



CHIBA UNIVERSITY

2025 Academic Year October Guide to Chiba University Entrance Procedures

For International Students
Admitted to Graduate Schools

CONTENTS

[Section 1]	Entrance procedures		
I	Entrance procedures	• • • • •	1
II	Entrance procedures period	• • • • •	2
III	Entrance procedures flow	• • • • •	3
IV	Payments	• • • • •	8
V	Dicline of enrollment	• • • • •	10
[Section 2]	Entrance ceremony	• • • • •	11
[Section 3]	Chiba University International Support Desk (ISD)		12
I	Guidance for new international students	• • • • •	12
II	Help with residence registration and Information on opening a bank account	• • • • •	12
III	Residence statuses	• • • • •	12
IV	Apartment lease guarantor system (institutional guarantee)	• • • • •	12
V	Scholarship programs	• • • • •	13
[Section 4]	Residence documents and other paperwork		14
I	Residence Card	• • • • •	14
II	My Number	• • • • •	14
III	Resident Relocation Notification	• • • • •	14
IV	Notifications to the Immigration Bureau	• • • • •	14
V	Period of stay	• • • • •	15
[Section 5]	National Health Insurance, National Pension		16
I	National Health Insurance	• • • • •	16
II	National Pension	• • • • •	16
[Section 6]	Information on accommodations		17
I	Information on apartments and other accommodations (Chiba University Co-op)	• • • • •	17
II	Housing information (ISD)	• • • • •	17
[Section 7]	Entrance preparations, etc.		18
I	Issuance of student ID cards	• • • • •	18
II	Commuter certificate for eligibility to purchase a student commuter pass	• • • • •	18
III	Issuing certificates	• • • • •	18
IV	Health checkups	• • • • •	19
V	Preparation of a health insurance certificate (remote dependent certificate)	• • • • •	19
VI	If planning to commute by bicycle	• • • • •	19
VII	Regulations on commuting by vehicle (car or motorcycle)	• • • • •	19
VIII	Schooling assistance for students with disabilities or medical conditions	• • • • •	19
IX	Yayoi Daycare	• • • • •	20
X	Purchasing textbooks	• • • • •	20
[Section 8]	Financial assistance		21
I	Pre-registering to apply for scholarships for privately financed international students	• • • • •	21
II	Entrance fee exemption or deferral	• • • • •	22
III	Tuition exemption/deferral, payment in monthly installments	• • • • •	23
[Section 9]	Chiba University campus information		24
I	Campus maps (showing Student Affairs Units and other facilities)	• • • • •	24
II	Phone numbers for inquiries	• • • • •	26

[Documents]
Handling of personal information
Pledge (sample)

REVISION HISTORY

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First edition	May 12, 2025	First edition issued
Ver 1.1	August 27, 2025	II Entrance procedures period P. 2 Added a note of” *Please follow the instructions from the accepted graduate school.”.

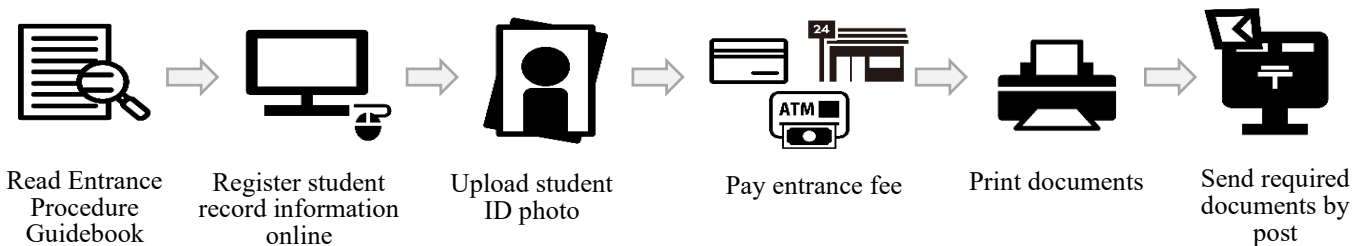
[Section 1] Entrance procedures

This section describes the entrance procedures and documents to submit. Read the information carefully and complete the process thoroughly. Note that any problems or omissions in your submitted documents might prevent you from completing the entrance procedures and entering.

In addition, your entrance will be considered withdrawn if you do not complete the entrance procedures before the end of the specified entrance procedures period.

I Entrance procedures

To complete the University entrance procedures, register your student record information online using the **Entrance Procedure System**, pay the entrance fee, and send the required documents by post.



Perform the entrance procedures during the specified period by accessing the Entrance Procedure System in the University website.

For more information, please read 'III Entrance procedures' (beginning on p. 4) carefully and follow the instructions.

At Chiba University, those who have registered their student record information in the Entrance Procedure System, uploaded their photos, and completed the payment of the admission fee (including exemption application and deferral application) will be treated as prospective students.

If you wish to withdraw from entering Chiba University and enter another university after paying the admission fee, please promptly contact the office in charge of your graduate school, and make sure to complete the procedure for declining enrollment by the specified date and time.

【Entrance procedures page on the Chiba University website】
https://www.chiba-u.ac.jp/students/entrance/entrance_procedures.html



【The Entrance procedure System】
<https://www.exam.chiba-u.jp/chiba-u/enrollment/login>



▼ See the **website** providing information on how to use the system and the FAQ.

【Website describing how to use the Entrance Procedure System】
<https://www.exam.chiba-u.jp/guidance/enroll-chiba-u/>



II Entrance procedures period

The procedure periods differ by entrance option.

