

Student Support Orientation

Student Affairs Section

Ohayo gozaimasu! (Good morning!)



Student Affairs Section



Senior Manager

Kozue HIGASHIONNA

Assistant Manager

Midori MORINAGA

Student Support Team

Yumiko TOKASHIKI

Koharu KOMIYAMA

Financial Team

Midori MORINAGA

Hanako ADACHI

Travel Team

Shiho UEZU

Ayano SUNAGAWA

Atsuko AFUSO

- Level B, Lab3
- Office Hours: 9:00am~12:00pm, 1:00-5:30pm
- Contact: 098-966-2271, gs-support@oist.jp
- Student's website:

<https://groups.oist.jp/grad/current-students>



Emergency

OIST HELPLINE 098-966-8989

24/7, both Japanese and English

Please tell following information to the staff.

- Your name
- Your student status
- Situation

Public Emergency Numbers

- **119** Ambulance & Fire
- **110** Police (Car Accident & Crime)

Student Affairs Emergency

- gs-emergency@oist.jp



24hrs Emergency (English/Japanese) OIST Campus Security
24時間緊急連絡先 (日本語) OIST キャンパスセキュリティ
098-966-8989

■ Police: 110 ■ Fire Engine (Ambulance): 119
■ Japan Helpline: 0570-800-911 (24hrs)
*For simple questions to emergency assistance

Emergency Contact II (Japanese speaking) 緊急時の連絡先

Name 氏名 TEL 電話

Emergency Language
1. Help! Taisaku! 助け！
2. Call an ambulance. Kyuukyusho ni yoruhi-tsumaru 救急車を呼んでください。
3. Call this number: Aore tangeru ni dewanai shiMashou! この番号に電話してください。
TEL no. 098-966-8989

OIST OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY
沖縄科学技術大学院大学
919-1 Tanchi, Okinawa, Okinawa 901-8112 TEL: 098-966-8111

Name 氏名 <input type="text"/>	Sex 性別 男 / 女 <input type="text"/>	
Nationality / Mother tongue 国籍 / 母国語 <input type="text"/>	Blood type 血液型 <input type="text"/>	Date of Birth 生年月日 <input type="text"/>
Address 住所 <input type="text"/>		
TEL 電話番号 <input type="text"/>	Medication 薬 <input type="text"/>	
Chronic illness, allergy 持病・アレルギー <input type="text"/>		

※These contacts are emergency only. (No daily inquires)



COVID-19: <https://www.oist.jp/covid-19>

“...current restrictions until the end of Wednesday May 20, 2020. ...” (May 7, 2020 Update: From President Gruss)



OIST Response to COVID-19

		
OIST Research and Community Projects	Support Our COVID-19 Response	Guidance for Staff and Students
Learn how OIST researchers are addressing the COVID-19 pandemic	Support OIST projects that aim to find solutions for COVID-19	Keep on top of the latest guidance for OIST staff and students
Explore our projects ›	Find out ways to support ›	Look for guidance ›



Typhoon Guidelines

When typhoon approaches Okinawa,

If Japan Meteorological Agency(JMA) issues “**Storm warning– Bohu keiho**
暴風警報”, OIST will be closed.

JMA website <https://www.jma.go.jp/en/typh/>

Please check Typhoon Information updated at,

1. **TIDA** (OIST portal site) <https://tida.oist.jp>
2. **E-mail by SECOM** emergency e-mailing system.

Be prepared and Stay safe!

Prepare extra food, water and batteries.

You can find typhoon and other disaster tips here.

<https://groups.oist.jp/ja/living-guide/emergency-0>



Heatstroke & Sunburn

To prevent heatstroke...

- ✓ Consume fluids and salts frequently
- ✓ Stay out of heat
- ✓ Do not drink alcohol heavily the day before going to the beach
- ✓ Use a hat & parasol

Call an ambulance if...

- Can not speak clearly
- Unconscious
- Can not take fluids by themselves



To prevent sun burn...

