


# 2025 School Rules and Information



**School of Engineering,  
Graduate School of Information  
Science and Technology,  
The University of Tokyo**





*Welcome to the School of Engineering and the  
Graduate School of Information Science and Technology!*

*We hope this handbook provides a helpful resource  
whenever you have questions. We wish you a fulfilling  
student life at the University of Tokyo!*

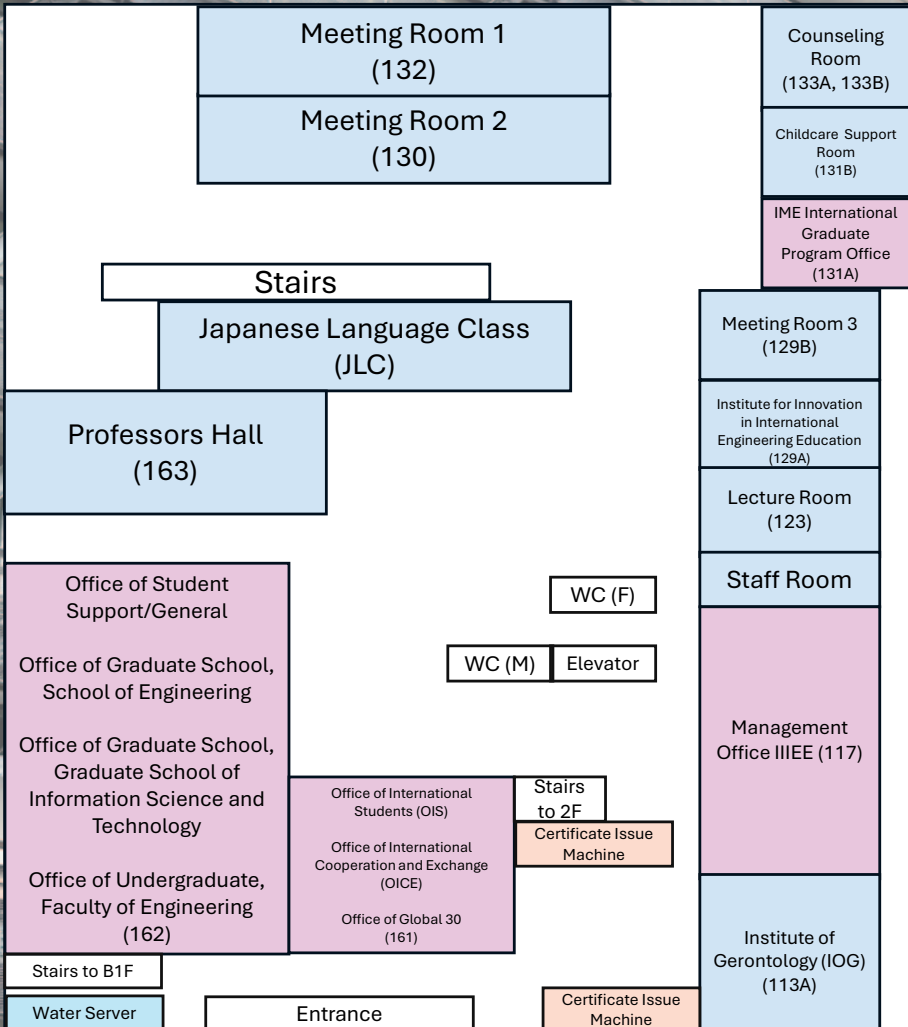
*Office of International Students (OIS),  
School of Engineering, Graduate School of Information  
Science and Technology, The University of Tokyo  
Published: April 7, 2025*



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# Engineering Building No.8 1F Floor Map



◆ Lecture Room (83)(84)(85)→Engineering Building No.8 B1F

◆ Office of International Relations (OIR), IST  
→ Engineering Building No.6 1F, Room 131

◆ Global Ware Project (GWP)  
→Engineering Building No.8 2F, Room 324



# 1. Administrative Offices at Engineering Building No.8 (1F)

## Office of International Students (OIS)



**Office Open:** Monday to Friday 9:00AM-2:00PM

**Email:** [ryugakusei.t@gs.mail.u-tokyo.ac.jp](mailto:ryugakusei.t@gs.mail.u-tokyo.ac.jp)

**Location:** Engineering Building No.8 1F, Room 161

OIS Website



<https://ois.t.u-tokyo.ac.jp/index.html>

## Student Service Desk

Office of International Students (OIS)  
Office of International Cooperation  
and Exchange (OICE)

Office of Student  
Support

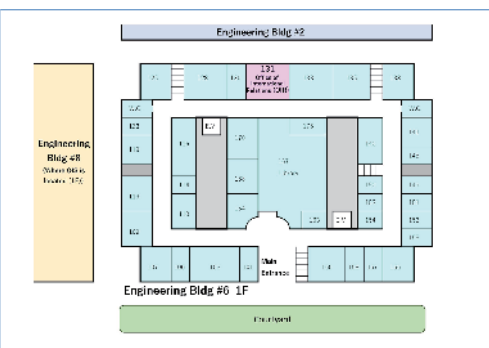


Office of Undergraduate Students (Faculty of Engineering)  
Office of Graduate Students (School of Engineering, IST)



# Office of International Relations (OIR)

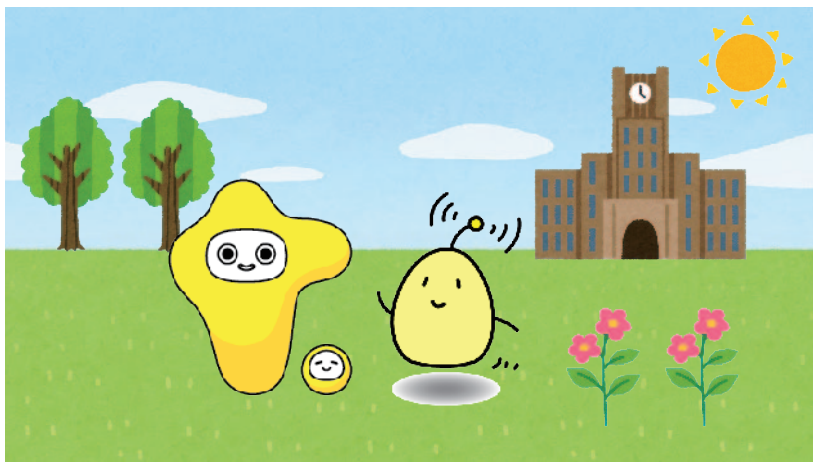
## Graduate School of Information Science and Technology



**Office Open:** Monday to Friday 9:00-17:00  
(except 12:00-13:00)

**Email:** [istoir.t@gs.mail.u-tokyo.ac.jp](mailto:istoir.t@gs.mail.u-tokyo.ac.jp)

**Location:** Engineering Building No.6 1F,  
Room 131



### Mascot Characters:

School of Engineering (left) - テック and テン

Graduate School of Information Science and Technology (right) - ISTy くん





# Access Eligibility for Services and Resources

\*RS...Research Student

	MEXT Scholars		Self-Funded Students		Exchange Students
	Regular	RS*	Regular	RS*	
Student ID Card	○	○	○	○	○
UTAS	○	×	○	×	○
UTokyo Account	○	○	○	○	○
UTokyo Wi-Fi	○	○	○	○	○
National Health Insurance	○	○	○	○	○
Accident Insurance (Gakkennsai)	○	○	○	○	○
Accident Insurance (Futaigakuso)	○	○	○	○	○
Commuter Pass Certificate※1	○	×	○	×	○
Certificate Machine	○	×	○	×	×
Library	○	○※2	○	○※2	○※2
Student Discount Certificate※3	○	×	○	×	○
Co-op Membership	○	○	○	○	○

※ 1 First, obtain the student commuter pass certificate from your department office. Then, take the certificate to the station to purchase the commuter pass yourself.



