



2024/05/08

Travel and Relocation Support Team

Relocation Support



Few more procedures to complete
your relocation procedures

Procedures after arrival

1. Residence Card
2. Transfer Allowance
3. Relocation Expense





Residence Card Information

1. Share information

OIST need your visa information as your Visa sponsor. Make sure to share residence card information with Travel and Relocation Team including your family residence card. We will take copy of your residence card, stop by at the Graduate School Counter (Lab3, Level B) after move in procedure at Onna Village Office.

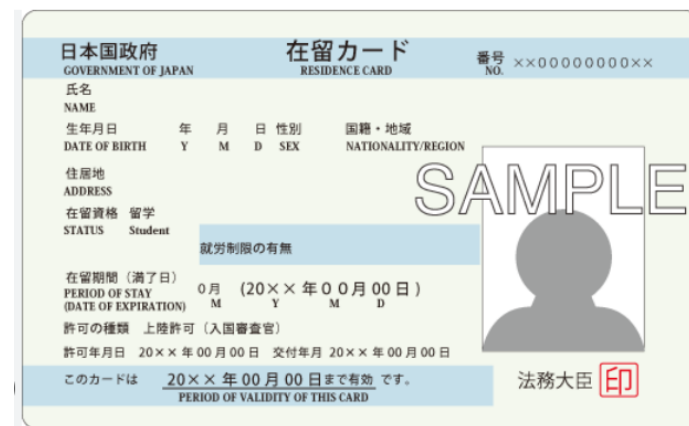
2. For those who have not received Residence Card as of today.

When you receive your residence card by post mail, Graduate School will take a copy of your residence card. Please come stop by at Graduate School Counter(Lab3, Level B).

3. Important note

Your residence card has expiration date. Please keep in your mind that you have a responsibility to renew your residence card.

***Please start renewal procedure 3 months prior to your expiration date.**





Transfer Allowance

This allowance is to help cover the various expenses you incur related to your move to Okinawa, such as your visa fee, ground transportation, customs and import taxes, etc.

Transfer Allowance amount:

	Student	Spouse & Child over 12years old	Child under 12 years old
		2/3 of student	1/3 of student
International	62,800 JPY	41,866 JPY	20,933 JPY
Domestic	36,600 JPY	24,400 JPY	12,200 JPY

*Allowance amounts are fixed amounts.



Transfer Allowance

How to Receive “Transfer Allowance”:

1. Visit and pick up documents at Graduate School Counter
2. Confirm the information and sign your name
3. Submit the form to Travel and Relocation Support Team

When you will receive “Transfer Allowance”:

This procedure requires several departmental procedures and approvals. It takes about 3-4 months to receive payment. The payment will be transfer to your Japanese bank account.

Transfer Allowance Information:

<https://groups.oist.jp/grad/relocation-information>

* Check the information on ”3.1 Transfer allowance”

Relocation Travel & Transfer Allowance Report

Please fill the section colored in "White" PDF

Name	Student ID	Student Affairs	
Group	Student	Affiliation	Student Affairs
Arrival Date to Okinawa	YYYY/MM/DD		
Purpose of Travel	This travel is relocation travel for Student named above who has been accepted as an OIST student for AY2022 intake. The student will start the program from MM/YYYY.		
Origin of Travel	Type	International / Domestic	
	Country/Area	Okinawa	
Accompany Person (if any)	Name	Relation to you	Age

Transfer Allowance (Student Support Policies 3.3 Relocation Expenses)

	Student		Spouse & Child over 12yr old		Child under 12	
	Number of person	price/person	Number of person	price/person	Number of person	price/person
International		¥52,800		¥11,866		¥20,833
Domestic		¥36,600		¥24,400		¥12,200

<NOTE>

I HEREBY CERTIFY the above travel is completed as described.

I HEREBY CERTIFY the above is a true statement of the travel expenses incurred by me in accordance with University policy for the relocation of OIST and no portion of this claim was previously reimbursed from any other source or will be paid from any resource in the future.

DATE _____ TRAVELER'S SIGNATURE _____

1 / 1



Relocation Expense

Relocation Expenses is for the move of your household goods, which can be reimbursed up to the maximum level stipulated in the appended table by submitting "Relocation travel and Expense Report" form.

Following information can be found on the website.

- Appended table
- List of items (Applicable and not applicable)
- Requirement documents
- Rules
- Submission Period

Relocation Expense:

<https://groups.oist.jp/grad/relocation-information>

* Check the information on "3.2 Relocation Expense"

Sample image of Website

Graduate School
Relocation Information (PhD)



Welcome to OIST!

