







PRE-DEPARTURE AND POST-ARRIVAL CHECKLIST FOR SHORT-TERM RESIDENTS




What to do before coming to Japan and after arrival in Sendai



Note: the International Support Center (ISC) can provide assistance with procedures marked 

Timeline	No.	Category	Check Applicability	To do	Tick if applicable	Assistance from ISC	Tick if completed	
PRE-DEPARTURE	6-4 months before departure	1	Travel Schedule	Applicable to all. →	i Confirm travel schedule. <ul style="list-style-type: none"> ➤ If the host department is the bearer of travel cost, inform the researcher of the documents they need submit to the department after their arrival. ➤ COE issuance (if applicable) may take around 1-3 months from application submission. Plan the travel schedule with this in mind, and appropriate buffer time. 	<input type="checkbox"/>	X	<input type="checkbox"/>
		2	Visa Requirement	Applicable to all →	i Confirm visa requirement <ul style="list-style-type: none"> ➤ Depending on your nationalities, purpose of entry, period of stay, and employment and remuneration status in Japan, you may be required to apply for a visa. ➤ Check the visa requirement and the documents required for visa application with the embassy of Japan in your country of residence. 	<input type="checkbox"/>	X	<input type="checkbox"/>
		3	COE Application	Are you required to submit a COE for visa application? Yes →	i Start COE Application <ul style="list-style-type: none"> ➤ Follow the instruction from your host department and provide the necessary information and document. The University will apply for COE on your behalf, and will send the both-side copy of COE to you by email. ➤ **Please be advised that COE application and issuance generally takes 3 months (in some cases, it can be longer). Those who require COE to enter Japan are strongly encouraged to make the application well in advance of their planned departure date. 	<input type="checkbox"/>		<input type="checkbox"/>
		4	Document Translation	Do you have documents that need to be translated? Yes →	i Complete document translation <ul style="list-style-type: none"> ➤ Send the documents that need to be translated to translation services available in your country. Bring the original translated copy to Japan. ➤ For those with family, an English or Japanese translation of your marriage/birth certificate is required for your dependent's COE, visa application, and resident registration in Sendai. 	<input type="checkbox"/>	X	<input type="checkbox"/>
		5	Accommodation	Do you intend to move into the International House, University House or TU Staff Housing? yes → no →	i UH, IH Reservation <ul style="list-style-type: none"> ➤ Confirm vacancy and eligibility to move into IH/UH Housing ➤ Proceed to reserve a unit from the link below if you are eligible. Please be advised that tentative reservation of UH/IH can be made as early as 6 months in advance. https://sup.bureau.tohoku.ac.jp/en/pre-arrival-e/researcher-e/ ➤ The tenancy period for UH is between 1 month and 1 year, and for IH is between 2 weeks and 1 year. ii Temporary accommodation: <ul style="list-style-type: none"> ➤ Make reservation for hotel/weekly apartment if necessary. ➤ If your accommodation expenses are covered by your host department please be sure to prepare/keep the documents required for reimbursement. ➤ ISC can provide assistance with hotel reservation. Please refer to no.11 to apply for this support services. 	<input type="checkbox"/>		<input type="checkbox"/>

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PRE-DEPARTURE	6-4 months before departure	6	International Tax Convention	Do you intend to apply for the reduction / exemption of tax under the tax convention? (Tax conventions are treaties signed between countries to avoid double taxation and prevent tax-evasion from both the country of residence and country of source.)	yes →	i Prepare International Tax Convention application <ul style="list-style-type: none"> ➤ Check if you qualify for the reduction / exemption of income tax under the tax convention, and the documents required for the application. Inform your host department in Tohoku University of your intention. ➤ Prepare all necessary documents before coming to Japan and submit them to your host department after arrival. (i.e.: relevant application forms, Prove of Residency/Tax Residency Certificate, etc.). Please take note that some documents take 2-3 months to be issued. ➤ For more info: https://www.mof.go.jp/english/policy/tax_policy/tax_conventions/tax_convention_list_en.html 	<input type="checkbox"/>	X	<input type="checkbox"/>
		7	International Social Security Agreement	Will you be covered by the social security system in your country for the duration of your stay in Japan, and wish to be exempted from Japan's social security coverage under the International Social Security Agreement?	yes →	i Prepare International Social Security Agreement application <ul style="list-style-type: none"> ➤ Check if you are eligible for social security coverage exemption in Japan. Inform your employer in your country and your host department in Tohoku University of your intention. ➤ Prepare all necessary documents before coming to Japan and submit them to your host department after arrival. ➤ For more info: https://www.nenkin.go.jp/international/agreement/index.html 	<input type="checkbox"/>	X	<input type="checkbox"/>
	1 month before departure	8	Visa Application	Do you need visa to enter Japan? (for long term residents (90 days or more), COE is required to obtain visa, and visa application can only be done after issuance of COE)	yes →	i Submit visa application <ul style="list-style-type: none"> ➤ Visit the Japan consulate in your country of residence and submit your visa application together with all required documents. (check if the Japan consulate in your country of residence require prior appointment) ➤ If everything is in order, visa is normally issued within 5 working days. 	<input type="checkbox"/>	X	<input type="checkbox"/>
		9	Flight Ticket Purchase	Applicable to all	→	i Purchase flight ticket <ul style="list-style-type: none"> ➤ After your visa has been issued, and your travel schedule has been confirmed, purchase your flight ticket. ➤ We generally recommend our visitors to purchase their flight tickets only after their visas have been issued. However, If you choose to purchase your flight ticket BEFORE visa has been issued, we highly recommend getting a flexible ticket in case your visa fails to be issued in time. ➤ If your host department will be reimbursing your travel costs, be sure to keep the receipt, itinerary, and boarding pass, and submit it to your host department after 	<input type="checkbox"/>		<input type="checkbox"/>
		10	International Driving License	Will you be driving in Japan right after arrival?	yes →	i Check if you need International Driving Permit <ul style="list-style-type: none"> ➤ Check the link below to see if your current driving license can be used to drive in https://www.keishicho.metro.tokyo.lg.jp/multilingual/english/traffic_safety/drivers_licenses/index.html ➤ If your current driving license cannot be used to drive in Japan, obtain an international driving license from the automotive department in your country of residence. 	<input type="checkbox"/>	X	<input type="checkbox"/>
		11	Support Services	Do you require support after arrival in Sendai?	yes →	i Apply for support services <ul style="list-style-type: none"> ➤ Tohoku University International Support Center offers various support services to international researchers and faculty members free of charge. ➤ Visit the below link to learn more about the support services offered: https://sup.bureau.tohoku.ac.jp/en/application-main-e/ 	<input type="checkbox"/>		<input type="checkbox"/>
	2 weeks before departure	12	Confirmation of Support	Did you apply for support services?	yes →	i Use your MyPage account to communicate with us and confirm the details of the support you applied for.	<input type="checkbox"/>		<input type="checkbox"/>