## Student Commuter Pass

[https://sites.google.com/g.ecc.u-tokyo.ac.jp/soesst/student-commuter-pass\\_1](https://sites.google.com/g.ecc.u-tokyo.ac.jp/soesst/student-commuter-pass_1)

※ 2 For research students and exchange students, before using the library, you must register your information at your department's library.

## Libraries for Engineering and Information Science & Technology

[https://www.lib.u-tokyo.ac.jp/en/library/contents/guide/eng\\_libraries](https://www.lib.u-tokyo.ac.jp/en/library/contents/guide/eng_libraries)



※ 3 For research purposes only, transportation fees will be discounted by 20% for one-way trips over 101 km. You can get the certificate from the machines.



## Student Status and Office in Charge

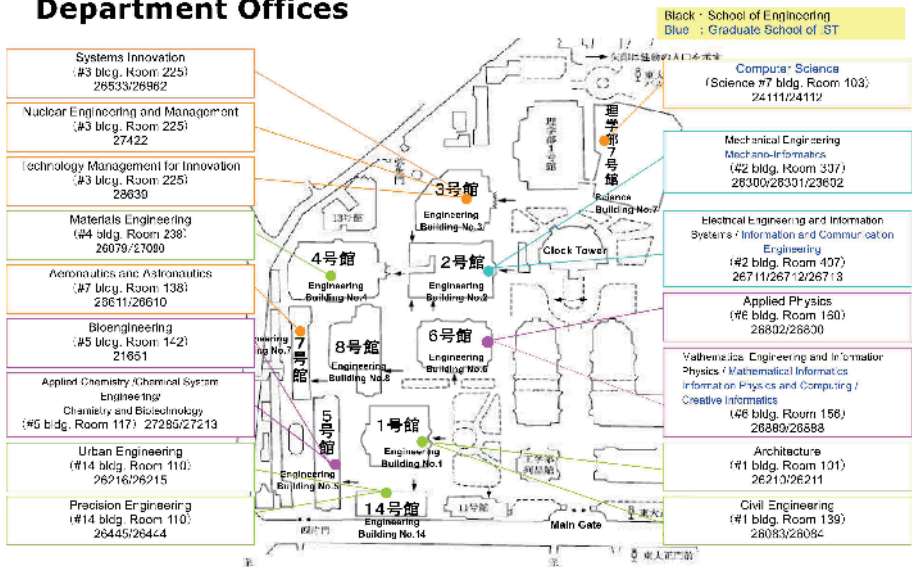
Course	Guidance Office	Location
Doctoral course student 博士課程	Office of Graduate	Engineering Building No.8, 1F  OIR: Engineering Building No.6 1F, Room 131
Master course student 修士課程		
Postgraduate research student 大学院研究生		
Special research student 特別研究学生		
Auditor 科目等履修生 ※1 IST Only		
Postgraduate international research student 大学院外国人研究生	Office of International Students (OIS)	
Undergraduate (Bachelor) course student 学部	Office of Undergraduate	
Undergraduate research student 学部研究生		
Special auditor Undergraduate course 学部特別聴講学生	Office of International Cooperation and Exchange, Engineering (OICE)	
Special auditor Graduate course 大学院特別聴講学生 ※2		
International Internship Student Trainee 国際インターンシップ研修生		※2: For IST students Office of International Relations (OIR)

## Office Details and Contact Information

Name of the team (English)	Name of the team (Japanese)	Email address
Office of Graduate, Engineering	工学系大学院チーム	<a href="mailto:daigakuin.t@gs.mail.u-tokyo.ac.jp">daigakuin.t@gs.mail.u-tokyo.ac.jp</a>
Office of Graduate, IST	情理系大学院チーム	<a href="mailto:johoriko.t@gs.mail.u-tokyo.ac.jp">johoriko.t@gs.mail.u-tokyo.ac.jp</a>
Office of International Students (OIS)	留学生支援チーム (工・情)	<a href="mailto:ryugakusei.t@gs.mail.u-tokyo.ac.jp">ryugakusei.t@gs.mail.u-tokyo.ac.jp</a>
Office of Undergraduate, Engineering	学部チーム	<a href="mailto:gakubu.t@gs.mail.u-tokyo.ac.jp">gakubu.t@gs.mail.u-tokyo.ac.jp</a>
Office of Student Support	総務・学生支援チーム	<a href="mailto:gakusei.t@gs.mail.u-tokyo.ac.jp">gakusei.t@gs.mail.u-tokyo.ac.jp</a>
Office of International Cooperation and Exchange, Engineering (OICE)	国際交流チーム 交換留学 (工) → JSPS外国人特別研究員→	<a href="mailto:oice-jimu.t@gs.mail.u-tokyo.ac.jp">oice-jimu.t@gs.mail.u-tokyo.ac.jp</a> <a href="mailto:soe_jspst@gs.mail.u-tokyo.ac.jp">soe_jspst@gs.mail.u-tokyo.ac.jp</a>
Office of Global 30	グローバル30推進室	<a href="mailto:global30@t-adm.t.u-tokyo.ac.jp">global30@t-adm.t.u-tokyo.ac.jp</a>
Office of International Relations, IST	情報理工学国際センター	<a href="mailto:istoir.t@gs.mail.u-tokyo.ac.jp">istoir.t@gs.mail.u-tokyo.ac.jp</a>
Japanese Language Class, Engineering & IST	日本語教室	<a href="mailto:nihongo@ilcse.t.u-tokyo.ac.jp">nihongo@ilcse.t.u-tokyo.ac.jp</a>
Management Office, IIIIEE	企画チーム	<a href="mailto:k-kikaku.t@gs.mail.u-tokyo.ac.jp">k-kikaku.t@gs.mail.u-tokyo.ac.jp</a>

# Department Office Map of Hongo Campus

## Department Offices



If you have any questions, visit your department office with your student ID card.



