



CHIBA UNIVERSITY

2024 Academic Year October
Guide to Chiba University Entrance
Procedures

For International Students
Admitted to Graduate Schools

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REVISION HISTORY

Revision No.	Date of issue	REVISION HISTORY
First edition	July 26, 2024	First edition issued

[Section 1] Entrance procedures

This section describes the entrance procedures and documents to submit. Read the information carefully and complete the process thoroughly. **Your entrance will be considered withdrawn if you do not complete the entrance procedures before the end of the specified period.**

I Entrance procedures

To complete the entrance procedures, log in to the Entrance Procedure System from the entrance procedures page on the University's website.

Registering your information in Entrance Procedure System lets you perform operations such as paying the entrance fee and printing the documents to submit.

Note that any problems or omissions in your submitted documents might prevent you from completing the procedures and entrance.

- ◆ Entrance procedures page of Chiba University's website

https://www.chiba-u.ac.jp/students/entrance/entrance_procedures.html



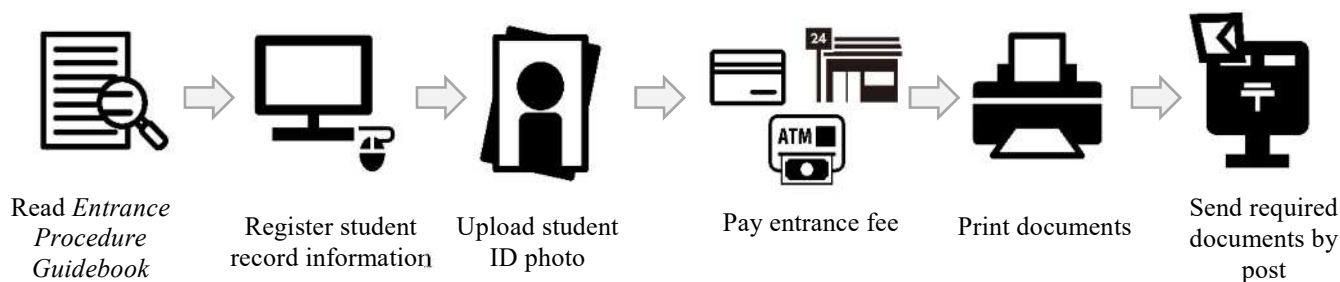
- ◆ Entrance Procedure System

<https://www.exam.chiba-u.jp/chiba-u/enrollment/login>



- ◆ Website describing how to use Entrance Procedure System

<https://www.exam.chiba-u.jp/guidance/enroll-chiba-u/>



Those who have entered the required information in the entrance procedure system, uploaded their photos, and completed the payment of the entrance fee (including exemption application and deferral application) will be treated as prospective students.

If you wish to decline enrollment after paying the entrance fee, please make sure to complete the procedure for declining enrollment by the specified date and time.

Handling of personal information

The names, addresses and other personal information submitted by applicants to Chiba University are used by the University for the procedures leading to admission, for granting, for sending documents and notices needed when students start their time at Chiba University, and for statistical processing of entrance exam data.

Note that some of these tasks may be outsourced by the University to outside contractors.

When a task is outsourced, neither Chiba University nor the outsourced contractor will ever use the personal information of applicants beyond the scope needed to achieve the usage objectives above.

[Changes in submitted information]

Be sure to promptly notify your graduate school's Student Affairs Unit if any of the information you registered in the Entrance Procedure System or submitted in a document changes after entrance.

[Objectives]

Personal information submitted to Chiba University as information registered in the Entrance Procedure System or in submitted documents will be used for the objectives below.

- (1) For entrance procedures
- (2) For student record procedures (such as issuing student ID cards, managing student records, and procedures for leaves of absence, reinstatement, withdrawal and the like)
- (3) For class administration (such as course consultation, course registration/notification, class/training/exam management, grade processing/notification, determining graduation eligibility and awarding diplomas)
- (4) For creating and issuing diplomas and certificates
- (5) For creating surveys and statistical materials
- (6) For educational staff license applications
- (7) For tuition payment procedures
- (8) For general student guidance/advice, welfare benefits and extracurricular activities
- (9) To provide health checkups and other student health management
- (10) For library use
- (11) For job seeker assistance
- (12) For information services in areas such as international exchanges and study abroad programs
- (13) For recording and storing student records and grade information after graduation
- (14) For alumni associations and other University-affiliated groups
- (15) For communications from University offices
- (16) For tuition exemption procedures

[Personal information management]

All personal information registered in the Entrance Procedure System is rigorously managed by the personal information administrators. Unauthorized access by outsiders and data leaks are prevented by taking the necessary control measures through organizations, personnel and technology.

[Providing personal information to third parties]

Personal information obtained by the University is generally not provided to a third party without the consent of the individual concerned.

II Entrance procedures period

The Entrance Procedure System can be used from 3:00 pm on the first day until 3:00 pm on the last day of the entrance procedure period.

October 2024 Enrollment

Graduate school	Program	Option	Entrance procedures period
Graduate School of Humanities and Studies on Public Affairs	Master's Program	Double Degree Program	to Sep 10 (Tue),2024
	Doctoral Program	Admission October 2024	
Graduate School of Science and Engineering	Master's Program	General Selection October 2024 Admission	Sep 6 (Fri) to 13 (Fri), 2024
		Japanese Government/MEXT Scholarship International Students Special Selection October 2024 Admission 1st Selection	Sep 6 (Fri) to 13 (Fri), 2024
		Japanese Government/MEXT Scholarship International Students Special Selection October 2024 Admission 2nd Selection	Sep 6 (Fri) to 13 (Fri), 2024
		Double Degree Program Special Selection October 2024 Admission 1st Selection	Sep 6 (Fri) to 13 (Fri), 2024
		Double Degree Program Special Selection October 2024 Admission 2nd Selection	Sep 6 (Fri) to 13 (Fri), 2024
		General(Department of Quantum Life Science)	Sep 6 (Fri) to 13 (Fri), 2024
		Admission Selection Privately Financed International Students (Science fields)	Sep 6 (Fri) to 13 (Fri), 2024
	Doctoral Program	General 1st Selection October 2024 General 2nd Selection October 2024	Sep 6 (Fri) to 13 (Fri), 2024 Sep 6 (Fri) to 13 (Fri), 2024
Graduate School of Informatics	Doctoral Program	General 2nd Selection (October 2024 Admission)	Sep 2 (Mon) to 13 (Fri), 2024
Graduate School of Horticulture	Master's Program	General October 2024 Enrollment (Horticultural Science/ Landscape)	Sep 12 (Thu) to 18 (Wed), 2024
		General October 2024 Enrollment (International Course of Environmental Horticulture)	Sep 12 (Thu) to 18 (Wed), 2024
	Doctoral Program	General October 2024 Enrollment (Horticultural Science/ Landscape)	Sep 12 (Thu) to 18 (Wed), 2024
		General October 2024 Enrollment (International Course of Environmental Horticulture)	Sep 12 (Thu) to 18 (Wed), 2024
Graduate School of Nursing	Master's Program	International Program (Admission October 2024)	Sep 4 (Wed) to 15 (Sun), 2024
	Doctoral Program	International Program (Admission October 2024)	Sep 4 (Wed) to 15 (Sun), 2024
Graduate School of Medical and Pharmaceutical Sciences	Master's Program	October 2024 Enrollment	Sep 9 (Mon) to 17 (Tue), 2024
	Doctoral Course (4-Year Program)	October 2024 Enrollment	Sep 9 (Mon) to 17 (Tue), 2024
	Doctoral Course (3-Year Program)	October 2024 Enrollment Double/Dual Degree Program (October 2024 Enrollment)	Sep 9 (Mon) to 17 (Tue), 2024 Sep 9 (Mon) to 17 (Tue), 2024

III Entrance procedures flow

1 Register in Entrance Procedure System (accessible from 3:00 pm on first day of entrance procedure period to 3:00 pm on last day)

You will be able to log in to the Entrance System once the entrance procedure period has started.

