

OIST Research Intern Program

Student Affairs Section

Updated: 2020/1/31



OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY GRADUATE UNIVERSITY

Internship Information

Please read thru Research Intern part (5.5.2.2. Research Interns) in OIST Policy Library.

<http://www.oist.jp/policy-library/5.5.2>

Research Site: Onna-son, Okinawa Japan

Working Days: Mon Tue Wed Thu Fri (excluding holidays) Weekdays 9:00-17:30 (12:00-13:00 Lunch Break)

Leave

5.5.2.2.6. Leave

Research Interns may take unpaid leave during the internship provided: the total leave days number less than 10% of the total duration of the work days of the internship; the leave is approved by their supervisor; the Student Support Section is informed by submitting a leave request through the website; there is no hindrance to their research activities.

<https://groups.oist.jp/grad/leave-request-form>

Visa Status

Those who have “cultural activities” visa which is valid for 3 months, you CANNOT re-enter Japan without re-entry permit. **If you wish to go abroad while you are in OIST, please consult with us first before you start arranging your trip.**

Your Return Flight

You may not change your returned flight schedule without informing the Student Affairs Section.

Please consult with us if you wish to change your return flight. **When you change your return flight, you will be responsible for the change fee.**



Support for Research Interns

- **Accommodation:**
Shared & Furnished Off Campus Housing
- **Research Intern Allowance: 2,400 JPY per work day**
*taxable 20.42% (Non Resident), 10.21% (Resident)
- **Insurance: Travel insurance(inbound)/**
Gakkensai・Gakkenbai
- **Travel Expenses: One direct round-trip travel**
- **Commuting Allowance: OIST Shuttle Bus Pass**
- **Support for VISA application**

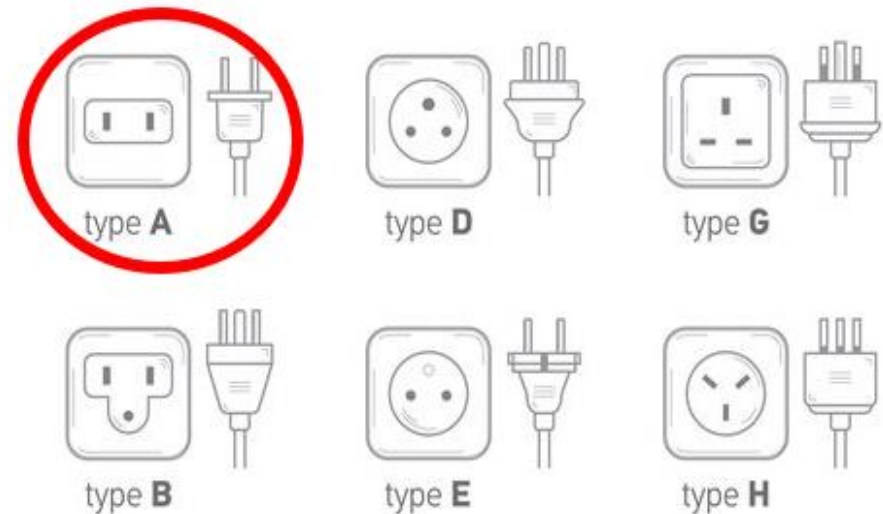
* Financial support might have been adjusted depending on your bringing budget(s).

Accommodation①

Research interns will be provided shared & furnished on/off campus housing during the internship period. **We might have to ask you to move to a different room due to the room availability.**

- In each accommodation, there are 2 private bedrooms, shared common kitchen, living room and bathroom.
- Your roommate will be same gender as yours.
- For Furniture & Equipment, see the list in the next page.
- **Electricity: The AC outlet in Okinawa is 100 volts/60 Hz, and Type A**

Please bring a plug adaptor and a voltage converter if necessary.



Accommodation②

Example of Provided Furniture & Equipment	
Items	
Bedroom	
Bed & Bedding	Closet & Chest
Dining & Kitchen	
Study Desk	Trash Box
Study Chair	Refrigerator
Dining Table & Chair	Microwave
Gas stove	Plates & Bowls
Cupboard	Glasses & Mug Cups
Cooking Utensils (Forks, Knives, Chopsticks, Pans & Pods...)	