- ✓ Apply sunscreen
- ✓ Wear a hat, sunglasses and long sleeve shirts
- ✓ Keep your skin moisturized (skin lotion, aloe gel)

Please visit dermatology clinic if...

- You have a blister



Dangerous Creatures in Okinawa

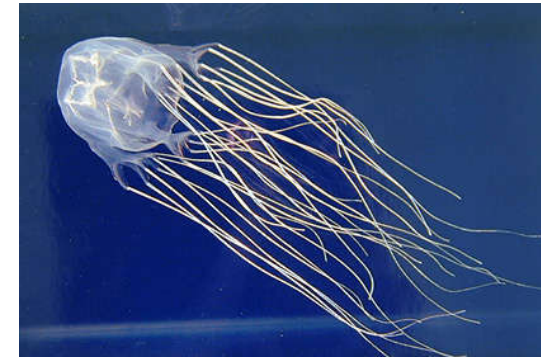
Habu Snake

- From night to early morning (April to November)
- Be careful at caves, walls, in the bush
- If you get bitten, call an ambulance immediately.
- Do not suck the poison out
- If it takes time to see a doctor, in order to slow venom spread, apply a pressure bandage around the entire length of the bitten extremity. (See a pic above)



Box jellyfish (Habu Kurage)

- From May to October
- Can be found in water as shallow as 50cm
- Swim inside of jellyfish net. Cover your skin with rash guard



First aid for box jelly fish stings

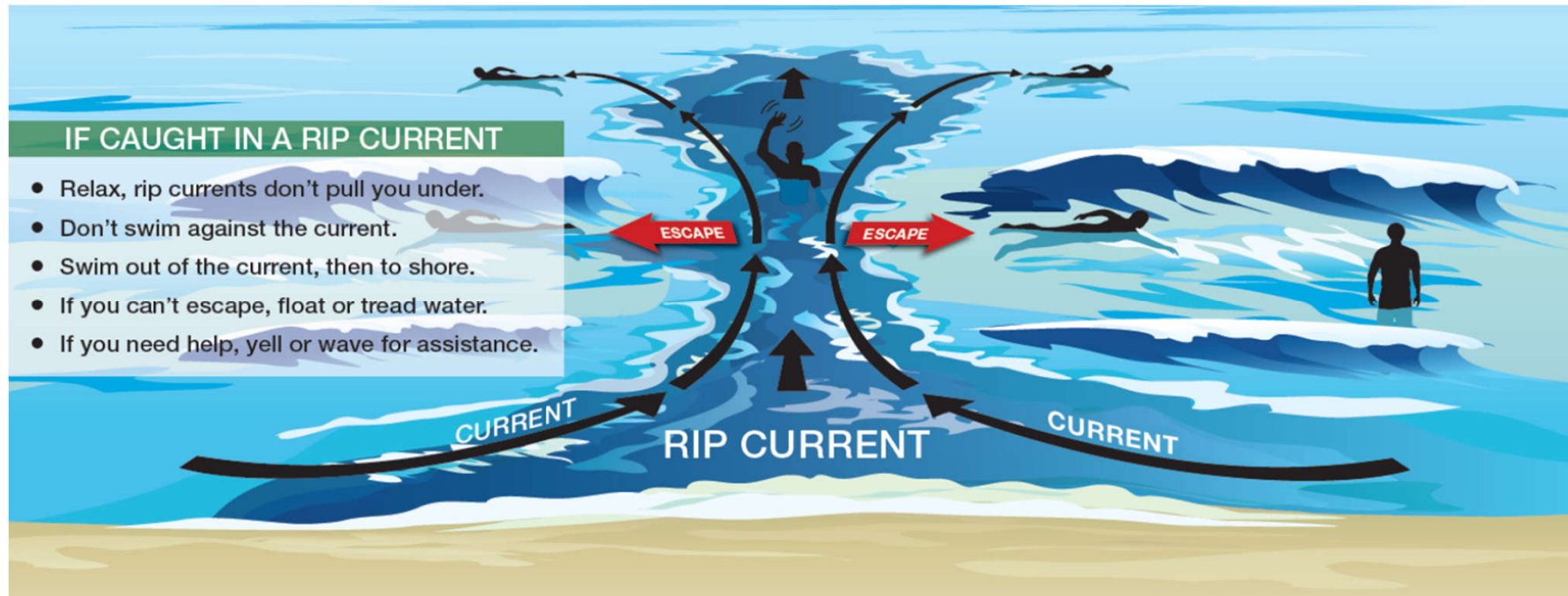
1. Leave the water and do not rub the affected area.
2. Pour a lot of vinegar on tentacles.
3. Carefully remove the tentacles by hand.
4. If it hurts, apply ice or cold water.