Use the candidate's number, date of birth, and *security code to be notified by the university provided to you by the University to log in to the system, and then follow the instructions shown to enter your information.

*The security code is ① on the enclosed notification form or ② It is an 8-digit number printed on the top of the acceptance letter.

Note that you will not be able to log in to the system before the start date specified for each option for your graduate school.

You also won't be able to enter any information after the Entrance Procedure System's registration period has ended. Be sure to register early with plenty of time to spare.

◆ Entrance Procedure System

<https://www.exam.chiba-u.jp/chiba-u/enrollment/login>



◆ Website describing how to use Entrance Procedure System

<https://www.exam.chiba-u.jp/guidance/enroll-chiba-u/>



About inputting your name in Kanji characters

If you are unable to input your name in Kanji characters, please follow the procedure below.

- (1) Enter alternative kanji characters and proceed with the procedure.
- (2) If there are no alternative kanji characters, please enter them in alphabetical characters.
- (3) Download the correction form from the Chiba University admission procedure website. Please fill in the kanji you wish to correct and submit it when you post your enrolment documents.

◆ Entrance procedures page of Chiba University's website

https://www.chiba-u.ac.jp/students/entrance/entrance_procedures.html



If the Kanji characters that cannot be written in the university's system are not available, we will use alternative or alphabetical characters.

2 Upload a photo for the student ID card

The photo will be used as your student ID photo after entrance for the duration of your entrance.

3 Pay entrance fee

[Entrance fee] 282,000 yen

(Notes)

1. If the entrance fee is changed, the new fee will take effect when the change is made.

2. The 282,000 yen entrance fee is waived for students entering in the Graduate School of Education (Advanced Teaching Practice Course) to work as teachers sent on assignment from the Chiba Prefecture Board of Education, or at an affiliated school of a department of education of a university.
3. There is no entrance fee for students working on a Master's Program at Chiba University who will continue on to Doctoral Program, Doctoral Course (4-Year Program) or Doctoral Course (3-Year Program) (advancing to a higher program within the Graduate School). (Students entering in a Graduate School after graduating from an undergraduate school must pay the entrance fee.)

How to pay entrance fee

Select a payment method from 'Payment procedures' in the Entrance Procedure System and pay the entrance fee using a debit card, credit card or online banking. You can also pay at a convenience store or bank ATM (with Pay-easy). The transfer commission is paid by the sender. **The payment method cannot be changed after the payment is completed. The entrance fee will not be refunded under any circumstances after the payment procedure has been completed.**

transfer commission *Payment of the entrance fee is outsourced to Paygent Co.

Payment by credit card	6,500 yen
Payment at convenience stores, ATMs, and Internet banking	1,250 yen

An entrance fee of 0 yen is displayed for entrance fee-exempted students who have passed a screening exam (for a double degree program), students advancing within a graduate school, and government-financed international students. These students do not need to complete the entrance fee payment procedure.

Now continue on to the procedure for printing the documents to submit.

Students seeking entrance fee exemption or deferral

Select 'Entrance fee exemption' or 'Entrance fee deferral' from 'Payment procedures', and click 'Apply' to continue the procedure.

*Applying for both entrance fee exemption and deferral at the same time is impossible.

Note that no changes can be made after paying the entrance fee.

See [Section 7] ('Financial assistance') on p. 20 for an overview of the entrance fee exemption program and the conditions for applying.

You'll need to submit certified income statements and other required documents after entering.

Check the information on the page below before applying.

◆ Website of Chiba University's entrance fee/tuition exemption program

<https://www.chiba-u.ac.jp/students/payment/exemption.html>



Students who decide to withdraw from University entrance after completing the entrance procedures with entrance fee exemption or deferral selected (applied for) will be considered to have withdrawn their application for entrance fee exemption or deferral and must pay the entrance fee right away. Be sure to promptly notify your graduate school's entrance exam staff if you want to withdraw from entrance. The staff will let you know how to withdraw from entrance and how to pay the entrance fee. Paying the entrance fee from the Entrance Procedure System is not possible in this case.

Requests for entrance withdrawal can't be canceled once accepted by the University.

4 Submit entrance procedure documents (must arrive by post no later than 4:00 pm on last day of entrance procedure period)

(1) Printing documents

Select 'Print required documents' to print the entrance procedure documents. Also visit your graduate school's website to see if your school has any special requirements about documents you need to submit.

Note that any problems or omissions in your submitted documents might prevent you from completing the

procedures and entering.

The university may contact you when your admission documents are incomplete. We will contact you at the information you have registered in the enrollment procedure system, so please be ready to be contacted by the university.

Contact hours are from 8:30 a.m. to 5:00 p.m. on weekdays.

Just paying the entrance fee does not complete the entrance procedures. Send the entrance procedure documents by post. They must arrive before the end of the entrance procedure period.

- ① You'll need an envelope big enough for A4 size paper (at least 240 × 332 mm), and a Letter Pack Plus envelope (when mailing from Japan) or other return envelope (when mailing from outside Japan).
 - ② Print Items A, B, and C below from the Entrance Procedure System.
 - A Documents to submit (See Item 5 ('Documents to submit') on p. 6.)
 - B Recipient address label (for A4 envelope)
 - C Sender address label (for Letter Pack Plus envelope)
 - ③ Attach the recipient address label (for A4 envelope) (Item B) to the A4 envelope.
 - ④ Attach the sender address label (for Letter Pack Plus envelope) (Item C) to the sender field indicated on the Letter Pack Plus envelope.
 - ⑤ If your graduate school has their own requirements for documents to submit, print those documents from the school's website.
 - ⑥ Enclose the documents to submit (Item A), the documents required by your school (if applicable), and the Letter Pack Plus envelope in the A4 envelope.
 - ⑦ Post the completed envelope by express registered mail (Japan Post's Kan'i Kakitome/Sokutatsu Yubin service).
- (2) Send documents by post
Send the envelope of Step (1) by post for arrival no later than 4:00 pm on the last day of the entrance procedure period. If submitting your application by post will be difficult, be sure to contact your graduate school's enrollment staff for instructions.

5 Documents to submit

The documents to submit are listed below. Check these documents thoroughly before submission to ensure they are free from errors and omissions.

[Documents to submit during entrance procedure period]

Documents (1) to (4) must be submitted by everyone. Document (5) must be submitted only if applicable.

The graduate school handling the entrance process may have its own designated documents for submission.

Check your school's website and submit these documents also if applicable.