# 2. 2025-2026 Academic Calendar

## 2-1. Graduate School of Engineering

行 事 / Academic Events	月 日 / Date
S1ターム、Sセメスター授業開始 First day of the S1 Term, S Semester Classes	4月7日 (月) [Monday, April 7]
大学院入学式 (2025年4月入学者) Entrance Ceremony for Students enrolling in April 2025	4月11日 (金) [Friday, April 11]
履修登録期間 (S1S2/S1/S2/通年科目) Registration period for the S1, S2/S1/S2 Term, One-Year Classes	4月7日 (月) ~ 4月20日 (日) [from Monday, April 7 to Sunday, April 20] * 履修登録方法等はWeb方式となっているので、 「UTAS利用の手引き」を参照のこと。 * To register for classes, check the UTAS manual.
履修登録修正期間 (S1S2/S1/S2・通年科目) Period for Course Changes for the S1, S2/S1/S2 Term, One-Year Classes	4月21日 (月) ~ 4月28日 (月) [from Monday, April 21 to Monday, April 28]
博士論文提出締切日 (9月博士修了予定者) Deadline for the Doctoral Dissertation: Only for those expected to complete the doctoral course in September.	6月2日 (月) [Monday, June 2]
S2授業開始 First Day of S2 Term Classes	6月4日 (水) [Wednesday, June 4]
単位移行願提出期間 (9月博士修了予定者) Period for submitting credit transfer requests: Only for those expected to complete the doctoral course in September.	6月23日 (月) ~ 7月4日 (金) [from Monday, June 23 to Friday, July 4]
S1, S2/S2授業終了 Last Day of S1, S2/S2 Term Classes	8月1日 (金) [Friday, August 1]
夏季休業 Summer Term Holidays	8月2日 (土) ~ 9月30日 (火) [from Saturday, August 2 to Tuesday, September 30]
修士論文提出締切日 (9月修士修了予定者) Deadline for the Master's Thesis: Only for those expected to complete the master's course in September.	所属専攻事務室で確認すること Confirm the exact date at the Department Office
定期修了日 Course Completion Date	9月19日 (金) [Friday, September 19]

- ◆4月14日(月)→金曜日の授業 Friday's classes will be held on Monday, April 14.
- ◆4月30日(水)→火曜日の授業 Tuesday's classes will be held on Wednesday, April 30.
- ◆5月8日(木)→月曜日の授業 Monday's classes will be held on Thursday, May 8.
- ◆7月24日(木)午後→月曜日の授業 Monday's classes will be held on Thursday, July 24, afternoon.

行 事 / Academic Events	月 日 / Date
大学院入学式（2025年10月入学者） Entrance Ceremony for Students enrolling in October 2025	10月1日（水）[Wednesday, October 1]
A1ターム、Aセメスター授業開始 First day of A1 Term/ A Semester Classes	10月2日（木）[Thursday, October 2]
履修登録期間（A1, A2/A1/A2科目） Registration period for the A1, A2/A1/A2 Term Classes	10月2日（木）～10月15日（水） [from Thursday, October 2 to Wednesday, October 15] * 履修登録方法等はWeb方式となっているので、 「UTAS利用の手引き」を参照のこと。 * To register for classes, check the UTAS manual.
履修登録修正期間（A1, A2/A1/A2科目） Period for Course Changes for the A1, A2/A1/A2 Term Classes	10月16日（木）～10月23日（木） [from Thursday, October 16 to Thursday, October 23]
A2授業開始 First Day of A2 Term Classes	11月28日（金）[Friday, November 28]
博士論文提出締切日（3月博士修了予定者） Deadline for the Doctoral Dissertation: Only for those expected to complete the doctoral course in March.	12月1日（月）[Monday, December 1]
冬季休業 Winter Term Holidays	12月27日（土）～1月4日（日） [from Saturday, December 27 to Sunday, January 4]
単位移行願提出期間（3月博士修了予定者） Period for submitting credit transfer requests: Only for those expected to complete the doctoral course in March.	1月13日（火）～1月23日（金） [from Tuesday, January 13 to Friday, January 23]
A1, A2/A2/通年科目 授業終了 Last Day of A1, A2/A2 Term, One-Year Classes	2月3日（火）[Tuesday, February 3]
修士論文提出締切日（3月修士修了予定者） Deadline for the Master's Thesis: Only for those expected to complete the master's course in March.	所属専攻事務室で確認すること Confirm the exact date at the Department Administration Office
定期修了日 Course Completion Date	3月未定 [Late March]

- ◆11月6日(木) →月曜日の授業  
Monday's classes will be held on Thursday, November 6
- ◆11月25日(火) →月曜日の授業  
Monday's classes will be held on Tuesday, November 25





## 2-2. Graduate School of Information Science and Technology

行 事 / Academic Events	月 日 / Date
S1S2・S1ターム授業開始 First Day of S1S2/ S1 Term Classes	4月7日（月）[Monday, April 7]
大学院入学式（2025年4月入学者） Entrance Ceremony for Students enrolling in April 2025	4月11日（金）[Friday, April 11]
履修登録期間（S1S2 / S1 / S2・通年科目） Registration period for the S1S2/S1/ S2 Term / One-Year Classes	4月7日（月）～4月14日（月） [from Monday, April 7 to Monday, April 14] * 履修登録方法等はWeb方式となっているので、「UTAS利用の手引き」を参照のこと。 * To register for classes, check the UTAS manual.
履修登録修正期間（S1S2/ S1 / S2・通年科目） Period for Any Course Changes for the S1S2/ S1/S2 Term/ One-Year Classes	4月21日（月）～4月28日（月） [from Monday, April 21 to Monday, April 28]
S2授業開始 First Day of S2 Term Classes	6月4日（水）[Wednesday, June 4]
博士論文提出締切日（9月博士修了予定者） Deadline for the Doctoral Dissertation: Only for those expected to complete the doctoral course in September.	所属専攻事務室で確認すること Confirm the exact date at the Department Administration Office
単位移行願提出期間（9月博士修了予定者） Period for Submission of Request for Transferring Credits: Only for those expected to complete the doctoral course in September.	6月23日（月）～7月4日（金） [from Monday, June 23 to Friday, July 4]
S1S2 / S2授業終了 Last Day of S1S2 / S2 Term Classes	8月1日（金）[Friday, August 1]
夏季休業 Summer Term Holidays	8月2日（土）～9月30日（火） [from Saturday, August 2 to Tuesday, September 30]
修士論文提出締切日（9月修士修了予定者） Deadline for the Master's Thesis: Only for those expected to complete the master's course in September.	所属専攻事務室で確認すること Confirm the exact date at the Department Office
定期修了日 Course Completion Date	9月19日（金）[Friday, September 19]

- ◆4月14日(月)→金曜日の授業 Friday's classes will be held on Monday, April 14
- ◆4月30日(水)→火曜日の授業 Tuesday's classes will be held on Wednesday, April 30
- ◆5月8日(木)→月曜日の授業 Monday's classes will be held on Thursday, May 8

行 事 / Academic Events	月 日 / Date
大学院入学式（2025年10月入学者） Entrance Ceremony for Students enrolling in October 2025	10月1日（水）[Wednesday, October 1]
A1A2 / A1 授業開始 First Day of A1A2 / A1 Term Classes	10月2日（木）[Thursday, October 2]
履修登録期間（A1A2 / A1 / A2科目） （履修状況（成績）確認） Registration period for the A1 A2 / A1 / A2 Term Classes	10月2日（木）～10月9日（木） [from Thursday, October 2 to Thursday, October 9] * 履修登録方法等はWeb方式となっているので、 「UTAS利用の手引き」を参照のこと。 * To register for classes, check the UTAS manual.
履修登録修正期間（A1A2 / A1 / A2科目） Period for Course Changes for the A1A2 / A1 / A2 Term	10月16日（木）～10月23日（木） [from Thursday, October 16 to Thursday, October 23]
A2 授業開始 First Day of A2 Term Classes	11月28日（金）[Friday, November 28]
博士論文提出締切日（3月博士修了予定者） Deadline for the Doctoral Dissertation: Only for those expected to complete the doctoral course in March.	所属専攻事務室で確認すること Confirm the exact date at the Department Administration Office
冬季休業 Winter Term Holidays	12月27日（土）～1月4日（日） [from Saturday, December 27 to Sunday, January 4]
単位移行願提出期間（3月博士修了予定者） Period for submitting credit transfer requests: Only for those expected to complete the doctoral course in March.	1月13日（火）～1月23日（金） [from Tuesday, January 13 to Friday, January 23]
A1A2 / A2授業終了 Last Day of A1A2 / A2 Term Classes	2月3日（火）[Tuesday, February 3]
修士論文提出締切日（3月修士修了予定者） Deadline for the Master's Thesis: Only for those expected to complete the master's course in March.	所属専攻事務室で確認すること Confirm the exact date at the Department Office
定期修了日 Course Completion Date	3月未定 [Late March]

