



2024/01/19

# Student Affairs Section

• Relocation Team • Registrar Team •



# Student Affairs Section

## **Registrar Team** [gs-registrar@oist.jp](mailto:gs-registrar@oist.jp)

- Student record
- Certificates Issuance, ID Card management
- Leave record

## **Student Relocation Support Team** [gs-relocation@oist.jp](mailto:gs-relocation@oist.jp)

- Relocation support for PhD and RI students
- First registration support

## **Student Welfare Support Team** [gs-support@oist.jp](mailto:gs-support@oist.jp)

- Students' daily life in Okinawa (emergency, money/bank related, health, special consideration, etc.)
- Municipal office and immigration office related paperwork
- Insurance claim (Gakkensai, Gakkenbai, travel insurance...)

## **Student Financial Support Team** [gs-finance@oist.jp](mailto:gs-finance@oist.jp)

- Financial support for PhD students including taxes
- External fund application (JSPS, awards, scholarships...)





# Student Affairs Section

GS Counter is a place to go when you have questions/concerns or just don't know who to reach out for what.

YUI Supporters or Graduate School staff are there and guide you where to ask or provide support accordingly 😊

GS counter is in  
Lab 3, Level B  
(B742)



**Come to talk to us if you have any concerns/troubles before things get “last-minute”!**



# Relocation Team

## We Take Care of

- Relocation
- Internship Allowance

✉ [gs-relocation@oist.jp](mailto:gs-relocation@oist.jp)



# Complete Your Relocation Procedures

**for those who have the Cultural Activity visa**

1. **Pick up Registration Forms at the GS Counter**
2. **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 "Qualification confirmation slip"
  - 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

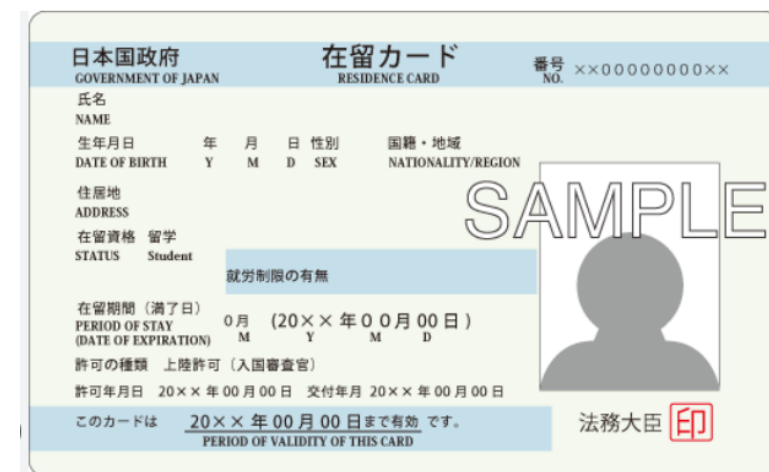
After residence registration, your current address will be printed on your Residence card. Please bring with documents after Onna village office procedure.

### 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:** Relocation Team, Graduate School Counter  
(Lab 3, Level B)

\*Please share information with your RUA if the travel was arranged by your RUA.





# Research Internship Allowance

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

\*Research Internship on Saturdays and Sundays are generally not allowed.

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

**Payment day:** 4<sup>th</sup> Friday of the following month (if all administrative procedures go smoothly).

\*e.g. If your Rlship 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.

- Relocation Team ([gs-relocation@oist.jp](mailto: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.





# Attendance Record

**Purpose:** Submission of the "Attendance Record" is required to provide evidence of your attendance. Submit "Leave request form" and "Report of Absence from Okinawa on Public Holiday Form" for your absence as well.

