Fall, 2026

General Information for International Students

Center for International Education (CIE), Waseda University

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<When Entering Japan>

I. Residence card

- You **must** obtain a **"Student Visa"** at the Japanese Embassy or Consulate in your home country before departing for Japan. Unfortunately, there has been a tragic case in the past. A student assumed they could enter on a tourist visa and then switch to a student visa within Japan, so they came to Japan without the proper visa. However, under the Japanese system, that is impossible. That student had to return to their home country, re-apply for the visa, and then fly back to Japan. This results in irrecoverable losses, including high airfare costs, credit shortages due to missed classes, and major schedule delays. Even if you are currently in the process of applying, please make sure you have the **"Student Visa"** in your hand before boarding your flight to Japan.



- When you arrive in Japan, a residence card will be issued at the airport* after landing permission is granted.

  * Residence card issuing airports are limited to New Chitose, Narita, Haneda, Chubu, Kansai, Hiroshima, and Fukuoka.

ADDRESS
(When you change your address, new address will be written on the back side of the card.)

STATUS OF RESIDENCE

PERIOD OF STAY
(DATE OF EXPORATION)



- By Japanese law, you are required to carry your Residence Card with you whenever you go out. The card serves as your official identification in Japan and is required for various procedures, including opening a bank account, signing a mobile phone contract, and completing administrative formalities. Failure to carry your Residence Card may result in a fine.

- **“Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted（資格外活動許可）.”** during your immigration process. Fill out the APPLICATION FORM and submit it along with your passport and COE at landing inspection. This is the simplest and fastest way: just submit an application form at the airport counter upon entry, and you will receive a work permit stamp on the back of your Residence Card. If you do not apply at the airport, you will later have to visit the crowded Immigration Bureau yourself and go through complex procedures. Even if you haven't decided whether to work part-time yet, it doesn't hurt to get this permission at the airport if there is even a slight possibility.



<After Arriving in Japan>

I. Three procedures at the Ward/City Office

Complete the following three procedures at the Ward Office（区役所/市役所）where you live. For example, go to Shinjuku-ku City Office (新宿区役所) if you live in Shinjuku-ku（新宿区）.
All necessary procedures can be completed in a single visit to the Ward Office.

1. Resident Registration *To be done FIRST!

- After moving into your residence, you must take your residence card to the City/Ward Office that serves your area **within 14 days** to register your address. Once the registration is completed, your address will be printed on the back of your residence card, making it a valid form of official identification.



2. National Health Insurance (NHI)

- After completing your Resident Registration, take your residence card to the NHI section of the ward office. You will receive an "Eligibility Confirmation Letter（資格確認書）" there.
- All registered residents staying in Japan for more than three months are obliged to enroll in the NHI, **regardless of nationality or age.** This includes exchange students as well.
  In case you are not enrolled in the NHI, serious problems may arise with your residence status. Therefore, you must complete the required procedures at the National Insurance Division of your ward office.



- By joining NHI, you only have to pay thirty percent of the total treatment cost as a copayment when you see a doctor. For example, if your treatment costs JPY 10,000, you pay JPY 3,000. Some treatments, including childbirth, traffic accidents, medical examinations, and cosmetic surgery, are not covered by this insurance.
- You need to pay the insurance premium monthly after registration. The premium varies depending on where you live and your income. In Shinjuku-ku, it is about JPY 1,500 per month with a student discount.
- When you see a doctor for injuries or illnesses, present your "Eligibility Confirmation Letter." Otherwise, the copayment discount will not apply.

