

OIST

Research Intern Program

Registrar Section

Updated: December 2023



Internship Information

Please read Research Intern part (5.6.2. Research Interns) in OIST Policy Library.

<https://www.oist.jp/policy-library/5.6>

<https://groups.oist.jp/grad/special-student-policies>

Research Site: Onna-son, Okinawa Japan

Working Days: Weekdays 9:00-17:30 (except Holidays, 12:00-13:00 Lunch Break)

Leave

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 workdays 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.

[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 before you start arranging your trip.**

Your Return Flight

You may not change your returned flight schedule without informing the Travel and Relocation Team.

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.**



Supports for Research Interns

- **Accommodation:**
Shared & Furnished On Campus Housing
- **Research Intern Allowance:**
2,400 JPY per working day
- **Insurance:**
Please check page 7 –10 for detailed information
- **Travel Expenses:**
One direct round-trip travel
- **Commuting Allowance:**
OIST Shuttle Bus Service
- **Support for VISA application**
*Financial support may be adjusted depending on situation if an intern brings their own research funds or travel grants.



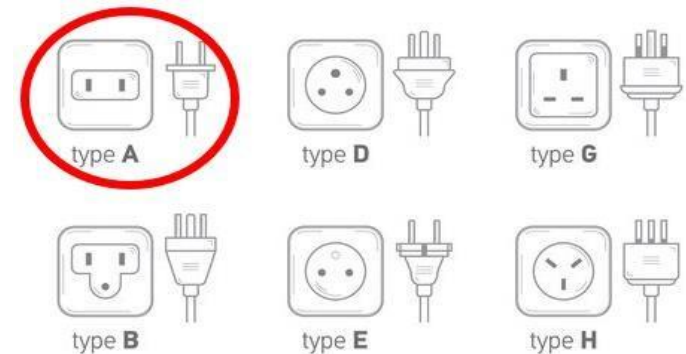
Accommodation

Research interns will be provided shared & furnished on-campus housing during the internship period. **There will be possibility we request you to move to a different room due to the room availability.**

Please visit [Accommodation Information](#) for more detailed information



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.



Internship Allowance

➤ Internship Allowance:

OIST will provide 2,400 Japanese Yen* (JPY) per workday.

➤ Payment day:

Earliest schedule is the end of the **following month**.

(Nearly two months after your first day at OIST) *Payment schedule is subject to change

➤ Payment method:

Wire transfer to your bank account in your home country, **NOT** paid in cash.

* Please note it usually takes 1 week for wire transfer.

* Before you move, set up your bank account to be able to withdraw money in Japan. (Check page 5)

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

- 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.



**Do not forget to prepare
Japanese Cash!**



Internship Allowance

The internship allowance will be paid directly to your bank account in your home country. Once you receive "**OIST guest registration**" e-mail, please provide your bank information for your payment registration procedure.

[Important points to note]

- The bank account has to be **under your name**.
OIST does not pay the allowance to someone else's bank account.
- Please note that basically it is **NOT** possible to open a Japanese bank account with a short term stay status in Japan.
- **Please check if your bank can receive wire transfer from Japan and the cash card is acceptable at Japanese banks before you come to Japan, otherwise OIST cannot pay the allowance.**
- For just in case, it is strongly recommended to bring several bank account information (cash cards and credit cards) with you when you come to Okinawa.



ATMs in Japan

You might be able to withdraw cash from following ATMs by using your foreign ATM card. For the details, please check each banks' website and your foreign bank as well. (There is one local bank ATM on campus, but international transaction is not available.)

Japan Post Bank ATM



- International ATM Service (In English):

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

AEON Bank



- International ATM Service (In Japanese):

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

ATM at Japanese convenience stores

Below links are in English

- **Family mart** : https://www.family.co.jp/for_tourist/en.html
- **Seven-Eleven** : <https://www.sevenbank.co.jp/intlcard/index2.html>
- **Lawson** : <https://www.lawson.co.jp/service/others/in/lang/en.html>



Insurances

- 1. Travel Insurance** (OIST will provide)
- 2. National Health Insurance** (Insurance fee is at RI's cost.)
For RIs who will stay more than 3 months in Japan.
- 3. “Gakkensai, Gakenbai”** (OIST will provide)
Student Insurance for injury and liability

If you will bring any medicine, including over-the-counter, and/or medical equipment, **please make sure to contact our "Health Center" in advance.**

Information website: [How to bring medicine in Japan](#)

Contact E-mail Address: health@oist.jp



2. National Health Insurance

国民健康保険 Kokumin-kenkou-hoken (NHI; also known as "Kokuho")

For those who have the "Cultural Activity Visa"

- This insurance is obligation for those who will stay in Japan more than 90 days.
- 70% of the total medical cost is covered by the National Health Insurance, and you will need to pay 30% of the total medical bill.
- **You are required to pay 1,000 JPY -1,500 JPY per month.**
- The National Health Insurance program has a system for refunding medical expenses that exceed your individual limit if your medical costs in a single month are high. In addition, if you need to be hospitalized, etc., you can apply for and receive an eligibility certificate that entitles you to receive the ceiling amount in advance. This will allow you to keep the amount you pay at the hospital to your individual limit.
- You MAY claim Travel Insurance for 30 % you paid.
- Last insurance fee should be adjusted at the time of deregistration.



1. Travel Insurance (inbound)

When OIST provides a round trip ticket to Research Interns/ Visiting Research Students (RI/ VRS), RI/ VRS will be covered by **travel insurance**.