The Student Support staff will help you prepare for your relocation. Prior to your arrival in Japan (OIST), make sure you have organized crucial things like your visa, insurance and accommodation.

Contents

1. Student Visa
2. Flight
3. Relocation
4. Student Housing Information
5. Documents to Bring (All Students)
6. National Pension
7. Health Info
8. Student Buddy System

1. Student Visa

If you are an international student coming to Japan, you will need a 'student' visa prior to your arrival in Japan.

Please follow the instruction on the [visa for international students](#) page and begin your application process immediately as it may take weeks and sometimes months to acquire a visa.

If you are planning to bring your family, please contact gs-relocation@oist.jp



Relocation Expense

Please Note:

- Relocation support is one time only.
- Reimbursement will be made to your bank account directly.
- The reimbursement process takes about a few months after the submission of the necessary documents.
- **Please submit your request form by the end of June 2024.**
- Please keep in your mind that OIST is funded by the Japanese government, where the money comes from taxpayers, and OIST is obliged to account for how the funds are spent. Due to the fiscal year end timing in March, There will be strict deadline and rules for Relocation Expense.

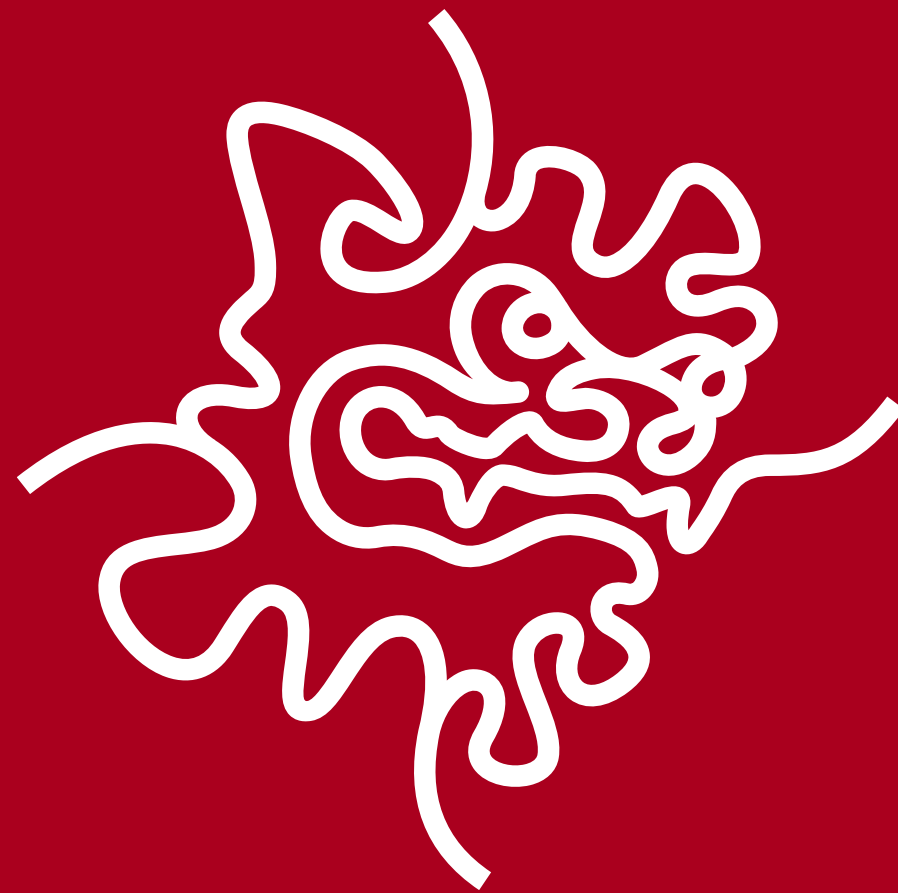
If you have special circumstances cause the deadline to be missed, please consult Travel and Relocation Support Team in advance.

Information Website:

[Relocation Expense Information](#)
[Relocation Document Submission Period](#)

Travel and Relocation Support Team: gs-relocation@oist.jp





Thank you



2024/05/08

Travel and Relocation Support Team

Student Travel



Period of Travel Support

In principle, the Graduate school provides financial assistance and travel support for only the **first five years** of enrolment in the PhD program.

