



# Student Affairs Section



# Student Affairs Section

## **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
- Taxes
- External fund application (JSPS, awards, scholarships...)





# Student Affairs Section

**Location:** Graduate School; Level B, Lab 3 (GS Counter)

**Business Hours:** 9:00am – 5:30pm, Monday – Friday (except Japanese holidays)

**Contact: TEL:** 098-966-2271

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 😊



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



# Student Welfare Support

Student Welfare Support Team



# Residence Card (Visa Status: "Student")



## • Renewal

It is your responsibility to maintain and renew your and your dependents' valid residence status.

<Application period> From 3 months before your residence card expires.

**After renewal:** please share a copy with Student Affairs Section (SAS) via GigaCC and go to the bank to update your information. If you do not update your residency information at the bank, your account will be deactivated.

## • Temporary departure and re-entry

**Special re-entry permit:** If you will re-enter Japan with valid Residence Card within one year from the date of departure, you should use the special re-entry permit.

※Remember to bring your residence card with you all times.

外国人用 再入国記録 (再入国) [ARRIVAL] 再入出国記録 (再出国) [DEPARTURE]

<p>138424</p> <p>氏名 Family Name Given Names</p> <p>生年月日 Date of Birth</p> <p>航空機番号・船名 Last flight No./Vessel</p> <p>以下の欄について、該当するものに☑を記入し、署名して下さい(特別永住者の方は署名のみ)。Please check the applicable items and put your signature. (For special permanent resident, please put your signature only.)</p> <p>1 あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか? Have you ever been found guilty in a criminal case in Japan or another country? <input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No</p> <p>2 あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制薬物又は銃砲、刀剣類若しくは火薬類を所持していますか? Do you presently have in your possession narcotics, marijuana, opiates, stimulants, or other controlled substance, swords, explosives or other such items? <input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No</p> <p>以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and accurate.</p> <p>署名 Signature</p>	<p>氏名 Family Name Given Names</p> <p>生年月日 Date of Birth</p> <p>航空機番号・船名 Flight No./Vessel</p> <p>出出国定期間 Intended period out of Japan</p> <p>主な渡航先国名 Destination</p> <p>☐ 1年以内 Within one year ☐ 1年超2年以内 Over one year but within two years ☐ 2年超 Over two years</p> <p>次のいずれかに☑を記入してください。Please check either one of the boxes below.</p> <p><input type="checkbox"/> 1. 一時的な出国であり、再入国する予定です。 I am leaving Japan temporarily and will return.</p> <p><input type="checkbox"/> 2. 「再入国許可」の有効期限内に再入国の予定はありません。 I do not plan to re-enter Japan while my re-entry permit is valid.</p> <p>(地方入国管理官署で再入国許可を受けており、その有効期限内に再入国予定のない方は、☑して下さい。) (Check the box if you do not plan to re-enter Japan while your re-entry permit, which you have obtained at a regional immigration bureau, is valid.)</p> <p>署名 Signature</p>
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※詳細は裏面をご覧ください。See the back.

←Embarkation and Disembarkation (ED) card



# Insurance

- [National Health Insurance](#)

Japanese and foreign residents with a visa status for more than 3 months are required to join this insurance.

Paperwork can be done during first registration at the 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 yen/month for non-income in previous year.

- [Gakkensai/Gakkenbai](#)

Insurances exclusively for university students in Japan.

**Gakkensai:** Personal Accident Insurance for students Pursuing Education and Research

**Gakkenbai:** Liability Insurance for Students Pursuing Education and Research

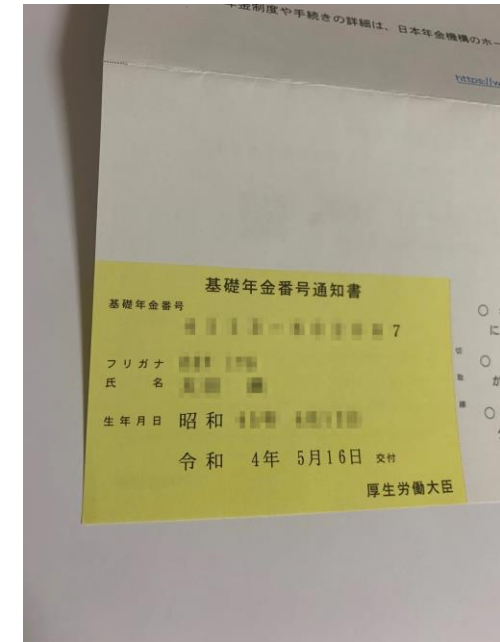


# National Pension

- National Pension System

The National Pension is a public pension system participated by all persons aged 20 to 59 years who have an address in Japan.

New students are applicable for exemption on the first year (depending on the income from the previous year).





