

2024年秋入学 外国人留学生対象 学生生活オリエンテーション

Student Life Orientation for International Students Enrolling in the Fall Semester of 2024

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学生課

STUDENT AFFAIRS DIVISION



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Appendix

You can learn more about your studies/classes at the orientation that will be conducted by your respective departments/graduate schools.

(If you still have any questions, please contact the Academic Affairs Division.)

1. 大学のポータルサイトについて

About the Student Portal (UNIPA)

- Please confirm the necessary procedures before the start of classes (e.g., confirmation of your student ID number, procedures for using the student portal (UNIPA), confirmation of OMU reception method, etc.) at the orientation of the school or graduate school to which you belong.
- University email address (...@st.omu.ac.jp)
Important information/announcements will be sent via email (not over the phone). Please be sure to complete the setup.

If you have any questions on how to use it, please ask your [supporters/tutors](#)

You can search any notice from the Student Affairs Division and International Students Support Team using keywords such as 【留学生/For International Students】

ポータルトップ ▶ 掲示一覧

キーワードは、件名・差出人・本文から検索します。

キーワード

部分一致で検索

授業科目

コード、名称から検索

グループ

全表示

既読

未読

新着

重要

申込

フラグつき

重要 期限あり 未確認

重要情報はありません。

トピック

インフォメーション

スケジュール



検索

●学生 ○教員

学籍番号:

氏名:

検索 Advanced検索

リンク

- ☑ [いろいろ・みず \(URL未設定\)](#)
- ☑ [Moodle \(URL未設定\)](#)
- ☑ [学生Navi \(情報共有サイト\)](#)
- ☑ [QMUメール\(URL未設定\)](#)
- ☑ [中百舌島キャンパスマップ](#)
- ☑ [杉本キャンパスマップ](#)
- ☑ [阿倍野キャンパスマップ](#)
- ☑ [羽鳥野キャンパスマップ](#)
- ☑ [りんくうキャンパスマップ](#)
- ☑ [大阪公立大学Webサイト \(URL未設定\)](#)

2022/03/16(水)

◀前週 ◀前日 今日 翌日 ▶翌週▶

終日

予定はありません。

時間別

予定はありません。

掲示板

新着

2022/03/11 [自動配信] 掲示承認 [システム管理者]

🚩 フラグをつける 既読にする

2022/03/11 [自動配信] 掲示承認 [システム管理者]

🚩 フラグをつける 既読にする

2022/03/11 [自動配信] 学籍情報変更申請(一次承認済) [システム管理者]

🚩 フラグをつける 既読にする

2022/03/11 [自動配信] 学籍情報変更申請(一次承認済) [システム管理者]

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🚩 フラグをつける 既読にする

2022/03/11 [自動配信] 学籍情報変更申請(再申請) [システム管理者]

🚩 フラグをつける 既読にする

2022/03/11 [自動配信] 学籍情報変更申請(再申請) [システム管理者]

🚩 フラグをつける 既読にする

2022/03/11 [自動配信] 学籍情報変更申請(再申請) [システム管理者]

🚩 フラグをつける 既読にする

フラグつき

フラグつき情報ははありません。

2. OMU Webサイト外国人留学生支援ページについて

About the OMU Website International Student Support Page

- The international student support page provides information on support for international students living in Japan and studying at OMU. Please check the following website or the OMU UNIPA bulletin board for necessary information.

[外国人留学生向け情報 / For International Students | 教育・学生生活 | 大阪公立大学 \(omu.ac.jp\)](https://omu.ac.jp)



Information for International Students

You can learn more about your studies/classes at the orientation that will be conducted by your respective departments/graduate schools.

(If you still have any questions, please contact the Academic Affairs Division.)

3. 授業料納付について

Payment of Tuition Fee



Online registration

● Online Registration For Your Tuition Fee Debit Account (Regular Students Only)

Registration period:

September 13 (Fri.) to 23 (Mon.), 2024 *Register by using your examinee's No.

September 24 (Tue.) to 30 (Mon.), 2024 *Register by using your examinee's No. or student ID

November 1 (Fri.) to 30 (Sat.), 2024 *Register by using your student ID

* For students who have not registered an account, a payment slip will be sent to their home.