If the victim stops breathing, perform CPR and call an ambulance immediately.



Be Concerned

- Swim within Safety net
- Mind Rip Current
- No BBQ/Fire on the beach
- Injury at coral or rocky area
- Food poisoning
- Insect bites



Transportation around OIST

➤ OIST Shuttle Bus : Free with OIST shuttle bus pass

<https://groups.oist.jp/bfm/shuttle-bus>

- ①Ishikawa Line (Weekdays/Weekends)(San-A, Tabata, shopping area),
- ②Ishikawa IC Line (Highway express bus stop),
- ③Seragaki Line (Marine science station and Onna municipal office)
- ④Campus Loop Bus

➤ OIST Rental Car : Charged

<https://groups.oist.jp/bfm/rental-car-service>

Before you drive, please check your drive eligibility in Japan.



➤ University Parking:

OIST Permit Tags is required to park on all OIST property. Please request from BFM Service Catalog.

BFM Service Catalog (for requesting Parking Tag)

https://services.oist.jp/bfmsp?id=sc_cat_item&sys_id=0b7ff25d1bf5b8d48fbadc24c44bcb19&sysparm_subcategory=dd0906401b3db0948fbadc24cc4bcb63



Transportation around OIST

➤ Local Bus: Charged

<http://okinawabus.com/en/rb/>

Bus# 120 (Around Okinawa on Route 58: from airport to Nago)

Bus# 111 & 117 (Highway Bus: Ishikawa IC – Naha Airport)

- Bus Navi Okinawa (Bus route finder)

<https://www.busnavi-okinawa.com/top/Transit>

- Route Finder Okinawa

<http://www.routefinder-okinawa.com/search?Lang=en>

- How to ride on a local bus

http://okinawabus.com/en/rb/rb_userguide/rb_ridemethod/



Closest bus stop:

大学院大学前

Daigakuin daigaku mae

➤ Taxi services <https://www.oist.jp/taxi-service-near-oist>

- Okito Kohtsu/沖東交通 (English operator Toll free 0120-23-5477 and App available)
- Ishikawa Taxi (Japanese Only)
- App (Japan Taxi)



Drive in Japan

- **DO NOT drink and drive**
<https://groups.oist.jp/living-guide/drunken-driving>
- **No mobile phone while driving.**
"Using a smartphone while driving" is prohibited by Law.
- **Have a valid automobile Insurance**



In any case emergency/accident, please report to...

1. Police 110
2. OIST HELPLINE 098-966-8989
3. Student Affairs Section
098-966-2271 or gs-emergency@oist.jp



Attendance Record

Please visit the [website \(https://groups.oist.jp/grad/research-intern-materials\)](https://groups.oist.jp/grad/research-intern-materials) and download an Attendance Record. You need to **submit it at the end of each month with you and your Prof's signature.**

* You will receive a monthly reminder at the end of month.

If you work remotely (work from home) for special reason, you shall be instructed submission method at the time.

Submission Deadline is very strict. Please note that your submission delay causes a payment delay. Basically your internship allowance will be paid at the end of the following month.