# Emergencies & Safety

- **Emergencies**

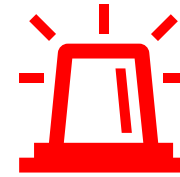
Emergency Information:

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

OIST HELPLINE **098-966-8989** (24/7, both JP and EN)

Public Emergency Numbers

- **119** Ambulance & Fire
- **110** Police
- **118** Marine accidents



Graduate School Emergency

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

- **Safety**

OIST Typhoon Guidelines: <https://groups.oist.jp/coo/typhoon-guidelines>

Typhoon and other disaster tips: <https://groups.oist.jp/living-guide/emergency-0>

Safety during research activities: <https://groups.oist.jp/rs>

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





# Other useful Information

There are other useful information provided on Knowledge Base:

## [Multilingual Mental Health Support in Japan](#)

Ganjuu provides their services in English and Japanese, if you need mental health support in your language, this page would be of some help.

## [Address change](#)

Procedures and necessary documents when you have move(s).

## [Marriage](#)

Things related to marriage are shown: visa application, relocation, documents and procedures in Japan.

## [Exit Procedure](#)

There are several things you need to go into action a few months prior to your departure. We ask all students to be ready for graduation.



# Other Service Windows in OIST

- ◆ **Housing Management Section:** Takes care of housing maintenance, room change and other requests  
<https://groups.oist.jp/bfm/student-housing-information-phd-and-srs>
- ◆ **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>

◆ **Recreation Services:** Club activities, fitness gym access, facility reservations

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



# Assistantship and Taxes

Financial Support Team



# 1. Research Assistantship (RA)

A Research Assistantship is an appointment provided to a student in good standing who performs research or who assists others performing research and educational activities.



Students are not employee...



Research Assistantship  $\doteq$  “Fellowship”  
But,  
provided as “salary” for tax purpose (=taxable)



# Research Assistantship for class of 2024 on-wards

Category	1st year	pre-proposal	post-proposal	4 <sup>th</sup> year	5 <sup>th</sup> year
Research Assistantship	2,520,000	2,820,000	3,300,000	3,600,000	3,600,000
Income Tax	61,560	71,880	89,880	101,040	101,040
Residence Tax	0	133,560	149,460	174,900	190,800
National Pension	0	198,000	198,000	198,000	198,000
Health Insurance	10,000	163,800	183,300	214,500	234,000
Tuition Fee	540,000	540,000	540,000	540,000	540,000

- Yearly amounts
- Income tax: subject to change



# Research Assistantship

- Basic payment date: 17<sup>th</sup> of the month  
(Wire transfer is made on the day)
- Deductions from Assistantship:  
Tuition (Monthly JPY45,000), Income tax, Residence tax,  
Rent and Utilities, Childcare and others
- Monthly report required: [Submission Form](#)

Further information:

Knowledge Base “[Monthly Student Report](#)”



# “Support package”

- On-campus housing at the discounted student rate
- One personal computer loaned free of charge
- Travel support
- Liability insurance coupled with Personal Accident Insurance for Students Pursuing Education and Research
- Annual health check free of charge
- Free access to OIST gym, OIST Clinic and Ganjuu Wellbeing Center

\*Assistantship Agreement and other supports of “financial package” is reviewed annually and added as Appendix to renewed Agreement.





# Termination

- If termination is mutually agreed.
- Obtains external scholarship, in which case a new agreement will be established.
- Is discontinued as student for unsatisfactory academic progress as defined.
- Is discontinued as student for violating any rules of the OIST Graduate University that lead to discontinuation.
- Is absent without permission.
- Upon course completion following degree conferral.

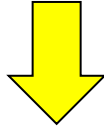
Otherwise, your Research Assistantship will be renewed annually for five years, or until the thesis is submitted (whichever period is shorter).



# 2. Income Tax (所得税)

- Income tax is calculated based on the amount of your income, the number of dependents, etc.
- Income tax is deducted from your Research Assistantship every month.
- Rate is subject to change. (The following is the current income tax rate.)

Monthly Income 210,000 yen  
(First year of Research Assistantship)



Income Tax 5,120 yen/month  
\*For a single with no dependent(s)

\*3,500 yen/month with one dependent

The tax should be adjusted at the end of calendar year/fiscal year (Year-end Adjustment/Tax return)



# 3. Residence Tax (住民税)

Knowledge Base: "[Tax](#)"

- All registered residents in Japan, both Japanese and non-Japanese, are required to pay residence tax. Residents pay the tax to the municipality that they lived in on 1<sup>st</sup> of January.
- Residence tax is calculated based on your total annual income from the previous year and collected in the following year.
- The payment of the residence tax starts from June and ends in May every year.
- Tax will be directly deducted from your monthly Research Assistantship.
- Residence tax rate is subject to change, calculated by each municipality.