## **How:**

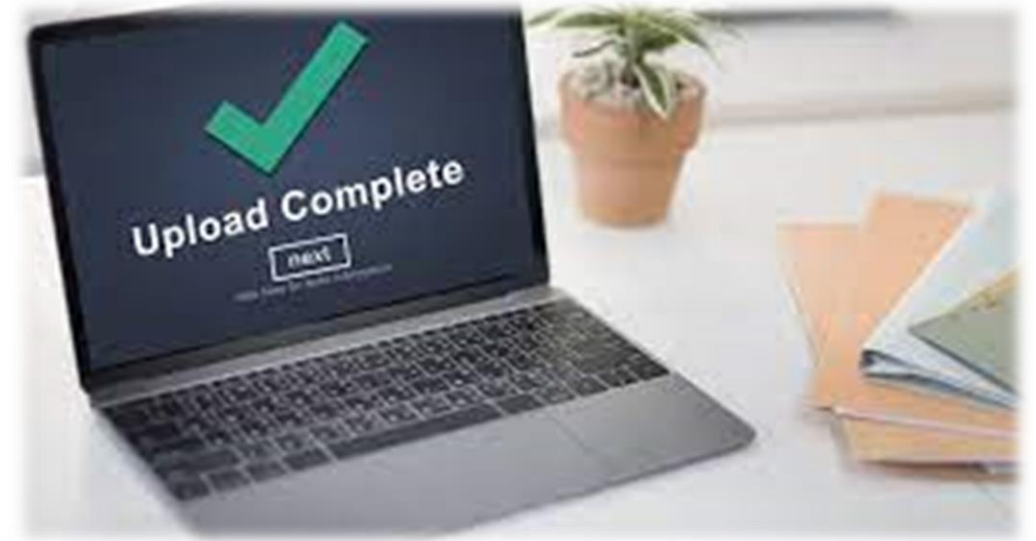
1. Download the form
2. Fill in your Attendance Record
3. Obtain your Professor's signature
4. Upload the data via [webform](#)

## **Submission:**

At the end of each month.

## **Please Note:**

The delay of your submission causes a payment delay.







# 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

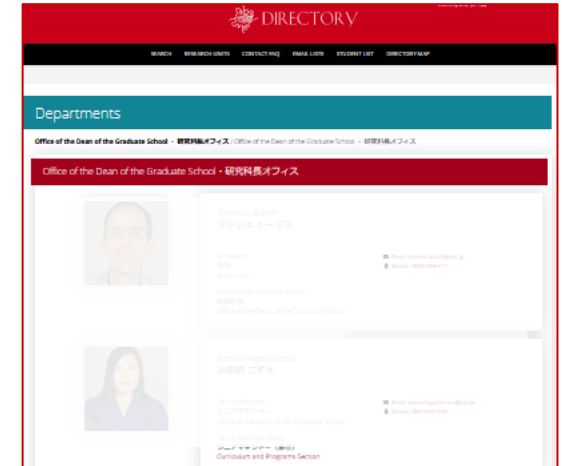
- Student Info (Database)
- Leave & Absence
- Certificates Issuance
- ID Card

✉ [gs-registrar@oist.jp](mailto:gs-registrar@oist.jp)



# Photo Taking

- The picture will be displayed on the internal systems, such as Student Database and TIDA. May also be required for Library use.
- 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.





# Leave & Absence

\* On-campus activities are the default expectation for Research Interns \*

**!! VERY IMPORTANT !!**

Submission of the Leave Request and Absence Report web form is a very important procedure.

Please provide your travel information, including your destination so that we can provide necessary support in case of an emergency, and risk management including disaster response.



# Leave & Absence

**\* On campus education is the default expectation \***

	Leave Request *Required for all absences *	Absence Report
<b>What</b>	<p><i>...must be approved by the supervisor and Research Interns must submit a leave notice through the website. Leave should not in any way hinder research activities....</i></p> <p>More details: <a href="#">Special Student Policy: “2.6 Leave”</a></p>	<p>To inform the Graduate School (GS) when you travel away from Okinawa main island <b><u>on weekend(s) and/or the public holiday(s).</u></b></p>
<b>How</b>	<p>1) Acquire an approval from your supervisor (=Faculty) in writing beforehand.            2) Submit the web form with 1).            * When weekend(s) and/or public holiday(s) are included in the entire consecutive leave period, submit only this form.</p>	<p>Endorsement is NOT required.</p>
<b>Form</b>	<a href="#">Leave Request Form</a>	<a href="#">Report of Absence from Okinawa on Weekends/ Public Holidays</a>
<b>Required to submit the request form above PRIOR TO your absence.</b>		



# How to Extend/Shorten Your Study Term

**\* Complete All these 3 items at least 1 month in advance \***

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](#)

>> [Termination/Withdrawal Request](#)



# Others

- **Certificates Request:** Submit the [Request Form](#) in advance.
  - \* *Issuance of certificates may take up to 3 business days.*
  - Certificate of Registration
  - Certificate of Completion (Issued on the last day of your RIship)
    - Criteria: ① [RI Program Report](#) ② RI Mandatory Training ③ [eFront Trainings](#)
- **ID Card Matters:** **Do NOT Lose or Break your ID card!!!**
  - In Case of Loss 😱 ➡ Submit [OIST Lost Card Report Form](#) 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...)



