



大阪市立大学
OSAKA CITY UNIVERSITY

Guidebook for visiting researchers

2019-2020



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Welcome

To all international researchers: Welcome to Osaka City University.

This guidebook provides information about the university and daily life. We hope it will help you to focus on your research and enjoy your life in Japan.

I. About Osaka City University

I. Outline of the university

Osaka City University (OCU) traces its beginnings to the 1880 founding of the Osaka Commercial Training Institute, the center of commercial and industrial study in Osaka. The Institute was renamed several times as it developed and grew, becoming Osaka City Commercial School (1889), Osaka City Commercial College (1901), Osaka University of Commerce (1928), and finally Osaka City University in 1949.

OCU is the largest of Japan's municipal and prefectural universities. It is composed of eight faculties and eleven graduate schools. OCU encourages outstanding research activities and aims to educate prominent personalities that will make an impact on the country's growth.

(1) Number of Students and Staff (as of 1 May 2019)

Undergraduate Students :	6,595	(International Students: 59)
Graduate Students :	1,697	(International Students: 210)
Master's Course :	1,069	
Doctorate Course :	579	
Professional Training (Law School) :	49	
Academic Staff :	733	
International academic staff:	22	
Professor:	8	
Associate Professor:	8	
Lecturer:	6	
Research Associate	0	
Other Staff :	1,547	

(2) Number of Visiting Researchers (academic year 2018-19)

	Total
Japan	221
Bulgaria	1
Canada	1
China	8
France	2
Germany	3
Italy	1
Korea	3
Russia	1
Taiwan	3
Thailand	3
UK	2
USA	3
Total	252

Number of Visiting Professors	
Japanese	221
Foreign	31

(3) Academic year calendar (2019~2020)

month	date	events
April	1 st	Start of Academic year
April	1 st ~Sept. 30 th	First semester
June	1 st	OCU Foundation Day
August	5 th ~September 15 th	Summer vacation
October	1 st ~March 31 st	Second semester
November	1 st ~ 4 th	University festival
December	24 th ~January 5 th	Winter vacation
March	20 th ~31 st	Spring vacation

(4) Holidays (2019~2020)

- ① Saturdays and Sundays
- ② Year-end and New Year holidays (December 29th~January 3rd)
- ③ National holidays (as designated in the Public Holiday Law)
- ※ When national holidays fall on a Sunday, the next Monday becomes a holiday.

2. Facilities on Campus

(1) Guest House

Osaka City University Guest House was founded in 1999 on the Sugimoto Campus as a short-term accommodation facility for researchers who visit our university for international academic exchange and educational and research purposes. All rooms are furnished and have their own kitchen, bathroom and toilet. To reserve a room please contact your host scholar.

① General information

Name	Osaka City University Guest House
Address	3-3-138 Sugimoto Sumiyoshi-ku, Osaka-shi, 558-8585 JAPAN (located on-campus)
Phone number	06-6605-3510 (administrative office) Weekdays 9:00-17:00 *in Japanese only
Rooms and Facilities	The building is 4 stories high, built of reinforced concrete, and has private rooms, facilities for common use, and an administrative office. 3 Family rooms (60 m ² , 1st fl.) 27 Single rooms (27 m ² , 3 rooms on 1st fl. and 8 rooms each on 2nd~4th fls.) Lobby (1st fl.) Common rooms (2nd~4th fls.) Laundry rooms (1st~4th fls.) Administrative office (1st fl.)

② Period of stay: maximum one year

③ Room charges (as of April 2019)

Room type	Charge per night
Single Room (27 m ²)	¥2,000
Family Room (60 m ²)	¥4,000
* Electricity, gas, water charges included.	
* A KDDI Super World Card is necessary to make domestic/international calls from the room.	
http://www.001.kddi.com/en/lineup/with-guidance/swc/	

④ Room facilities

Each room is equipped with:

air conditioner / TV / refrigerator / vacuum cleaner / electric thermal pot / toaster / IH cooker / rice cooker / cookware & plateware / prepaid card-operated telephone / alarm clock / hair dryer / body-wash (no shampoo) / LAN cable / WiFi

⑤ Facilities for common use

Washing machine (¥100 per time)	One machine in the laundry room on each floor * Detergent is not provided, please bring your own.
Drying machine (¥100 per 30 minutes)	One machine in the laundry room on each floor
Iron and ironing board (free to use)	In the laundry room on each floor *Please put back after use
Microwave (free to use)	One machine in the lobby on 1st fl., and in common rooms on 2nd - 4th fl.

⑥ Internet connection

Inside the rooms you can connect your own computer to the Internet via WiFi or LAN cable (provided in the room).

*Please only connect to the Internet if you have up-to-date security software in use.

*Please refrain from illegal downloading of films, music etc.

⑦ Free phone for calls within university (from phone next to entrance hall)

There is a free phone you can use to call the security office in case of emergencies at night or on weekends, to call the laboratory of your host professor or other university offices.

< extension numbers >

Security office **2094** (only in Japanese)

Global Exchange Office . . . **3453** (Mo~Fr: 9:00~17:15)

Please ask your host scholar for the number of your laboratory

For questions on how to use the phone, please ask at the administrative office.

* Two rooms at the OCU International Residence (located off-campus) are also available for use by visiting researchers, for periods between 3 and 12 months. Monthly rent is 15,000JPY. When rooms become available, announcements will be posted on the OCU portal site. Application is only possible through your host scholar at OCU. For more information, please see: <http://www.osaka-cu.ac.jp/en/research/guesthouse/ocu-international-residence>

(2) Media Center (library)

Foreign researchers can use the Media Center at Sugimoto Campus and the Medical library at Abeno Campus. A magnetic OCU pass is necessary to enter these facilities.

Opening Hours: Weekdays : 9:00~22:00
Saturdays: 10:00~19:00
Sundays: 10:00~17:00 (only during teaching semesters)

Closed on National Holidays, for some time during the summer and spring holidays for inspection purposes and on Sundays outside teaching semesters.

*Other closing dates or changes in opening hours will be announced via the website or message board.

Contact: Media Center General Affairs Division: 06-6605-3240
Medical library: 06-6645-3491

(3) Health and Medical Services Center

You can only receive treatment or referrals at the Health and Medical Services Center at Sugimoto campus in immediate medical emergencies. In all other cases, please visit a regular hospital.

Contact: Health and Medical Services Center: 06-6605-2108

(4) Osaka City University CO-OP

① Cafeterias

There are four cafeterias at the Sugimoto Campus (one in each student hall, one on the 1st floor of Tanaka Memorial Hall and one on the 1st floor of the Media Center called “Nonohana House”) and one cafeteria at the Abeno Campus. They are closed on weekends and national holidays and have limited opening hours during university holidays.

② Shops

There are two shops with daily necessities at the Sugimoto Campus (one in each student hall) and one on the 3rd floor of the Faculty building at the Abeno Campus. They are closed on weekends, national holidays and have limited opening hours during university holidays.

At both the Second Student Hall at Sugimoto Campus and at the 3rd floor of the Faculty building at Abeno Campus there are also a bookshop and a travel agency.

Contact: CO-OP General Affairs Division: 06-6605-3011

<http://osaka-cu.hanshin.coop/>

※ There are also a cafeteria, convenience store and other facilities in the Osaka City University Hospital building.

(5) ATM

ATM operated by Sumitomo Mitsui Banking Corporation is located on the 1st floor of the Media Center at Sugimoto Campus and on the 1st basement floor of the Osaka City University Hospital building at Abeno Campus.

(6) Prayer Room

The International Student Room on the 2nd floor of Second Student Hall (nr. 22 on the Sugimoto campus map on page 41) is exclusively available for prayer during the following hours:

12:00-14:00

15:30-16:30

18:00-19:30

To use the prayer room, please register first with the Global Exchange Office (you only need to register the first time).

Contact: Global Exchange Office (06-6605-3558)

Availability of Halal meals:

The canteen of the Kansai Kenshu Center, near Sugimoto Campus, offers halal meals.

For more information: <https://www.aots.jp/about/centers/kansai-kenshu-center/> (Japanese)

(7) Internet on campus

OCU is a member of the international Eduroam network (<https://www.eduroam.org/>). If your home institute is also part of Eduroam, you will be able to log into the Eduroam wifi network at OCU using your personal log-in and password of your home institute. It is necessary to configure your computer or mobile device for the Eduroam network at your home institute before you come to OCU.

