



2024/04/12

Registrar Section

• Travel & Relocation Team • Registrar Team •



Travel & Relocation Team

We Take Care of

- Relocation
- Internship Allowance

✉ gs-relocation@oist.jp



Complete Your Relocation Procedures

for those who have the Cultural Activity visa

1. Complete the moving-in procedures at the Onna Village Office (Floor1, Desk3).

- Residence Registration
- National Health Insurance
- Pension Registration
- Pension Exemption Request

■ Transportation

OIST Shuttle bus service (Seragaki line)

[Shuttle Bus Schedule](#)  

2. Submit the documents received from the Onna Village Office to the GS Relocation Team*.

- Residence Card
- National Health Insurance Card
- Passport (Entry date Information)

*In the case your Research Unit Administrator (RUA) arranged your relocation, please share information with your RUA.





Residence Card Information

for those who have the Cultural Activity visa

1. For those who have received Residence Card

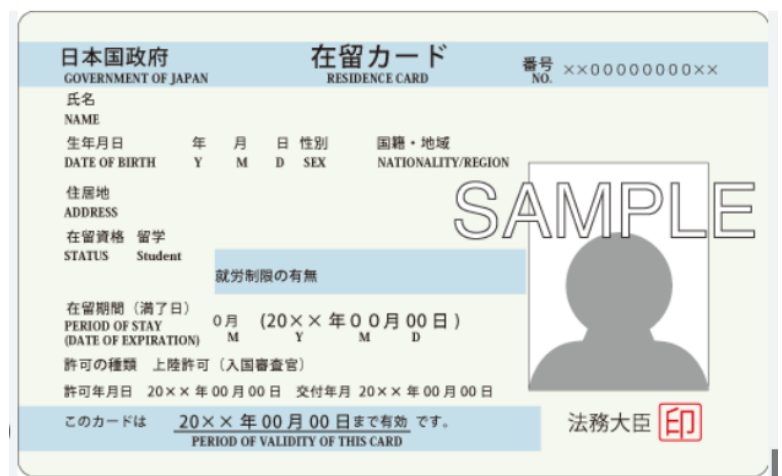
After residence registration, your current address will be printed on your Residence card. Please bring with documents after Onna village office procedure.

2. For those who have NOT received Residence Card as of today

After residence registration, you will receive your residence card by post mail
Once you received, please share information with us.

Bring to: Graduate School Counter (Lab 3, Level B)

Call for : Relocation Team





Research Internship Allowance

Working day: Mon. - Fri. (*Excluding Japanese National Holidays)

Amount: Per-diem payment 2,400 JPY/day

Payment day: 4th Friday of the following month (if all administrative procedures go smoothly).

*e.g. If your RIship starts in January, your first payment will be the end of February

Payment method: Wire transfer to your international bank account.

*Please note wire transfer usually takes 1 week.

Contact: To the Team who arranged your flight ticket.

- Travel and Relocation Team (gs-relocation@oist.jp)
- Research Unit Administrator (RUA)

Please Note:

The first payment will be made the following month of your arrival month.

For your living expense, please use your prepared two months' worth of living expenses.





Preparation for Your Departure

For those who have the "Cultural Activity visa"

1. Collect deregistration documents at the GS Counter.
2. Proceed with deregistration at Onna Village Office* for the following.
*Residential Affairs Division (Floor1, Desk3)
 - Japanese residency
 - National Health Insurance
 - Pension
3. Close Japanese bank account (If applicable)
*Please consult with us if have any concern with your last payment.



For those who have the "Short-Stay visa" and "Cultural Activity visa"

4. Terminate SIM Card (If applicable)



Registrar Team

We Take Care of

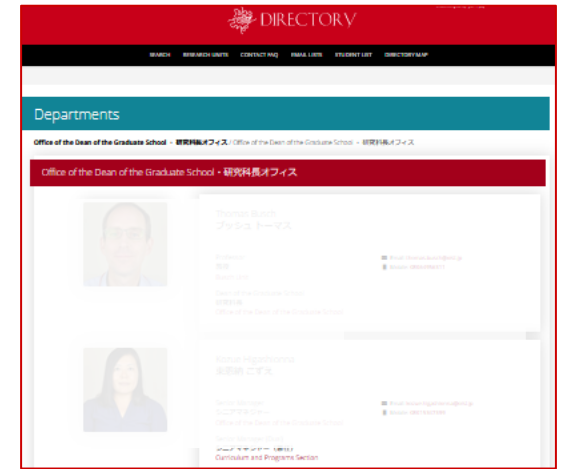
- Student Info (Database)
- Leave Request
- Certificates
- ID Card

✉ gs-registrar@oist.jp



Complete Photo Taking

- The picture will be displayed on the internal systems, such as TIDA and Student Database.
- Take your facial photo at the booth in front of the HR office* at your earliest convenience. You will need to input your OIST ID and password on the machine's screen.
- * You can find the HR office on Level A in the Center Building. Go right after stepping off the elevator.