◆11月6日(木) →月曜日の授業

Monday's classes will be held on Thursday, November 6

◆11月25日(火) →月曜日の授業

Monday's classes will be held on Tuesday, November 25





### 3. General Information for All International Students



#### Student ID Card

- Receive at your department office
- Your student ID card can also be used to access buildings at night and on weekends.  
→Ask your department office to add the access right if necessary
- Reissue: 2,000 yen at the Office of Student Support



#### Student Type

International students are divided into two categories:

**MEXT Scholarship Students**  
Team in charge: OIS

**Self-Funded Students**



#### How to find scholarships?

There are two ways to apply for scholarships.



1

**Apply through the university**  
**When: February and August**  
**Eligible: All students**  
**Team in charge: OIS**



**OIS Website:**  
**Scholarship Information**

[https://ois.t.u-tokyo.ac.jp/students\\_life/selfsupported.html](https://ois.t.u-tokyo.ac.jp/students_life/selfsupported.html)

2

**Apply directly to the foundation**  
**When: Anytime on your own**



**OIS Website:**  
**Scholarships which students can apply for directly**

[https://ois.t.u-tokyo.ac.jp/students\\_life/selfsupported.html#cyokusetsu](https://ois.t.u-tokyo.ac.jp/students_life/selfsupported.html#cyokusetsu)

# Others

## Admission and tuition waivers



Only regular students are eligible for the exemption from admission fees and tuition. For more information, please visit the Office of Student Support on the 1st floor of the Engineering Building No. 8, or check the website here:



### Admission Fee and Tuition

[https://www.u-tokyo.ac.jp/en/prospective-students/tuition\\_fees.html](https://www.u-tokyo.ac.jp/en/prospective-students/tuition_fees.html)

## SEUT-RA (School of Engineering)



This program is available only to doctoral students in the School of Engineering.

A type: 120,000 yen/month

B type: 50,000 yen/month

For more information, please contact your department office or supervisor.



### Doctoral Student Special Incentives Program (SEUT-RA)

<https://www.t.u-tokyo.ac.jp/en/soe/admission/seut-ra>

## IST-RA (Graduate School of Information Science and Technology)



This is only for doctoral students in the Graduate School of Information Science and Technology.

A+ type: 120,000 yen/month

A type: 60,000 yen/month



### Graduate School of Information Science and Technology Doctoral Student Special Incentives Program (IST-RA)

[https://www.i.u-tokyo.ac.jp/edu/financial-support/ist-ra/index\\_e.shtml](https://www.i.u-tokyo.ac.jp/edu/financial-support/ist-ra/index_e.shtml)



## Graduate School of Engineering Frequently Asked Question

**Scholarships You Are Not Eligible to Apply For!**  
(The candidates are already selected from the Special English Program before arriving in Japan)

- UTokyo Fellowship
- SEUT-RA Type IS
- JASSO (exceptions apply)

## Issuing Certificates

**Available:** 9:00AM-5:30PM, Monday to Friday

**Location:** Engineering Building No. 8, 1F

**Cost:** Free

**Eligibility:** Regular Students

(not available for Research or Exchange Students)

**Requirements:** Bring your Student ID Card

**What can be issued:**

- Student Certificate (English, Japanese)
- Transcript (English, Japanese)
- Student Travel Discount Certificate (Japanese)



**For Postgraduate International Research Students:** Issuing certificates is available at the OIS from 9:00 AM to 2:00 PM.

## Frequently Asked Question

### Student Commuter Pass Certificate



Forms are available at the department office. Only regular students and exchange students are eligible to receive the certificate (not applicable to research students).

All students must complete the following actions if any of these apply:

## Going Abroad

### Notification of Travel



**When:** Two weeks before you leave

**How:** Online (required) and paper format (requirement varies by graduate school and department)



School of Engineering



Graduate School of Engineering



Graduate School of Information Science and Technology

※ Please receive the paper format from your department office.  
(School of Engineering and Graduate School of Engineering)

[https://www.i.u-tokyo.ac.jp/edu/inter\\_ex/ist\\_notice\\_of\\_travel\\_ryokotodoke\\_202410.pdf](https://www.i.u-tokyo.ac.jp/edu/inter_ex/ist_notice_of_travel_ryokotodoke_202410.pdf)

**Where:** Paper format to your department office

**Why:** To confirm your safety in case of emergency, such as an earthquake. For MEXT students, UTokyo must inform your travel abroad to MEXT.

## Returning to Japan

### Notification of Return



**When:** After you arrive in Japan

**How:** Ask your department office for details.

**Where:** To your department office

**Why:** This is to confirm your safety in case of an emergency, such as an earthquake.

## Moving to a New Place

### Change of Address



1. Go to the ward office and change your address on your residence card.
2. Submit a copy of the residence card to the OIS and department office. The copy should show your new address on both sides of the card.
3. **Only for regular students:** Update your address information in the UTAS system.

# 4. Rules for MEXT Scholars

## CAUTION!

Make sure your visa status is "Student(留学)!"

If your visa status changes or your visa expires, you must cancel your MEXT scholarship.



- Letter of attorney (委任状)
- Open a JP bank account (No other bank is allowed)
- Submit your monthly signature (first signature at OIS)
- Flight Coverage Application (渡日旅費)
- Principal Place of Research (主な研究場所届) (Depending on your location of research, additional stipendium between 0 to 3,000 yen)



Begin your studies at UTokyo!



Submit your signature every month at your department office. The deadline depends on your department office.

## Signature Submission

You must submit your signature every month to receive the scholarship.



**Deadlines:** Please check with your department office for details.

**Important:** If you miss submitting your signature for any month, you will not receive the scholarship for that month, regardless of any personal reasons.



## Scholarship Extension (延長申請) and Admission Examination

To extend your scholarship, you submit the extension documents by the specified deadline and successfully pass the entrance examination. Please be sure to consult with your supervisor in advance to discuss the details and plan for your extension.



• Scholarship Extension (延長申請) and Admission Examination  
(Research student→Master/Doctor student, Master→Doctor student)

Graduation 



• Return Flight Ticket Coverage (帰国旅費)  
• Research End Inquiry (終了後調査)

### Frequently Asked Question



I am going abroad next month. Can I sign for the MEXT monthly signature before I leave?



No, you are not able to sign the form before leaving Japan. If you are outside of Japan for an entire month, you will not be eligible to receive the MEXT scholarship for that month. To receive your scholarship, you must return to Japan in time to meet the deadline for signing the form.



### **MEXT Scholarship Certificate**

If you need a MEXT certificate, the Office of International Students (OIS) located on the first floor of Engineering Building No. 8 can issue a certificate confirming your monthly scholarship amount and your status as a MEXT student at the University of Tokyo. The certificate is available in both Japanese and English.