If your home institute is not part of Eduroam and you want to use the regular OCU wifi network, please ask your host scholar if it is possible to apply for a log-in and password.

II. Visa Procedures

1. Visa

(1) Obtaining a visa

On your arrival, in principle you need a valid passport and visa for Japan.

Visas are issued by Japanese Embassies or Consulates abroad. It is not possible to obtain a visa upon or after entering Japan without leaving the country (except for short-term visa for certain nationalities). You therefore need to apply for a visa before coming to Japan. The necessary paperwork and time needed to apply for a visa differs considerably depending on your nationality and visa category. Below is a description of two typical situations for visiting researchers. However, please also refer to the homepage of the Japanese Ministry of Justice (<http://www.mofa.go.jp>) and inquire at the Japanese Embassy or Consulate in your home country for your specific situation.

- ① **Short-term stays:** a stay of up to 90 days, to participate in a symposium etc., that does **not include paid activities**.

Procedure:

Ask the person/organization who invites you to send you an invitation, a schedule for your visit and a Letter of Guarantee. Take those materials to a Japanese Embassy or Consulate near you and apply for a short-term visa. If everything goes smoothly your visa will be issued after 5 working days, but if there are any problems with your application, the procedure might take more than one month.

Note: Certain nationalities do not need to apply for a short-term visa. They will be granted a short-term visa upon arrival. For a list of these nationalities, please see the homepage of the Japanese Ministry of Justice

(http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html).

- ② **Work and long-term stays:** when carrying out paid activities and/or staying longer than 90 days (if you will be receiving remuneration from Osaka City University, please make sure to apply for a working visa).

There are two methods:

1. Ask the OCU Global Exchange Office (via your host scholar) to apply for a Certificate of Eligibility (<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html>) for you by providing us with the necessary paperwork and an internal application form. The application process will usually take 1 to 3 months. After receiving the Certificate of Eligibility, you need to take it to a Japanese Embassy or Consulate and apply for a working visa (http://www.mofa.go.jp/j_info/visit/visa/long/visa1.html). This will usually

be granted within one week.

- Apply for a working visa (http://www.mofa.go.jp/j_info/visit/visa/long/visa1.html) directly at a Japanese Embassy or Consulate. This will take several months.

Note: The Japanese government also introduced a ‘Points-based preferential immigration treatment for highly skilled foreign professionals’. The status of highly skilled foreign professional will give you a 5-year period of stay, preferential processing of your application, permission for your spouse to work, and other advantages. To see if you are eligible, please see: http://www.immi-moj.go.jp/newimmiact_3/en/index.html

(2) Extension of Period of Stay

In case you wish to extend the permitted term, you need to apply for an extension. Please follow the necessary procedure at the regional immigration office before your initial period of stay expires. You can already apply from two months before the expiry date.

(3) Temporary Departure from Japan and Re-entry

If you need to travel outside Japan during the valid term of your visa, before you leave please confirm that your visa is valid until after you come back. If your visa expires during your trip abroad, you will have to repeat the entire visa application process.

When you temporarily travel out of Japan (for a period less than 1 year), make sure to carry your Resident Card and show it with your passport. You need to fill in an Embarkation Card for Reentrant (available in the customs area at the airport). Fill it in and **check the box for ‘I am leaving Japan temporarily and will return’** (see picture).

New format of the Embarkation and Disembarkation Card for Re-entrants

外国人用 (再入国)	再入国入国記録 DISEMBARKATION CARD FOR RE-ENTRANT ② 【 ARRIVAL 】	再入国出国記録 EMBARKATION CARD FOR RE-ENTRANT ① 【 DEPARTURE 】
<small>● 苗字だけで記入して下さい。顔色は青色のペンで記入してください。 ● 印字機で記入して下さい。 ● カードは再入国時に入国審査官へ提出するものです。 ● Please type or print clearly. Write by using blue or blue pen. ● *CARD② is to be submitted to the immigration inspector</small>	氏名 Family Name 氏名 Given Names 生年月日 Day/Month/Year 航空機便名・船名 Flight No./Vessel 以下の質問について、該当するものに必ず記入し、署名して下さい(特別永住者の方は署名のみ)。Please check the applicable items and put your signature. (For special permanent resident, please put your signature only.)	氏名 Family Name 氏名 Given Names 生年月日 Day/Month/Year 主な渡航先国名 Destination 航空機便名・船名 Flight No./Vessel 出国予定期間 Intended period out of Japan <input type="checkbox"/> 1年以内 <input type="checkbox"/> 1年超2年以内 <input type="checkbox"/> 2年超 以下のいずれかに記を記入してください。Please check either one of the boxes below.
	1 あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか？ Have you ever been found guilty in a criminal case in Japan or another country? <input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No 2 あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制薬物又は銃砲、刀剣銃器又は火薬類を所持していますか？ Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substance, swords, explosives or other such items? <input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No 以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and accurate. 署名 Signature	<input type="checkbox"/> 1. 一時的な出国であり、再入国する予定です。 I am leaving Japan temporarily and will return. <input type="checkbox"/> 2. 「再入国許可」の有効期間内に再入国の予定はありません。 I do not plan to re-enter Japan while my re-entry permit is valid. (地方入国管理官署で再入国許可を受けており、その有効期間内再入国予定のない方は、必ず下さい。) (Check the box if you do not plan to re-enter Japan while your re-entry permit, which you have obtained at a regional immigration bureau, is valid) 署名 Signature

Please check one of the intended periods out of Japan without fail.

Please check either one of the boxes below without fail

Please also inform your host scholar of your schedule when you leave Japan.

For more information: http://www.immi-moj.go.jp/re-ed/EDcard_leaf_en.pdf

(4) To invite family members to join you after your arrival in Japan

If you wish to invite your family to Japan, you need to apply for a 'Certificate of Eligibility' for your family members at the regional immigration office. The time required for issuance of the Certificate depends on which country you are from and your personal circumstances. It often takes about one month. Send the certificate to your family so that they can submit it when they apply for their visa at the Japanese Embassy or Consulate. This will significantly shorten the time before the visa is issued (without the certificate, it may take 2 or 3 months).

(5) Passport

In case you lose your passport

If you lose your passport, you must go to the police and receive a "Certificate of the loss an article". Then you need to go to the embassy or council of your country in Japan and apply for a re-issue. You will need the number of the police report to apply for a re-issue.

※ Immigration Bureau of Japan: <http://www.immi-moj.go.jp/english/index.html>
Osaka Regional Immigration Bureau (for location and contact numbers see Reference materials, page 38)

2. Resident Card

(1) Obtaining a Resident Card

All foreigners who will remain in Japan for 3 months or longer and who arrive at Narita, Haneda, Chubu or Kansai Airport will receive a Resident Card upon their arrival in Japan. You need to bring a photo for use for the Resident Card (4 x 3 cm and taken within 3 months prior to submission).

If you arrive at another airport the Resident Card will later be sent to your registered address.

(2) Registering and changing your address

Within 14 days of finding a place to settle down, you must go to the local City/Ward office with your Resident Card (or your passport in case you did not yet receive your Resident Card) to notify the authorities of your address.

In case you move address within Osaka during your stay in Japan you need to go the City/Ward office of your new residence to register your new address within 14 days of moving. If you move in/out of Osaka, you need to obtain a 'Notification of moving-out' from the City/Ward office. In your new city of residence you need to bring the 'Notification of moving-out', together with your Resident Card to report your new address to the local City/Ward office.

Please also notify your host scholar and faculty/graduate school office of any of these changes.

(3) Validity

Your Resident Card will be valid until the expiration date of your visa.

(4) Always carry your Resident Card

You are required to always carry your Resident Card with you and to present it to an immigration inspector, immigration control officer, police official or other officials if such official asks you to present your Resident Card. If you do not have your Resident Card on your person or do not present it, a penalty may be imposed.

For more information: http://www.immi-moj.go.jp/newimmiact_1/en/index.html

3. Tax conventions

An income tax convention is a treaty concluded between two countries to prevent the double taxation of income. One is the withholding tax country (in this case, Japan) and the other is your country of ordinary residence. Whether you wish to apply for the tax convention depends on the tax rate in your country. If the tax rate in your own country is higher than in Japan, you might prefer not to apply for the tax convention. Residents of Australia, France, Germany, the Netherlands, New Zealand, Sweden, the United Kingdom, the United States and Switzerland need a certificate of residence issued in their own country to apply for the tax convention. It usually takes about two to three months for this document to be issued, so we urge you to request it well before you leave for Japan.