*The image might not be the same as
your actual apartment



*Towels, soap, shampoo, toilet paper, and iron should be prepared by yourself.

OIST off campus accommodation

<https://groups.oist.jp/grad/precious-one-guide>

Internship Allowance①

- **Internship Allowance:** OIST will pay you 2,400 Japanese Yen* (JPY) per work day. *Taxable 20.42% (Non Resident), 10.21% (Resident)
- **Pay day:** Basically at the end of the following month.
- **Payment method:** Wire transfer to your bank account in your home country. Paid in Japanese yen, and *not* paid in cash.

* Please note it takes a while (usually 1 week) to transfer the allowance.

- **Please bring two months' worth of living expenses in Japanese yen.**

If you start the internship at the beginning of a month, you have to wait for up to about 2months. The average living expenses is 50,000 JPY/ month.

Around Onna village you might find it difficult to exchange foreign currency. Please convert the money before arrival to Okinawa.



Prepare Japanese Cash!



Internship Allowance②

- The internship allowance will be paid to your bank account in your home country directly. Once you receive an email regarding OIST guest registration, please provide us your bank information.

[About bank account]

- The bank account has to be under your name. OIST will not pay the allowance to anyone else's account.
- Please note that it is *NOT* possible to open a bank account with a short term stay status in Japan.
- Please check if your bank cash card is acceptable at Japanese banks before you come.
- It is recommended that you bring several bank account information/ cash cards/ credit cards with you when you come to Okinawa.



ATMs in Japan

You might be able to withdraw cash from the ATMs below using your foreign ATM card. For the details, please check each banks' website and your foreign bank as well.

Japan Post Bank ATM ゆうちょ銀行

- International ATM Service:

http://www.jp-bank.japanpost.jp/en/ias/en_ias_index.html

AEON Bank イオン銀行

- International ATM Service:

http://www.aeonbank.co.jp/atm/card/securities_credit/oversea/

Insurance

When OIST provides a round trip ticket to Research Interns/ Visiting Research Students (RI/ VRS), RI/ VRS will be covered by **travel insurance***1. If OIST doesn't provide a round trip ticket, RI/ VRS HAVE TO provide OIST a proof of insurance BEFORE arrival at OIST.

RI/ VRS who is NOT currently enrolled in Japanese Universities will be covered by **Gakkensai** and **Gakkenbai** *2 during their research internship period. For those who are enrolled in Japanese universities, you have to provide a proof of Gakkensai and Gakkenbai BEFORE arrival at OIST. *2Insurances covering students against unexpected accidents in the course of their educational and research activities.

- Please note that when you see a doctor, you will need cash to pay for the 100 % of medical fee at first and then you can claim for the insurance company. This travel insurance only covers illnesses and injuries that started during your RI/ VRS program.
- This insurance does **NOT cover your chronic disease**, we strongly recommend you to have your own health insurance.
- If you will bring any medicine, including over-the-counter, and/or medical equipment, **please make sure to contact our Health Center: health@oist.jp**
- The details of OIST provided travel insurance is in the next page, if you are not satisfied with it, it is your responsibility to bring suitable health insurance/ liability coverage. When you bring your own insurance, please submit the proof of the insurance upon your arrival.
- *1 & *2 After claiming for an insurance, the insurance company review the claim so that you may not receive 100 % of its claims.

Travel Insurance (inbound)

- Research Interns are covered by the JTB travel insurance (below) or equivalent travel insurance **when OIST buys a round trip ticket (international).**

海外旅行総合保険 OVERSEAS TRAVEL INSURANCE

事故時のご連絡 Before going to hospital

◆ケガ、病気により病院へ行く際はまず以下の“三井住友海上ライン”へご連絡ください。

ご連絡の際は右記ご契約内容と保険期間(旅行期間)をお伝えください。最寄の最適な病院のご案内、キャッシュレス・メディカル・サービス提携病院を手配しご紹介します。

◆Before you go to hospital, please call “MITSUI SUMITOMO INSURANCE LINE”.

And when you contact, please convey the POLICY NUMBER and so on as stated right. Nearby hospital will be guided, or hospital tied up with “CASHLESS MEDICAL SERVICE” will be arranged.