Submitted by everyone	(1) Pledge	Print and submit the document after entering the required information in the system.
	(2) Letter Pack Plus envelope for sending back documents	Used for sending back the admission letter and other documents. Print and attach the sender address label (for Letter Pack Plus envelope) after entering the required information in the system. Enter your name and address in the recipient field. *Follow your graduate school's instructions if you live overseas.
	(3) Documents specified by your graduate school	Check your school's website and submit if applicable.
	(4) Copy of residence card or passport	Submit a copy of the front and back sides of your residence card with your latest address written on it. If you are not yet in Japan and do not have a residence card, submit a copy of the passport page that has your name and photograph on it.

Submitted only if applicable	(5) Diploma, program completion certificate, other	<p>If you submitted a certificate of expected graduation (program completion) when you applied to the University, submit your diploma (or program completion certificate).</p> <p>*Follow the instructions of the graduate school you are entering in if you are unable to submit your diploma (or program completion certificate) before the end of the entrance procedure period because it will not be issued in time or the like.</p>
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6 Checking Chiba University's security export control requirements

Chiba University has created a set of security export control regulations used to impose security export control measures in accordance with Japan's Foreign Exchange and Foreign Trade Act.

Use the Entrance Procedure System to review the security export control checklist.

Your desired research activity may be restricted if it constitutes a restricted item.



IV Payments

The fees to pay when entering are:

1. Tuition (Not collected as part of the entrance procedures; paid after entrance.)
2. *Gakkensai* insurance premium
3. *Inbound Futai Gakuso* insurance premium
4. Other fees charged by your graduate school, etc.

1 Tuition (not collected as part of entrance procedures)

After entering at Chiba University, you'll be required to pay the annual tuition **twice per year** (for the first and second semesters). Tuition is paid by direct debit from your bank account. You'll need to register the account to be used for the direct debit on the website. You'll be notified later about how to register your account.

[Tuition amounts]

Graduate school degree programs (Excluding Law School)	Law School
Semester: 321,480 yen (642,960 yen per year)	Semester: 402,000 yen (804,000 yen per year)

Note: If the tuition is changed, the new tuition will take effect when the change is made.

[How to pay tuition]

Tuition is paid each semester **by bank direct debit (debited automatically from the financial institution account of the student, parent or guardian)**. The schedule for tuition direct debits is shown below.

	Spring semester of Year 1	Fall semester of Year 1	Spring semester of Year 2 and subsequent years	Fall semester of Year 2 and subsequent years
April entrance	May 27	Oct 27	Apr 27	Oct 27
	—	Fall semester of Year 1	Spring semester of Year 1 and subsequent years	Fall semester of Year 2 and subsequent years
October entrance	—	Nov 27	Apr 27	Oct 27

- (Notes)
1. If the date of a scheduled direct debit is a bank holiday, the direct debit will be made on the following business day.
 2. **No direct debits will be made from the accounts of students who have applied for a tuition exemption or deferral until the applications have been processed.**
 3. No direct debits will be made from the accounts of students who have applied to pay tuition in monthly installments.

[Applying for tuition exemption/deferral or payment in monthly installments]

Applications for tuition exemption/deferral or payment in monthly installments for the tuition payable immediately after entrance (tuition for one semester) can be made separately after entrance. See [Section 7] ('Financial assistance') on p. 20 for more information.

Applications for tuition fee exemption/deferral and payment in monthly installments can be made every semester. Bear in mind that you'll need to apply separately for each semester if you want to apply for tuition exemption/deferral or payment in monthly installments for a subsequent spring or fall semester.

2 *Gakkensai* insurance premium

The University requires all students to be covered by an insurance policy provided by Japan Educational Exchanges and Services (JEES). The policy is known as *Gakkensai* in Japanese—Personal Accident Insurance for Students Pursuing Education and Research (with special provisions for commuting accidents and infectious disease). This accident insurance policy provides compensation in the event of physical injury from a sudden and unexpected external accident. *Gakkensai* coverage is a common requirement of universities in Japan.

Please pay the premiums by online payment through the e-apply service.

The service will be available one week after the announcement of successful applicants.

◆ Pay the premium online using the e-apply service.

<https://e-apply.jp/ds/chiba-u-oln/public/login>



- (1) You'll need your exam number and date of birth to log in.
The premium to pay is displayed after you log in.
- (2) A policyholder card will not be issued. Print and save the PDF receipt using the link provided in the payment completion email or from your My Page screen.
- (3) Students who notified their graduate school of their withdrawal from entrance after paying the *Gakkensai* insurance premium will also need to complete the *Gakkensai* refund procedure. Note that the refund process will take about one month.

Created in 1976 with the participation of universities throughout Japan, the *Gakkensai* policy is designed to help enhance university education and research activities by providing students with the compensation needed for damages incurred while studying or doing research. It's currently provided by Japan Educational Exchanges and Services (JEES). The policy's managing underwriter is Tokio Marine & Nichido Fire Insurance. About 95% of all universities and junior colleges in Japan are participating members.

(See the JEES website: <http://www.jees.or.jp/gakkensai/index.htm>)

① **Personal Accident Insurance for Students Pursuing Education and Research (*Gakkensai*)**

Gakkensai is an insurance policy designed to provide compensation for damages incurred by unexpected accidents that take place during a student's time at university. It covers accidents that take place during lab work, practical training, physical education, practical skill training, classroom attendance, school events or extracurriculars. It also covers accidents that take place during travel between home and school for any of these school activities when a reasonable route and means of transport have been used.

①-1 **Optional coverage for commuting accidents (*Tsugaku Tokuyaku*)**

Tsugaku Tokuyaku provides compensation for accidents that take place while a student is commuting between home and school or between school facilities for regular school attendance, school events or extracurriculars (club meetings) when a reasonable route and means of transport (not a means prohibited by the university) have been used.

①-2 **Optional coverage for insurance benefits for contagious disease prevention (*Sesshoku Kansen Tokuyaku*; only for students in School of Medicine, Faculty of Pharmaceutical Sciences and School of Nursing)**

Sesshoku Kansen Tokuyaku provides coverage for students who contracted contact infections during clinical training and who received measures to prevent the onset.

3 ***Inbound Futai Gakuso***

All international students are also required to be covered by an insurance policy that provides compensation in addition to the *Gakkensai* compensation. The policy is known as Comprehensive Insurance for Students Lives Coupled with *Gakkensai*, (shortened to *Inbound Futai Gakuso* in Japanese). This comprehensive policy provides year-round, 24-hour-a-day coverage for incidents that arise during the student's time at the University. It includes personal liability coverage for damages incurred by the student during an internship or part-time job, and compensation for rescuer expenses associated with a hospital stay. Type B also covers medical expenses incurred for outpatient treatment of an illness or injury, starting from the first day of treatment. The personal liability coverage includes a settlement negotiation service to ensure worry-free claims resolution for international students with limited Japanese language ability.

Two different policy types are available, Type A and Type B. Type B provides compensation for out-of-pocket expenses paid directly to the healthcare provider if the policyholder is enrolled in Japan's National Health Insurance scheme and is in Japan for a stay of at least 3 months.

◆ Complete the online signup procedure and then pay the premium at a convenience store in Japan.

<https://tokiomarine.my.salesforce-sites.com/futaigakuso?id=001680Y>



Note that the premium needs to be paid in person in Japan no more than two weeks after completing the online signup procedure.