Academic year

Enrolment Month	May (Early Enrolment)	September (Regular Enrolment)	January (Late Enrolment)
Academic Year	May – April	September - August	January - December



Student travel



- Each travel: Different rules and requirements
- Applications must be submitted for all of them



Conference & Workshop

Opportunity: **Once per academic year**

Graduate school will cover...



- Round-trip air ticket
- Accommodation (self arrange)
- Per diem
- Ground transportation to/from airport, venue - hotel (self arrange)
- Registration fee
- Any VISA related fees
- Travel insurance (only for int'l, GS arrange)

Required documents



- Conference/Workshop information
- Endorsement letter from thesis/lab rotation supervisor and co-supervisor if applicable
- Invitation/Acceptance letter from conference/workshop organizer



Conference
& Workshop

Opportunity: Once per academic year



Note

- **Applications are due 3 months prior to your departure date.**
- If you are attending a conference, you must present the research you are doing as an OIST PhD student.
- **Maximum “Personal Time Off” that can be taken is 3 days***

*Your private stay cannot exceed the number of business days, including weekends and holidays

* **You are granted 25 days of “Personal Time Off” upon enrollment.**

Please refer to the **Leave policy** for more detailed information on Personal Time Off.

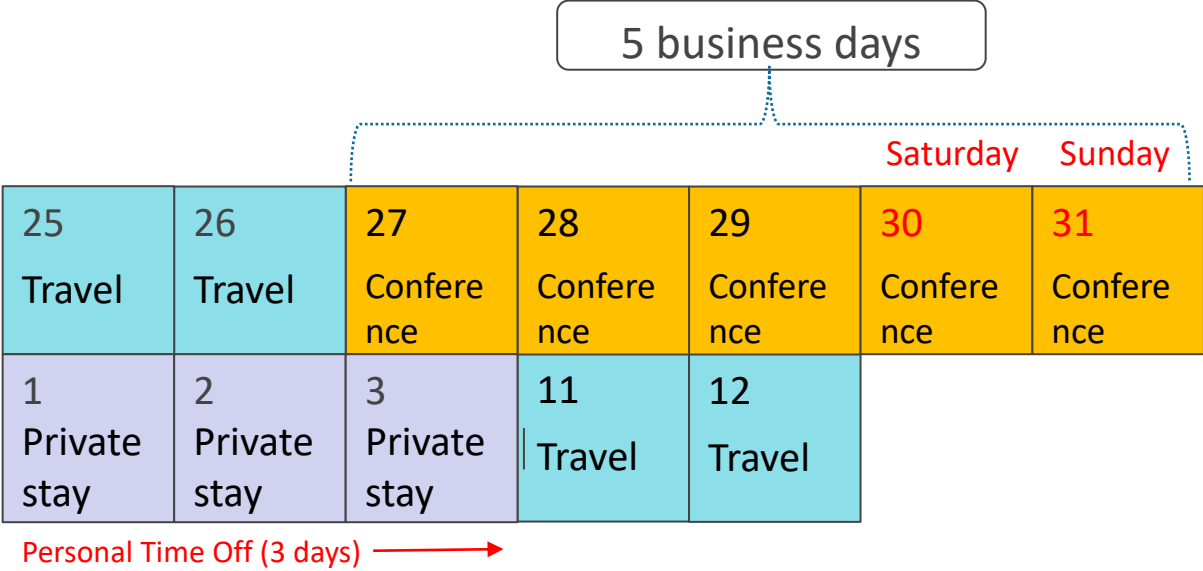


Conference & Workshop

Cap for your private stay

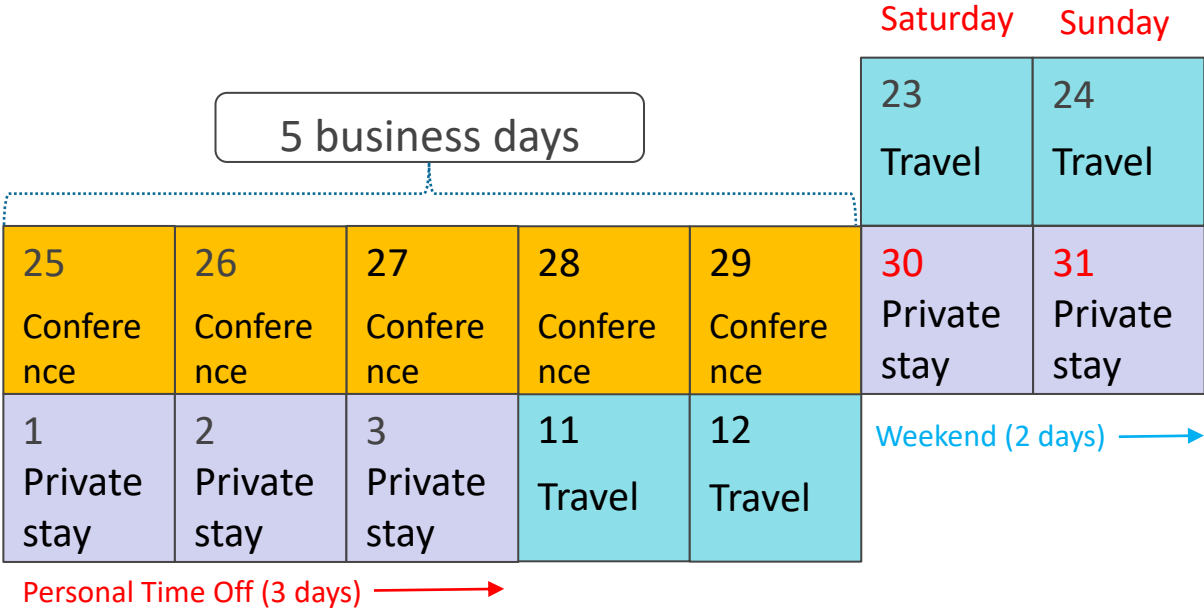
<case 1>

If a weekend or holiday is not included
 → 3 days of Personal Time Off



<case 2>

If a weekend or holiday is included
 → 3 days of Personal Time Off & weekends





Conference & Workshop

Preparation day

- Can arrive 2 days before business
- Only if necessary (on site preparation, time adjustment, etc.)
- Private stay cannot come before/after

					Saturday	Sunday
						24 Travel
25 Travel <small>✂ Arrive at the destination</small>	26 Preparation	27 Conference	28 Conference	29 Conference	30 Conference	31 Conference
1 Private stay	2 Private stay	3 Private stay	11 Travel	12 Travel		

✂ Personal Time Off cannot come before or after your preparation day.



Educational Institution Visit

Opportunity: **Once per academic year**



Graduate school will cover...

- Cheapest simple round-trip air ticket (OKA- Nearest AP to venue)
- Travel Insurance (only for int'l, GS arranged)