◆◆ 三井住友海上ライン MITSUI SUMITOMO INSURANCE LINE ◆◆

(F):フリーダイヤル(無料電話) Free Dial (C):コレクトコール(料金受信人支払) Collect Call

■北米・中南米の場合 North America, Central America, South America

アメリカ(ハワイ・アラスカを含む)・カナダ : (F) 1-800-509-0580

U.S.A, HAWAII, ALASKA, CANADA : (F) 001-866-331-2705

メキシコ MEXICO

■アジア・オセアニアの場合 Asia, Oceania

シンガポール SINGAPORE : (F) 800-8110-579

オーストラリア AUSTRALIA : (F) 0011-800-65119119

ニュージーランド・台湾・中国・フィリピン・マレーシア・マカオ

NEW ZEALAND, TAIWAN, CHINA, PHILIPPINES, : (F) 00-800-65119119

MALAYSIA, MACAO : (F) 001-800-65119119

香港・韓国・タイ HONG KONG, KOREA, THAILAND : (F) 001-803-81-0199

インドネシア INDONESIA : (F) 001-803-81-0199

■欧州・中近東の場合 Europe, The Near And Middle East

フランス FRANCE : (F) 0800-91-3900

イタリア ITALY : (F) 800-7-87760

イギリス・ドイツ・スイス・オーストリア・ベルギー・オランダ・

ルクセンブルグ・スペイン・ポルトガル・デンマーク・

スウェーデン・ノルウェー・アイルランド・ハンガリー

ENGLAND, GERMANY, SWITZERLAND, AUSTRIA,

BELGIUM, HOLLAND, LUXEMBOURG, SPAIN, PORTUGAL,

DENMARK, SWEDEN, NORWAY, IRELAND, HUNGARY

フィンランド FINLAND : (F) 990-800-33119119

イスラエル ISRAEL : (F) 014-800-33119119

■日本国内の場合 Japan

日本 JAPAN : (F) 0120-365240

■上記各電話番号がつながりにくい場合 When the above-stated call is difficult

全世界 The whole world : (C) 81-3-3497-0915

INBOUND

ご契約内容 OVERSEAS TRAVEL INSURANCE

■証券番号 POLICY NUMBER

XX000000

■特約期間 SPECIAL CONTRACT PERIOD

2015/4/2 ~ 2016/4/1

■契約者名 NAME OF POLICYHOLDER

学校法人沖縄科学技術大学院大学学園

■補償内容 OVERSEAS TRAVEL INSURANCE

・傷害死亡 (INJURY DEATH)	¥10,000,000
・傷害後遺障害 (INJURY PERM.DIS.)	¥10,000,000
・治療・救済費用 (MED.&RES.EXP)	¥10,000,000
・疾病死亡 (SICK DEATH)	¥10,000,000
・賠償責任 LIAB (DED¥0)	¥100,000,000
・携行品 (BAG (DED¥0))	¥100,000
・テロ等対応費用 (TERROR EXP)	¥100,000
・弁護士費用 (LAWYER EXP)	¥1,000,000

取扱代理店: 株式会社JTBビジネスストラベルソリューションズ

Agent: JTB Business Travel Solutions, Inc.

引受保険会社: 三井住友海上火災保険株式会社

Underwriter: Mitsui Sumitomo Insurance Co., Ltd.



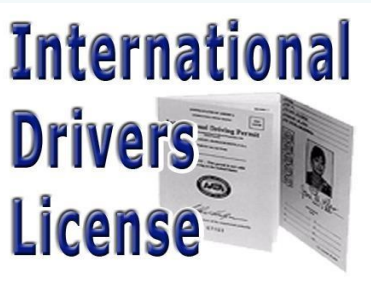
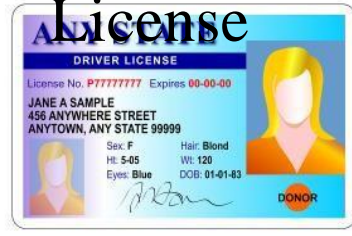

賠償事故が起きた場合等も左記“三井住友海上ライン”へご連絡ください。保険金請求に必要な書類のご案内、ご相談をお受け致します。
In case of “Personal Liability” and so on, please call “MITSUI SUMITOMO INSURANCE LINE” also.