The policyholder card can only be sent to an address in Japan. If you still don't know what your address in Japan will be when signing up for the policy online, complete the signup procedure as soon as you have found out your address.

4 Other payments

Your graduate school may have its own additional fees.

V Decline of enrollment

If you wish to decline enrollment after completing the entrance procedures, please notify your graduate school as soon as possible after making the decision. The notice should not be later than the deadline below.

[October enrollment]

Notify your school no later than 5:00 pm on September 30 (Mon).

[Points to note when declining of enrollment]

- ✓ Students who have been admitted to the University but decide to withdraw from University enrollment after selecting (applying for) entrance fee exemption or deferral will be considered to have withdrawn their application for entrance fee exemption or deferral and must pay the entrance fee right away.
- ✓ Requests for enrollment withdrawal can't be canceled once accepted by the University.

VI Schooling assistance for students with disabilities or medical conditions

Feel free to contact the University at the link below if you have a disability or medical condition that is giving you concerns about your upcoming time at the University (such as a visual impairment, hearing impairment, physical disability, infirmity, weakness or developmental impairment). While entering at the University, students can apply for counseling or support at any time. If you would like to start receiving support as soon as your time at the University starts, apply promptly after receiving your acceptance.

The University has a special form that disabled students can use to apply for assistance or accommodation for their needs. Fill out and submit the form to apply. The application form is available from the University offices below, and can also be downloaded from the Chiba University website

(<https://www.chiba-u.ac.jp/students/support/shogaisoudan.html>) .

<https://www.chiba-u.ac.jp/students/support/shogaisoudan.html>



[Contact information for consultation and support]

Student Affairs Unit of each graduate school (see p.25 for the contact information), or Student Counseling Office (Tel.: 043-290-2168)

[Section 2] Entrance ceremony

Date/time October 1 2024 (Tue), 10:30 am (tentative start time)

Venue Keyaki Kaikan, Nishi-Chiba Campus, Chiba University

Meeting time and place to be announced separately.

[Section 3] Chiba University International Support Desk (ISD)

The International Support Desk (ISD) assists international students at Chiba University with day-to-day issues.

ISD has a location on each campus. Feel free to visit an ISD location for any questions or concerns you may have.

Main office on Nishi-Chiba Campus:

General Student Services Center, 2nd floor

Tel: 043-290-2195

Branch office on Inohana Campus:

Medical and Pharmaceutical Science Building II, 1st floor

Tel: 043-226-2761

Branch office on Matsudo Campus:

Faculty of Horticulture Building F, 1st floor

Tel: 047-308-8743

*Email (for all campuses): isd@office.chiba-u.jp

[Chiba University ISD website]

The ISD website has a wealth of in-depth information on topics such as residence statuses, scholarships, housing and cultural exchange events. Be sure to make the most of this valuable resource.

➤ <https://www.chiba-u.ac.jp/international/isd/index.html>



I Guidance for new international students

➤ <https://www.chiba-u.ac.jp/international/isd/jp/living/guidance.html>

The link above provides key guidance for international students about to enter Japanese university. A collection of videos covers topics such as Chiba University support services for international students, scholarships, residence statuses, Japanese laws and rules, and earthquake and disaster readiness. **New international students will definitely benefit from watching these videos.**



II Help with residence registration and opening a bank account

ISD can help international students open a Japan Post Bank account and register their residence with the city of Chiba.

Within 14 days of arriving in Japan, international students must register as residents at their local city or ward office and enroll in Japan's National Health Insurance and National Pension schemes. You'll also need a bank account for receiving scholarship payments and withdrawing dormitory fees.

Contact ISD if you need help with these procedures.

III Residence statuses

➤ <https://www.chiba-u.ac.jp/international/isd/jp/visa/index.html>

The ISD website provides information on the procedures that non-Japanese citizens need to complete to legally reside in Japan. Be sure to read the information on the website and complete all the paperwork needed for legal residence in the country. The next page should also be read carefully.



IV Apartment lease guarantor system (institutional guarantee)

➤ <https://www.chiba-u.ac.jp/international/isd/jp/housing/cosigner.html>

When international students enrolled at Chiba University rent a privately owned apartment, this system enables Chiba University (the Director of the International Student Division) to serve as the joint guarantor. Use the guarantor system if finding your own guarantor will be difficult. Note that to use the system, you'll need to take out an insurance policy called Comprehensive Renters' Insurance for Foreign Students Studying in Japan. The policy is provided by the Japan Educational Exchanges and Services (JEES). See the website for more information.



V Scholarship programs

➤ <https://www.chiba-u.ac.jp/international/isd/jp/living/scholarship/qualification.html>

To be able to apply for scholarships for privately financed international students that call for a university recommendation (scholarships provided by private organizations or by Japan Student Services Organization (JASSO)), you'll need to register in advance once per year as an applicant for scholarships for privately financed international students. More information is provided on the website.



[Section 4] Residence documents and other paperwork

Non-Japanese citizens residing in Japan for a medium-length or extended stay must have the documentation below. More information is provided on the ISD website. Contact ISD if you have any questions or concerns (the contact information is given on the previous page).

- ISD HOME ⇒ Status of Residence
<https://www.chiba-u.ac.jp/international/isd/jp/visa/index.html>



I Residence Card

Under Japan's Residential Basic Book Act, non-Japanese citizens residing in Japan for at least 3 months have the same obligation as Japanese citizens to register as residents. Resident registration is used to manage information about the residents of each city, ward, town and village. The information registered includes each resident's name, date of birth, residential address and National Health Insurance coverage history.

Residence registers for non-Japanese citizens are created from the information on their Residence Card. Upon entering (but not re-entering) Japan, **you'll be issued a Residence Card during the immigration procedures at the airport**. You must report your address to your local city or ward office to have this address entered on the back of the Residence Card (see Item III, 'Resident Relocation Notification').

Your Residence Card is an important document used to prove your identity.

- ✓ You'll need to have your address entered on the back of your Residence Card by your local city or ward office.
- ✓ Non-citizens are legally required to be in possession of their Residence Card at all times.

II My Number

Non-Japanese citizens residing in Japan for a medium-length or extended stay will also be issued a My Number. After receiving the notification card for your My Number, keep it in a safe place so as not to lose it. See the ISD website for more information.

III Resident Relocation Notification

If you enter Japan for another stay or move within Japan, you must submit a Resident Relocation Notification to your local city or ward office no more than 14 days after deciding on your new address. Be sure to report your change of address and have the new address entered on the back of your Residence Card.

When you relocate as a resident in Japan, you need to have a Moving-Out Notification issued from the city or ward office of your old address. This notification is needed to complete the Moving-In Notification process done at your new city or ward office.

IV Changes requiring Immigration Bureau notification

The Immigration Bureau must be notified no more than 14 days after changing your name or nationality for marriage or another reason, or after withdrawing from Chiba University to continue on with a higher program or transfer to another school. More information is provided on the ISD website. Be sure to read it and submit your notification on time.

