, and a period equivalent to the relevant undergraduate course term or shorter

## **Extension of Scholarship Tenure**

Japanese Government Scholarship students who have an excellent academic record, wish to proceed to higher education, and meet the relevant requirements set by MEXT may apply for an extension of their scholarship tenure. However, rigorous screening is conducted for this and applicants are not assured of approval.

Kumamoto University seeks applications in November, screens the applicants, and then nominates qualified applicants to MEXT in January. The results of the MEXT screening process are reported to the university in February.

Teacher training students, Japanese studies students, and Japan-Korea Joint Science and Engineering Students Exchange Program students may not apply for an extension of their scholarship tenure.

### **Qualified Applicants for Extension of Scholarship Tenure**

#### **●Research Students**

1. When advancing from research student to Master's / Doctoral course student:  
Those who have been research students for 2 years or less  
including the preparatory education period  
Extendable term : Standard term of study for each regular course
2. When advancing from Master's course to Doctoral course:  
Those who were received as research students and did not repeat the relevant Master's course  
Extendable term : Standard term of study for each regular course

#### **●Undergraduate Students**

1. When advancing from undergraduate student to Master's course student:  
Those who were received as undergraduate students and did not repeat the relevant undergraduate course.  
Those who were received as undergraduate students and who are not medical or dental school graduates.
2. Special extension of scholarship tenure
  - 1) Japanese Government Scholarship students who were received via Japanese embassy recommendations as undergraduate students and then admitted to Master's courses.
  - 2) Japanese Government Scholarship students who were received via Japanese embassy recommendations as college of technology students or professional training college students and then admitted to undergraduate courses at university.  
In the above two cases, the student may apply for an extension of scholarship tenure provided that they can demonstrate outstanding academic achievement. Kumamoto University seeks applicants between late November and early December, screens them, and nominates qualified applicants to MEXT in January.

\*International students who are enrolled in science and engineering undergraduate schools in Japan under the Japan-Korea Joint Science and Engineering Students Exchange Program cannot apply for an extension of this Japanese Government Scholarship when they continue on to Master's programs at university. However, they can apply to be a Japanese Government Scholarship student by Top Global

## **Change of Course/School**

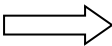
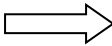
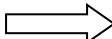
Japanese Government Scholarship students are normally not permitted to change their courses or schools. However, if changing courses or schools is regarded as unavoidable because of the student's major field, MEXT may decide to allow the change, depending on the results of consultation.

Japanese Government Scholarship students by embassy recommendation and by domestic selection may be permitted to transfer to another university when they apply for an extension of scholarship tenure. However, Japanese Government Scholarship students by university recommendation are not allowed to transfer to another university.

## **Enrollment Confirmation**

Japanese Government Scholarship students are required to sign a form to confirm enrollment at a designated office in the first week of every month so that their monthly stipend will be transferred. Please note that if you cannot sign the form and your enrollment cannot be confirmed for the whole month, your stipend for that month will not be provided. If you cannot sign the form due to travel to your home country, attendance at an academic conference or any other reason, be sure to notify the International Student Office or the concerned office in your campus by the previous month.

### ●Where to confirm enrollment

Faculties of Letter, Law, Education and Engineering		International Student Office
Graduate School of Social and Cultural Sciences		(2 <sup>nd</sup> floor of General Education
Master's Course in Education		Building at Kurokami North
Graduate School of Science and Technology		Campus)
Preparatory Japanese Language education		
School of Pharmacy		Office of School of Pharmacy
Graduate School of Pharmaceutical Sciences		
Graduate School of Medical Sciences		Office of School of Medicine

## **Scholarship Benefits**

### ●Monthly Allowance

- Research Students (Graduate School Level)
  - Doctoral Course 145,000 yen
  - Master's Course 144,000 yen
  - Non-Degree Seeking Students 143,000 yen
- Undergraduate Students (Undergraduate Level) 117,000 yen

\*If a grantee takes a leave of absence, or is absent from the university for an extended period,

the scholarship will not be granted during that period.

### **Cancellation of Scholarship**

Please note that if the recipient of the Japanese Government Scholarship is expelled from the university or removed from registration by the university, repeats the relevant course, or if it has been determined that it will be impossible for him/her to graduate (or complete the relevant course) within the standard term of study because of poor academic grades or suspension from the university, the scholarship will be cancelled at that point (or by the end of the academic year at the latest.)