Debit date: October 28 (Mon.), 2024 (second semester ¥267,900)

* In case you apply for tuition reduction/exemption, the tuition fee will be debited on December 27 (Fri.), 2024.

Research Student Tuition Payment due: October 25 (Fri.), 2024

* Research students are not required to register an account. As you will receive a payment slip, please pay according to it.

If you have any questions, please ask [the Student Affairs Division](#).

4. 授業料減免について

Tuition Reduction / Exemption

Eligible students will be contacted directly by the Student Affairs Division for further details.

5. 奨学金について

Scholarships



Scholarships

- Multiple scholarships are offered by various organizations for privately funded international students (regular students) who are in need of money.
- Some of these scholarships are given through university recommendation, and others through direct application by the applicant to an organization. Information will be available on OMU UNIPA.

- For doctoral students (international students are also eligible):

① Research Scholarship/Special Research Scholarship Project
* Either “Tuition Reduction / Exemption” or “Research Scholarship Project” will be accepted.

② University Fellowship Program for Science and Technology Innovations and Support for Pioneering Research Initiated by the Next Generation



6. 宿舎について

Dormitories



Dormitory

- **Dormitories for international students include dormitories managed by OMU and other dormitories managed by external foundations.
For more details, please check the university website.**
- **Note that the university does not introduce apartments or other private properties. When renting a room, please make a contract with a real estate agency by yourself. If you cannot find a cosigner, consult a multilingual guarantee company. The Student Affairs Division can introduce you to a guarantee company.**

7. サポーター・チューター制度について Supporter and Tutor System



Supporter/Tutor

If you have any concerns about life in Japan or student life, there is a system in place to receive support from seniors.

● Supporter system

< Details of support >

- Examples of support with daily life
 - Helping international students complete administrative procedures at the City Office (for residence registration, application for national health insurance and the national pension program, etc.)
 - Helping international students open bank accounts
 - Assisting international students in contracting for electricity, gas, water, cell phones, the internet, etc.
- Examples of support at OMU (if necessary)
 - Giving international students advice on how to log in to and use OMU UNIPA and Student Navi
 - Helping international students register their bicycles at OMU
 - Attending orientation sessions together with international students

< Maximum duration of support >

Approximately 1 month after matriculating or entry into Japan

< Application Method >

Please apply through the University's website. (QR code on the upper right)

Supporters primarily provide **a livelihood support**

Available immediately after entering the country!

● Tutor system

< Details of support >

Support available in the Supporter System

in addition to the above

- Giving advice on class content, etc.
- Correcting and giving instruction on papers written in Japanese, etc.

< Maximum duration of support >

- Undergraduate and graduate students may receive support for up to two semesters (maximum 1 year) during the prescribed period in which they must complete their studies after matriculating.
- Research students and exchange students may receive support for the first two semesters after matriculating (maximum 1 year).

[Note] Applications are accepted on a semi-annual basis

< Application Method >

The Student Affairs Office will contact you.

Tutors primarily provide **a support for learning.**

Available 1-1 1/2 months after enrollment!

8. その他外国人留学生の支援について

Other Support for OMU International Students



Students
Counseling Center

- If you are considering finding a job in Japan, do not hesitate to visit the Career Center of the Student Affairs Division. A career consultant will advise you on how to proceed with job hunting/interviews.
- If you have any other problems and do not know where to consult, first ask the “Students Counseling Center.” Also, the Mental Health Center provides students with counseling by clinical psychologists. If you have difficulty using Japanese, we can arrange an interpreter.

If you have any questions, please ask the [Student Affairs Division](#).



9. 在留資格・在留カード Residence Status/Residence Card

- Your status of residence is “Student.” Thus, if you take a leave of absence, withdraw, or graduate from OMU (complete the course of study at OMU), you will lose the status.



- After graduation (completion of studies), you will not be able to stay in Japan with the status of “Student,” irrespective of the remaining period of your stay, because you will not meet the requirements for the residence status of “Student.” Please be sure to return to your home country as soon as possible after graduation.

- Your status and period of residence need to be confirmed by the university. [Please upload a copy of your residence card \(both front and back\) to OMU UNIPA](#)

- You must carry your residence card with you at all times.



How to upload your residence card

● **Three important procedures at the city (ward) office of your residence after your arrival in Japan or moving in to new address**

- **Resident Registration**

Your address will be indicated at the back side of your residence card.