# Student Welfare Support Team

- **We Take Care of**
  - Students' daily life in Okinawa
  - Municipal / immigration office related paperwork
  - Insurance claim
  - Special Accommodation Request





Emergency Information: <https://groups.oist.jp/resource-center/emergency-information>

# Emergency

Visiting doctors due to injuries/illnesses  
(Not life threatening cases)

- OIST Clinic
- Outside hospital visit (first visit) can be supported

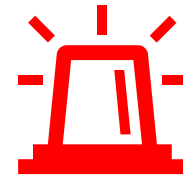
## OIST HELPLINE

**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
- **118** Marine accidents



★ Call **#7119** if you are not sure if the situation deserves an ambulance or not.( ENG/JPN)

## Student Welfare Support Team

➤ [gs-support@oist.jp](mailto:gs-support@oist.jp)

✂Report/ follow-up updates of emergency incidents



# Typhoon Guidelines



## OIST Typhoon Guidelines:

<https://groups.oist.jp/coo/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)
2. [SECOM](#) emergency contact system (works general disaster response)

## 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>



# Daily Safety

## Safety during research activities:

<https://groups.oist.jp/rs>

- Workplace safety
- Biosafety
- Chemical safety
- Field work

## Seasonal Health Information:

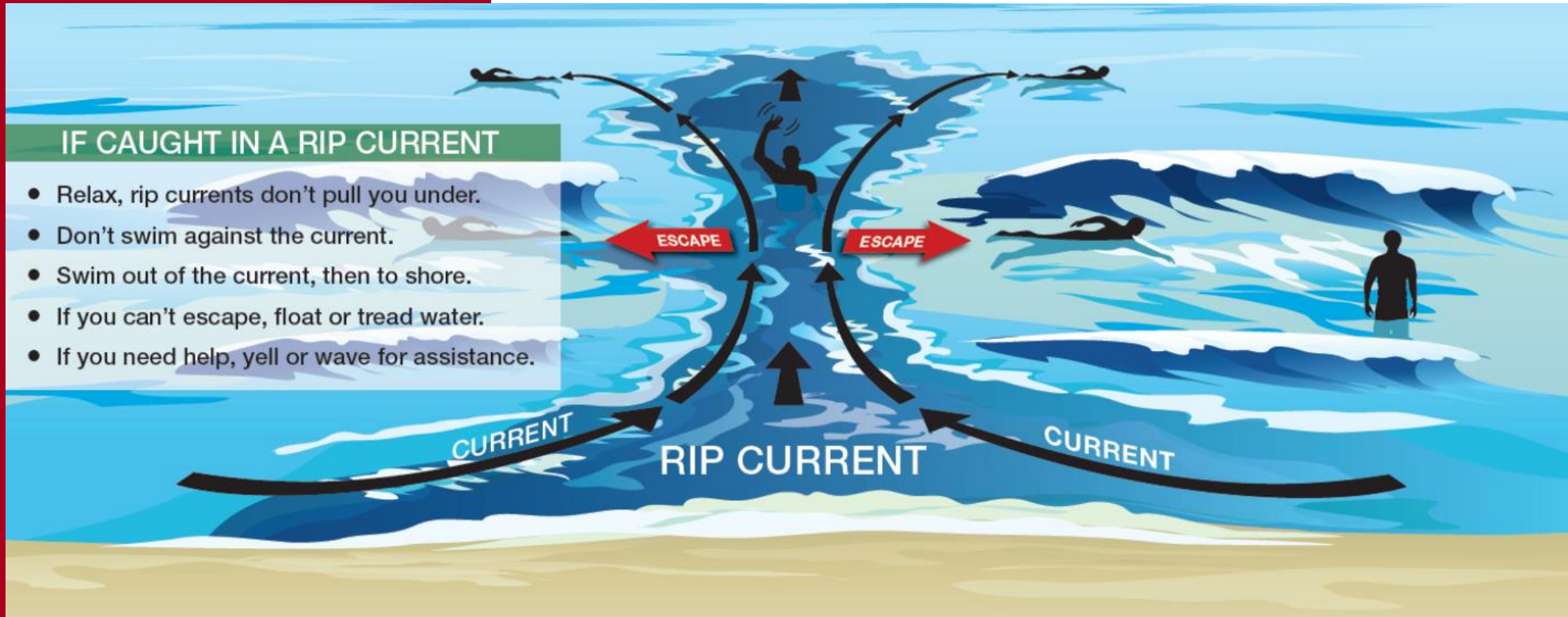
<https://groups.oist.jp/health/health-information>