OIST OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY GRADUATE UNIVERSITY											
Attendance Records											
August, 2011											
Unit		Research Intern			Supervisor						
Unit		Name			signature/seal		Name			signature/seal	
Date	Day	Check	Internship Hours	Remarks	Date	Day	Check	Internship Hours	Remarks		
1	Mon				16	Tue					
2	Tue				17	Wed					
3	Wed				18	Thu					
4	Thu				19	Fri					
5	Fri				20	Sat					
6	Sat				21	Sun					
7	Sun				22	Mon					
8	Mon				23	Tue					
9	Tue				24	Wed					
10	Wed				25	Thu			Last Day		
11	Thu				26	Fri					
12	Fri				27	Sat					
13	Sat				28	Sun					
14	Sun				29	Mon					
15	Mon				30	Tue					



No remote work are allowed!



Visa Status & Return Flight



Visa Status

- Overseas travel from Japan
Please consult with us first before you start arranging your trip. Those who have “short stay” visa, you may not be able to re-enter Japan.
- Part time job
You are not allowed to work and earn money in Japan.

Your Return Flight

Please do *not* change your flight ticket by yourself. Please consult with OIST first if you wish to change your return flight.

In case you fail to do so, you will be asked to cover the cost up to the air fare.

Student Housing Management

Housing Management Section, Building and Facilities Management Division, manages housing matter for OIST students and other residentials.

Location: 2F, Engineering Support Building [MAP](#)

Open hour: Monday to Friday 9:00-12:00, 13:00-17:00

Student Housing Website:

OIST accommodation for Special Students

<https://groups.oist.jp/bfm/oist-accommodation-special-students>



BFM Service Catalog: <https://services.oist.jp/bfmosp>

Request for BFM services (Lamp replacement, Pest control, OIST Driver's License, Parking Tag, etc.)

Housing Issue	Section	E-mail address
On-campus housing information, Moving procedure, Room allocation process, Furniture and home appliances and dishes,	Housing Management Section	student-housing@oist.jp
Fire insurance, Physical housing (damage to a property) & Air conditioner issue	Village Office	village_office@gojin.co.jp



Housing Rules

★Keep your room clean

Please clean your room regularly.



★Housing Security

Please lock the front door when you leave your apartment.

★OIST staff may enter your apartment (only common area) for the purpose of maintenance while your absence.



★No Guest

You are not allowed to have guests staying over night.



★No Smoking

★No Pet



★Check your mailbox regularly

★Please dispose of trash by following the rules

[How to dispose of trash](#)

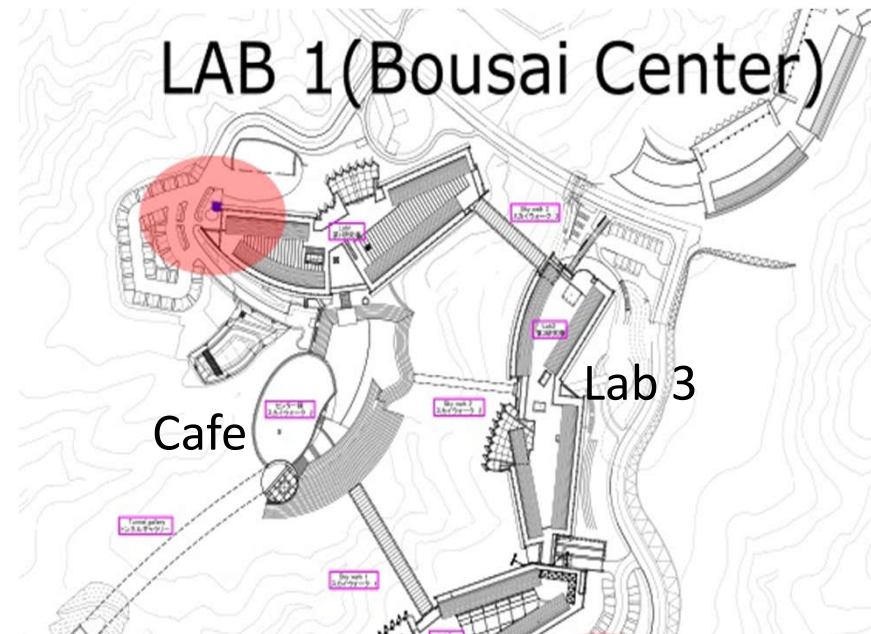


Housing Tips

- Keep the air conditioner on.
especially after you have visited the municipal office