- **National Pension**

International students aged 20 or older must enroll in this system.

- **National Health Insurance**

International students who live in Japan for more than 3 months must join the National Health Insurance, together with their family members living in the same household. You will only have to pay 30% for medical treatment. (Certain types of special treatment are out of the scope of coverage.)

Supporters/Tutors will help you.

- **Students who enrolled in OMU from Japanese language schools or other organizations must submit “Notification of the accepting organization” to the Immigration Services Agency of Japan. * Notification of leaving or transferring from the affiliated organization.**
https://www.isa.go.jp/en/applications/procedures/nyuukokukanri10_00014.html
- **Complete the procedure for extending your period of stay in Japan by the expiration date. You can apply for an extension of your period of stay from 3 months before the expiration date. Make an application for extension as early as possible.**

The following pages explain the application for permission to extend the period of stay.



● How to extend the period of stay

[出入国在留管理庁ホームページ \(moj.go.jp\)](http://moj.go.jp)



Click on "Various procedures" on the dark blue bar at the top of the Immigration Services Agency website.

Introduction
to the
Immigration
Services

Public
information

Various
procedures

Residence
support

Consultation
counter/Information
reception desk

Applicable
laws and
regulations

Immigration
policy/statistics

Employment/Recruit
ment Information

[top page](#) > Various procedures

Various procedures

Immigration Control and Refugee Recognition Law Procedures

If you want to check the necessary documents from the procedure you want to do (change of status of residence, change of period of stay, etc.) [Search by type of procedure](#) Please check from

If you would like to check the required documents from the status of residence of the foreigner who will carry out the procedure, please refer to "[Search by status of residence](#)" Please check from

Search by type of procedure

Search by status of residence

Click on
"Search by status of residence"

After moving to the Various procedures page, click on "Search by status of residence" in the Immigration Control and Refugee Recognition Law Procedures section.



ISA Page > Various procedures > Search by status of residence

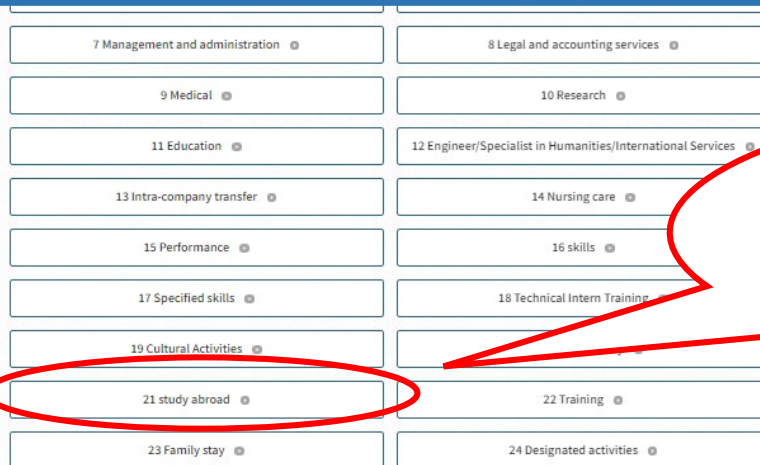
Search by status of residence

Activities that can be done in Japan, applicable cases, period of stay [Status of residence list](#) Please check

*For questions about how to fill out the application form, required documents, etc. [Immigration Information Center](#) Please contact us.
TEL: 0570-013904 (IP phone, from overseas: 03-5796-7112)

*Please select the status of residence you wish to obtain or change from the following.

Once you are on the "Search by status of residence" page, click on "21 study abroad" from the list of status of residence (work, study abroad, family stay, etc.) according to the activity you will perform in Japan.