- Heat illness
- Sun burn
- Habu snakes
- Dangerous sea creatures



# Water Safety

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





# Visa Status



- **Current visa becomes invalid at the time of internship end date!**
- **Overseas travel from Japan**  
Please consult with us first before you start arranging your trip. There are some conditions that you cannot re-enter.
- **Part time job**  
You are not allowed to work and earn money in Japan.  
>> Daily allowance is considered as “travel fee”

# Insurances

## Check which insurance you have:

### Travel Insurance

Covers accidents/injuries during travel

Check with Student Affairs Section in case you are in need of insurance claims!

### Health Insurance: National Health Insurance (NHI)

Japanese and foreign residents with a visa status for more than 3 months is required to join this insurance. Paperwork can be done during first registration at municipal office and you'll get payment slips by postal mail (from “恩納村役場 福祉健康課”).

Insurance premium is mandatory. Average; 1,000 -2,000yen/month for non-income in previous year. You will receive yearly amount but can be adjusted at the time of de-registration.

This insurance covers 70% of medical cost. Another coverage available when the cost gets high due to hospitalization, etc.

The image shows two Japanese government forms for National Health Insurance (NHI) registration. The forms are titled "納付書" (Payment Slip) and "届書" (Application Form). They contain fields for personal information, insurance status, and payment details. The forms are in Japanese and include checkboxes and tables for data entry.

### Student Insurance (Gakkensai & Gakkenbai)

Accident insurance and liability insurance during research activities



# Driving in Japan

## **\*Important\***

**For those who will stay in Japan less than a year**

Converting foreign licenses is **NOT** permitted for short-term stays

## **How to drive in Japan**

Valid International Driver's License to drive in Japan

## **How to find out information**

Contact the Resource center if you want to know if your international driver's license is valid in Japan.



**Contact:** [resourcecenter@oist.jp](mailto:resourcecenter@oist.jp)



# Transportation around OIST



## ◆ OIST Shuttle Bus : Free with your OIST ID card

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

**BFM Service Catalog (for requesting Parking Tag)**

[https://services.oist.jp/bfmosp?id=sc\\_cat\\_item&sys\\_id=1bf08bb5dba96110ceb79082f396199a](https://services.oist.jp/bfmosp?id=sc_cat_item&sys_id=1bf08bb5dba96110ceb79082f396199a)

## ◆ 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>

- **How to ride on a local bus**

[http://okinawabus.com/en/rb/rb\\_userguide/rb\\_ridemethod/](http://okinawabus.com/en/rb/rb_userguide/rb_ridemethod/)

## ◆ Taxi services <https://www.oist.jp/access-taxi>





# Other Service Windows in OIST

- ◆ **Housing Management Section:** Takes care of housing maintenance.  
<https://groups.oist.jp/bfm/short-long-intern-accommodation>
- ◆ **OIST Resource Center:** Daily life support to all staff and students and their family members  
<https://groups.oist.jp/resource-center>
- ◆ **Health Center:** Health consultation, Appointment arrangement with external clinic/hospital, Hygiene Measures, etc.  
<https://groups.oist.jp/health>
- ◆ **Ganjuu Wellbeing Services:** Offer consultation, advice and intervention in relation to range of problems that may impact on wellbeing within and outside of the workplace.  
<https://groups.oist.jp/ganjuu>

We have regular/ad-hoc meetings with these groups to share information or updates to improve our services 😊



# Other Service Windows in OIST

◆ **IT Support:** How to set up devices, Internet Network, Printer, Software, etc.