(Conditions of cancellation of the scholarship)

1. The recipient has violated an article of his/her pledge to the Monbukagaku-daijin (Minister of Education, Culture, Sports, Science and Technology.)
2. The recipient has been determined to have made a false statement on his/her application.
3. The recipient has been subjected to disciplinary action such as expulsion, or has been removed from registration by the university.
4. The recipient has repeated a course because of poor academic grades or suspension from the university, or it has been determined that it will be impossible for the recipient to graduate (or complete the relevant course) within the standard term of study.
5. The recipient has not been able to complete the preparatory Japanese language education program.
6. The recipient's visa status has been changed to something other than “College Student (ryugaku.)”
7. The recipient has received a scholarship from another institution (excluding those specified as being for research expenditures.)
8. The president of the university has disqualified the recipient as not being appropriate for a Japanese Government Scholarship.

### **Transportation to and from Japan**

#### **Transportation to Japan**

Those who are selected to be recipients of the Japanese Government Scholarship will be supplied with an airplane ticket by MEXT through the Japanese embassy or consulate general located in the country of the recipient's nationality. Travel expenses will not be supplied in cash. Japanese Government Scholarship students who have come to Japan using the ticket supplied by MEXT must submit the boarding pass stub to the Kumamoto University International Student Office by the 11<sup>th</sup> day of the month of arrival.

#### **Transportation from Japan**

Those who meet the following requirements will be supplied (via the University) with an airplane ticket to return to their home country:

1. Research students who have completed both their period of study abroad at university and their research
2. Teacher training students who have completed both their period of study abroad at university and their teacher training

3. Undergraduate students and students in the Japan-Korea Joint Science and Engineering Students Exchange Program who have completed their period of study abroad at university and graduated from the university
4. Japanese studies students who have completed both their period of study abroad at university and their Japanese studies course

If you plan to return to your home country in March, apply for travel expenses (airplane ticket) before the middle of December of the previous year. If you plan to return in September, apply before the middle of July to the International Student Office.

### **Japanese Language Education**

The Center for International Education offers non-credit beginner level Japanese Language courses for international students and researchers. Also intermediate and advanced Japanese Language classes are offered as accredited class to the international students. Although some classes may have limitations such as entrance qualifications or a limited number of lessons, the center's Japanese classes meet the needs of almost all international students and researchers at Kumamoto University who wish to learn Japanese.

For the schedule of Japanese classes and other details, please refer to the Guidebook of Japanese Classes which is distributed at the Center for International Education on “Japanese Language” section on the official university website.

#### ●Intensive Japanese Course

This course is designed for Japanese Government Scholarship research students with an embassy recommendation, students in the Teacher Training Program. They can enroll at Center for International Education as Japanese Language Trainees and take 6-month intensive Japanese courses as preparatory education before their enrollment in each department as Degree-seeking students or research students. Please contact the International Student Office for details.

※Students in the Japan-Korea Joint Higher Education Student Exchange Program is to be announced later.

### **Accommodation**

#### ●International House

The International House accepts applications twice a year. Details regarding applications, eligibility and the application period will be posted on the bulletin boards of each departmental office and University's website. The permitted period of stay is six months or one year, and is dependent on the student's status. They can extend their residence for up to half a year longer, but only when there is a vacant room available and they are admitted by screening.

For residence from April ・ ・ ・ Application information is disclosed in the beginning of January  
Application deadline is in the end of January

For residence from October ・ ・ Application information is disclosed in the beginning of July

Application deadline is in the end of July

●Private Housing

A guarantor is required when you move into a private apartment. Kumamoto University offers to students who meet the following conditions an institutional endorsement by which the Director of the Headquarters for Administrations and Education of Kumamoto University will be the guarantor

- 1) Degree-seeking International students of Kumamoto University
- 2) Above mentioned students must join the Comprehensive Renters Insurance for Foreign Students Studying in Japan

●Public Housing

International students living with other family members can apply for prefectural and municipal housing. If you would like to apply, please check the following websites for the application status and apply by yourself.

Kumamoto city website (contents available in Japanese only) :

<https://www.city-kumamoto-jyutaku.jp/>

<https://www.city-kumamoto-jutaku.jp/se/>

## **Residence Status**

The staff at the International Student Office and the coordinators in each campus help international students with required immigration procedures.

●Extension of Period of Stay

Japanese Government Scholarship students can stay in Japan on a “Student (ryugaku)”<sup>※</sup> visa for three months, six months, one year, one year and three months, two years, two years and three months, three years, three years and three months, four years, four years and three months. If you wish to stay longer to complete your studies, you need to apply for an extension of your stay. You can submit the application from three months before the date of expiration. The staff of the International Student Office and the coordinator in Honjo campus will assist you with this extension procedure.

●Change of Status of Residence

Be sure to consult with the International Student Office beforehand if you are planning on changing your status of residence from “Student” to another status to stay in Japan even after the period of the scholarship (after graduation.) Once you change the status of residence during the scholarship period, you will be disqualified as a scholar.