- ISD HOME ⇒ Status of Residence ⇒ Other notifications and applications for changes
<https://www.chiba-u.ac.jp/international/isd/jp/visa/report.html>



V Period of stay

The period for which you are permitted to stay in Japan as an international student is entered on your Residence Card. If you need to extend your period of stay in Japan, you'll need apply to the Immigration Bureau for an extension before the current period expires. Note that the extension procedure takes some time. You can apply for an extension up to 3 months before your current period is set to expire, so apply as early as possible. See the ISD website for more information.

- ISD HOME ⇒ Status of Residence ⇒ Extension of Period of Stay
<https://www.chiba-u.ac.jp/international/isd/jp/visa/renewal.html>



[Section 5] National Health Insurance, National Pension

I National Health Insurance

Non-Japanese citizens residing in Japan for a medium-length or extended period (**including international students**) are required to enroll in Japan's National Health Insurance scheme.

Once enrolled in the scheme, you'll usually only have to pay 30% of the medical costs paid directly to the hospital or other healthcare facility.

Medical costs are expensive in Japan. Be sure to enroll in the National Health Insurance scheme. Even individuals in robust health can always have an unexpected illness or accident requiring medical treatment at a healthcare facility that would **incur a costly medical bill if not enrolled**. Enroll in the scheme at the city or ward office where you registered your residence.

Everyone needs to enroll in the Japanese National Health Insurance scheme.

You can apply for a discounted premium at your city or ward office if your income is below a certain threshold. See the ISD website for more information.

II National Pension

All registered residents in Japan between the ages of 20 and 59 are covered by the National Pension (Kokumin Nenkin) scheme. Non-Japanese citizens who are required to register their Japanese residency (anyone issued a Residence Card) are also required to enroll in the scheme. An exemption program is available for residents who have difficulty paying the premiums. See the ISD website for more information.

- ISD HOME ⇒ During your stay / Daily life ⇒ Daily Life ⇒ National Health Insurance / National Pension System
https://www.chiba-u.ac.jp/international/isd/jp/living/dailylife/health_insurance.html



[Section 6] Student life

I International House and Kunpu-ryo

Chiba University offers two choices of accommodation for international students—International House (for international students only) and Kunpu-ryo (for both international and Japanese students). Applications for these accommodations are accepted during the periods below.

Campus	Name	Location	Eligible students
Nishi-Chiba Campus	International House	6-33-7 Konakadai, Inage-ku, Chiba *About 10 minutes' walk from JR Inage Station	International students
	Kunpu-ryo	6-33-8 Konakadai, Inage-ku, Chiba *About 10 minutes' walk from JR Inage Station	Male and female students (all campuses) Usually undergraduate freshmen and sophomores

Start of occupancy	Student category	Application period (planned)
April	New students (April entrance)	Late February to mid-March
October	New students (October entrance)	Late July to late August

Applications are only accepted when vacancies exist. The application period dates and application form are posted on the website below when applications are open. Check the website to apply.

- URL : <https://www.chiba-u.ac.jp/global/sai/housing.html>

Office to contact: International Student Support Unit, International Student Division
Tel: +81-(0)43-290-2195, E-Mail: cu-dormitory@chiba-u.jp



II Finding apartments and other housing

Chiba University Co-op ('the Co-op') shows various types of accommodation to students seeking housing.

To ensure the safety and convenience of new students seeking single-occupancy housing, the University asks the Co-op to show accommodations located as close as possible to the campus. Accommodations range from low-rent apartments to security-conscious student residences in multiunit housing.

◆ Co-op has a website providing assistance for applicants and new students (the 'New Student Assistance Site'). Check out the site by scanning the QR code on the right.

<https://www.univcoop.jp/chiba-u/start/>



To receive printed materials about the Co-op, register on the Line social media site by selecting 'Request Co-op Line materials'. (See QR code on right.)

Contact information

Chiba University Co-op's **Sumai/Arbaito Shokai Counter (Housing and Part-Time Job Seeker's Office)**
Chiba University (Co-op Life Center), 1-33 Yayoi-cho, Inage-ku, Chiba-shi, Japan 263-0022
Tel.: 0120-377-815 (toll-free; available only in Japan); Fax: 043-284-4280

- ✓ Co-op shows apartments and other types of housing throughout the year. The Sumai/Arubaito Shokai Counter can be contacted at any time.

Features of Co-op housing shows

- ✓ About 2,000 accommodations are available through local real estate agencies and providers of multiunit housing used for student residences.

- ✓ Students currently enrolled at the University can advise and assist you in person with your search for accommodation.
- ✓ The Agency is planning to offer a housing information pamphlet containing tips from experienced housing seekers, area maps and other useful information.
- ✓ See the Co-op's New Student Assistance Site for the latest information.

How to use the Agency

- ✓ The housing information pamphlet will be sent to anyone requesting materials from the Co-op's New Student Assistance Site.
- ✓ The Agency also posts housing information provided by private companies at its office. Students are welcome to visit the office in person to check the information.
- ✓ You can search for accommodations offered through affiliated real estate agencies by using the Chiba Dai Seikyo de Aparto/Mansion Sagashi! website.
- ✓ You can pay a direct visit to an affiliated real estate agency listed in the housing information pamphlet and present a letter of introduction from the Co-op.
- ✓ If you want to rent an accommodation you have been shown, you can sign a lease directly with the Co-op affiliated real estate agency or landlord.



Rent prices

The average rent prices near the Nishi-Chiba Campus are:

Median price range of shown properties: 40,000 yen to 60,000 yen range (averaging about 50,000 yen)

The Chiba University ISD website also provides a wealth of in-depth housing information that students will benefit from using.

<https://www.chiba-u.ac.jp/international/isd/jp/housing/index.html>



III Purchasing textbooks

Textbooks are sold by the Co-op.

See the Co-op website for sales schedules and purchase methods.

https://www.univcoop.jp/chiba-u/news_4/news_detail_207755.html

- ✓ You'll need to complete the Co-op membership procedure before using the website.

Co-op members get a 10% discount on textbooks.



Chiba University Co-op
Purchasing textbooks

IV Registering to commute by bicycle

Students who want to commute to campus by bicycle need to complete the commuting registration procedure for their campus.

➤ Nishi-Chiba Campus

After entering at the University, present your student ID card at the Co-op's Sumai/Arbaito Shokai Counter (located inside the Co-op Life Center) to purchase a bicycle parking sticker (General: 800 yen per year; South Gate Special Bicycle Parking Lot: 2,000 yen per year). (Only one bicycle can be registered per student.)

Applications will be accepted at a special location in front of the Co-op Life Center throughout the month of April.

➤ Inohana Campus, Matsudo Campus

Your graduate school's Student Affairs Unit will notify you separately about the required procedures.

[Notes on bicycle use]

It's not possible to purchase or register a bicycle parking sticker for use only on the Nishi-Chiba Campus (on-campus parking of bicycles used for campus transport is prohibited).

※In Chiba City, it has been mandatory since April 1, 2021 to have bicycle insurance.

Please join the "Student Liability Insurance" of Chiba University Co-op, etc.

V Restriction on commuting by vehicle

To maintain a good educational environment and ensure pedestrian safety, students are prohibited from entering University campuses by car or motorcycle.

Commuting to school by car or motorcycle is usually prohibited.

However, you can contact your graduate school's Student Affairs Unit if special circumstances prevent you from commuting without a vehicle.