[Reference] When exemptions from insurance premiums are available
https://www.city.shinjuku.lg.jp/content/000339874.pdf

3. National Pension

- All registered residents of Japan aged 20 to 59 years, **regardless of nationality**, are obliged to enroll in the National Pension. This includes students staying in Japan for less than a year (e.g., exchange students).
- In case you are not enrolled in the National Pension or fail to complete the special waiver (学生納付特例制度) procedures, your residence status may be negatively affected. Complete the required procedures at the National Pension Division of your ward office to avoid this.
- What you need to do depends on your age:

Students under 20	You do not have to enroll or pay. If you turn 20 while in Japan, you must go to the municipal office to enroll and apply for an exemption.
Students 20 and older	**Enrollment is mandatory**. To be exempt from paying the monthly premiums, you must apply for the special waiver (学生納付特例制度) at the National Pension Division of your ward office. If you do not apply, you will receive bills and be treated as having unpaid premiums.

- Note that the special waiver (学生納付特例制度) requires annual application. If you plan to stay in Japan for more than one year after turning 20, you must apply each year. You do not need to visit the ward office every year; simply return the postcard sent to your home to complete the procedure).

[Reference]
Application for National Pension Contribution Special Payment System for Students
国民年金保険料学生納付特例の申請について

II. Residency Check Form

- After completing your Resident Registration at the City Office, provide Waseda University with the information on your status of residence through the New Residency Check Form.



- After uploading your residence card data on the Residency Check Form, update your address on MyWaseda at the same time. First, log in to MyWaseda, and go to [Update Student Profile] > [Change of Personal Information] from the left menu.
- After registering your address on MyWaseda, you will receive a notification from your undergraduate or graduate school office about a sticker with your new address for your student ID. Pick it up at the office and affix it to the back of your student ID.
- A student ID without your correct address may be invalid, so do this promptly.

III. MyWaseda

- “MyWaseda” is the Waseda University’s online portal site. Important procedures, including email communication, course registration, grade confirmation, address, and bank account registration, are handled through this site.
- You will receive your MyWaseda login ID and password from your undergraduate or graduate school, along with instructions on how to use it.
  Each undergraduate and graduate school also has bulletin boards. Notices such as scholarship for regular students and exam schedules will be posted there, so check them frequently.
- Keep your current address updated in MyWaseda.

<While Staying in Japan>

I. Opening a bank account

1. When opening a bank account

- In general, you cannot open a bank account if you have been in Japan for less than six months. However, some banks, such as Japan Post Bank or Tokyo Star Bank, may allow Waseda students to open accounts before six months have passed.
  → For more details, your affiliated undergraduate or graduate school office will email you around the middle of September (except for some schools).
- During the first six months in Japan, your account will be a “non-resident account.” This restricts activities, such as internet banking, overseas remittances, receiving money from abroad, and creating credit cards. Once six months have passed, some banks may request you to change your status to a "resident account." Check with your bank for details.
- To open an account, your student ID is needed. You can obtain your student ID from your undergraduate or graduate school on or after April 1 for the spring semester and on or after September 21 for the fall semester. Please keep in mind that you will not be able to open an account before you receive your student ID.
- With the support of our partner banks, in-person bank account opening sessions will once again be offered to students during the Fall Semester 2026 (dates to be announced).
  [Eligibility]
  New international students who are expected to remain enrolled at Waseda University for one year or more.
  Materials for Japan Post Bank, which lets you apply using your own smartphone app, are also available HERE.

2. After opening

- After opening an account, log in to MyWaseda and register it. You cannot receive a scholarship without registration, even if you are eligible.
- Refer to the manual below for instructions on registering your account.
  https://waseda.box.com/s/aq3zx2gli1qdszgeni44p0fhhemt3g7h
- Close your account before leaving Japan. Failure to do so may result in unexpected losses. Unclosed bank accounts have sometimes been misused by third parties.

II. Extension of “period of stay”

Only for Regular Students. Exchange students are NOT eligible except for special cases.

- Residence cards have a valid period of stay. Check your residence card carefully.
- You may apply to extend your period of stay from three months before your period of stay expires. Any stay after the expiration is illegal residence, so be sure to apply to the Immigration Services Bureau to extend the period of stay before the expiration date.
- Read the CIE website or use the QR code below to check the necessary procedures.
- The office responsible for processing your documents and the submission method vary depending on your faculty or graduate school. Please make sure you understand which office to submit your documents to and the required submission method before proceeding.