# 3. Residence Tax (住民税)

Category	1st year	pre-proposal	post-proposal	4 <sup>th</sup> year	5 <sup>th</sup> year
Research Assistantship	2,520,000	2,820,000	3,300,000	3,600,000	3,600,000
Residence Tax	0	133,560	149,460	174,900	190,800
Collection period	June(1 <sup>st</sup> yr) ~ May(2 <sup>nd</sup> yr)	June(2 <sup>nd</sup> yr) ~ May(3 <sup>rd</sup> yr)	June(3 <sup>rd</sup> yr) ~ May(4 <sup>th</sup> yr)	June(4 <sup>th</sup> yr) ~ May(5 <sup>th</sup> yr)	June (5 <sup>th</sup> yr) ~ April (5 <sup>th</sup> yr)

- Yearly amounts
- Calculation based on “non-resident” status in previous year

# 4. My Number (マイナンバー)

令和 2年 6月NN日発行  
□□区長

**個人番号通知書**

個人番号 0123 4567 8901  
氏名 番号 花子  
生年月日 令和 2年 6月 1日

- 本通知書はあなたの個人番号(マイナンバー)をお知らせするためのものです。
- 本通知書は「マイナンバーを証明する書類」や「身分証明書」としては利用できません。「マイナンバーを証明する書類」が必要な場合には、マイナンバーカードをご提示いただくか、マイナンバー入りの住民票の写しまたは住民票記載事項証明書を提出してください。
- 本通知書の再発行は行いません。

**マイナンバーカードの申請について**

- マイナンバーカードの申請にはスマートフォンやタブレットによるオンライン申請が便利です。顔写真データをご準備のうえ、右記のQRコードをダウンロードしてください。
- 郵送にてマイナンバーカードを申請する場合には、同梱の封筒と交付申請書をご利用ください。その他の申請方法については同梱のパンフレットをご確認ください。

※ なお、マイナンバーカードを申請した場合、申請状況の問い合わせに必要なあなたの申請書IDは【1234\_5678\_9012\_3456\_7890\_123】です。

- マイナンバーカードの受け取りには本人確認が必要ですが、申請時に本人確認を行う場合には、本通知書を提示することで、手続が簡素化できる場合があります。マイナンバーカードの申請に関する詳細については、同梱のパンフレットまたはマイナンバーカード総合サイト (<https://www.kojinbango-card.go.jp/>) をご覧ください。

お問い合わせ先: 0120-95-0178  
(マイナンバー総合フリーダイヤル)  
平日9時30分~20時00分  
土日祝9時30分~17時30分  
(年末年始を除く)

060100002

202004241 110000 0000002 00000014 2/3

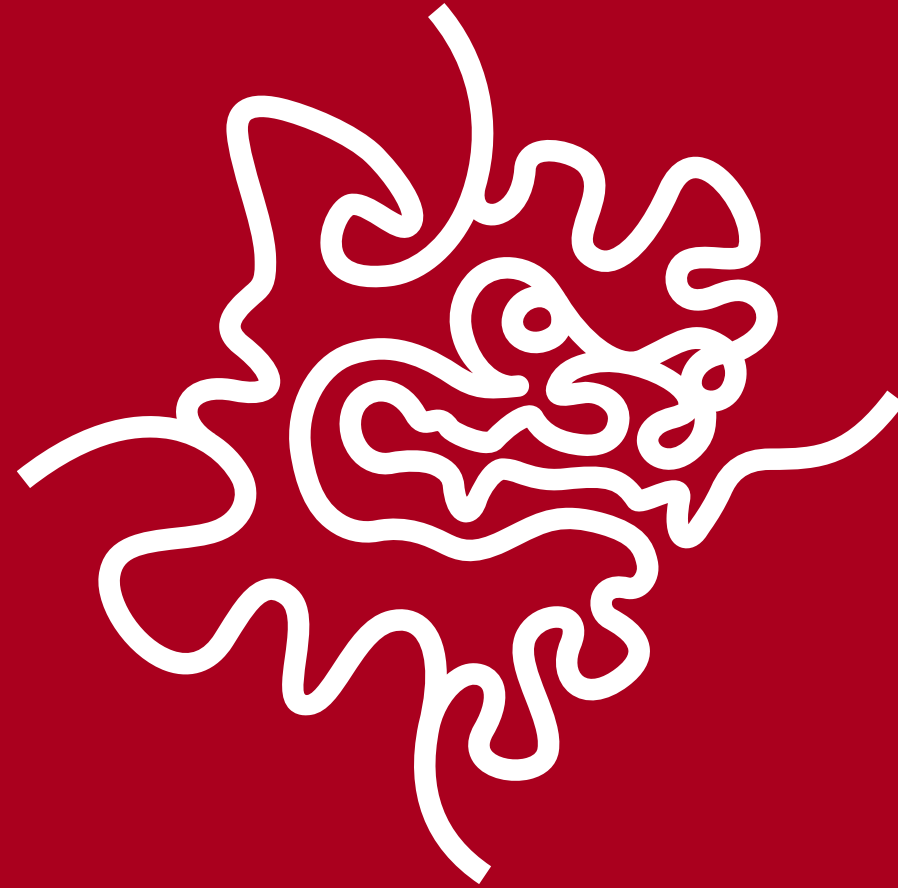
“My Number” is individual number for all residents in Japan distributed by Japanese Government.

Only used for Social Security, Taxation and Disaster response.

OIST needs your Number to provide Assistantship.

The Number is required when you make wire transfer

If you have any questions/concerns, feel free to contact Student Affairs Section!  
We will be a window for the consultation.



**Thank you!**