### **Return Ticket After Graduation**



If you return to your home country (NOT temporary) after graduation or the completion of your program as a MEXT scholarship student, the cost of your return ticket will be covered. Detailed information regarding this rule will be provided as your graduation approaches.

### **Failure to Graduate or Extension of Student Status Beyond Scholarship Period**

If you are unable to graduate or complete your program within the scholarship period (4 years for undergraduate, 2 years for master's, 3 years for doctoral), the MEXT scholarship will be canceled as soon as this is discovered.

Additionally, if you start working in Japan after graduation (starting on April 1st/October 1st), a return ticket will not be provided.

## 5. Visa Procedures and Work Permission

Details

### Visa Consulting Service:

If you need advice about your visa process, you can consult with the service listed below.

Consultations are free of charge.



Visa Consulting Service  
Website for International Students


<https://www.u-tokyo.ac.jp/adm/inbound/en/life-visa-vc.html>

Available: weekdays from 9:00 AM to 5:00 PM

E-mail: [todai-visa-support@attorney-office.com](mailto:todai-visa-support@attorney-office.com)

Tel: 03-5402-6191



Visa	How to apply
<p><b>Extension of Student Visa</b> ビザの更新</p>  <p>Check out the OIS website!</p> <p><a href="https://ois.t.u-tokyo.ac.jp/students_life/visa_extension.html">https://ois.t.u-tokyo.ac.jp/students_life/visa_extension.html</a></p>	<p>Students can apply to extend their student visa <b>up to 3 months before</b> it expires. We recommend submitting your application as early as possible. The application forms must be officially stamped by the university. To extend your visa, please visit the Office of International Students (OIS) with the following documents:</p> <ul style="list-style-type: none"> <li>➤ <i>Application Form</i></li> <li>➤ <i>Official Seal Request Form</i></li> <li>➤ <i>Other required documents as specified on the Official Seal Request Form</i> *Check our website for more details (form download available).</li> </ul> <p>Once your application form is stamped with the official seal, please submit it to the Immigration Bureau along with any required documents.</p>
<p><b>Special Re-entry</b> みなし再入国</p>	<p>Students do not need to apply for a re-entry visa if they are leaving Japan temporarily during their permitted period of stay (less than one year). However, make sure to bring your residence card and show it at the airport to receive a special re-entry permit.</p>
<p><b>Dependent Visa</b> 家族滞在ビザ</p>	<p>If you plan to bring your family to Japan or if they wish to join you while you are in Japan, they must apply for a “Dependent (Family Stay)” visa. Consult with IMS (visa consulting service) more details.</p>



## Designated Activities Visa 特定活動ビザ

If you need a visa to search for employment in Japan after graduating from the School of Engineering or the Graduate School of Information Science and Technology, you can apply for a “Designated Activities” visa, with approval from your supervisor and the Office of International Students (OIS). For more details, please consult OIS. If you plan to work part-time while on this visa, you can apply for permission at the same time.



I have just realized that my visa has expired.  
What should I do?

That is illegal! You must go to Tokyo Immigration Bureau immediately!



## Permission for Legal Part-Time Work

International students can apply for and obtain permission to work part-time. (Please ensure that your scholarship allows you to obtain this permit.)



### Work Permit Visa

<https://www.u-tokyo.ac.jp/adm/inbound/en/life-visa-pj.html>

### Application Form Download

Current students who wish to work part-time in Japan must first obtain legal permission, called “Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted.”

To apply, submit the required documents in person to the Immigration Bureau. If approved, the permission certificate will be issued within 2–3 weeks. It is important to get this permission before securing part-time employment.

### Validity

The part-time work permission is valid for the duration of your visa. When applying for a visa extension, you can also apply for the part-time work permission at the same time.



### Important Notes

Once you obtain the part-time work permission, you must submit copies of the following to your department office:

- The passport page with the permission stamp
- Both sides of your residence card

You can work a **maximum of 28 hours** per week. During summer and winter breaks, you are allowed to work **up to 8 hours per day**. However, part-time work is not permitted during a leave of absence from the university.

## 6. Admission Examination for October 2025 Entrance or April 2026 Entrance

	Engineering	IST
<b>Form Locations</b>	 <a href="https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline">https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline</a>	 <a href="https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml">https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml</a>
<b>Dates of Availability</b>	Early April	Late April
<b>Application Deadlines</b>	Check the website via the QR Code	Check the website via the QR Code
<b>Examination Dates</b>	same as above	same as above
<b>Past Exams</b>	same as above	same as above
<b>TOEFL Score Requirements</b>	Please inquire at the department office for details.	Please inquire at the department office for details.

### Regarding Admission Examinations for Winter 2025–2026 (April 2026 Entrance)

For further details and deadlines, please reach out to your department office. If your department offers a winter examination, make sure to consult both your supervisor and the department office for additional information.

## 7. UTAS (UTokyo Academic affairs System) and Portal Site

### ➤ UTAS

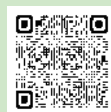
Students use UTAS to check the syllabus, register for classes online, view transcripts, and more. If you are unsure about your username, password, or the URL for the UTAS manual, please contact your department office.



<https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do>

### ➤ Portal Site (available in Japanese only)

The Portal Site is a bulletin board that provides information on open calls, safety management, facilities, and events. Please note that the Portal Site does not cover all information, so make sure to also check notices from your graduate school and department.



<https://info.t.u-tokyo.ac.jp/index.html>

## 8. Degree Completion Requirements

### Master's Degree Program

The standard duration to complete the program is **2 years**.

Students must:

- ◆ Complete the required courses and earn a minimum of **30 credits**.
- ◆ Pass both the Master's Dissertation Examination and the Final Examination.



### Doctor's Degree Program

The standard duration to complete the program is **3 years**.



Students must:

- ◆ Complete the required courses and earn a minimum of **20 credits**.
- ◆ Pass both a Doctoral Dissertation Examination and a Final Examination.
- ◆ Students can transfer up to 10 credits earned during their Master's program to their Doctoral program. To do so, they must complete the necessary procedures during their final year of the Master's program.

Ask the details at your department office.



# 9. Housing Information and Support

OSTA: Online Application

## 9-1. UTokyo Lodge Application

Students can apply for accommodation at the UTokyo Lodge through the OSTA online system by the specified deadline. Consult with your supervisor and laboratory staff to apply for the UTokyo Lodge through OSTA online!



<https://www.u-tokyo.ac.jp/adm/housing-office/en/osta/entry.html>

For more information, please refer to the following site:



<https://www.u-tokyo.ac.jp/adm/housing-office/en/housing/shukusha/index.html#long01>

OSTA



Entry	Application term	Selection result
October Entry 2025	July, 2025	August, 2025
April Entry 2026	December, 2025- January, 2026	February, 2026

## UTokyo Dormitory for Students

Lodge, the University of Tokyo	Room Type	Address
Komaba (Main/B/C/D)	Single	〒153-0041 Tokyo Meguro-ku, Komaba, 4-5-29
Komaba (Annex)	Single/Couple/ Family	〒153-0041 Tokyo Meguro-ku, Komaba, 4-6-29
Toshima	Single	〒170-0001 Tokyo Toshima-ku Nishisugamo, 2-31-7
Mitaka	Single	〒181-0004 Tokyo, Mitaka-shi, Shikawa, 6-22-20
Kashiwa	Single/Couple/ Family	〒277-0882 Chiba Kashiwa-shi Kashiwanoha 6-2-3
Mejirodai	Single/Couple	〒112-0015 Tokyo Bunkyo-ku, Mejirodai, 3-28-6



## 9-2. Other Housing Information

Please refer to the List of Dormitory Information and the Useful Search Engine for Private Housing.