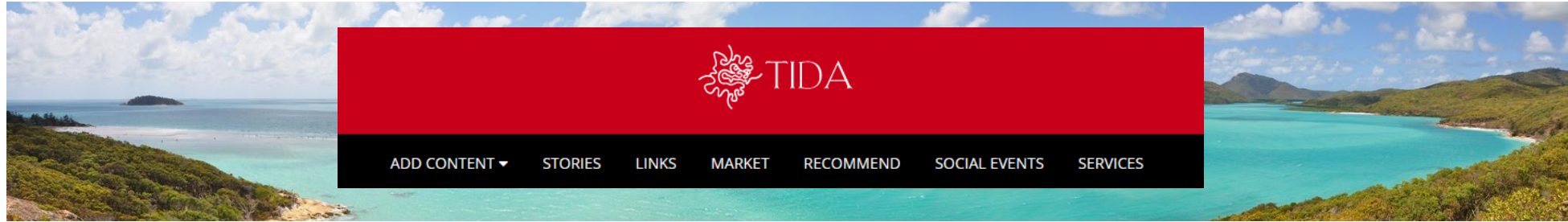
<https://services.oist.jp/sp>

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

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



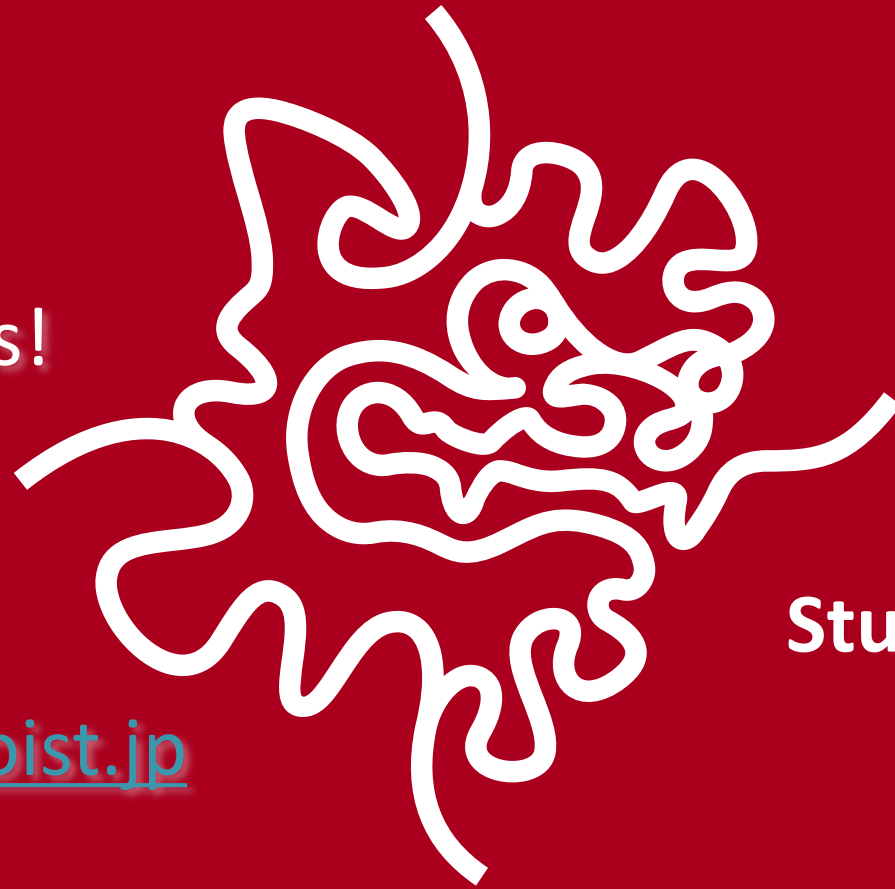
# How to get involved at OIST



- ◆ TIDA: <https://tida.oist.jp/>
- ◆ University Community Services: <https://groups.oist.jp/csd>
- ◆ Recreation Services: <https://groups.oist.jp/recreation>
- ◆ Language Education Section: <https://groups.oist.jp/csd/language-section>

# Enjoy Your Stay at OIST!

Any questions,  
concerns or chats (!)  
feel free to contact us!



**Student Affairs Section**

E-mail: [gs-support@oist.jp](mailto:gs-support@oist.jp)

**Thank you!**