How to Take Leave

- Leave policy for RI : See Item “2.6 Leave”
 - * On-campus activities are the default expectation for research interns.
- Submit the Request Form **prior to your absence.**
 - > Step 1: Acquire an approval from your supervisor (=Faculty) in writing beforehand.
This endorsement has to be attached to your request form.
Screenshot of the email/chat exchanges is acceptable◎
 - > Step 2: Submit the web form above



When Leaving from Okinawa ONLY on Weekends/Public Holidays

- No Need to acquire an approval from your supervisor.
- Report your absence from [HERE](#).

**Submission of the Leave Request and Report of Absence is
IMPORTANT !!**

Please provide your travel information, including your destination so that we can provide necessary support in case of emergency or urgent situations.



How to Extend/Shorten Your Study Term

① Talk to your supervisor (=Faculty) earlier when you need to change your research plan(s) and study term.

* Maximum tenure of a Research Intern is one year ([Special Student Policies 2.3](#)).

② Let the Research Unit Administrator (RUA) know about your proposed change(s) as soon as possible.

It takes more than 2-3 weeks for the entire approval process including the flight arrangement etc.

③ Submit the request form:

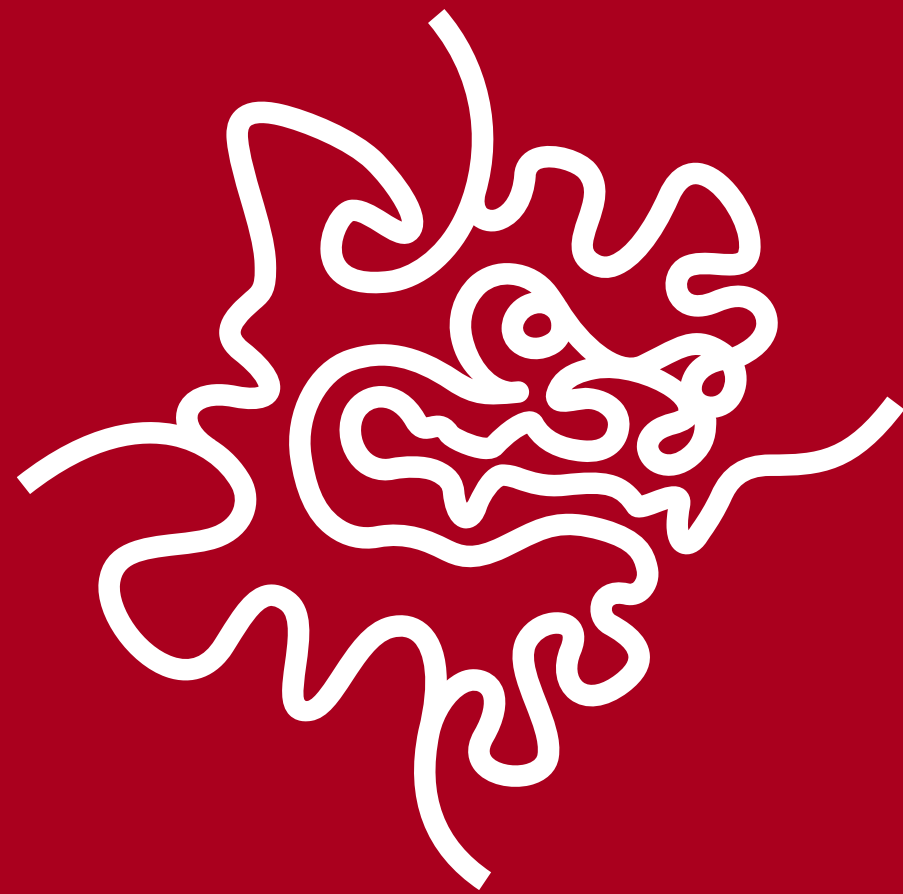
>> [**Extension Application Form**](#)

>> [**Request to Leave OIST**](#)



Others

- **Certificates Request:** Submit the [Request Form](#) in advance.
 - * *Issuance of certificates may take at least 5 business days* *
 - Certificate of Registration
 - Certificate of Completion (Issued on the last day of your Rlship)
- **ID Card Matters:** **Do NOT Lose or Break your ID card!!!**
 - In Case of Loss 😱 ➡ Submit [OIST Lost Card Report](#) to receive a temporary card.
 - Return your ID card to the student counter on the last day.
 - For Special Access: Contact the sections in charge.
(Lab/Facilities -> ask RUAs, Gym -> Resource Center etc...)



ありがとうございます!