<https://ois.t.u-tokyo.ac.jp/dormitory/other.html>

## 9-3. Housing Support by Co-op

### 9-3-1. UTokyo Co-op Housing Support Desk for International Students

Details of the Support Desk

Housing search assistance is available in English, along with events such as consultation sessions to help with your search.



<https://utcoop.re-ws.jp/international/>

**Business hours:** 11:00AM-5:00PM

**Regular holidays:** Wed., Sat., Sun. and National Holidays

**Location:** Faculty of Law and Letters Bldg.2 basement, Hongo Campus

**Email:** [international@mail.utcoop.or.jp](mailto:international@mail.utcoop.or.jp)

**Tel:** 03-5841-7945

### 9-3-2. Guarantor System for Private Apartments

If you need a guarantor for the private apartment, please refer to the details on the following webpage:

**Guide to the rent guarantee service**



<https://utcoop.re-ws.jp/guidance-of-the-rent-guarantee-service-participation/>

## 10. Co-op Membership

If you become a member of Co-op, you can get discounts at the student cafeteria and bookstore on campus.



**20% Discount** at Student Cafeteria



**10% Discount** at Bookstore

### How to become a member:

- [1] Online Application
- [2] At the counter

### Counter locations:

Hongo, Komaba, and Kashiwa campuses

**Eligibility:** All students, including research students and exchange students

**Deposit fee:** 24,000 yen

\*Your deposit will be refunded when you leave\*  
(e.g., upon graduation/completing your studies at UTokyo)

### Co-op website



<https://www.utcoop.or.jp/en/procedures/how-to-join/>

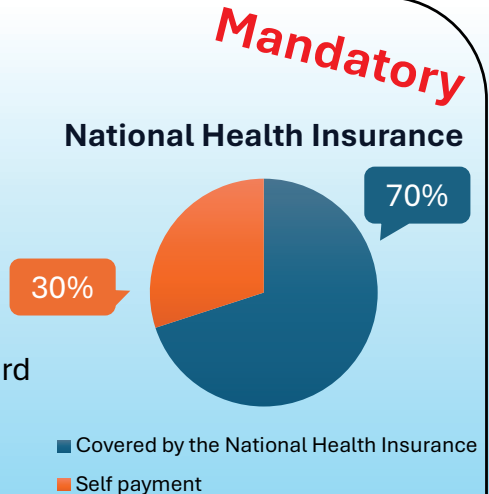
# 11. Insurance and Medical Support

## National Health Insurance 国民健康保険

All international students are required to have National Health Insurance. The amount depends on your income.

**How to Get It:** Register at the ward office and pay monthly.

**How It Works:** Bring your insurance card when you visit a doctor. You will only need to pay 30% of your medical fees.



## Accident Insurance / Gakkensai 学研災

*Coverage for university-related activities*

**Who's Covered:** Students whose ID numbers start with 03-, 37-, or 48-.

**How to Get It:** You are automatically enrolled, and no payment is necessary.

**What's Covered:** Casual injuries during lectures, educational events, club activities, and commuting between the university and home.

### Examples:

**Case 1:** During an experiment in the laboratory, a student was injured by a piece of test tube glass during a sudden explosion.

**Case 2:** A student broke their leg after slipping on the stairs in Engineering Building No.11.

**Not Covered:** Injuries that occur in university dormitories.

Contact: Office of Student Support



[gakusei@t-adm.t.u-tokyo.ac.jp](mailto:gakusei@t-adm.t.u-tokyo.ac.jp)



# Accident Insurance of “Futai Gakuso” (付帯学総)

Optional  
(Recommended)

## Comprehensive Insurance

- English OK
- Please include your student ID number when you apply.

### Who Can Apply:

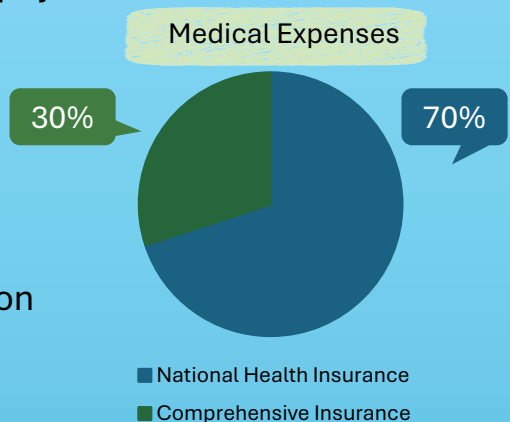
Students whose student ID numbers start with 03-, 37-, or 48- can apply for *Futai Gakuso*.

### How to Register:

Register on your own and pay the fee.

### Coverage Includes:

1. Injury
2. Illness
3. Liability for compensation
4. Relief expenses



Contact: Tokyo marine & Nichido Fire Insurance



[futaigakuso.inbound@tmnf.jp](mailto:futaigakuso.inbound@tmnf.jp) (questions)

[insclaim.futaigakuso@tmnf.jp](mailto:insclaim.futaigakuso@tmnf.jp) (incident)



## The University of Tokyo Health Service Center

If you need to see a doctor, you can visit the UTokyo Health Service Center.

You can also receive a list of nearby clinics.

**Locations:** Hongo, Komaba, and Kashiwa campus

**What to bring:** Student ID card

**Reservation:** Depends on the section

Website



<https://www.hc.u-tokyo.ac.jp/en/>

## Health Certificate

If you had a health checkup at the university's health center on campus, you can receive a health certificate. For more details, please check the QR code.

Details



[https://www.hc.u-tokyo.ac.jp/en/checkupresult/checkupresult\\_student/](https://www.hc.u-tokyo.ac.jp/en/checkupresult/checkupresult_student/)



# Inbound Medical Assistance Service for International Students 「IMAS」

## IMAS:

IMAS is not insurance; it is a free service available to international students who need support with their health. All international students must register in advance on the following website:

Details



<https://www.u-tokyo.ac.jp/adm/inbound/en/life-safety-ime.html>

Forms



<https://webform.adm.u-tokyo.ac.jp/Forms/imas/>

## Standard Service:

- Referral to an appropriate hospital.
- Interpretation services provided over the phone during hospital visits or transfers.
- Contacting the university if necessary.



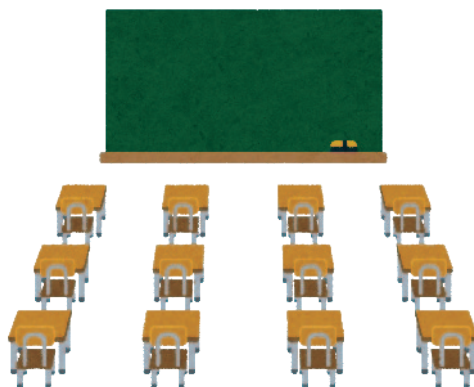
Telephone consultations available 24/7, 365 days a year.



## Emergency Insurance Related to IMAS:

- Arranging transportation to a medical facility or transferring to another facility, either within Japan or to your home country.
- Contacting and assisting your family in your home country if necessary.

