

# OIST Research Intern Program

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Student Affairs Section

Updated:  
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# 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:** 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 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.

<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 working day**
- **Insurance: Please check page 7 -10.**
- **Travel Expenses: One direct round-trip travel**
- **Commuting Allowance: OIST Shuttle Bus**
- **Support for VISA application**

\*Financial support may be adjusted depending on situation if an intern brings their own research funds or travel grants.



# Accommodation

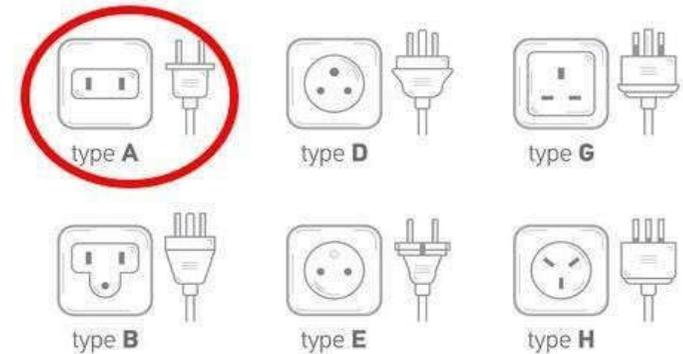
<https://groups.oist.jp/bfm/oist-accommodation-special-students>

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



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.

\*Basically taxable 20.42% (Non-resident), 10.21% (Resident), but currently no taxes are imposed.

## ➤ Pay 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 take 1 week for wire transfer.

## 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.



**Prepare Japanese Cash!**



# Internship Allowance

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

## [About bank account]

- The bank account has to be **under your name**.  
OIST does not pay the allowance to someone else's account.
- Please note that basically **it is NOT possible to open a 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.**
- It is recommended that you bring several bank account information/ cash cards/ credit cards with you when you come to Okinawa just in case.

# 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. (There is one local bank ATM on campus, but international transaction is not available.)

## Japan Post Bank ATM



- International ATM Service:

[http://www.jp-bank.japanpost.jp/en/ias/en\\_ias\\_index.html](http://www.jp-bank.japanpost.jp/en/ias/en_ias_index.html)

## AEON Bank



- International ATM Service:

[http://www.aeonbank.co.jp/atm/card/securities\\_credit/oversea/](http://www.aeonbank.co.jp/atm/card/securities_credit/oversea/)

## ATM from convenience stores

- **Family mart:** [https://www.family.co.jp/for\\_tourist/en.html](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 (For RIs who stay more than 3 months in Japan. Insurance fee is at RI's cost.)
- ③ Student Insurance for injury and liability “Gakkensai, Gakenbai” (OIST will provide)

If you will bring any medicine, including over-the-counter, and/or medical equipment, please click [HERE](#) for information.

If you have other inquiries, please contact our Health Center: [health@oist.jp](mailto:health@oist.jp)



# 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 HAVE 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-support@oist.jp](mailto:gs-support@oist.jp).
- Since the insurance company review and decide the claim, you may not receive 100 % of its claims.



# ② National Health Insurance

(NHI; also known as "Kokuho")

**This is for** “Cultural Activities” VISA holders who is going to stay at OIST more than three months.

- You are required to have this insurance when you register at Onna municipal office.
- 70% of the total medical cost is covered by the National Health Insurance, 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.



# ③ Gakkensai / Gakkenbai

What is Gakkensai and Gakkenbai : Insurances covering students against unexpected accidents in the course of their educational and research activities.

Are you enrolled in Japanese universities?

YES

NO

You will required to send a proof of Gakkensai and Gakkenbai BEFORE arrival at OIST, please contact [gs-support@oist.jp](mailto:gs-support@oist.jp) for more information.

You will be covered by **Gakkensai** and **Gakkenbai** during their research internship period.



# 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 fine out more about Onna village and Okinawa.

- 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](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/>



# What's available @ OIST

We provide you detailed information upon your arrival.

1 **[OIST Library]**

2 **[OIST Gym]**

3 **[OIST Shuttle Bus]**

4 **[IDA]**

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

5 **[OIST Clubs]**

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

**Looking forward to seeing you  
soon in Okinawa!**

**Student Affairs Section**