If you are applying for a tax convention, you must submit an Application Form for Income Tax Convention to the tax office in your jurisdiction through the University between the day of your arrival in Japan and the day prior to your first payday. Please refer to the person in charge of finances at your department for the correct procedure.

http://www.mof.go.jp/english/tax_policy/tax_conventions/international_182.htm

4. Export Control System

Under the Japanese Foreign Exchange and Foreign Trade Act and its relevant legislations, universities in Japan are obliged to comply with the Export Control System. Osaka City University also needs to follow certain procedures to comply with this system. This may also affect visiting researchers. We hope for your understanding.

For more information: <http://www.meti.go.jp/policy/anpo/englishpage.html>

5. Social Security and Tax Number

Each resident of Japan (including foreigners who will stay in Japan for more than 3 months) receives a 12-digit Individual Number (nicknamed “My Number”). You will receive a notification with your number after you have registered your address. Your Individual Number will be required for administrative procedures related to social security, taxation, and disaster response.

You can also apply for an Individual Number Card. The Individual Number Card will be convenient to use when you have to submit your information somewhere, but it is not compulsory to apply for one.

For more information: <https://www.cao.go.jp/bangouseido/foreigners/english.html>

III. Daily Life in Japan

You can find extensive information in 6 different languages (Japanese, Chinese, Korean, English, Spanish, Portuguese) on all kind of daily issues in the 'Living Information for Foreign Residents' section on the website of the Osaka International House Foundation:

<http://www.osaka-livinginfo.jp/en/>.

1. Housing

If you will be staying in Japan for a maximum of 1 year, you can make use of the OCU Guesthouse or the OCU International Residence (both upon room availability). For more information, see page 5.

Apart from the Guesthouse, there are three types of housing available in Japan: publicly subsidized housing, private rental housing and privately owned housing. In both the case of rental private housing and publicly subsidized housing, it is important to keep in mind that you cannot live with someone who is not your family without obtaining permission from the landlord. For this reason, if you expect to live in a friend's house temporarily immediately after arriving in Japan, it is still necessary for you to find your own place as early as possible.

You will enter into a contract when renting a house or an apartment. This contract is called a lease contract. The term of the contract is generally two years. Aside from the monthly rent, a security deposit (in principle refundable), key money (non-refundable), agent fee (non-refundable), and a guarantor (a person who has to sign to take financial responsibility in case you fail to pay) might be required for the contract. Please ascertain the details at the real estate agency.

(1) Publicly subsidized housing (municipal, prefectural, Urban Renaissance Agency):

Foreign residents can also apply for publicly subsidized housing. All types of publicly subsidized housing have specific conditions for foreign tenants, such as having a Resident Card and satisfying certain income standards.

For more information, please contact the Urban Renaissance Agency (UR) (URL: <http://www.ur-net.go.jp/kansai/>, website all in Japanese) or the municipal or prefectural office that manages the public housing in which you are interested.

For Osaka City: <http://www.osaka-jk.or.jp/>, in Japanese

For Osaka Prefecture: <http://www.osaka-kousha.or.jp/>, in Japanese

Searching for Housing in Osaka: http://osaka-anshin.com/support_foreignier/#content_1_0, in English or in Japanese

(2) Private rental housing

There are many real estate agencies that can help you find private rental housing. You can find them on internet, in English language magazines and newspapers, or in the area you want to move to. To avoid misunderstandings, we recommend you to bring along a Japanese person.

(3) Moving

When you move to a new place and want to use a moving service to transport your belongings, you can find them in a telephone directory or online. We recommend you ask several companies to come to your place to give an estimate of the moving fee. Basically, an estimate is free of charge. The estimated price depends on the volume of your belongings and distance to the new address. Choose the moving service best suited to your needs and budget by comparing the estimates and services provided. Some companies offer packing service at an extra charge. If you have few belongings, courier service (Takuhaibin) may be cheaper to use.

When you move to a new place, you must terminate your current lease agreement (termination notice should be given to the landlord no later than one month before termination) and report your new address to your host scholar and faculty/graduate school office.

You must also do the following.

Notification Change of place of residence	In case you move address within the same city you need to go the City/Ward office of your new residence to register your new address within 14 days of moving. In case you move address to another city you need to go the City/Ward office of your old residence before you move to obtain a ‘moving-out certification’ and you need to go the City/Ward office of your new residence to register your new address within 14 days of moving. Please always bring your Resident Card.
National Health Insurance	If you are or will be living in Japan for more than 3 months, please sign up for the national health insurance at the City/Ward office in your new place within 14 days after relocation.
Utility charges	Contact electricity, gas and water service providers at least one week before moving to notify them of the date of relocation. Outstanding charges will be settled on the relocation date.
Bank	Notify your bank of your change of address.
Post office	If you notify the post office nearest to your old address, mail sent to your old address will be forwarded to your new address for one year (within Japan).

2. Health and Medical care

(1) National Health Insurance program

All foreign researchers who will reside in Japan (including accompanying family members) for more than 3 months must join the National Health Insurance program. If you stay for 3 months or less, make sure you have health insurance or travel insurance that covers medical costs in Japan as well. Even if you stay for more than 3 months and will join the National Health Insurance program, we recommend you to have health insurance or travel insurance that covers medical costs in Japan for the period until the procedure has been completed, no matter how short it is. Also note that National Health Insurance will not cover any costs to return to your country in case of illness for example. For that you would need to get a private health or travel insurance from your home country.

For the National Health Insurance you have to pay a premium, but it will cover 70% of your medical expenses. When you go to a medical institute, present your insurance card at the reception. This insurance also covers some part of dental treatment, chronic diseases and childbirth which may not be covered by general overseas traveler's personal accident insurance.

To become a National Health Insurance policyholder, go to the City/Ward office where you live, and present your passport, Resident Card and seal/hanko (personalized stamp used instead of a signature), if you have one. If your income (in the previous year) is lower than average, you can apply for a discount of the premium.

In case of major medical expenses incurred as a result of hospitalization etc, you may be eligible to get extra reimbursement. For details, please consult the City/Ward office.

(2) Emergency health problems

When urgent medical treatment is necessary, call 119 to ask for an ambulance. Report where you are, what happened, your name and your telephone number etc. If you call from a pay phone, just pick up a handset and push the emergency button; coins or telephone card are not necessary. If you call from a mobile phone, don't turn off the power after the report. If you are driving, stop the car at a safe spot to call the emergency number. Ambulance personnel have check lists for symptoms in 15 languages so if you are asked questions, please cooperate.

① Medical Institutes at Night and on Holidays

There are institutes open for emergency health care on Sundays, National holidays, Year-end/New Year holidays, and at night. You must bring your health insurance card with you. The following table is a list of such emergency institutes.

【Osaka City Chuo Emergency Medical Care Center】 4-10-13 Shinmachi, Nishi-ku, Osaka, TEL : 06-6534-0321		
Internal medicine / Pediatrics (children)	Monday-Friday	22:00-5:30
	Saturdays (except national holidays & year-end/New Year)	15:00-5:30
	Sundays / national holidays, year-end/New Year holidays (Dec.30-Jan.4)	17:00-5:30
Ophthalmology / Otorhinolaryngology	Monday-Friday	22:00-0:30
	Saturdays (except national holidays & year-end/New Year)	15:00-21:30
	Sundays / national holidays, year-end/New Year holidays (Dec.30-Jan.4)	10:00-21:30

【Osaka City Nakano Emergency Clinic】 2-1-20 Nakano, Higashi-sumiyoshi-ku, Osaka, TEL : 06-6705-1612		
Internal medicine	Sundays / national holidays, year-end/New Year holidays (Dec.30-Jan.4)	10:00-16:30
Pediatrics	Monday-Friday	20:30-23:00
	Sundays / national holidays, year-end/New Year holidays (Dec.30-Jan.4)	10:00-16:30

【other After-Hours Emergency Medical Care Centers (Internal medicine / Pediatrics)】	
Osaka Miyakojima	1-24-23 Miyakojima-Minami-dori, Miyakojima-ku TEL: 06-6928-3333
Osaka Nishi-Kujo	5-4-25 Nishi-Kujo, Konohana-ku TEL: 06-6464-2111
Osaka Juso	1-11-26 Juso-Higashi, Yodogawa-ku TEL: 06-6304-7883
Osaka Imazato	3-6-6 Oimazato-Nishi, Higashinari-ku TEL: 06-6972-0767
Osaka Sawano-cho	2-2-6 Sentai, Sumiyoshi-ku TEL: 06-6672-6021

- ② If you are not sure which medical institute is available, call the following number:
Osaka Prefecture Medical Facilities Information Center: 06-6693-1199
 (Medical institute information only)

Guide for when you are feeling ill:
https://www.jnto.go.jp/emergency/eng/mi_guide.html

3. National Pension

All residents of Japan between the age of 20 and 60 (including foreigners who are or will be living in Japan for more than 3 months) must enroll in the Japanese National Pension. If you are not a Japanese citizen, have paid at least 6 months National Pension premium and become ineligible for the National Pension because you permanently leave the country, you can claim a lump-sum payment within two years after your departure from Japan. For details, please consult the City/Ward office.