Click on "21 study abroad"

21 study abroad



If you go to the page where the status of residence is "Student," you will find a list of applications related to the status of residence "Student."
If you wish to extend your period of stay, click on **"Application form for extension of period of stay."**

top page > Various procedures > Search by status of residence > Status of residence "Student"

Status of residence "Student"

Activities applicable to this status of residence	Universities, technical colleges, high schools (including upper secondary courses of secondary education schools), upper secondary schools of special support schools, junior high schools (including upper secondary courses of compulsory education schools and lower secondary courses), or special education schools in Japan Activities to receive education at junior high schools, elementary schools (including the first half of compulsory education schools), elementary schools for special needs schools, vocational schools, miscellaneous schools, or institutions equivalent to these in terms of facilities and organization. Examples include students of universities, junior colleges, technical colleges, high schools, junior high schools and elementary schools.
Period of stay	The period specified by the Minister of Justice (not exceeding 4 years and 3 months)

- Application for Certificate of Eligibility
- Application for change of status of residence
- Application form for extension of period of stay**
- Application form for permission to acquire status of residence
- Required notifications for those currently residing in Japan with this status of residence
- Reference material

Please check the list and download the documents required for the application for extension of period of stay.



Application form for extension of period of stay

This application is for those who are already staying in Japan with this status of residence and wish to continue the activities with this status of residence.

1. Application form for extension of period of stay (1 copy)

It can be downloaded from below.

[Application for extension of period of stay \(PDF:241KB\)](#)

[Application for extension of period of stay \(Excel:113KB\)](#)

① Download "Application for Extension of Period of Stay"

1. Application for extension of period of stay 1 copy

You can download it from below.

[Application for Extension of Period of Stay \(PDF:241KB\)](#)

[Application for Extension of Period of Stay \(Excel:113KB\)](#)

2. Photo 1 leaf (Photos that meet specified standards (prepare and submit by attaching it to the application form))

*If an application is submitted using an inappropriate photo that does not meet the specified standards, you will be asked to retake the photo.

*If you are under 16 years old, you do not need to submit a photo. Also, if you wish to change your status from short-term to medium- to long-term resident status, you do not need to submit a photo.

3. Presentation of passport and residence card

4. Other/required documents

[Points to note when applying \(PDF: 149KB\)](#)

[Attached table \(PDF: 66KB\)](#)

[Declaration regarding payment of accommodation expenses \(PDF: 109KB\)](#)

Documents to be submitted

(1) Universities (including junior colleges and graduate schools), institutions equivalent to universities, and technical colleges

a. [Institutions that have received notification that they are an appropriate school \(Class I or Class II\) \(PDF: 117KB\)](#)

b. [Institutions that have not received notification that they are an appropriate school \(PDF: 121KB\)](#)

(2) Vocational training schools, various schools, institutions equivalent to various schools in terms of organization (excluding those that receive Japanese language education exclusively)

a. [Institutions that have received notification that they are an appropriate school \(Class I\) \(PDF: 113KB\)](#)

b. [Institutions that have received notification that they are an appropriate school \(Class II\) \(PDF: 117KB\)](#)

c. [Institutions that have not received notification that they are an appropriate school \(PDF: 117KB\)](#)

(3) Japanese language educational institutions, preparatory educational institutions

a. [Institutions that have received notification that they are an appropriate school \(Class I\) \(PDF: 105KB\)](#)

b. [Institutions that have received notification that they are an appropriate school \(Class II\) \(PDF: 110KB\)](#)

c. [Institutions that have not received notification that they are an appropriate school \(PDF: 110KB\)](#)

(4) High school, junior high school, elementary school

[High school, junior high school, elementary school \(PDF: 75KB\)](#)

②

Download "[a. Institutions that have received notification that they are an appropriate school \(Class I or Class II\) \(PDF: 117KB\)](#)"

① Application for Extension of Period of Stay

The application form consists of five pages: the first 3 pages for the applicant and the latter 2 pages for the organization to which the applicant belongs.

About the pages to be filled out by the applicant:

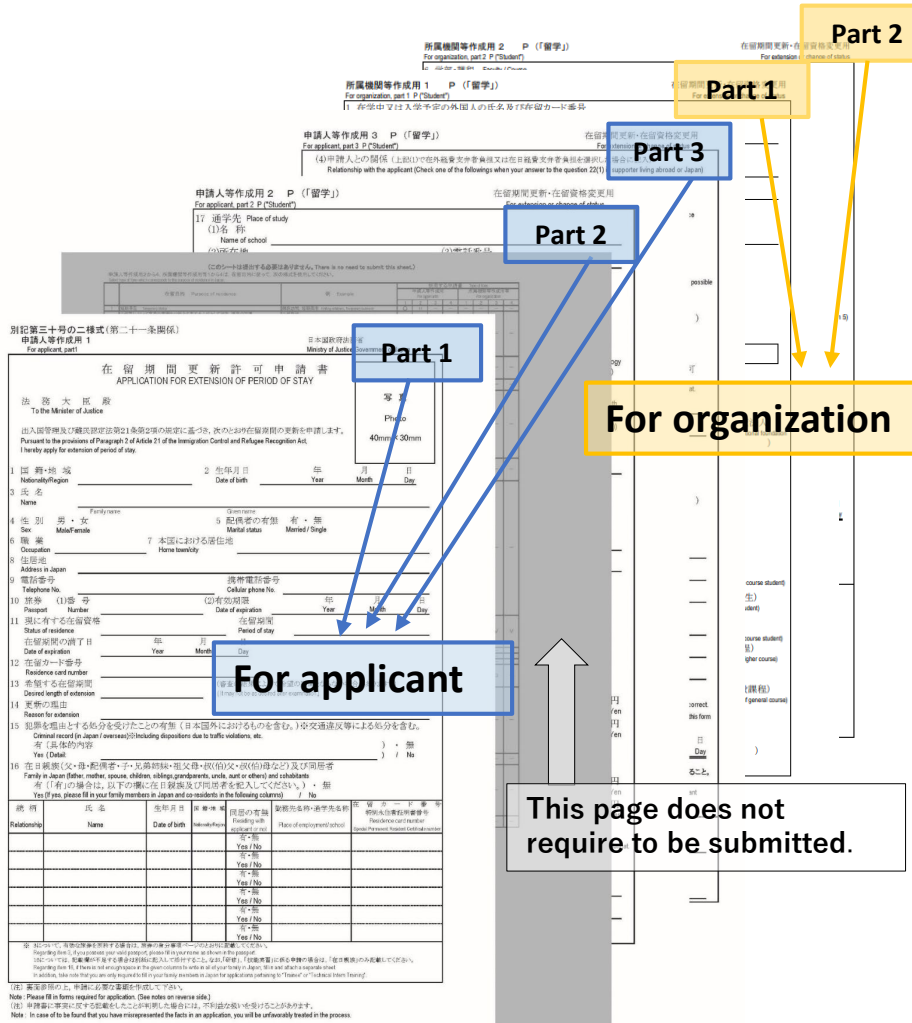
- The second sheet (the reverse side of the first sheet) does not need to be filled out. It is not required.
- The applicant is required to complete **three pages** in total. The applicant is responsible for completing this form; therefore, please check the items and complete the form by yourself.

About the pages to be filled out by your organization:

- The part for your institution in the form is **two pages long**.

The department that issues these pages differs from campus to campus.

For issuance requests, please contact any of the offices listed on the next page.



The image shows a multi-page application form for extending the period of stay. It is divided into three main sections:

- Part 1 (For applicant):** This section includes the top half of the form, covering personal information (name, date of birth, gender, marital status, occupation, address in Japan, telephone number, passport number, and date of application), status of residence, and reasons for extension. It also includes a table for family members in Japan and overseas.
- Part 2 (For applicant):** This section includes the bottom half of the form, covering the applicant's current status (course student, student, or other), the period of stay, and the date of application.
- Part 3 (For organization):** This section includes the bottom half of the form, covering the organization's name, address, and contact information.

Callouts indicate that the second sheet (the reverse side of the first sheet) does not need to be filled out. The part for the organization is two pages long. The part for the applicant is three pages long.

**“APPLICATION FOR EXTENSION OF PERIOD OF STAY (For organization)”
is issued by the following offices.**

【 Issuance Request Contact 】

Sugimoto Campus *Including Umeda Satellite students	Educational Coordination Service, Academic Affairs Division 【Student Support Center 1F】
Nakamozu Campus	International Students Support Section, Student Affairs Division 【Building A3 1F No. 2 Counter】
Abeno Campus	Educational Affairs Division 【School of Medicine Building 1F】
Habikino Campus	Educational Affairs Service, Student Affairs Group 【Building L 1F Office】
Rinku Campus	Student and Educational Affairs Service 【1F Office】

② a. List of documents to be submitted in the case that the applicant is or will be enrolled in a university (including junior college and graduate school), an institution equivalent to a university, or a college of technology that have received notification that they are an appropriate school (Class I or Class II)-This document consists of two sheets.