OIST

OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY GRADUATE UNIVERSITY

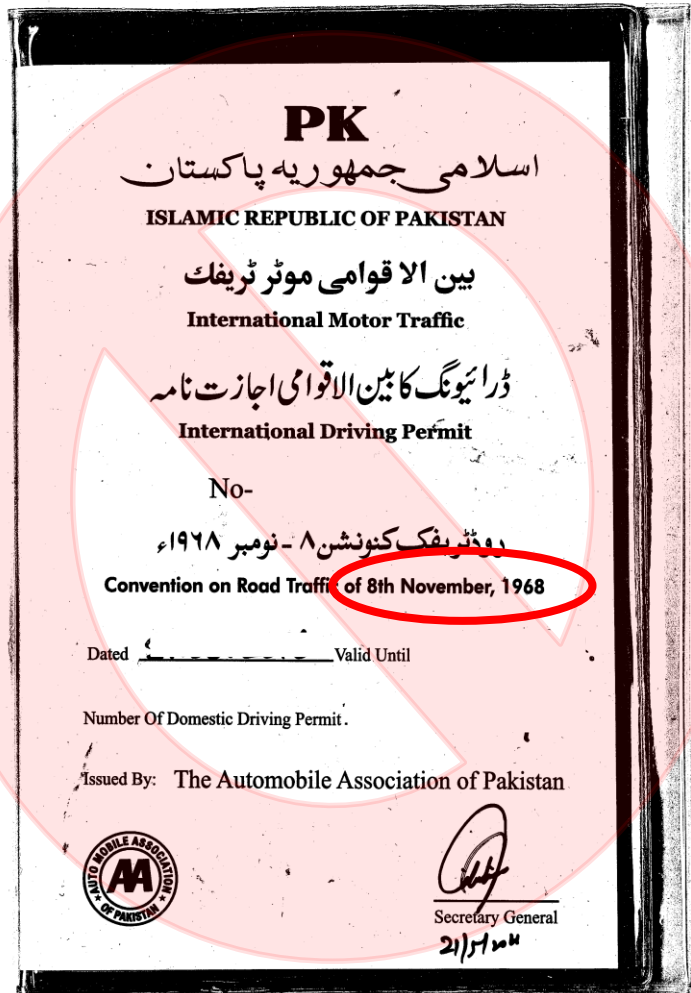
Driving in Japan

License issuance country	Valid License in Japan	Your ID in Japan
Switzerland Germany France Belgium Monaco Estonia Taiwan	 <p>Japanese Translation of your Driving License</p> <p>Translation by Japanese Embassy or JAF</p>	 <p>Passp or</p>
Countries listed on the Convention at Geneva 1949 (not other year)	 <p>Valid International Driver's License</p>	<p>AND</p>  <p>Original Driver's License</p>  <p>Residence Card</p>