## 12. Japanese Language Courses on Campus



JLCSE Website



<https://www.jlcse.t.u-tokyo.ac.jp/en/>



**Courses:** Available during the semester  
For more details, please check the website.



**Location:** Engineering Bldg.8



**Charge:** Free

Registration



**Registration:** STAR  
If you need credits for Japanese classes  
→register through UTAS and STAR



<https://nihongo.jlcse.t.u-tokyo.ac.jp/Portfolio1.0/rportfolio?path=PreRegist/Initial>



**Eligible:** master's, doctoral, exchange, and research students, researchers and spouses in the Graduate School of Engineering, Information Science and Technology, Frontier Sciences and the Faculty of Engineering and USTEP

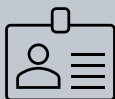


# To Do List

## 13. For New International Students who have just arrived in Japan



### STEP 1



Get your **student ID card** at your department office!

### STEP 2



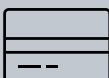
**Within 14 days of your arrival**, go to the ward office/city office to complete the following: (1) resident registration, (2) national health insurance (**mandatory**), and (3) pension system (waiver available)

### STEP 3



Create a **bank account**. You will need your student ID, residence card (with your address on the back), and other documents.

### STEP 4



**Receive your student commuter certificate** at the department office, then get your commuter pass at the station (if necessary). \*Not applicable to research students.



How to get your ECCS account→

ECCS Cloud Email



<https://utelecon.adm.u-tokyo.ac.jp/en/google/>



What is ECCS?

ECCS is an email address that allows students to use the Google System (Google Workspace for Education) through their UTokyo account.

# Essential Information for New International Students at UTokyo!

## Your supporter: Tutor



New international students (who receive a student ID card) can have a student tutor for up to 1 year.

Your tutor can help with things such as:

- Opening a bank account
- Bureaucratic procedures at the ward office
- Class registration, etc.

If you need support, contact your tutor. If you are unsure who your tutor is, ask your department office.

## How to open a bank account



You can either go to the bank counter or use the bank's app to open a bank account. The main required documents are listed below. For other documents, please check with the bank individually.

- Student ID card
- Passport
- Residence card with your address printed on the back
- ✓ In most cases, a reservation is required to open a bank account at the bank counter.
- ✓ It is recommended to visit a bank with your tutor.

## How to get a SIM card



You can get a SIM card at either a company store, an electronics retailer, or online. The main required documents to obtain a SIM card are as follows.

- Passport
- Residence card (with your address printed on the back)
- Bank account or credit card

You can choose between a plan with only internet access or one with a Japanese phone number. However, in many cases, you will need a Japanese phone number during your stay, for example, to open a bank account.

## How to get UTokyo Wi-Fi

**STEP 1:** Get your UTokyo account.

**STEP 2:** Apply for your **UTokyo Wi-Fi account**.

**STEP 3:** Receive your UTokyo Wi-Fi account and password information.

**STEP 4:** Try connecting to the device. \*This step can only be done in areas on campus where UTokyo Wi-Fi is accessible.

UTokyo account and UTokyo Wi-Fi account is different!

For more details, please refer to the website below.

[https://utelecon.adm.u-tokyo.ac.jp/en/utokyo\\_wifi/](https://utelecon.adm.u-tokyo.ac.jp/en/utokyo_wifi/)



**utelecon UTokyo Wi-Fi**

[https://utelecon.adm.u-tokyo.ac.jp/en/utokyo\\_wifi/](https://utelecon.adm.u-tokyo.ac.jp/en/utokyo_wifi/)



Where can I get my UTokyo account?

You can receive it at your department office.



# 14. University Resources

## 14-1. Counseling

If you need someone to talk to about your concerns, feel free to visit the counseling rooms. Do not hesitate to go—details can be found via the QR code.

### 1. International Student Support Room, ISSR, Center for Global Education (GlobE)

Website

Language: English, Chinese(Mon, Wed, Thu)  
and Japanese



<https://www.u-tokyo.ac.jp/adm/inbound/en/support-issr.html>

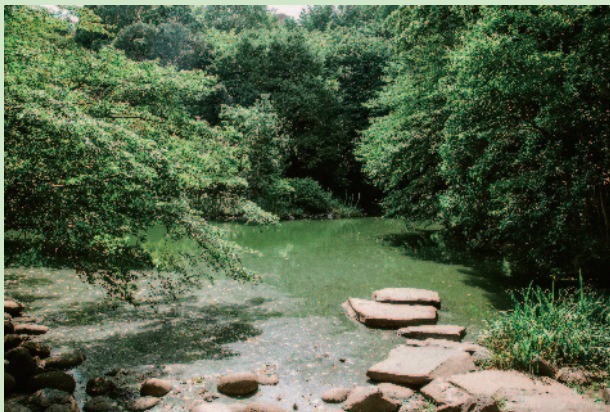
### 2. Advising Room for Students in the Faculty of Engineering, the University of Tokyo

Language: Japanese

Website



<https://sites.google.com/g.ecc.u-tokyo.ac.jp/advisingroom-eng/home>





## 14-2. Job Search

### 1. Career Support Office for the School of Engineering and School of Science

This career support office is specifically for students in the science and engineering fields. Counseling and events are offered in both English and Japanese. For more details, please visit the website.

Location: Engineering Building No.2, Room 208  
Office Open: 10:00AM-5:00PM  
Contact: [rikou-career@jb.t.u-tokyo.ac.jp](mailto:rikou-career@jb.t.u-tokyo.ac.jp)



Career Support Office for the  
School of Engineering and School  
of Science

<http://t-career.t.u-tokyo.ac.jp/>

### 2. UTokyo Website for International Students

Guidance and seminars on job search are available for international students.

Please refer to the website below for further details.



**Career Support Seminar and Consultation**

<https://www.u-tokyo.ac.jp/adm/inbound/en/life-career-sc.html>



## To Do List

### 15. When You Return Home After Studying Abroad...



#### STEP 1



Notify your accommodation office, dormitory, or landlord **2-3 months before** leaving.

#### STEP 2



Go to the ward office/city office and (1) submit the moving-out form, (2) cancel your national health insurance and (3) pension plan

#### STEP 3



Close your bank account

#### STEP 4



Return your student ID card to your department office

#### STEP 5



Return your residence card at the airport

---

Memo :

*Commuter Pass, Phone contract, Wi-Fi of the accommodation...*



# 16. Parking and Vehicle Regulations

## 16-1. Parking Charges and Permits

### Registration and Payment for Bicycle and Motorcycle Parking

You must register and pay the annual fee to park your bicycle or motorcycle on campus.

#### Procedure

1. Apply from the QR Code/URL.
2. Pay the parking fee at the Co-op.
3. Receive your parking permit.

### Bicycle and motorcycle commuting to campus

[https://www.u-tokyo.ac.jp/ja/students/campus-life/h13\\_05.html#](https://www.u-tokyo.ac.jp/ja/students/campus-life/h13_05.html#)



### Web Application for Bicycle Permits

<https://u-tokyo-parking.jp/>

#### Parking fee

Bicycle	Charge 1,000 yen/year
Motorcycle	Charge 15,000 yen/year

## 16-2. Bicycle Rules

Riding an abandoned bicycle is illegal. All bicycles must be registered under the owner's name, and using someone else's bicycle can result in legal consequences.

If you acquire a bicycle from a friend, you are required to register it at the police station to prevent bicycle theft.

Please refrain from using earphones or a mobile phone while riding a bicycle.