Required documents

- Invitation/Confirmation letter of visit
 - Host of the visiting institution must be a professor or above.
- Endorsement letter from thesis/lab rotation supervisor and co-supervisor if applicable



Educational Institution Visit

Opportunity: **Once per academic year**

Note



- **Applications are due 3 months prior to your departure date.**
- **This CANNOT be combined with any other business or personal travels.**
- **One business day for the visit to the institution is required.
Except for the business day, it will be counted as Personal Time Off.**

Opportunity: **Once per academic year**

Only domestic

Available from 3rd – 5th year



Graduate school will cover...

- Round-trip air ticket and accommodations (usually a travel package)



Required documents

- Event/Activity information
- Confirmation/ Invitation letter
- Travel and schedule proposal (form available on the web)



Career
Development

Opportunity: **Once per academic year**

Only domestic
Available from 3rd – 5th year

Note



- **Applications are due 1 months prior to your departure date.**
- **Only for students in 3rd year and above** who are seeking jobs in Japan.
- **This travel CANNOT be used for interviews.**
- **Maximum Personal Time Off that can be taken is 3 days***

*Your private stay cannot exceed the number of business days, including weekends and holidays



General Flow of Travel

Read the Student Travel Guideline before you submit!





In case of any problems during travel

Flight Cancellation/Delays, Injury/Illness, Typhoon



- [Flight Cancellations/Delays](https://groups.oist.jp/grad/flight-cancellationsdelays) (https://groups.oist.jp/grad/flight-cancellationsdelays)
- [Injury/Illness](https://groupas.oist.jp/grad/injuryillness) (https://groupas.oist.jp/grad/injuryillness)
- [Typhoons](https://groups.oist.jp/grad/typhoons) (https://groups.oist.jp/grad/typhoons)



Important Notes

- Read the Student Travel Guideline!
- Meet the deadlines
- Choose a business type that suits your business purpose
- GS funded travels – GS rules
- Personal expenses are not covered
- These travel support do not carry over to the following year



Contact gs-travel@oist.jp
for any inquiries regarding travel



Other Travel

For both private and business travel, you are responsible for notifying the school of your travel destination so that we know where you will be in the event of a disaster/emergency.