- **VERY IMPORTANT:**

  Aim to maintain good grades and earn sufficient credits as a Waseda student. **Keeping up with your studies supports your extension approval**.

III. Leaving Japan temporarily

- If you are leaving Japan temporarily to return to your country or travel abroad for vacation, check the “I am leaving Japan temporarily and will return” box on the ED card (available at the Airport Immigration) and present it to the immigration officer upon departure. Detailed information can be found at the following URL.
  https://www.cie-waseda.jp/visastatus/en/current/offcampus.html#section-2



IV. Part-time work permission

- If you did NOT obtain the “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted” (the “Permission”) (資格外活動許可) at the airport, you can apply at the Regional Immigration Services Bureau. It takes a few weeks to two months to receive it. For application instructions, check HERE:

- Working hours with the Permission must not exceed the legal limit shown below.

During the class period	28 hrs. per week
During the summer/winter/spring breaks	8 hrs. per day and 40 hrs. per week

  * In case you work beyond this limit, you will be subject to penalties, such as deportation, a fine, or imprisonment.
  * You are prohibited from working part-time in any kind of adult entertainment businesses. This includes work such as dishwashing or cleaning in those places.

- Notes when working as a TA or RA
  - If you are a regular student working as a Teaching Assistant (TA) or a Research Assistant (RA) at Waseda University with a “Student” status of residence, you do not need the Permission. Working hours as either a TA, a RA, or both at Waseda University must be under 20 hours per week.
  - [Non-regular students (including exchange students)]
    As a general rule, non-regular students (including exchange students) cannot work as a TA or RA. If allowed, the Permission is necessary.
  - [Regular students]
    Regular students who work in positions other than as a TA or RA must obtain the Permission.
- Notes when working as a Tutor
  - Regular students with a "Student" status of residence who wish to work as a Tutor at Waseda University are **required** to obtain permission before applying. Without this permission, they are not permitted to work as a Tutor.
- Waseda University ensures proper management of international students’ compliance

with Article 19, Paragraph 1 of the Immigration Control and Refugee Recognition Act. Please use the "Outside Activity (Part-time Employment) Disclosure Form" to disclose any activities other than that permitted under the Status of Residence previously granted (i.e. a part-time job). Submit this form when starting a new part-time job, when there are any changes to your current part-time job, or in any case in which you are unsure whether you should report.

<Other Useful Information>

I. Cautions for renting a room/place

【Important】We have received feedback about student use of rental houses in the community. These concerns are not related to anyone's country of origin, but often involve garbage disposal and noise. Please be mindful of these issues to help maintain a comfortable and safe study abroad experience.

- Follow local rules for garbage separation. Ensure you are familiar with how to sort your trash, when to put it out, and how to handle large items. Stay updated on any changes or issues with garbage collection.
- Remember to pay your rent for the upcoming month before the due date, which is typically at the end of the month. Rent is still required even if you are away for a long time, such as during a vacation.
- Do not permit your friends, families, or others to rent out a room (including Airbnb) during your absence.
- Keep noise levels appropriate at all times. Do not make loud noises at night, as this often causes neighborhood disturbances.
- You are not allowed to share your apartment, intended for single occupancy, with anyone else under the contract.
- Be careful of each provision of your lease contract when terminating or renewing it, especially regarding rent.
- Restore the room to its original condition upon moving out. Fixtures and fittings must be in the same condition as when you moved in.
- If you intend to end your current lease early to move elsewhere, you need to contact your counterparty or real estate agent. in advance at least one month before the date you move out.
- If you have any problems with your housing, consult with the landlord or the real estate company right away.