Smoking Area



OIST resource center provides daily life support to all staff and students and their family members

Service


- Credit Card application
- **Obtaining a mobile phone or SIM card**
- **Driver's License conversion process**
- Car related issues
- Bank related issues
- Taxi/Restaurant Reservations
- Shipping/Disposal of goods
- Garbage issues
- Ordering goods from internet
- Mail and package redelivery
- Local bus route
- **Family Member Access Card** ... and more!

Location


Village center, University Community Service Office

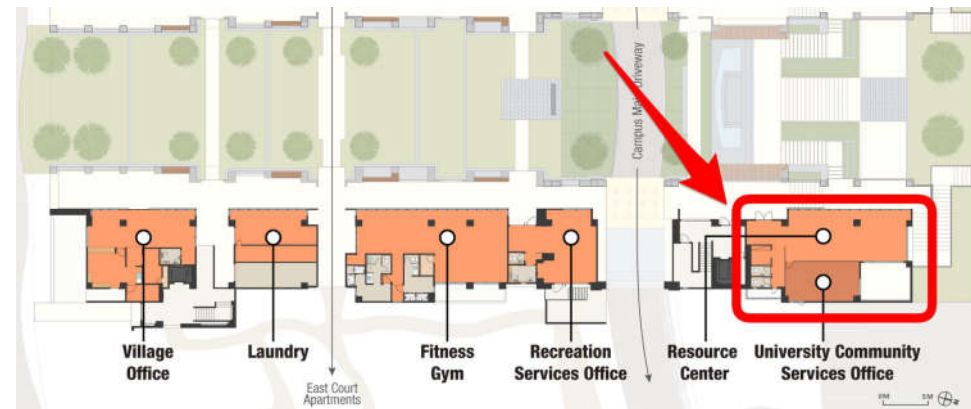
Web: <https://groups.oist.jp/resource-center>

Office hours, Contact info

 Monday to Friday 9:00-12:00, 13:00-17:00

 resourcecenter@oist.jp

 098-982-3540



If you need any help, contact Resource Center!



Health Center

-Offers Preventive Health Care-

Location: Room B236, Level B Center Building

Business Hours: 9:30am – 5:00pm, Monday - Friday

Contact TEL: 098-966-8945

E-mail: health@oist.jp



Services

- Regular Health Checkup
- Specific Health Screening
- Health consultation
- Appointment arrangement with external clinic/hospital
- Health Information
- Hygiene Measures
- Emergency Response
- CPR + AED training
- First Aid (when OIST Clinic is closed)

Feel free to contact Health Center at health@oist.jp or stop by anytime
Health Center [Home Page](#)



Ganjuu Wellbeing Services

Services

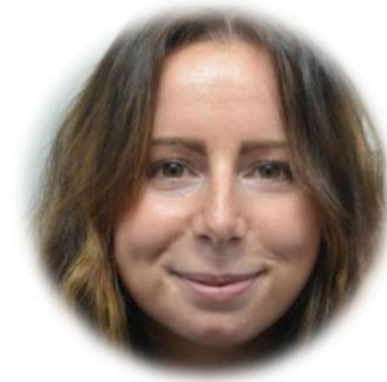
Offer consultation, advice and intervention in relation to range of problems that may impact on wellbeing within and outside of the workplace.



Darren GEORGE
(Clinical Psychologist)



Kaori Itokazu
(Counselor)



Hayley Rose
(Clinical or Counselling
Psychologist)

Location: Lab 4, Level C

Hours: 9:00am - 5:30pm, Monday- Friday

URL: <https://groups.oist.jp/ganjuu>

TEL: 098-982-3327

E-mail: ganjuu@oist.jp



Library



Location: Center Building, Level B

Open Hours: 9:00am-5:30pm, Monday-Friday

- Access to online journals and e-books.
- 24-hour Library Access can be requested.