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PRE-DEPARTURE	up to 3 days before departure	13	Visit Japan Web	Applicable to all →	i Go to the link below and complete the Visit Japan Web Fast Track registration: https://vjw-lp.digital.go.jp/ Please be sure to always check the latest entry requirement before your departure.	<input type="checkbox"/>	X	<input type="checkbox"/>
		14	Travel Insurance	Applicable to those who are not employed by TU, or those who are employed by TU but do not meet the eligibility to enroll into the MEXT MAA insurance →	i Get a travel insurance ➤ We highly encourage those who are not eligible to enroll into either the National Health Insurance or MEXT MAA insurance to get a travel insurance to cover the entire period of their stay in Japan. ➤ Those who are not covered by any form of insurance for the duration of their stay in Japan will be required to pay for the cost of any medical treatment they receive while in Japan.	<input type="checkbox"/>	X	<input type="checkbox"/>
	up to 3 days before departure	15	Documents to bring to Japan	Applicable to all →	i Compile the documents to bring to Japan. ➤ General document checklist: · Passport · Flight ticket · Hotel reservation · Driving license (if applicable)	<input type="checkbox"/>	X	<input type="checkbox"/>
AFTER ARRIVAL		16	SIM card	Do you need a Japanese SIM Card? yes →	i Consider getting a travel sim card and pick it up at your arrival airport or have it delivered to your place of residence in Sendai. ➤ You may consider the below options: https://www.sakuramobile.jp/ https://en.nipponsim.jp/	<input type="checkbox"/>		<input type="checkbox"/>
		17	Accommodation Check-in	All →	i For University Housing (IH, UH and SH): Complete move-in procedure at university housing. ii For hotel / weekly apartment Check-in procedures will be conducted at the accommodation location. ➤ ISC can provide assistance with (i) and (ii) as well as guidance from Sendai station to the accommodation. Please refer to no.11 to apply for the support services.	<input type="checkbox"/>		<input type="checkbox"/>
		18	IC Card	Will you be using the train/bus to commute to the university? yes →	i Consider getting a reloadable IC Card to make your commute easier.	<input type="checkbox"/>		<input type="checkbox"/>
		19	TU ID Card (Employee ID Card) issuance	Are you employed at TU? yes →	i Follow the instruction of your host department to apply for employee ID card through TU Groupware.	<input type="checkbox"/>	X	<input type="checkbox"/>
		20	Tohoku University e-mail	Are you employed at TU? yes →	i Follow the instruction of your host department to set up your e-mail account.	<input type="checkbox"/>	X	<input type="checkbox"/>
		21	Tohoku University Network	Are you allowed access to the TU Network? yes →	i Follow the instruction of your host department to access TU Network. For researcher/faculty members : GroupWare https://gw.tohoku.ac.jp/garoon/cgi-bin/cbgrn/gm.cgi	<input type="checkbox"/>	X	<input type="checkbox"/>
		22	Campus Wi-Fi Eduroam	Are you allowed access to the campus Wi-fi? yes →	i Follow the instruction of your host department to connect to and access TU wi-fi network. Refer to: https://www.tains.tohoku.ac.jp/contents/wireless/eduroam.html	<input type="checkbox"/>	X	<input type="checkbox"/>