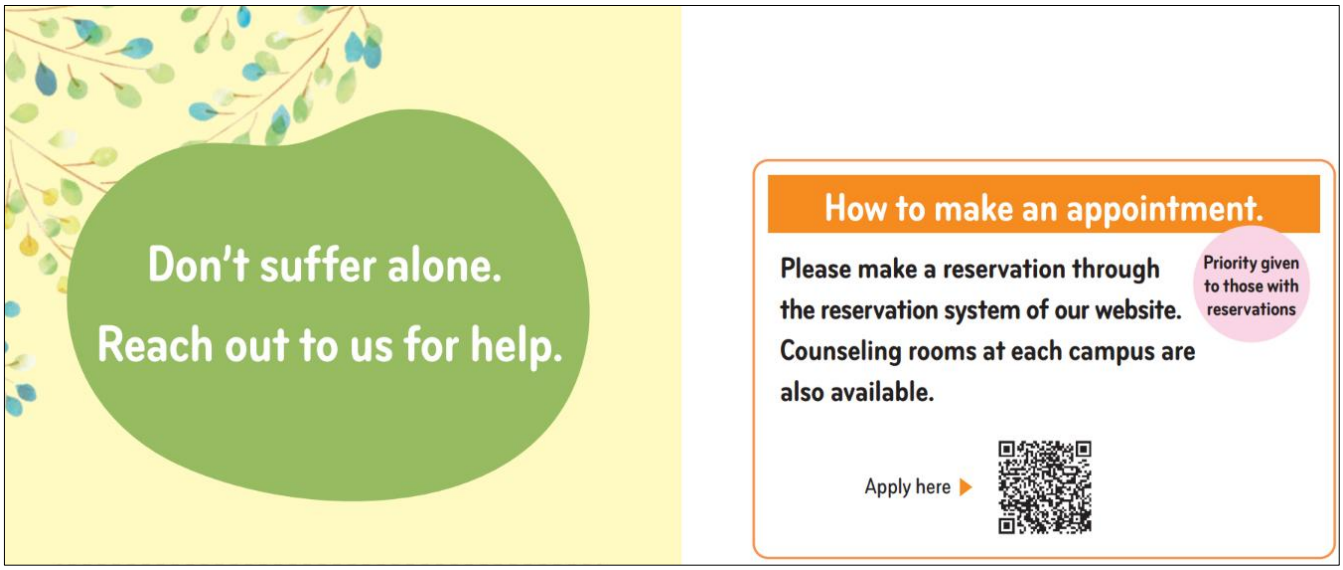
II. Stress care: How to manage your stress

- While living in a foreign country for a long time, it is natural for many international students to a greater or lesser extent, feel some kind of stress due to various factors. You should pay attention to your stress.
- <Stress faced by international students>

① Culture Shock（language/lifestyle/religious view/social structure）
② Academic difficulty due to differences in the education system
③ Worries about problems in your home country, such as wars, political upheavals, or economic crises

④ Anxiety about a visa ⑤ Stress from the human relationship with supervisor, roommate, or landlord/landlady ⑥ Dealing with homesickness ⑦ Career path selection after graduation or going back to the home country

- Remember, you don't have to handle everything on your own. Whenever you need support, the Student Counseling Center is here to listen and help.



III. Student health checkup

- Eligible students will receive an email by September. Follow the instructions in it.
  *Qualification for the student health checkup varies depending on your admission category, such as Regular student or exchange student.
- You must book a time and submit the health survey before your checkup.
- If you remain enrolled after next October, your student health checkup will be in April. Please make sure to attend.

IV. On-campus consultation services

1． Health Support Center

Overview	The center provides consultations on mental and physical health, emergency first aid, and referrals to English-speaking medical facilities.
WEB Site	https://www.waseda.jp/inst/hsc/en
Note	<Health-Care Room, Health Support Center> Students undergoing treatment for an illness in their home country and seeking for

	a medical clinic in Japan should consult the Health-Care Room as soon as possible.