VI School commuter passes

1. Commuting zone

Students are usually only permitted to purchase a school commuter pass for the zone extending from their **home station to a station serving their campus**. However, school commuter passes can be purchased for other zones when needed to attend lectures or other events on other campuses.

- Nishi-Chiba Campus: JR Nishi-Chiba Station, Keisei Midoridai Station
- Inohana Campus: Chiba Station (JR), Chiba Chuo Station (Keisei)
- Matsudo Campus: Matsudo Station (JR), Matsudo Station (Shin-Keisei)
- Sumida Satellite Campus: Omurai Station (Tobu, Kamedo line) or Oshiage Station (Keisei, Tokyo Metro, Tobu, Toei)

2. Commuter certificates

To purchase a student commuter pass, you'll need your student ID card and a University-issued commuter certificate sticker or commuter certificate.

- **Commuter certificate sticker:** For students using up to 3 railway companies such as JR, private rail and subways
- **Commuter certificate:** For students who (1) commute by bus, or (2) use 4 or more railway companies such as JR, private rail and subways

Students who require a commuter certificate should contact their graduate school's Student Affairs Unit once they have received their student ID card. Note that certificates are issued only to students with student ID cards.

VII Issuing student ID cards

Student ID cards for new students are issued after entrance at the time and place specified by your graduate school, so be sure to pick up your card.

- ✓ To pick up your card, you'll need to **present** identification such as your exam slip or admission letter.
- ✓ Check that your name and other information have been entered correctly when you pick up your student ID card.

VIII Issuing certificates

You can use the certificate issuing service* to obtain various certificates from the on-campus certificate dispensers available on each campus. The dispensers provide certificates free of charge and are open from 8:30 am to 5:00 pm on weekdays only. You can also obtain certificates from convenience stores for a fee.

*You'll need to apply in advance from a smartphone or PC to use the service.

◆ Certificate issuing service (currently enrolled students)

<https://cert.gs.chiba-u.jp/student>



[Locations of on-campus certificate dispensers]

- Nishi-Chiba Campus: Inside Student Support Plaza (Student Support Division)
- Inohana Campus: Medical and Pharmaceutical Science Building II, 1st floor hall
- Matsudo Campus: In front of Matsudo Campus Administration Office, Building F, 1st floor

[Dispenser certificate types*]

Certificate of Enrollment, Academic Transcript, Statement on the Expected Date of Completion, Health Checkup Result and Student Discount Certificate for Transportation*

*All the certificates are in Japanese only.

*JASSO Student Discount Certificate for Transportation (Gakuwarisho)

Students requiring a Gakuwarisho for a research activity at a remote location (one-way distance of over 100 kilometers by JR) can receive it from an on-campus certificate dispenser.

IX Health checkups

Article 11 of Chiba University's student regulations specifies that students must undergo a health checkup provided by the University each year as mandated by Japan's School Health and Safety Act. Be sure to receive your yearly health checkups.

Note that checkups are by appointment. You'll receive a notification in your University-issued Gmail (Google Workspace account) in mid-April, at which point you should make an appointment for a checkup.

X Daycare center

The Nishi-Chiba Campus has a daycare center available for student use. You can apply to enroll your child only if there is a vacancy.

For more information, contact the Life Support Unit of the Student Support Division (Tel.: +81-(0)43-290-2178).

Chiba University Website

<https://www.chiba-u.ac.jp/students/support/yayoihoikuen.html>

[Section 7] Financial assistance

I Pre-registering to apply for scholarships for privately financed international students

1. Procedure

Students seeking a scholarship for privately financed international students **need to register their scholarship seeker status** in advance. This requirement applies to scholarships calling for a university recommendation, such as a JASSO (Japan Student Services Organization) scholarship or a privately funded scholarship.

Once you have registered, the committee will assess your registered information to determine your recommendation rank. Applicants are assessed on the basis of criteria such as grades, year in school, tuition exemption history and scholarship history. When a scholarship offer is subsequently received from a foundation, seekers of that scholarship submit an application to the International Student Division, and the applications are recommended in accordance with the student rankings.

[Notes on pre-registration]

- ✓ You must pre-register to apply for scholarships that require a university recommendation.
- ✓ The pre-registration requirement also applies to privately-financed international students who want to apply for a Japanese government international scholarship, or who are on the reservation list for a scholarship provided by Japan Student Services Organization (JASSO).

2. Requirements for registering (requirements ① to ⑤ below must all be satisfied)

- ① The applicant must be an international student due to be enrolled in the year of the scholarship award, as a student in a degree program (undergraduate or graduate) or a research student.
(The applicant must have a Ryugaku (Student) residence status. The same applies to students planning to enter or planning to advance to a higher degree program.)
- ② Students in a degree program must not exceed the standard length of time for program completion (excluding periods of leave of absence).
- ③ The applicant must have superior grades and have not received any disciplinary action within the past year.

3. How to register

Students seeking to register as a scholarship applicant who satisfy the registration requirements of Item 2 above **must register by the specified deadline** after checking the registration procedure on the International Student Division website below. Applications received after the deadline will not be accepted.

- Information from International Student Division
<https://www.chiba-u.ac.jp/global/sai/#scholarship>



- ISD HOME ⇒ During your stay / Daily life ⇒ Scholarships ⇒ How to Register and Apply
<https://www.chiba-u.ac.jp/international/isd/jp/living/scholarship/qualification.html>



4. Contact information for inquiries

International Student Support Unit, International Student Division
Shihi Ryugakusei Shogakukin Tanto (Office of scholarships for privately financed international students;
2nd floor, General Student Services Center, Nishi-Chiba Campus)
Tel: 043-290-2199, Fax: 043-290-2198
E-Mail: intl-scholarship@chiba-u.jp

[Notes on applying for scholarships]

- ✓ Just completing the pre-registration process is not enough to ensure you will receive a University recommendation. Finding and applying for scholarships is the responsibility of the student.
- ✓ The latest scholarship information will be posted on the International Student Division website above. Be sure to check the website along with the bulletin board.
- ✓ The application form needed to apply for each scholarship will be posted on the International Student Division website.

II Entrance fee exemption or deferral

1 Program overview

Students who satisfy the requirements below can apply to be screened for inclusion in the entrance fee exemption/deferral program.

[Requirements for applying]

Entrance fee exemption	Application requirements	i. The student is deemed to have significant difficulty paying the entrance fee due to the death of the tuition payer no more than one year before entrance. ii. The student will have significant difficulty paying the entrance fee due to damage incurred by the student or tuition payer from a storm, flood or other natural disaster occurring no more than one year before entrance, or a similar valid reason is deemed to exist. iii. The student will have difficulty paying the entrance fee for financial reasons, and is deemed to have a superior academic record.
	Exemption decision	You'll be notified by email about how to access the screening results. • When granted partial exemption or denied exemption Students granted a partial exemption or denied exemption must pay the entrance fee (non-exempted portion) no more than 21 days after the screening result notification date (the payment deadline will be specified when you're notified). [Note] Non-payment of the entrance fee by the payment deadline will result in expulsion of the student under Article 25, Paragraph 1, Item 1 of Chiba University's graduate school regulations.
Entrance fee deferral	Application requirements	i. The student will have difficulty paying the entrance fee by the payment deadline for financial reasons, and is deemed to have a superior academic record. ii. The student is deemed to have significant difficulty paying the entrance fee by the deadline due to the death of the tuition payer no more than one year before entrance, or due to damage incurred by the student or tuition payer from a storm, flood or other natural disaster occurring no more than one year before entrance. iii. Other unavoidable circumstances are deemed to exist.
	Deferral decision	You'll be notified by email about how to access the screening results. (1) When granted deferral Students granted a deferral must pay the entrance fee (the deferred portion) by the specified date (the payment deadline will be indicated when you're notified of the screening result). (2) When denied deferral Students denied a deferral must pay the entrance fee (the portion for which deferral was denied) no more than 21 days after the screening result notification date (the payment deadline will be specified when you're notified). [Note] Non-payment of the entrance fee by the payment deadline will result in expulsion of the student under Article 25, Paragraph 1, Item 1 of Chiba University's graduate school regulations.