If OIST doesn't provide a round trip ticket, **RI/ VRS Required to provide OIST a proof of insurance BEFORE arrival at OIST.**

補償の概要

Summary of Coverage

傷害死亡	1,000万円
Injury Death	¥10,000,000-
傷害後遺障害	1,000万円
Injury Residual Disability	¥10,000,000-
疾病死亡	1,000万円
Sickness Death	¥10,000,000-
治療・救援費用	無制限
Medical & Rescuer Expenses	Unlimited Amount
賠償責任	1億円
Liability	¥100,000,000-
携行品損害	10万円
Damaged Baggage	¥100,000-
航空機寄託手荷物	10万円
Flight Expense for Delayed Baggage	¥100,000-
航空機遅延	2万円
Flight Delay Expenses	¥20,000-

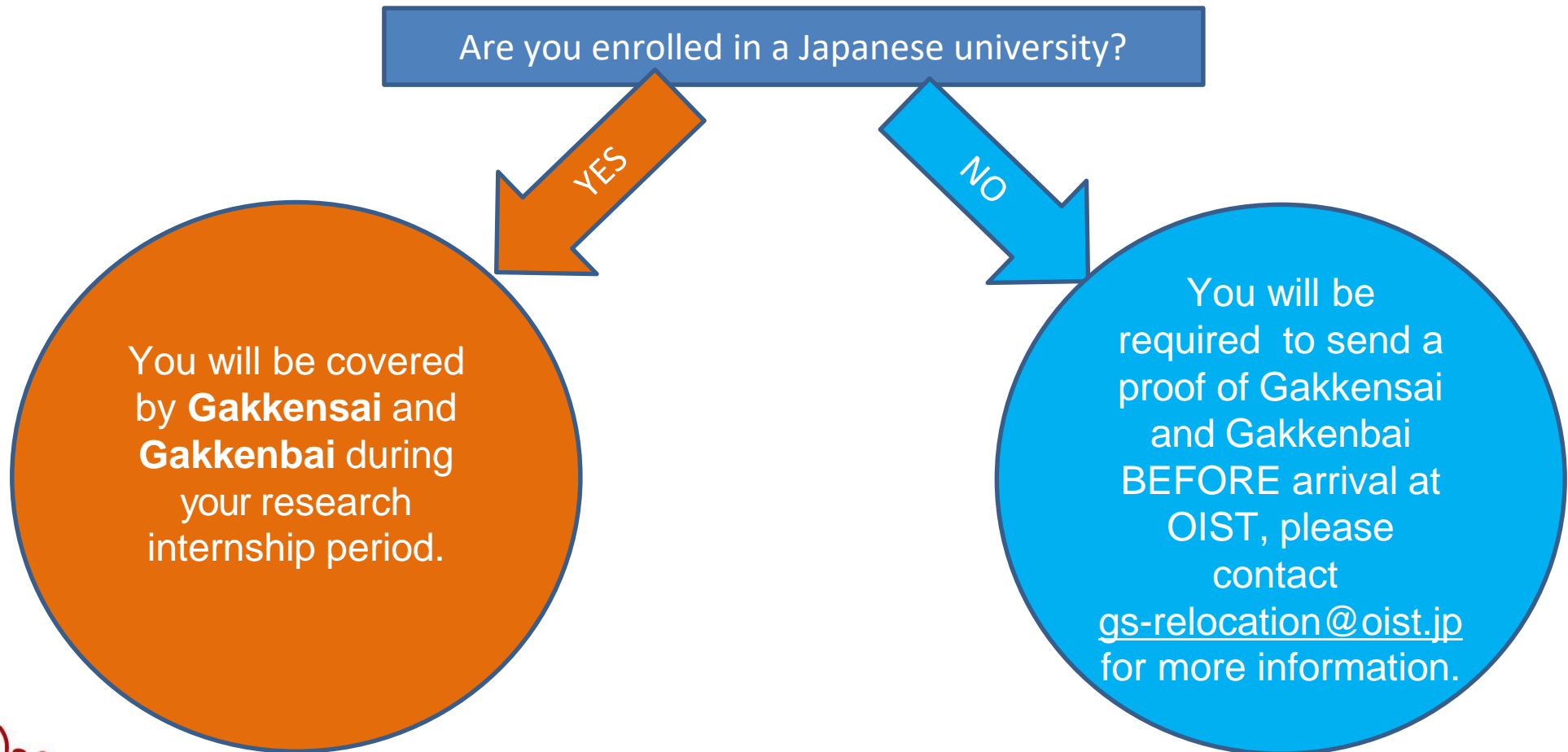
- Please note that when you see a doctor, you will need cash to pay for medical fee at first and then you can claim for the insurance company. This travel insurance only covers illnesses and injuries that started during your RI/ VRS program.
- This insurance does **NOT cover your chronic disease**.
- If you are not satisfied with the coverage (see the chart on the left), it is your responsibility to bring suitable health insurance/ liability coverage. If you get your own insurance by yourself, please contact gs-relocation@oist.jp.
- Since the insurance company review and decide the claim, you may not receive 100 % of its claims.



3. Gakkensai / Gakkenbai

What is Gakkensai and Gakkenbai :

Insurances cover unexpected accidents in the course of their educational and research activities.



Living in Onna Village, Okinawa and Japan

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

You may visit the websites below to fine out more about Onna village, Okinawa, and Japan.

- OIST Resource Center <https://groups.oist.jp/resource-center>
Driving in Japan : <https://groups.oist.jp/resource-center/drivers-license-related>
- Onna Village: <http://www.vill.onna.okinawa.jp.e.abe.hp.transer.com/index.php>
- 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/>



After arrival

【New Intern Mandatory Orientation】

You will receive invitation after your arrival

- Academic Information
- Student Welfare Information
- Housing information
- Japanese Laws

【TIDA】

You will have access to OIST Community internal website "TIDA"

【OIST Club】

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



**We all looking forward to seeing
you in Okinawa!**

Registrar Section