2．Student Diversity Center

・Accessibility Resource Center (ARC)

Overview	The center helps with disabilities, including hearing impairment, language disorder, visual impairment, and mobility impairment.
WEB Site	https://www.waseda.jp/inst/dsso/en/
Note	To receive such support and consideration, it is necessary to notify Waseda at the time of application.

・Gender and Sexuality Center (GS Center)

Overview	The center provides consultations on concerns regarding sexual minorities.
WEB Site	https://www.waseda.jp/inst/gscenter/en/

・Student Counseling Center (SCC)

Overview	At the Student Counselling Center, you can talk about anything related to student life. If you need quick mental health help, use the online counselling service “cotree”, an external counselling service.
WEB Site	https://www.waseda.jp/inst/scc/en

・Intercultural Communication Center (ICC)

Overview	The ICC welcomes people of all origins and nationalities and provides opportunities for interaction among students. Students play a central role in planning and managing about 200 events a year. We aim to create new values and cultures while deepening our understanding of the world's cultures.
WEB Site	https://www.waseda.jp/inst/icc/en/

Note	◆Events and activities https://www.waseda.jp/inst/icc/en/events/ ◆How to participate https://www.waseda.jp/inst/icc/en/events/involve/

3. Career Center

Overview	At the Career Center, you can consult about careers and job hunting after graduation. Contact us for career advice.
WEB Site	https://www.waseda.jp/inst/career/en/

4. Training Center (gym)

WEB Site	https://www.waseda.jp/inst/student/en/facility/training
Note	To use the on-campus training center (gym), you must provide the results of your health checkup.

5. Refresh Studio

WEB Site	https://www.waseda.jp/inst/student/en/facility/refreshstudio

6. Writing Center

Overview	The center supports your Japanese and English academic writing through an individual tutor.
WEB Site	https://www.waseda.jp/inst/aw/en/about/what

7. Tutorial System

Overview	It supports your Japanese and English academic writing through an individual tutor.
WEB Site	https://www.waseda.jp/inst/cie/en/life/other

V. Waseda University Libraries

- Waseda University has many libraries, including the Central Library, four Campus Libraries, School Libraries for each division, and seven Students' Reading Rooms. For more information, please visit the following links.
  https://www.waseda.jp/library/en/
- A student ID is required to borrow books.
- Borrowing periods and the number of books you can borrow depend on your status.
  Undergraduates:15 books in 14 days, Graduate: 30 books in 14 days
- Copiers, PCs, Wi-Fi, and group study rooms are available.

VI. Miscellaneous

1. Suica / PASMO

- Suica and PASMO are rechargeable IC cards that can be used for train, subway, and bus travel instead of paper tickets. They offer the same functions and convenience; the only difference is the issuing company.
- Both Suica and PASMO are also available as mobile versions that can be added to your smartphone.

2. Commuter Pass ("Teikiken" in Japanese)

- A student ID is needed to buy a student commuter pass.
- You can buy the pass for the route between your nearest station and Waseda University. The expiration may be one, three, or six months. Longer expiration periods reduce the overall cost.
- If you have a Suica or PASMO card, you can incorporate a commuter pass function into it.
- To buy the pass, fill in a commuter application form and submit it to the ticket office at your boarding station. Bring your student ID. You can pay with cash or credit card. The passes are issued on the day you apply. If you use Suica or PASMO as a commuter pass, your commuting stations and dates of validity will be printed on the card.

3. Others

- For other daily life problems or coursework consultations, please contact your affiliated school

office first.

- Refer the [New Student Guide] for other support.
  https://www.waseda.jp/inst/cie/en/to-waseda/new-student-guide
- Bicycle rules starting from April 1st, 2026
  https://www.npa.go.jp/bureau/traffic/bicycle/portal/pdf/r7_leaflet_aokippu_en.pdf

Fin.