4. Other Daily Life

(1) Electricity

Voltage is 100V in Japan. There are two different electric frequencies in Japan (50Hz in east Japan and 60Hz in west Japan). The frequency in Osaka is 60Hz. Electricity is supplied by Kansai Electric Power Co. Ltd. Contact the nearest service office to begin using electricity.

Electricity might automatically shut down in case you use too much electricity at the same time. When it happens, turn off the electric appliances you were using and turn the breaker back on. In case of a blackout caused by lightning or other reasons, it may take some time for electricity to be restored.

Contact number of Kansai Electric Power Co. Ltd.:

Higashisumiyoshi Service Office (southern part of Osaka city): 0800-777-8022

Minamiosaka Service Office (Sakai city): 0800-777-8024

Homepage: <https://www.kepco.co.jp/english/>

(2) Gas

Utility gas is supplied by Osaka Gas Co. Ltd in Kansai area. Contact Osaka Gas customer service to request for a service representative to come and inspect the equipment, give you an explanation and open the gas valve when you move in. Someone must be at home at the appointed time. In case of emergencies such as a gas leak, contact the Osaka Gas leak hotline.

Contact number of each services office:

Osaka Gas customer service center: Osaka city: 0120-0-94817, Sakai city: 0120-3-94817

Osaka Gas leak hotline: Osaka city: 0120-0-19424, Sakai city: 0120-3-19424

Osaka Gas Co. Ltd. homepage: <https://www.osakagas.co.jp/en/>

(3) Water

Tap water supplied by municipal governments is safe to drink. For getting your water services started or stopped, contact your local Waterworks Bureau. In case of water leakage, contact the Waterworks Bureau or a plumber.

Contact number of each waterworks division:

Osaka City: 06-6458-1132 (<http://www.city.osaka.lg.jp/contents/wdu030/english/>)

Sakai City (northern service center): 072-251-1132

(<http://water.city.sakai.lg.jp/foreignlanguage.html>)

* It is convenient to use the automatic transfer system of banks and post offices for utility payment. You can also pay the bill each month at banks, post offices and convenience stores.

(4) Garbage Disposal

Garbage trucks collect garbage at a designated place, time and day. The place, time and day for collection vary according to the area in which you live. Generally, garbage is classified into burnable items, unburnable items (plastic), recyclable items (glass bottles, aluminum cans, PET bottles) and large household items. You must follow the rules of the collection of your area. Since your building may also have its own rules for garbage disposal, you must also check those rules. As for disposal of large household garbage such as furniture or electrical appliances, you are required to pay a fee for recycling.

Contact number of Environment Divisions:

Osaka City (Southwestern Environmental Center): 06-6685-1271

https://www.city.osaka.lg.jp/contents/wdu020/enjoy/en/content_f.html

Sakai City (Northern Environmental center): 072-228-7429

<http://www.city.sakai.lg.jp/english/visitors/handbook/garbage.html>

(5) Public transport

There is an extensive public transport network in Osaka, including subway lines, train lines (train services provided by JR (Japan Railways), Kintetsu, Nankai, Hankyu etc.) and buses. Also it is usually easy to find taxis in the streets.

Sugimoto Campus can be easily reached by JR (Hanwa Line running south from Tennoji). The nearest JR station is Sugimoto-cho which is about a 5-minute walk to the Campus.

From Tennoji to Sugimoto-cho costs 180 yen and takes 15 minutes, from Osaka station to Sugimoto-cho (transfer at Tennoji) costs 300 yen and takes 40 minutes.

The nearest subway station (Midosuji-Line) is Abiko which is about a 20-minute walk to the Campus. The subway Midosuji Line runs north and south through the center of Osaka, linking Shin-Osaka, Umeda, Namba and further south.

From Shin-Osaka station to Abiko costs 320 yen and takes 30 minutes, from Umeda to Abiko

costs 320 yen and takes 25 minutes, from Namba to Abiko costs 280 yen and takes 15 minutes.

For the Abeno Campus the nearest station is Tennoji, about a 10-minute walk. Tennoji is serviced by JR, subway and Kintetsu. The trip from JR Osaka station to Tennoji costs 190 yen and takes 15 minutes.

(6) Telephone

① Mobile phone

Because of different technological standards, a mobile phone you bring from home might not work in Japan. To confirm whether or not your phone will work, please contact your phone company in your home country.

In any case, using your mobile phone from abroad is usually very expensive. It might be cheaper to rent or purchase a phone in Japan, either prepaid or with a contract.

【Rent】

If your visit to Japan will only be short, you can rent a mobile phone at the airport.
<https://www.kansai-airport.or.jp/en/service/internet/02.html>

【Purchase a prepaid phone】

You can purchase prepaid phones at phone shops or electronics stores. You will need at least a valid ID (passport or Resident Card) and proof of your address in Japan. Some companies only accept clients with a staying permit valid for more than 90 days.

【Purchase a sim card only】

If you bring your own mobile phone and want to use a Japanese prepaid sim card, make sure that your phone works and is unlocked before you go to Japan.

【Contract】

Mobile phone contracts which include a (discounted) phone often last 1 or 2 years, in which case the telephone company will usually only give you a contract if you have a residence permit valid for at least the same period. You must also provide proof of sufficient income, have a Resident Card and a Japanese bank account.

There are contracts shorter than 2 years, but they come with additional conditions.

Some of the bigger mobile phone companies are:

<https://www.au.com/english/> (in English and Japanese)

<http://www.nttdocomo.co.jp/english/> (in English and Japanese)

<https://www.softbank.jp/en/mobile/> (in English and Japanese)

<https://www.ymobile.jp/> (in Japanese only)

② Land lines

Several telephone companies offer land line services. Some of the bigger companies, with English pages are:

<http://www.ntt-west.co.jp/english/>

<https://www.kddi.com/english/phone/>

<https://tm.softbank.jp/english/personal/>

③ Public phone

For domestic calls, you can use public phones by inserting 10 or 100 yen coins or telephone cards. For international calls, prepaid cards exclusively for international calls are available at convenience stores.

④ International calls

【Dial systems for international calls】

You can place an international call by dialing +010 + country number + area number + individual number.

【International call through operator】

Access an operator by dialing KDDI (0051).

(7) Internet

The OCU Guesthouse has a WiFi and LAN internet connection in each room.

If you rent private housing there are many internet service providers with which you can sign a contract.

There are relatively few places that offer free Wi-Fi in Japan. Most Wi-Fi hot-spots require a contract or charge a fee. Registration is often all in Japanese.

Please note that illegal downloading of commercial content (music, movies) can lead to a punishment of maximum 2 years in prison, and/or a penalty of maximum 2 million yen.

(8) Bank

By opening an account at a bank, you will have ease in money deposits, transfers, automatic withdrawals for public utilities and credit card payments.

① Opening Hours

Office: Monday to Friday: 9:00~15:00 (may vary per bank)

ATM: ATM service hours vary per bank. Many convenience stores have ATMs available as well, but charge a service fee.

② Opening a bank account

Procedures and services vary per bank. In general, to open an account at a bank, you need to submit an application form together with an ID, such as a Resident Card or passport and a seal/hanko (your signature may also be possible in some cases). Please explain what you want to use your bank account for, because available services may vary or be limited per bank. When you open a Normal Account (Futsuu Kouza) your bank will usually provide you with a cash card. Otherwise please apply for one so you can use the ATM services.

The Global Exchange Office can give you more information about opening a bank account.

Contact: Global Exchange Office (06-6605-3558)

③ Automatic payment of utility bills

Automatic payment of utility bills, such as electricity, gas, water, telephone and NHK subscription is available via banks and post offices. To apply for this service, go to your bank and present your bankbook or bank pass together with an application form filled in with your customer number or membership number (it will be on an invoice), your seal/hanko or signature (the same one you used when you opened the account) on the application form.