Non-GS funded business travel

Submit **Other Business Travel Form**
Notification due 2 weeks before travel

To be covered by student insurance* the GS must be notified of off-campus activities



Personal travel

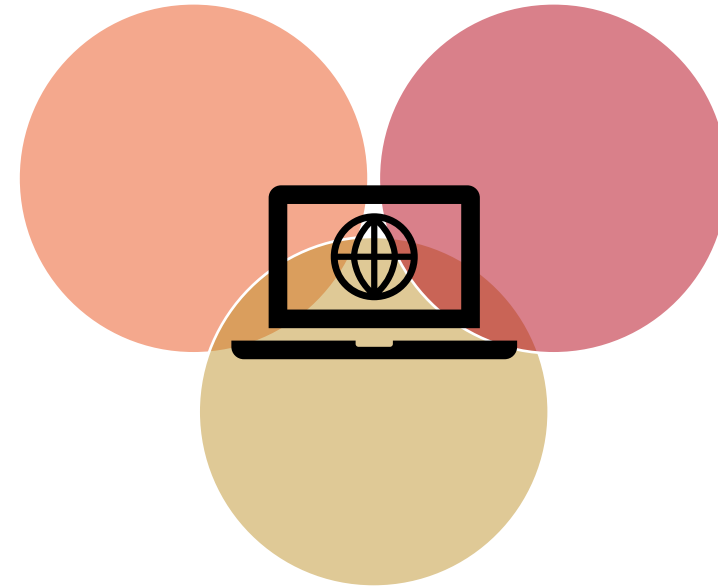
Submit **Leave Request Form**

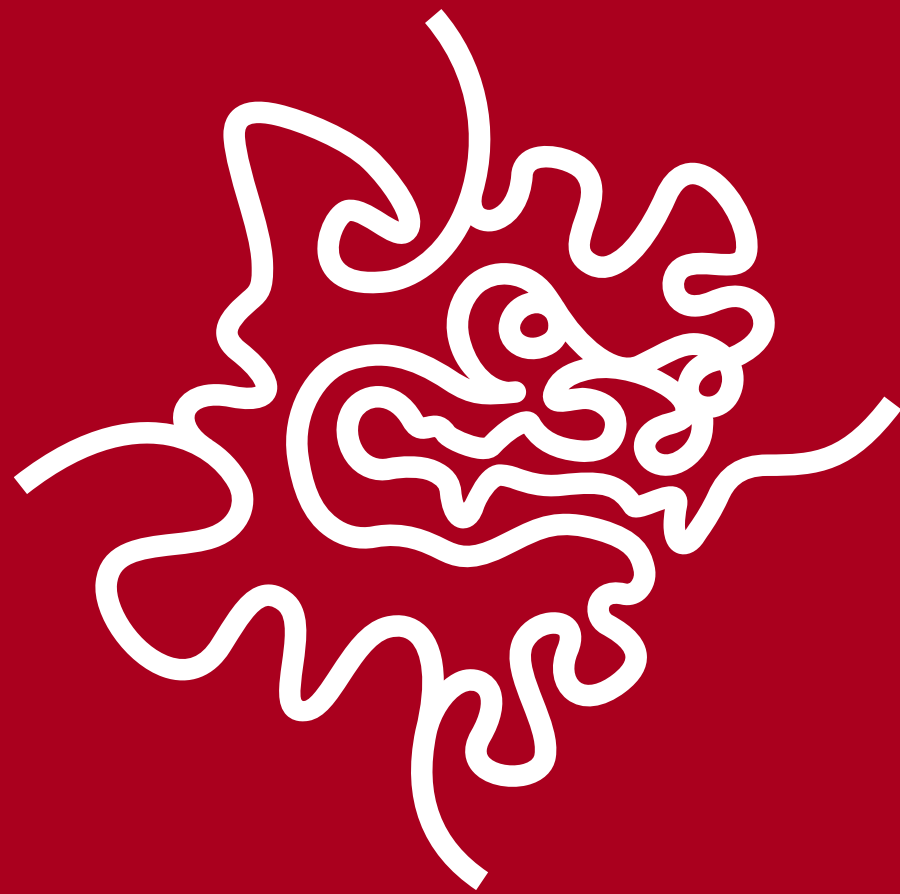


You can find all the information on Graduate School website or Graduate Student Database both from [TIDA](#)

<[Graduate School website](https://groups.oist.jp/grad)>
<https://groups.oist.jp/grad>

<[Graduate Student Database](https://services.oist.jp/gplus)>
<https://services.oist.jp/gplus>





Thank you