2 How to apply

- ① To apply for entrance fee exemption or deferral, select 'Entrance fee exemption' or 'Entrance fee deferral' in the Entrance Procedure System's 'Payment Procedures' screen.
- ② Instructions on how to submit the documents needed for exemption or deferral after entrance will be provided (different instructions for each).
The submission instructions will be sent to the [Chiba University Gmail address](#) issued to you after entrance, so be sure not to miss them.

[Points to note when applying for entrance fee exemption or deferral]

- ✓ Applying for both entrance fee exemption and deferral at the same time is impossible.
- ✓ Students who successfully apply for exemption or deferral do not need to pay the entrance fee until the screening results are released.

III Tuition exemption/deferral, payment in monthly installments

Applications for tuition exemption/deferral or payment in monthly installments are made **after entrance**. They are not part of the entrance procedures. Submission schedules, documents to submit and other information will be provided on the Chiba University website's entrance fee/tuition exemption program page. Be sure to check this page.

- University website's entrance fee/tuition exemption program page
<https://www.chiba-u.ac.jp/campus-life/payment/exemption.html>

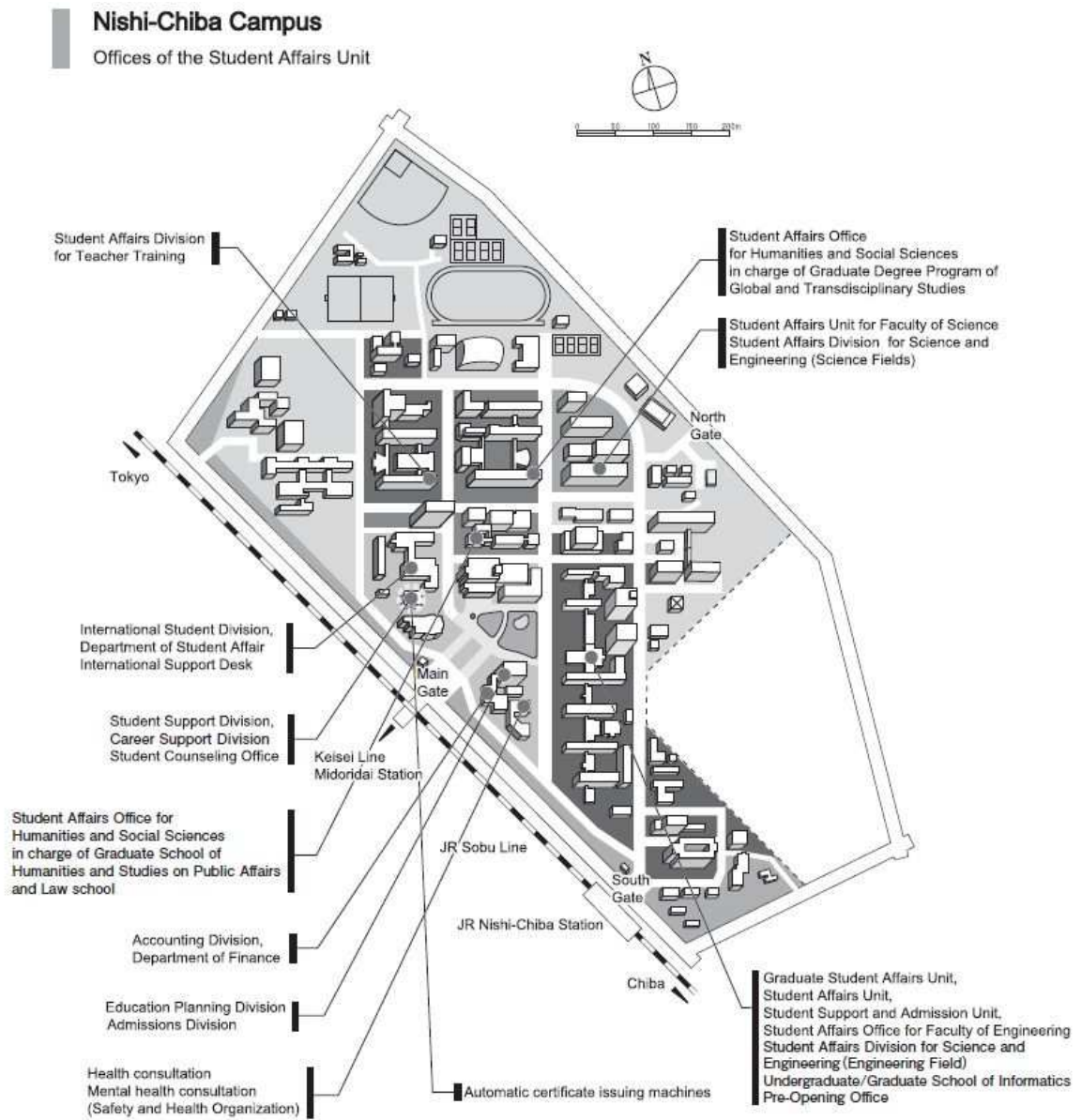


[Notes]

- Documents providing proof of earnings or income will be submitted at a later date. (More information will be provided later.)
- **Not every applicant for an exemption will receive one** since the number of successful applicants will be limited by budget constraints.
- Be sure to submit your application by the deadline since no applications will be accepted after that date.
- Your application will be withdrawn if a misrepresentation of income or any other fact is found to exist in an accompanying document.

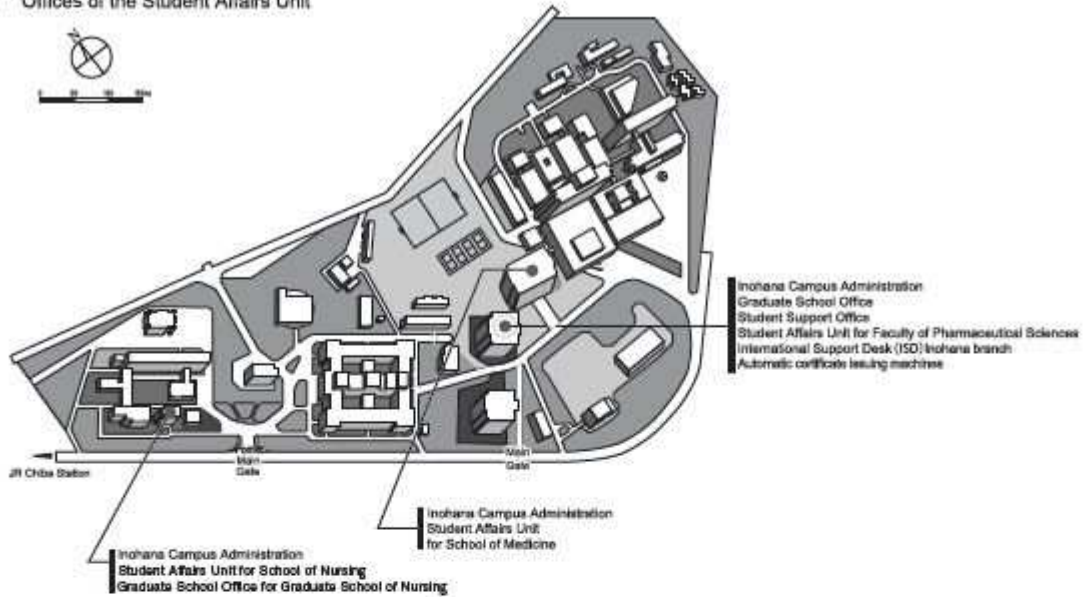
[Section 8] Chiba University campus information