④ ATM service

With your cash card you can use ATMs to withdraw, deposit or transfer money. For all actions you will need to input your 4-number PIN (Personal Identification Number), so make sure to remember it. For security reasons never give your PIN number out to anyone else and when you choose your PIN number, make it difficult for others to guess the numbers.

To use the ATMs, follow the instructions on the screen. Unfortunately not all ATMs have English guidance. If you are not sure, please ask the help of a bank staff member.

⑤ Money transfer

To transfer money by bank, you need to fill out an application form with the name of the bank to which you send the money, the bank's location, the type and number of the receiver's account, their name and address. Overseas money transfer service is also available.

You can also use the ATM of your bank to transfer the money. In that case, follow the instructions on the screen. The information you will need to carry out the transfer is the

same as above, except you do not need the address of the receiver.

A handling fee is charged for money transfers.

⑥ Exchange foreign currencies

You can exchange foreign currencies and cash your traveler's checks at designated banks bearing the sign "Authorized by Treasury Department" (財務省認可両替商) and at some post offices.

(9) Postal Service

Post offices offer not only postal service but also postal savings and life insurance services. Their emblem is 〒 (Red sign).

Opening hours vary per post office, but are generally from 9:00~17:00 on weekdays.

Some of the bigger post offices have a counter open in the weekends or nights as well.

Japan Post Service Center: 0120-23-28-86, English: 0570-046-111

Monday to Friday 8:00~22:00

Weekends and National holidays 9:00~22:00

<http://www.post.japanpost.jp/english/index.html>

① Financial Service

You can open an account at Japan Post Bank with a similar procedure as required by other banks. When you open an account, you can use the automatic payment service for utility bills. Japan Post Bank ATM cards usually cannot be used at ATMs of banks.

② Domestic mail

Postage for a post card is 63 yen. If you buy a "kansei" (postage paid) post card, a stamp is not needed. Postage for a standard size letter is 84 yen (up to 25g) and 94 yen (up to 50g). Additional postage is necessary for non-standard size letters, express mail and registered mail.

【Express mail (Sokutatsu)】

This (paid) service gives your mail delivery priority. You can request this service at the counter of a post office. Or you can write 《速達》 in red next to the address. In that case, make sure the postage is sufficient.

【Registered Mail (Kakitome)】

When you need to send valuable documents or items, you can choose to send them by Registered Mail (paid service). You have to request this service at the counter of a post

office. With registered mail, the entire delivery process from acceptance of mail at the counter to delivery to the address is recorded. In case registered mail is damaged or lost while being handled by the post office, you will be indemnified for the amount of actual loss within the limit of the insured value.

③ International mail

Postage for an airmail postcard to anywhere in the world is 70 yen; that for a standard size letter is 90-130 yen depending on weight (up to 25g) and destination. EMS (Express Mail Service) up to 500 gram is between 1,400 and 2,400 yen.

If a letter or parcel for which you have to sign arrives at your house when you are not in to receive it, the mailman will leave a notice in your mailbox. You can have it re-delivered or pick it up at the post office. Follow the instructions on the notice.

(10) Home Delivery Services “Takuhaibin”

When you want to send packages and goods within Japan it can be convenient to use home delivery services. Sometimes they are cheaper and faster than regular mail. Usually, packages and goods can be delivered in one day. Some service companies also offer delivery of refrigerated items.

① Domestic delivery

Both post offices (“Yu-pack” service) and other private home delivery companies offer these services. “Yu-pack” can be sent from a post office or stores with a “Yu-pack” sign. Other home delivery services are provided at convenience stores and other stores with a home delivery company sign. Prices depend on size, weight and distance to the destination. Some items cannot be delivered, please ask for more details at a store.

② International delivery

Post offices and private home delivery companies provide international home delivery service. It is recommended to compare them and choose the most suitable service. Please note that some countries have restrictions or limitations on items that can be imported.

Company name	Contact No. and Office hours
DHL Japan	TEL: 0120-39-2580 (toll free English available) Monday to Thursday: 8:00~19:00 Friday & the day before National holidays:8:00~20:00 Saturday & National holidays :8:30~14:00 http://www.dhl.co.jp/en.html

FedEx	TEL:0120-003200 or 043-298-1919 Monday to Friday: 8:00~19:30 Saturday: 8:30~17:30 National holidays: 9:00~14:00 http://www.fedex.com/jp_english/
OCS	TEL: 0120-627-012 Monday to Thursday: 8:30~19:00 Saturday: 9:00~16:00 https://www.ocs.co.jp/contact/ (Japanese only)
UPS	TEL: 0120-27-1040 (toll free) Monday to Friday: 9:00-18:30 https://www.ups.com/jp/en/help-center/contact.page

(11) Shopping

① Convenience stores “Konbini”

Convenience stores can be found on almost every corner and are open mostly 24 hours throughout the year. Most of what you need for daily life can be purchased there but generally prices are a bit higher than in supermarkets. You can also make photocopies, send packages via home delivery service and pay utility bills. Stores also provide many other services.

② Supermarkets “Super”

Supermarkets offer foods, cloths, daily necessities and sometimes electrical appliances at reasonable prices.

③ Retail chain stores

There are many large-scale retail chain stores. Some large-scale electrical appliance stores offer products at quite low prices.

④ Department Stores

Department stores offer higher quality products than supermarkets. Prices are also higher. There are many department stores near terminal stations such as Umeda, Namba, and Tennoji.

(12) Newspapers

Asahi Shimbun, Mainichi Shimbun, Yomiuri Shimbun, Sankei Shimbun and Nihon Keizai Shimbun are national newspapers. Newspapers are available at kiosks in train stations and convenience stores. There are also English newspapers, such as The Asahi Shimbun, The Japan News and The Japan Times. You can (partly) read these on the internet and also apply for a subscription through the internet.

* Websites

The Asahi Shimbun	http://www.asahi.com/ajw/
The Japan News by the Yomiuri Shimbun	http://the-japan-news.com/
The Japan Times	http://www.japantimes.co.jp
The Mainichi	https://mainichi.jp/english/
Nikkei Asian Review	http://asia.nikkei.com/
The Sankei News	http://www.sankei.com/ (only in Japanese)

(13) TV and Radio

If you have a television in your household, you need to pay a basic NHK subscription fee (a discount is available for those paying fees for a certain period at one time).

Terrestrial analog TV broadcasting was discontinued from July 2011. To watch the standard TV channels you need a TV (and cable etc.) that can receive digital broadcasts.

NHK and other private companies also provide additional satellite (BS, CS) and cable broadcasting services at extra fees. If you have a TV set or VC equipped with a sound multiplex system, you can watch programs in English if they are broadcast bilingually.

Radio FM CO.CO.LO (76MHz) broadcasts in multiple languages at different times during the day. For more information, check the FM CO.CO.LO homepage:

<http://cocolo.jp/pages/timetable.php>

(14) Drivers license, Automobiles and Bicycles

① Driver's license and automobiles

Those with an international driver's license "B" are allowed to drive a car in Japan (for a maximum of one year). You need to carry both the international and your original license with you when driving. A license "A" is required for riding motorcycles including a motorized bicycle (Gentsuki). No license is necessary for a pedal electric cycle.

To obtain a Japanese driver's license, you need to have your driver's license from your home country translated (possible at JAF: <http://www.jaf.or.jp/e/switch.htm>) and then apply for a Japanese license at the:

Kadoma Driving Test Venue (Kodama Unten Menkyo Shikenjo): 06-6908-9121

or Komyoike Driving Test Venue (Komyoike Unten Menkyo Shikenjo): 0725-56-1881

Procedures for driver's license

https://www.police.pref.osaka.lg.jp/foreign_language_selection/english/1/2/5/3/3933.html

Access maps:

<https://www.police.pref.osaka.lg.jp/tetsuduki/untmenkyo/3/3696.html>

(only in Japanese)

Although secondhand cars are relatively inexpensive to purchase, you must secure a place to park before registration which is difficult at most apartments. Even if you can find a parking place in your neighborhood, parking fees are quite high. Never forget that driving without automobile insurance is illegal and that if an accident happens, you may find yourself in a very difficult situation. In principle, the university prohibits students from driving cars and motorcycles onto the campus. You are encouraged to use a bicycle or public transportation, unless you have special reasons.