●Re-entry Permit

Foreigners in possession of a valid passport and residence card who will be re-entering Japan within one year of their departure to continue your activities in Japan (\*) will, in principal, not be required to apply

for a re-entry permit. Foreign nationals who possess a valid passport and resident card may leave Japan and return within one year without, as a rule, needing to apply for a re-entry permission. This is called the “Special Re-entry System.”

(\*) If your period of stay expires within 1 year after your departure, please ensure that you re-enter Japan before the expiration of your period of stay.

Immigration Services Agency of Japan:

[https://www.jsps.go.jp/english/e-fellow/data/guideline\\_25pup/H25APPENDIX\\_D.pdf](https://www.jsps.go.jp/english/e-fellow/data/guideline_25pup/H25APPENDIX_D.pdf)

<https://www.moj.go.jp/isa/content/930002122.pdf>

#### ●Bringing Your Family to Japan

When you bring your family to Japan and live together, resident status “Dependant” is needed for each family member. It is recommended that you have your family come after you are sure you can financially support them in Japan and after you have become accustomed to life in Japan.

### **Tutor System**

The Tutor System provides assistance to international students who have just arrived in Japan. A tutor is selected by the same school department of an international student and will be paid for the assistance. The period of time an international student can have a tutor is one year for graduate students and research students, and two years at most for undergraduate students. An international student can ask the tutor for a help with daily school life problem at Kumamoto University during the period applies.

### **Counseling and Advising**

#### 1. Health Consultations

The Health Care Center is available for health consultations.

#### 2. Counseling

Center for International Education and International Student Office are available for counseling regarding the various problems that international students may encounter in their daily lives in Japan.

### **Important Procedures**

Please read the “Handbook for International Students” carefully. Also, you should go through the following necessary procedures as soon as possible. Your tutor or the staff at the International Student Office and the coordinators in each campus will help you to do them.

#### 1. Notification (Change) of Place of Residence

Registration Place: Citizen's Affairs Section of Kumamoto City Chuo-Kuyakusho  
(Chuo-Ward Office)

Period: Within 14 days of finding a place to settle down

Necessary documents: Passport, your residence card and “Jyumin-Idotodoke”

(“Jyumin-Idotodoke” is available at the International Student Office or Kuyakusho.)



※New residency management system has started in July 9, 2012.

([http://www.immi-moj.go.jp/newimmiact\\_1/en/index.html](http://www.immi-moj.go.jp/newimmiact_1/en/index.html))

2. National Health Insurance

Registration Place: Health Insurance Section of Kumamoto City Kuyakusho (Ward Office)

3. Registering for National Pension System

Not only Japanese citizens, but also foreign students over 20 years old are must register for National Pension. In principle, once having subscribed to National Pension, foreign students must pay a monthly premium of 16,610 yen (as of 2021.) National Pension System is a social security system run by the Japanese Government, where contributing members are entitled to receive a pension when they reach the age of 60 and retire from work or become disabled through sickness or injury. You can complete the procedure for this at National Pension Section on Kumamoto City Kuyakusho (Ward Office) when you register for National Health Insurance. If your income is considered to be less than a pre-determined income level, your insurance fee may be waived. Degree-Seeking students (Undergraduates and graduate school students) should apply for a “special exemption to student payment (Gakusei nofu tokurei)” and Non-degree Seeking students (ex. Special Audit students, Special Research students) should apply for a “payment waiver (Menjo.)” For more information, please inquire at Kumamoto City Kuyakusho (Ward Office.)

4. Postal Savings Account

Registration Place: Postal Office

Necessary documents: Passport, Residence Card, Student ID

※You may be required to have your *inkan* (personal name seal)

5. Notification Concerning the Organization to Which the Foreigner Belongs

Registration Place: You have to notify the incident to the Ministry of Justice by visiting a Regional Immigration Office or sending a notification to the Tokyo Regional Immigration Bureau by yourself.

Period: Within 14 days after enrolling in the Kumamoto University

Necessary documents: Notification form (“Notification of the accepting organization,”)  
Copy of your residence card

**\*Attention: To Japanese Government Scholarship Students**

**Please inform your postal savings account number and show your passbook to the International Student Office as soon as possible.**

**Stipends for Japanese Government scholarship students are paid into postal savings accounts (Japan Post Bank.)**

## **Orientation for New International Students**

It is essential that Japanese Government Scholarship students receive a wide variety of information regarding the facilities and services of Kumamoto University, and counseling and advice

regarding study, research and living in Japan. Be sure to attend the orientation in April or October for newly enrolled international students held by the Center for International Education and the International Student Office.

### **Inquiry**

International Student Office, Kumamoto University

TEL : +81-96-342-2103/2133 FAX : +81-96-342-2130

E-mail : [gji-ryugaku@jimu.kumamoto-u.ac.jp](mailto:gji-ryugaku@jimu.kumamoto-u.ac.jp)