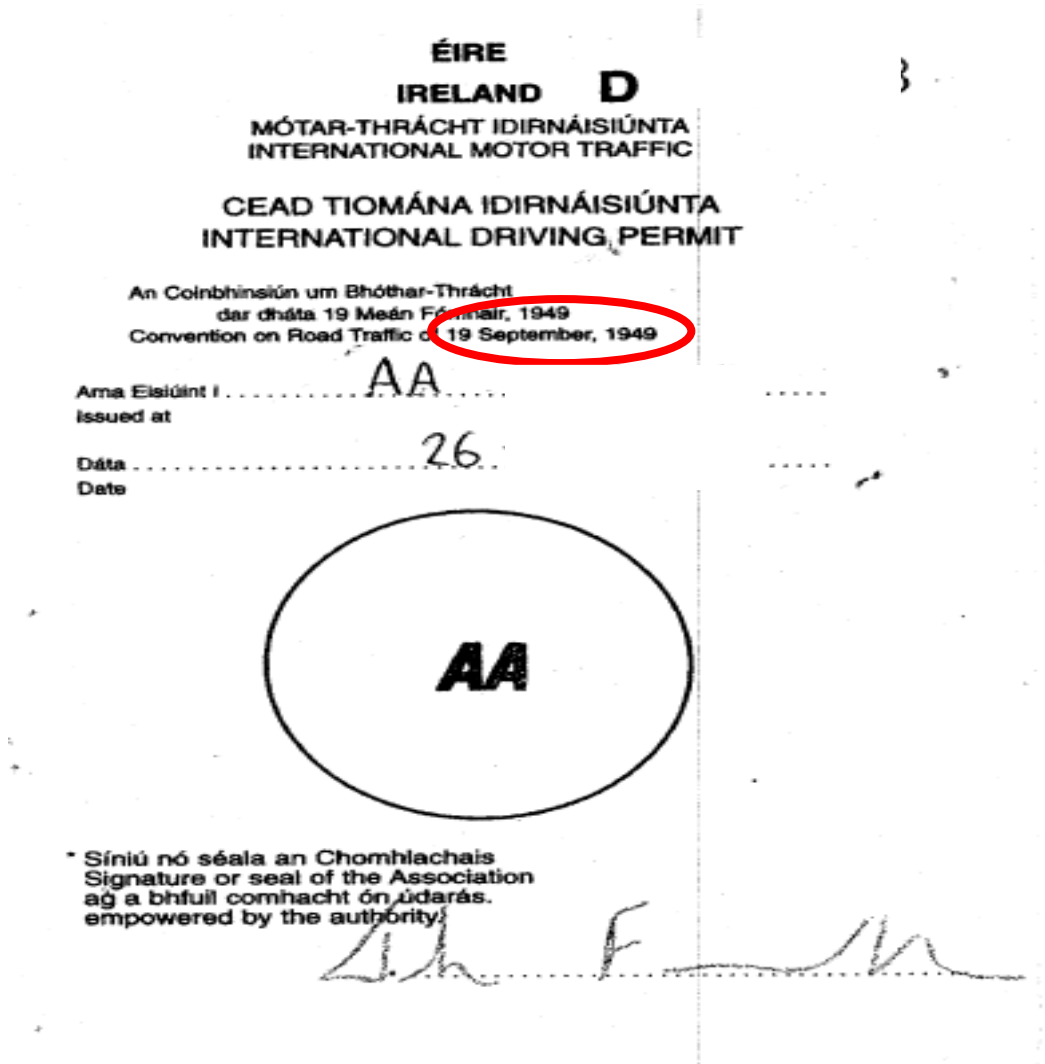
You can only drive in Japan for **1 year** from your landing date OR your original Driver's License **Valid Period**

1949 Geneva Convention

INVALID International Driver's License in Japan



VALID International Driver's License in Japan



Living in Onna Village, Okinawa and Japan

Onna-village is a local tourist town, just about one hour ride away from Naha. Public transportation is limited, however, you can enjoy Onna's nice scenery and nature.

There are some sites which contain useful information of living in Okinawa, Japan!

Please visit them to find out more about Onna village and Okinawa.

- Foreign Resident Manual: <http://www.seisyounen-chian.metro.tokyo.jp/about/pdf/poster-leafret/frm-english.pdf>
- Onna Village: <http://www.vill.onna.okinawa.jp/Default4d60.html?tabid=259>
- Okinawa Story: <http://en.okinawastory.jp/>
- Bus Map Okinawa: http://www.kotsu-okinawa.org/en/map_ap_exp.html
- Okinawa.com (Weather, News...): <http://okinawa.com/content/view/28/41/lang,en/>
- Japan Guide.com: <http://www.japan-guide.com/>
- OIST Community (by HR): <https://sites.google.com/site/oistwiki/home>
(5. Daily Life, 6. Map by Area, and 7. Culture, are useful information for the students.)
- OIST Resource Center <https://groups.oist.jp/resource-center>

What's available @ OIST

1 【OIST Library】

2 【OIST Gym】

3 【OIST Shuttle Bus】

4 【TIDA】

- OIST Community internal website. You will find lots of useful information there!

5 【OIST Tea Time】

- Everyone is welcome to meet new people. And it's free!

6 【OIST Clubs】

- If you are interested in joining OIST clubs, there are many to activities to choose...

- *We provide you detailed information upon your arrival...!*

Hope to see you soon in Okinawa!

Student Affairs Section