## 16-3. Rental Cars

When renting a car, you are required to purchase insurance at the rental shop. However, even with insurance, it may not cover the full cost of a traffic accident if it is caused by illegal driving. Before renting a car, make sure to inquire about the details of the insurance coverage at the rental shop.



# 17. Campus Regulations

**Safety first!**



Students at Engineering and IST must read the following brochure.



**Safety and Health Guide**

<https://anzen2.t.u-tokyo.ac.jp/anzen2/education/f7166df01c8d9a45e8519fc82a0198509af11f83.pdf>

**Ethics!**



Students at Engineering and IST must read in the following Guideline.



**Guidelines for Information Ethics and Computer Use**

<https://www.u-tokyo.ac.jp/content/400156696.pdf>

**DO NOT smoke on campus!**



Smoking is not allowed on campus!



# 18. Drinking Regulations and Safety

## Legal Drinking Age in Japan

The legal drinking age in Japan is **20**. It is illegal for individuals under this age to drink, and it is also illegal to allow them to consume alcohol.

## Drink Responsibly

- Avoid drinking too quickly and do not pressure others to drink fast.
- Drink at a moderate pace, especially while eating.
- Never force someone who does not wish to drink.
- If you are feeling unwell or taking medication, refrain from drinking and do not encourage others to drink under such conditions.

## Set Personal or Group Rules

- To prevent excessive drinking, establish rules like time limits or maximum drinks.
- If someone becomes intoxicated, do not leave them unattended, and ensure they do not go home alone.

## In Case of Emergency

Call an ambulance immediately if you encounter any of the following:

- A person who is snoring loudly and unresponsive to attempts to wake them.
- A person who has fallen or is foaming at the mouth.
- A person whose body temperature has dropped significantly and feels unusually cold.
- A person whose breathing is slow, shallow, or irregular.
- A person vomiting blood.

Ambulance  
119



# 19. Earthquake Safety Information

## Safety Confirmation Service



<https://anzen2.t.u-tokyo.ac.jp/anzen2/safetyhealth/de09c9955ec8f63758a756d4e662bb3741ed092b.pdf>

All students at the Faculty of Engineering and the Graduate School of Information Science and Technology (IST) are required to register at the following URL or QR code in case of an earthquake.

### Register via PC



<https://ems8.e-ansin.com/ky11/ut-safety/Login.do>

### Register via Smartphone



<https://ems8.e-ansin.com/ky11/ut-safety/smart/SmartLoginMenu.do>

## When you travel (domestic and overseas)

Please inform your supervisor, lab members, and the department office in advance of the following details:

- ✓ Your ID and student number
- ✓ Departure date
- ✓ Return date
- ✓ Destination
- ✓ Contact information (phone number, email address)



## Stay Informed

In case of an emergency, stay calm and get accurate information from trusted sources. Do not be misled by false rumors.

### ➤ Japan Meteorological Agency

出典：気象庁ホームページ

<https://www.jma.go.jp/jma/en/menu.html>



Website

# 20. Campus Facilities Library



Bring your student ID to enter!

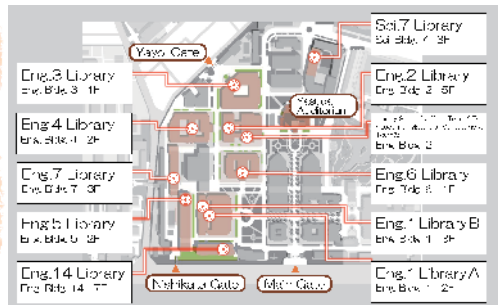
Max. 10 books for 2 weeks  
(General Library at Hongo campus)

Extension available on OPAC



**OPAC**  
**The University of Tokyo Library**

[https://opac.dl.itc.u-tokyo.ac.jp/opac/opac\\_search/?lang=1](https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1)



**For Research Students  
and Exchange Students**

Go to your **department's library counter** first  
and register your information!  
(DO NOT register at the general library of  
Hongo campus)

# Sports and Training





# 21. Events for International Students

April: Orientation for New International Students

July: Summer Party

October: Orientation for New International Students

November: Bus Study Tour

March: Japanese Culture Day

And more cultural events offered by JLCSE

*Note: Event dates may vary from year to year.*

International Lounge: 12:00 PM-1:00 PM every Friday



at Engineering Building No.11, 1F

Details:

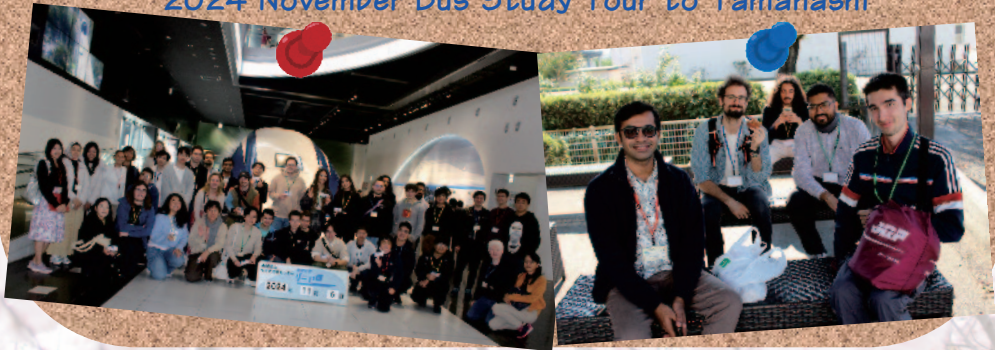
<https://www.jlcse.t.u-tokyo.ac.jp/en/activities/icyou/>

## 2024 July Summer Party



Many more events waiting for you!

## 2024 November Bus Study Tour to Yamanashi





## 22. Frequently Asked Questions to OIS

How can I find **scholarships**?

Please refer to **p.10** for more information.

I would like to **extend my visa**. What should I do?

Please check **p.17**. Prepare the necessary documents by checking our website, and then come to our office.

I would like to **invite my family to Japan**. What should I do?

Please refer to **p.17** and inquire about the necessary procedures with **IMS (Visa Consulting Service)**.



<https://www.u-tokyo.ac.jp/adm/inbound/en/life-visa-vc.html>

I am looking for **an apartment**. How can I find one?

Please refer to **p.22**. There is a **support desk** offered by Co-op.

How can I join **the national health insurance**?

You must **visit the ward or city office within 14 days of your arrival in Japan**. Joining the National Health Insurance is mandatory.



I feel sick. Where can I go to **see a doctor**? Do they speak English?

Please check **p.26**. You can visit the **UTokyo Health Center on campus**, and they offer services in English.

Are there **student cafeterias on campus**?

Yes, there are **several cafeterias on campus**. You can find more details on the website from the link or the QR code.

<https://www.utcoop.or.jp/en/shops/hongo/>



I have **lost something on campus**. What should I do?

**Lost Item Information Portal Site**

(currently available in Japanese only)



[https://bps.t.u-tokyo.ac.jp/cgi/soumu/osirase/file\\_show.cgi?](https://bps.t.u-tokyo.ac.jp/cgi/soumu/osirase/file_show.cgi?)

You can check **the Portal Site** above and/or **visit the Office of Student Support** (Engineering Building No. 8, 1st floor) to see if they have found the item.

How can I **find a job** in Japan?

There is a **career support office for students** majoring in engineering and science fields. Please refer to **p.33** for more information.





**Office of International Students,  
School of Engineering,  
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