② Bicycles

To prevent theft, you have to register your bicycle when you purchase it. If the shop where you purchase the bicycle doesn't provide the registration process, you need to go to a police station for registration. Make sure to lock up your bicycle when leaving it unattended. If your bicycle is stolen, report it to the police immediately.

To park your bicycle at the university, you have to buy a sticker (¥1000, valid for 1 year) and visibly attach it to your bicycle. To obtain a sticker download the application form from the OCU Portal Site, purchase a bicycle registration certificate from the certificate issuing machine and bring the form, bicycle registration certificate and a certificate of enrollment to the Property Management Department Financial Section in the 1-goukan building.

Note: From 1 July 2016, Osaka Prefecture has made it mandatory for people owning or riding a bicycle to have a liability insurance. You can either purchase liability insurance that covers personal liability in your daily life, or you can purchase special 'Bicycle insurance'. Liability insurance may already be included in other insurances that you have (for example in your fire insurance), but you have to confirm this yourself.

IV. In Case of Emergency

1. In case of an emergency, call:

110 for police (in case of a robbery or theft etc.)

119 for ambulance or fire brigade

These emergency numbers are the same in whole Japan and are free to dial from any phone, including your mobile phone (so you can call emergency numbers even if you have a prepay phone without any credit left).

In all emergencies it is important to stay calm.

(1) Fire

① To prevent fire

- Make sure to extinguish all flames and cigarettes before going to bed or leaving home.
- Cigarettes are a very common cause for fire, so make extra sure to extinguish them properly.
- Do not place burnable items outside of your residence.
- Use heating systems properly.
- Have a fire extinguisher at your home.

② In case of fire

- Call 119 immediately and report the location, your name and telephone number.
- Alert neighbors loudly about the fire (shout 'Kaji').
- If you are surrounded by smoke, place a towel over your nose and mouth during evacuation.

【In case of a fire at the university, please do the following: 】

Notify people

- Shout Fire / Kaji to notify those near you.
- Report the fire to the nearest security or administration office.
- If it is not possible to put out the fire, call 119
- When you push the emergency bell, an alarm will sound, hydrant pumps will start working and the location will automatically be reported to the security office.

Try to put out the fire (for as much as possible)

- Try to put out a beginning fire with a fire extinguisher, bucket etc. University staff will also come to fight the fire, please follow their instructions.
- Turn off any gas valves, keep a safe distance, turn off electricity and move away burnable goods from the fire.
- In case your clothes catch fire, try to extinguish the flames using your hands or anything available. Rolling on the ground can also help to extinguish the flames.
- If you close the fire doors in the corridor, notify people in a loud voice and make sure there are no people left inside.

How to use a fire extinguisher:



Escape safely

- If the ceiling catches fire or if any gas valves are burning, stop trying to put out the fire and escape as quickly as possible.
- When evacuating follow directions of university staff. If any people have been left behind, immediately notify university staff.
- Indoor staircases will fill with smoke and are dangerous. Whenever possible, use outdoor staircases.
- Do not use the elevator.
- If there is smoke or gas, hold a handkerchief over your nose and mouth, stay low and move on hands and knees in the same direction as the smoke is going.
- If it is impossible to use the emergency stairs or ladders, open a window and shout for help.
- Do not leave the evacuation area until your safety has been unmistakably confirmed by university staff.

(2) Earthquake

Earthquakes occur frequently in Japan. You should always be prepared.

① Advance preparations

- Secure furniture to the wall with a clasp (available at department stores, furniture shops, metal shops etc.).
- It is recommended to keep a portable radio, flashlight, candles etc ready at home in

case of power failure.

- Make sure to have a small backpack with drinking water supply, food, first aid kit, some clothing, cash money and important documents (or copies) ready to pick up and take with you easily.
 - Identify where the emergency evacuation site is in the area where you live and work.
- ② What to do in case of an earthquake if you are inside
- Stay under something solid such as a desk.
 - Move away from things that might fall over, windows and other glass.
 - Don't run out in a panic as there is the danger of being hit by falling debris.
 - Extinguish open flames, and turn off the gas (if possible the main valve) and pull the plugs of any heat producing household appliances.
 - Open at least one window or door to secure an exit.
 - Try to stay as calm as possible and protect your head during evacuation.
- ③ What to do in case of an earthquake if you are on public transport
- Prepare for an emergency stop.
 - When the vehicle stops, do not exit the vehicle until instructed to do so by a staff member. Especially in subways the high-voltage poses a serious danger.
- ④ What to do in case of an earthquake if you are underground
- Do not run out in a panic. Stay close to strong columns or walls and follow instructions from staff members.
 - If there is an electric outage be assured that the emergency lights will come on right away.
 - Try to put out any fires using emergency fire extinguishers.
 - In case of fire there is a danger of smoke and gas. Hold a handkerchief over your nose and mouth, stay low and move on hands and knees along walls in the same direction as the smoke is going.
- ⑤ What to do in case of an earthquake if you are outside
- Do not stop and stay exactly where you are. Cover your head with your bag or clothes and move away to a clear area, park or solid building. Be careful of falling objects.
 - Try to stay clear of walls, vending machines, telephone poles and other things that might fall over or collapse.
 - Stay away from fallen electricity lines.
 - As river banks, cliffs etc. might give in, stay away from them as much as possible.
 - Be careful of cracks and holes in the ground.

⑥ What to do in case of an earthquake if you are near water

- Tsunami can occur even after small earthquakes. Evacuate immediately to the 3rd floor or higher of a nearby building.
- Do not try to escape by car.
- Tsunami can consist of recurring waves. Stay away from the water until the tsunami warning has been lifted.

⑦ What to do in case of an earthquake if you are at the university

【When inside classrooms etc.】

- Do not run out in a panic. Duck beneath a desk.
- If people around you panic, tell them to calm down and sit beneath a desk.
- If there is nothing to hide underneath, try to stay away from moving objects, cover your head with a bag or clothes and try to avoid falling objects.
- Flying glass from breaking windows is a danger. If possible close blinds or curtains and keep at a distance from windows.
- If you are near a door, open it to secure an exit.
- If you are in a gymnasium, duck in a safe place and be careful of falling objects.

【During experiments】

- Tell everyone to turn off any flames and do so yourself. Pull electric plugs. Close gas bottles. However, if it is a large earthquake and it is impossible to turn off a flame, first try to secure your own personal safety.
- In the case of a fire, university staff will take charge. Please follow their instructions and evacuate when the shaking stops.

【When in corridors or on stairs】

- Stay away from the walls and try to go into a classroom and hide beneath a desk.
- If there are no reachable classrooms, cover your head with a bag or clothes and stay away from underneath TL-lights.
- Try to proceed to a safe place.

【When in an elevator】

- Push the button for the nearest floor and get off at that floor.
- If stuck in-between floors, press the emergency button and ask for help.

【When outside】

- Move away from buildings, walls and electric lines.

【How to evacuate】

- Follow the instructions of staff members. Stay calm and do not rush at doors. Calmly gather people and evacuate together.
- Because of the risk of aftershocks, stay away from buildings and evacuate to an open space.
- Evacuate as quickly as possible, but be careful of falling objects, collapsing shelves, level differences and holes.
- Evacuate on foot and limit luggage as much as possible.
- Help wounded persons to evacuate.
- If there are any people seriously wounded or not able to evacuate notify a staff member.
- Inside classrooms walk close to walls, in corridors walk in the middle. Do not use elevators but use the stairs to evacuate.
- If the electricity is out, follow the green emergency exit signs.
- After arriving at the evacuation space, help wounded people until doctors arrive.

【After evacuation】

- Obtain and follow information on radio, TV, internet, mobile phones. Do not spread any incorrect information or rumors that could lead to panic.
- After securing your own safety, assist with nearby firefighting, rescue efforts, distribution of emergency goods or nursing of wounded people.
- A coordination office will be established at the university and will collect the necessary information.

(3) Traffic accident

Beware when you are walking or driving to avoid traffic accidents. If you encounter a traffic accident and anyone is injured, call 119 to ask for an ambulance immediately. Next, call 110 to report the accident to the police.

If you are involved in the accident, ask the other party's name, place of work, telephone number, license plate number and insurance status. Also ask anyone who witnessed the accident their name and telephone number. Follow the instruction of the police at the scene.

National health insurance doesn't cover medical costs in connection with traffic accidents. Those medical costs are reimbursed later from the insurance maintained by the party found to be responsible for the accident. If possible, try to get a police report of the accident.