● About “a. Institutions that have received notification that they are an appropriate school (Class I or Class II)”

※ 適正校（クラスI又はクラスII）である旨の通知を受けた大学（短期大学、大学院を含む。）、大学に準ずる機関、高等専門学校に入学する又は在籍している場合の提出書類一覧表

番号	必要書類	提出の要否	提出確認		備考
			いすか	サイン	
1	在籍期間更新許可申請書	○	有	無	
2	提出書類一覧表（本表）	△ (備考欄参照)	有	無	所属機関が申請を提出する場合は任意
3	在籍証明書(発行可能な場合)、出席証明書及び卒業証明書(在籍中) 在籍申請時以降に在籍した全ての教育機関に係る証明書	○	有	無	
4	研究内容を証する文書	△ (備考欄参照)	有	無	大学等において、専ら研究にふらぬ研究として受け入れられる場合
5	履修届けの写し又は修業科目及び修業時間を証する文書	△ (備考欄参照)	有	無	大学等において、修業科目、科目等修業規定、専ら修業による研究生として受け入れられることが申請時に決定している場合
6	大学の管理体則を説明した文書	△ (備考欄参照)	有	無	大学の設置において授業を行う大学院の研究科において、専ら後期進学して教育を受ける場合

Part 1

Part 2

参考様式

score

ation

月まで
(Month)

下さい。
可能な限り詳細に記載
します。
ハ。

3. Certificate of attendance (if issuable), academic transcript, and graduation certificate (most recent...)

If this is your **first year** at OMU, you do not need to submit an academic transcript. If you have been enrolled in any Japanese language school or another university prior to OMU, you are required to submit the documents.

- The university is accredited by the Immigration Services Agency as an appropriate school.
- The application process is smoother for institutions that are accredited by the Immigration Services Agency and require fewer documents than institutions that are not accredited by the Agency.
- This document consists of two sheets. The first is a list of documents to be submitted, and the second is a confirmation of language proficiency. Fill in the information about your level of Japanese language proficiency on the second sheet.
- Please check the list, prepare the documents marked with a circle (○) (required to be submitted) and other documents marked with a triangle (△) (if applicable), sign them, and submit the complete set to the Regional Immigration Services Bureau in Osaka.

- **If you want to work part-time, make sure to obtain authorization from the Immigration Services Agency of Japan.**
You are strictly prohibited from working in any adult entertainment business, including bars.
- **Even with the Agency's authorization, you are not allowed to work longer than the designated maximum working hours. Generally, the maximum working hours per week are 28. During the periods from March 20 to April 7 (spring vacation), August 10 to September 23 (summer vacation), and December 24 to January 7 (winter vacation), the maximum working hours are eight per day and 40 per week.**

[Important Notice]

Your status of residence may not be renewed in certain circumstances, including where you commit an offense such as engaging in illegal work (working longer than the designated maximum working hours, engaging in prohibited work, etc.) or where your academic performance is poor.

To enjoy your student life, be sure to comply with the laws and study hard.

<When Leaving Japan temporarily>

- **Submit a “notification of temporary leave” online to the Student Affairs Division.**

学生Navi > 学生生活 > 一時出国届（留学生用）

https://portal.omu.ac.jp/stu_information/Lists/seikatsu/AllItems.aspx

- **Check your period of stay before your departure.
(If your period of stay expires before your return to Japan, you will need to obtain a status of residence again.)**
- **If you plan to re-enter Japan within 1 year, you can leave the country with a special re-entry permission. For more details, please check the website of the Immigration Services Agency of Japan.**
- **If you do not re-enter Japan within 1 year after the date of your last departure, you will forfeit your status of residence.
Be sure to manage your travel schedule carefully.**



Student Life Guidebook

Thank you for your attention.

(Please be sure to read the Student Life Guidebook.)

- For general information on living in Japan, refer to the Immigration Services Agency of Japan website.
<https://www.moj.go.jp/isa/support/portal/index.html>

You are always welcomed to the Student Affairs Division, if you need any help!!

Sugimoto Campus, Student Support Center 1F TEL: 06-6605-3608

Nakamozu Campus, Building A3 1F

TEL: 072-254-6243

E-mail: gr-gks-intlstu@omu.ac.jp

Appendix

SUGIMOTO Campus Map