I Campus maps (showing Student Affairs Units and other facilities)



Inohana Campus

Offices of the Student Affairs Unit

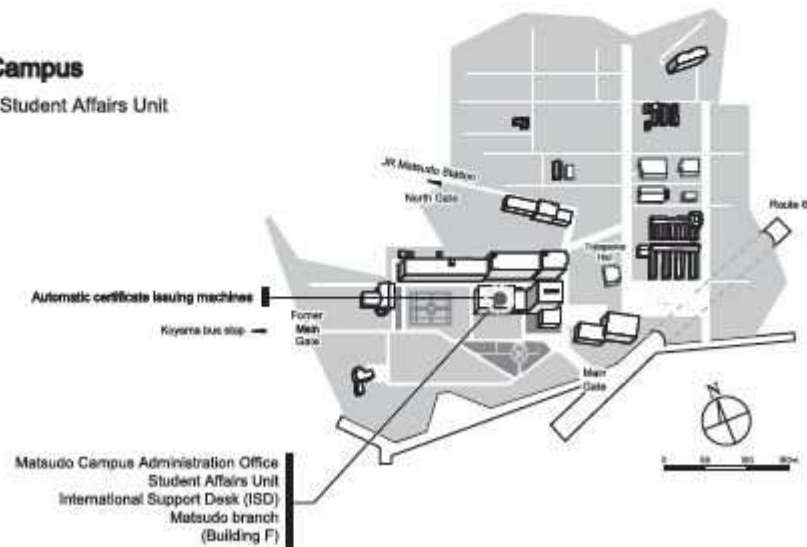


- After arriving JR Chiba Station or Keisei Chiba Station, take buses bound for "Chiba University Hospital" or "Minami-Yahagi" at bus station 7 in east front exit of JR Chiba Station, and get off at "Chiba University School of Nursing" or "Chiba University school of Medicine and Faculty of Pharmaceutical Sciences" bus stop.

To University Hospital, get off the bus at "Chiba University Hospital". Approximately 15-30 minutes for both.

Matsudo Campus

Offices of the Student Affairs Unit



- 15-min walk from Matsudo Station (JR Joban Line, Tokyo Metro Chiyoda Line, Shin-Keisei Line)

II Phone numbers for inquiries

The offices below can be contacted for inquiries. Note that phone inquiries are accepted on weekdays (except holidays) between 9:00 am and 5:00 pm, and should usually be made directly by the student accepted at the University.
Hours: Weekdays, 9:00 am to 5:00 pm

All campuses		
Tuition fee	Revenue Unit, Accounting Division	043-290-2068
Waiver of Admission/Tuition fee	Life Support Unit, Student Support Division	dde2178@office.chiba-u.jp*
Scholarships	International Student Support Unit, International Student Division	043-290-2199
Dormitory Visa Insurance (International Student)	International Support Desk, International Student Division	043-290-2195
Insurance (accident)	Extracurricular Activities Support Unit, Student Support Division	043-290-2162
Nishi-Chiba Campus 1-33 Yayoi-cho, Inage-ku, Chiba-shi, Chiba, Japan 263-8522		
Graduate School of Humanities and Studies on Public Affairs	Student Affairs Office for Graduate School of Humanities and Studies on Public Affairs & Law School	043-290-2354
Law school		043-290-2349
Graduate School of Education	Student Affairs Division for Teacher Training	043-290-2517
Graduate School of Science and Engineering (Science Fields)	Student Affairs Unit for Faculty of Science	rigaku-nyushi@chiba-u.jp * 043-290-2880 *
Graduate School of Science and Engineering (Engineering Fields)	Graduate Student Affairs Unit, Student Affairs Division for Science and Engineering	043-290-3885
Graduate School of Informatics	Graduate Student Affairs Unit, Student Affairs Division for Science and Engineering	043-290-3885
Graduate Degree Program of Global and Transdisciplinary Studies	Student Affairs Office for Humanities and Social Sciences	043-290-3621

Inohana Campus1-8-1 Inohana, Chuo-ku, Chiba-shi, Chiba, Japan 260-8675		
Graduate School of Medical and Pharmaceutical Sciences (Medicine)	Inohana Campus Administration Graduate School Unit Inohana Campus Administration Graduate School Unit	043-226-2009
Graduate School of Medical and Pharmaceutical Sciences (Pharmaceutical Science)	Inohana Campus Administration Graduate School Unit Inohana Campus Administration Graduate School Unit	043-226-2862
Inohana Campus		
Graduate School of Nursing	Inohana Campus Administration Graduate School Unit Inohana Campus Administration Graduate School Unit	043-226-2450
Matsudo Campus648 Matsudo, Matsudo-shi, Chiba, Japan 271-8510		
Graduate School of Horticulture	Student Affairs Unit, Matsudo Area Administration Division	047-308-8714

※ All communication should be done by email to ensure there is a written record of exchanges.

** If possible, please cooperate with inquiries by email.

宣 誓 書
Pledge

記入日 Date of entry	年 月 日 A.D. year month day	本人氏名 (署名) Signature	
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千葉大学長 殿

私は、千葉大学学生としての本分に従って、学業に励み、人間としての品性を磨き、学則をはじめとする本学諸規程等を遵守することを誓います。

また、修学、学生生活、入学料・授業料に関すること及び健康上の理由から大学が必要と判断した場合には、貴学に届出る「本人以外連絡先」に連絡を取ることを承諾します。

To President of Chiba University

I, as a Chiba University student, hereby solemnly swear that I will diligently work at my study, cultivate morals, and observe the rules and regulations of Chiba University.

I also consent to the university contacting 本人以外連絡先 (contact person other than myself) below if the university decides it is necessary to do so for reasons related to my academic progress, student life, entrance fee/tuition fee or health concerns.

***** 学生情報 *****

本人情報

所属

氏名 フリガナ

ローマ字氏名

住所 〒

電話番号① 電話番号②

e-mail

大学使用欄

写真
(4cm×3cm)

本人以外連絡先

氏名 (続柄)

住所 〒

電話番号① 電話番号②

氏名 (続柄)

住所 〒

電話番号① 電話番号②

帰国時の連絡先(外国人留学生)

氏名 (続柄)

住所

電話番号 e-mail