Contact

TEL: 098-966-8436 **E-mail:** library@oist.jp

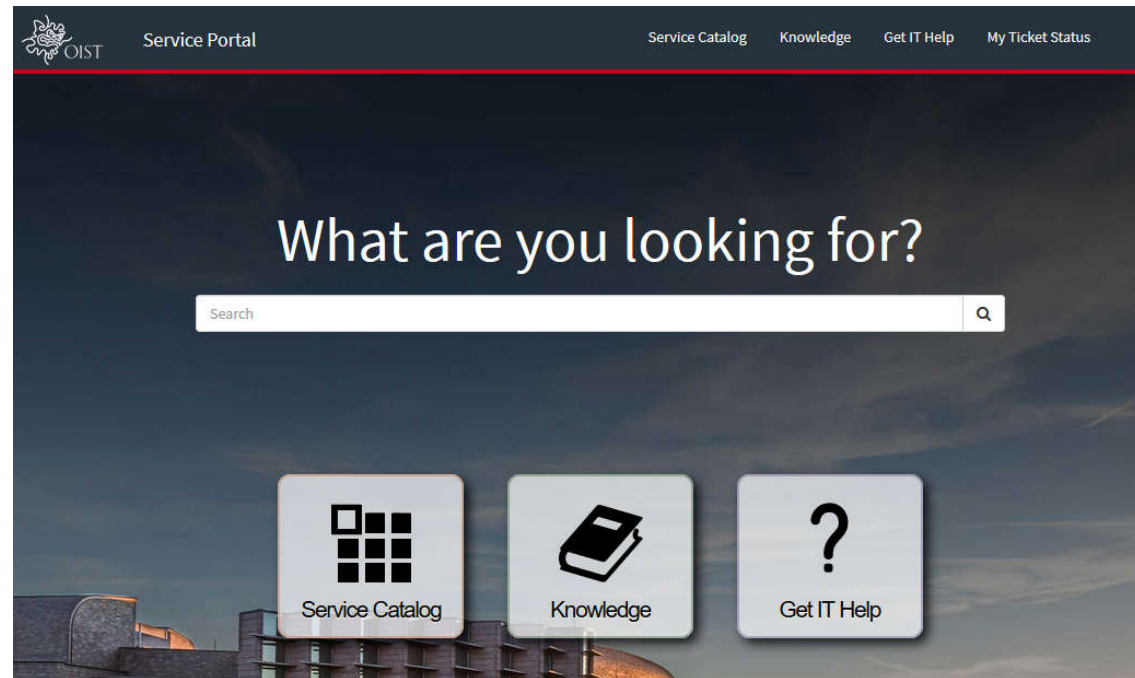
URL: <https://groups.oist.jp/library>



IT Support

Location: Level B, Lab 2, Room B661

IT Service Portal: <https://oistdev.service-now.com/sp>



Service

- How to set up devices
- Internet Network
- Printer
- Desk Phone
- Software
- Room reservation system



How to Get Involved at OIST



TIDA URL: <https://tida.oist.jp/>

- Provides various information about the whole OIST community (ex: lectures, events, sale and buy, special deals, news articles, OIST rules/guidelines, directory, etc.)

OIST Teatime (Suspended)

- Every Thursday @ 4pm; Restaurant, Center Building – Great way to socialize and interact

University Community Services URL: <https://groups.oist.jp/csd>.

- Child Development Center
- Diversity Community Services, etc.



Recreation Services Section

URL: <https://groups.oist.jp/recreation>

Email: recreation-services@oist.jp

- Fitness Gym
- Clubs at OIST, etc.



Language Education Section

Location: Level B, Lab 2

URL: <https://groups.oist.jp/csd/language-section>

Semester 1: September ~ December

Semester 2: January ~ April

Semester 3: May ~ August

- Japanese Courses
- English Courses



Enjoy Your Study at OIST!

If any questions, please feel free to contact us.

E-mail: gs-support@oist.jp

Student Affairs Section



Next:

Academic orientation by Academic Affairs Section