OFIX Osaka Information Service for Foreign Residents FAQ (frequently asked questions):
<http://www.ofix.or.jp/life/eng/accident/01.html>

(4) Robbery

If you are the victim of a robbery or other crime outside of the campus, call 110, give them the location, your address, name, telephone number, describe the situation and follow the instructions given by the police. In case of a robbery on campus, please contact the nearest administrative or security office and your host scholar immediately. If you are robbed (or lose) credit cards, bankbooks or cash cards, report the loss to the bank and credit card companies to block your accounts. Always report it to the police

(5) Typhoon

From July to October, many typhoons hit Japan. When a typhoon nears your area, try to stay inside as much as possible, and certainly do not go out hiking, mountaineering, fishing, or do any water sports. Please stay away from rivers, coast or other water areas and try to stay informed about the situation via weather reports on TV/radio. In lowland areas near water, houses might become flooded.

Advance preparations:

- As there might be power failures, keep a portable radio, flashlight, and other emergency items ready.
- Items on the porch and veranda may be blown away by strong winds. Take them inside or fix them firmly.
- As there might be suspensions in water supply, keep a few days' worth of water.
- Do not go out unless necessary and listen to weather and news reports.

2. Japanese words for emergency situations

- 助けて (TASUKETE) HELP!
- 泥棒 (DOROBOU) THIEF/ROBBER
- 警察 (KEISATSU) POLICE
- 火事 (KAJI) FIRE
- 救急車 (KYUUKYUUSHA) AMBULANCE
- 病院 (BYOUIN) HOSPITAL
- 急いで (ISOIDE) HURRY UP
- 止めて (YAMETE) STOP IT
- 出て行って (DETE ITTE) GET OUT OF HERE
- 痛い (ITAI) PAIN/HURT/SORE
- 暴力 (BOURYOKU) VIOLENCE
- 病気 (BYOUKI) ILLNESS
- 事故 (JIKO) ACCIDENT
- 怪我 (KEGA) INJURY
- 日本語を話せません (NIHONGO WO HANASEMASEN) I CANNOT SPEAK JAPANESE.

V. Returning to your home country

Before leaving Japan, you need to go through several formalities. Required procedures are listed below for your reference.

Residence

- Inform your landlord about your leaving date (at least one month before moving out)
- Inform your guarantor of your intent to depart Japan.
- Restore your apartment to the condition in which it was leased.

Bank

- Cancel your accounts, cash card and automatic withdrawal service. Ask staff at your faculty/graduate school office about an appropriate time for account closure because some transactions may not be completed until after you leave Japan, such as receipt of scholarship/fellowship and payment of utility bills.

Other cancellations

- Utility services such as electricity, gas, water, telephone and NHK subscription.

Ward office

- Cancel your national health insurance membership, return the insurance card and settle your payment at your ward office.
- School-related formalities for your child(ren).

Sending your luggage

- by surface-mail and/or airmail.

Garbage disposal

- Large waste and recyclable refuse should be disposed correctly.

Mail forwarding service

- This service enables a designated person in Japan to receive your mail as sent to your address in Japan for up to one year.

Other

- Return library books

At the airport when you leave

- Return your Resident Card to the airport immigration officer.

VI. Reference materials

1. Osaka Regional Immigration Bureau

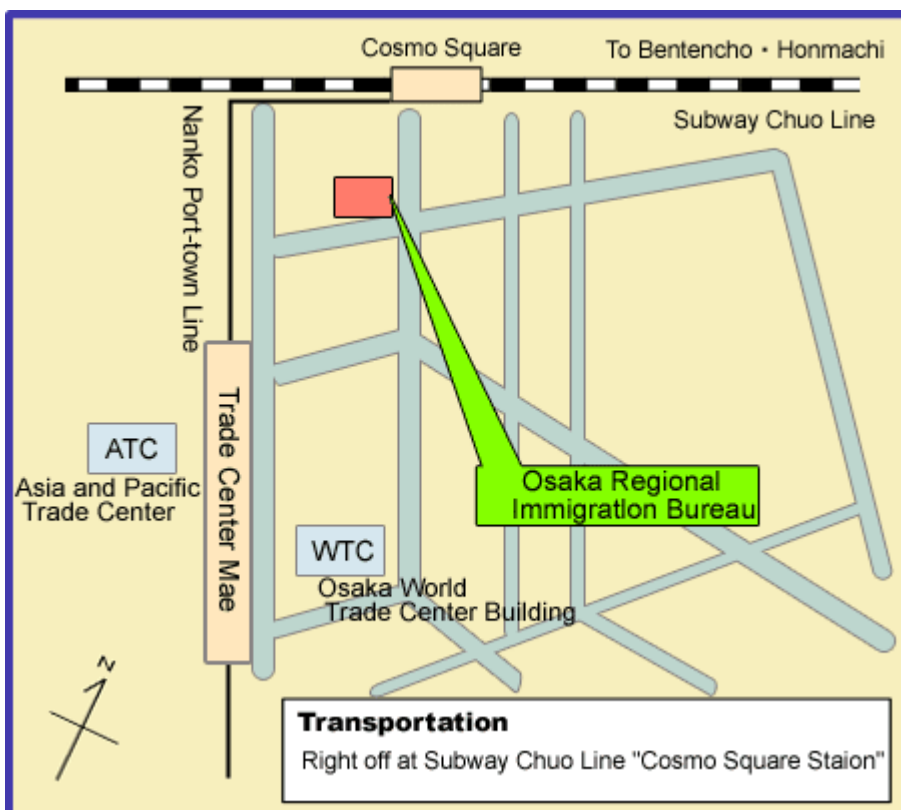
<http://www.immi-moj.go.jp/english/soshiki/kikou/osaka.html>

Address: 1-29-53 Nankou Kita, Suminoe-ku, Osaka-shi, Post Code: 559—0034

Tel: 06-4703-2100

Hours: 9:00~16:00, (not open on Saturdays, Sundays and National Holidays)

Access: Right outside Subway Chuo Line ‘Cosmo Square Station’



2. Osaka International House Foundation

<http://www.ih-osaka.or.jp/english/>

Address:

8-2-6 Uehonmachi, Tennouji-ku, Osaka-shi, 543-0001

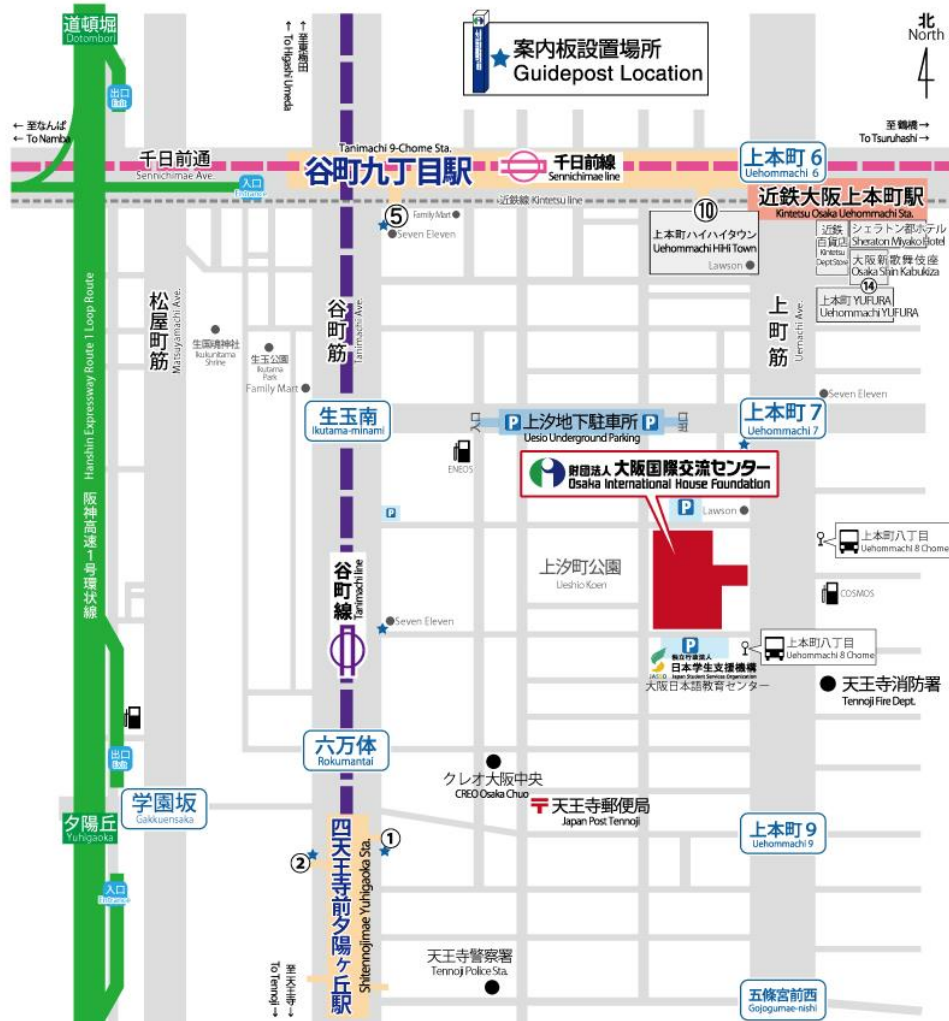
Tel: 06-6773-8182

Access:

5 min walk from Kintetsu Railway,
Osaka Line, Nara Line, Namba Line
'Osaka-Uehonmachi Station' (Exit 14).

7 min walk from Subway
Tanimachi Line/ Sennichimae Line
'Tanimachi 9-chome Station' (Exit 10).

10 min walk from Subway
Tanimachi Line
'Shitennoji-mae Yuhigaoka Station'
(Exit 1).



3. Osaka Foundation of International Exchange

URL: <http://www.ofix.or.jp/english/index.html>

Address:

5th Floor, MyDome Osaka,

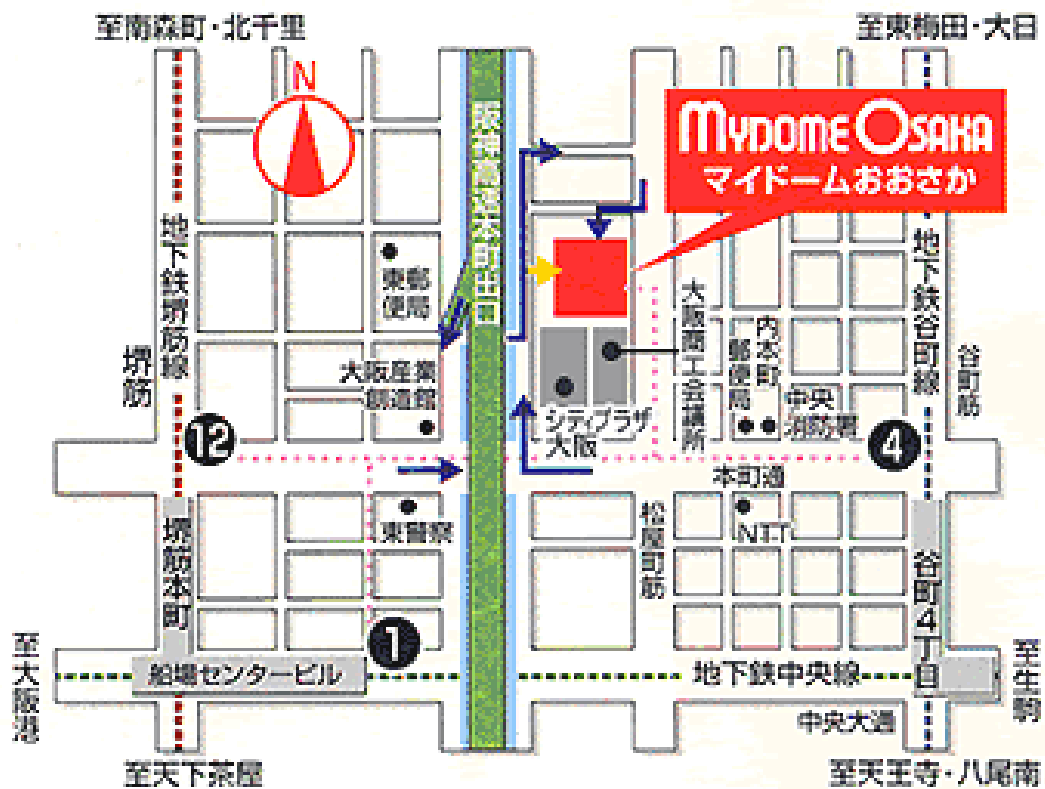
2-5 Hommachi-bashi, Chuo-ku, Osaka, 540-0039

Tel: 06-6966-2400

Access:

Exit 1 or 12 of Sakaisujihommachi Station (Subway Chuo/Sakaisuji Line)

Exit 4 of Tanimachi 4-chome Station (Subway Tanimachi Line)



4. Campus Map and Access

Sugimoto Campus



3-3-138 Sugimoto Sumiyoshi-ku,
Osaka, 558-8585 JAPAN

Access:

5 min. walk from JR Hanwa Line
'Sugimoto-cho Station'.

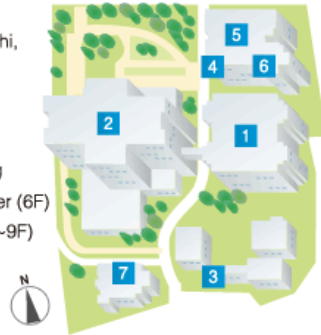
20 min. walk from Subway
Midosuji Line 'Abiko Station'

Abeno Campus (Faculty of Medicine)

Abeno Campus

1-4-3 Asahimachi, Abeno-ku, Osaka-shi,
545-8585 JAPAN

- 1 Faculty of Medicine
- 2 University Hospital
- 3 Faculty of Medicine South Building
- 4 Medical Science Information Center (6F)
- 5 Medical Staff Education Center (7-9F)
- 6 Medical Library (8-9F)
- 7 School of Nursing



1-4-3 Asahimachi, Abeno-ku,

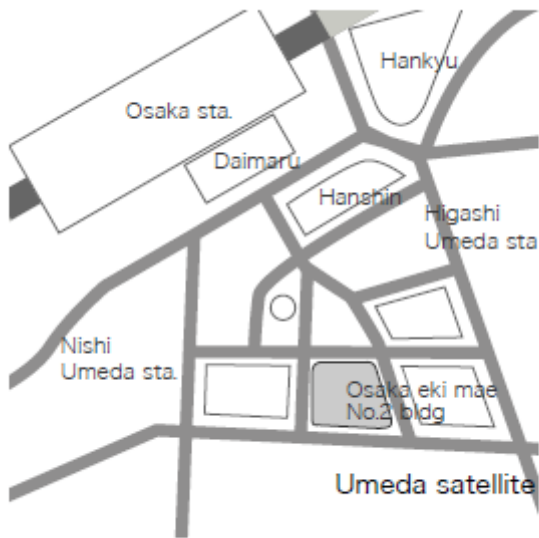
Osaka 545-8585 JAPAN

Access:

-10 min. walk from JR Hanwa Line and Subway
Midosuji Line 'Tennoji Station',

-10 min. walk from Kintetsu Minami Osaka Line
'Abenobashi Station'.

Umeda Satellite



Osaka-eki-mae bldg nr. 2, 6FL

1-2-2-600 Umeda, Kita-ku,

Osaka 530-0001 JAPAN

Access: JR Osaka Station, Hankyu

Umeda Station, Hanshin Umeda

Station, Subway Umeda or Kitashinchi

Stations

5. Contact numbers and location for each faculty

Location	Organization and Administration	Contact
Sugimoto Campus	Global Exchange Office	06-6605-3453
	Business Faculty and Graduate School	06-6605-2201
	Economics Faculty and Graduate School	06-6605-2251
	Law Faculty and Graduate School	06-6605-2303
	Literature and Human Sciences Faculty and Graduate School	06-6605-2353
	Science Faculty and Graduate School	06-6605-2504
	Engineering Faculty and Graduate School	06-6605-2651
	Human Life Science Faculty and Graduate School	06-6605-2803
	Creative Cities Graduate School	06-6605-3507
Abeno Campus	Medical School and Graduate School of Medicine	06-6645-3611
	School of Nursing and Graduate School of Nursing	06-6645-3511
Umeda Satellite	Creative Cities Graduate School	06-4799-3700

MEMO

Name	
Period of Stay	
Address in Japan	
Telephone Number	
Host Scholar Name	
Host Scholar Department	
Emergency Contact	
MEMO	

OCU GUIDEBOOK FOR VISITING RESEARCHERS

Global Exchange Office, March 2017

Sugimoto 3-3-138, Sumiyoshi-ku, Osaka 558-8585

TEL 06-6605-3452 / FAX 06-6605-3592

E-MAIL kokusai@ado.osaka-cu.ac.jp

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