***Please follow the instructions from the accepted graduate school.**

■ October 2025 Enrollment

Graduate school	Program	Option
Graduate School of Humanities and Studies on Public Affairs	Master's Program	Double Degree Program
	Doctoral Program	General
Graduate School of Science and Engineering	Master's Program	General Selection October 2025 Admission
		Special Selection for Early Graduation Students October 2025 Admission
		Japanese Government/MEXT Scholarship International Students Special Selection October 2025 Admission 1st Selection
		Japanese Government/MEXT Scholarship International Students Special Selection October 2025 Admission 2nd Selection
		Double Degree Program Special Selection October 2025 Admission 1st Selection
		Double Degree Program Special Selection October 2025 Admission 2nd Selection
		General(Department of Quantum Life Science)
		Privately Financed International Students (Science fields)
	Doctoral Program	General 1st Selection October 2025 General 2nd Selection October 2025
Graduate School of Informatics	Doctoral Program	General 2nd Selection (October 2025 Admission)
Graduate School of Horticulture	Master's Program	General October 2025 Enrollment (Horticultural Science/ Landscape)
		General October 2025 Enrollment (International Course of Environmental Horticulture)
	Doctoral Program	General October 2025 Enrollment (Horticultural Science/ Landscape)
		General October 2025 Enrollment (International Course of Environmental Horticulture)
Graduate School of Nursing	Master's Program	International Program (Admission October 2025)
	Doctoral Program	International Program (Admission October 2025)
Graduate School of Medical and Pharmaceutical Sciences	Master's Program	October 2025 Enrollment
	Doctoral Course (4-Year Program)	October 2025 Enrollment
	Doctoral Course (3-Year Program)	October 2025 Enrollment
		Double/Dual Degree Program (October 2025 Enrollment)

III Entrance procedures flow

Please follow the steps below to ensure no emissions during the entrance procedures.

■ Step 1: Register your student record information using the Entrance Procedure System

Once the entrance procedure period starts, log into the Entrance Procedure System and follow the system's instructions to enter your student record information.

Period of system availability: From 3:00 p.m. on the first day of the entrance procedure period to 3:00 p.m. on the last day of the period

- * It is not possible to log into the system other than during the aforementioned periods. Please follow the instructions from the accepted graduate school.
- * You won't be able to enter any information after the Entrance Procedure System's registration period has ended. Be sure to register early with plenty of time to spare.

【Entrance procedures page on the Chiba University website】
https://www.chiba-u.ac.jp/students/entrance/entrance_procedures.html



【The Entrance procedure System】
<https://www.exam.chiba-u.jp/chiba-u/enrollment/login>



▼ Points to note when using the Entrance Procedure System and entering your student record information

1) Log in

Log in using your exam number, date of birth, and security code*.

- * The security code is printed on your acceptance letter. Be sure to keep your acceptance letter in a safe place to prevent loss.

2) Entering your name in kanji characters

Due to the specifications of the Entrance Procedure System, some characters cannot be entered. Please follow the steps below if you are unable to enter your name in kanji characters when entering your student record information.

- (1) **Enter an alternative character** in order to proceed with the procedure.
- (2) Print out a **Notification of Correction of Student Name (Kanji)**, which is available on the University website entrance procedures page. Enter the necessary information, and submit it along with your other entrance procedure documents.

- * An alternative character will be used for any kanji character that the University system is unable to display.

3) Checking Chiba University's security export control requirements

The University has created a set of security export control regulations used to impose security export control measures in accordance with Japan's Foreign Exchange and Foreign Trade Act.

Follow the Entrance Procedure System prompts to review the checklist. Your desired research activity may be restricted if it constitutes a restricted item.

■ Step 2: Upload your student ID photo

After registering your student record information, upload a photo (image) of your face for use on your student ID card.

This photo (image) of your face will be used as your student ID photo after entrance for the duration of your enrollment.

■ Step 3: Pay the entrance fee

The entrance fee is as follows. Pay the entrance fees as described in Item 1. How to pay the entrance fee.

In addition, 2. Entrance fee-exempted students who have passed a screening exam (for a double degree program), students advancing within a graduate school, and government-financed international students, etc. as well as 3. Students seeking entrance fee exemption or deferral are not required to pay the entrance fee. If this applies to you, follow the applicable procedure.

[Entrance fee] 282,000 yen

- (Notes)
1. If the entrance fee is changed, the new fee will take effect when the change is made.
 2. The entrance fee is waived for students entering in the Graduate School of Education to work as teachers sent on assignment from the Chiba Prefecture Board of Education, or at an affiliated school of a department of education of a university.
 3. There is no entrance fee for students working on a Master's Program at Chiba University who will continue on to Doctoral Program, Doctoral Course (4-Year Program) or Doctoral Course (3-Year Program) (advancing to a higher program within the Graduate School). (Students entering in a Graduate School after graduating from an undergraduate school must pay the entrance fee.)
-

1. How to pay entrance fee

Select a payment method from 'Payment procedures' in the Entrance Procedure System and pay the entrance fee using a debit card, credit card or online banking. You can also pay at a convenience store or bank ATM (with Pay-easy).

Service usage fees are to be paid by the sender. Also, **the payment method cannot be changed after the payment is completed. The entrance fee will not be refunded under any circumstances after the payment procedure has been completed.**

※ Service usage fee *Payment of the entrance fee is outsourced to Paygent Co., Ltd.

Service usage fees vary depending on the payment method. Please be sure to check when selecting "Payment Procedures" in the Entrance Procedures system.

2. Entrance fee-exempted students who have passed a screening exam (for a double degree program), students advancing within a graduate school, and government-financed international students, etc.

An entrance fee of 0 yen is displayed for applicable students, and payment procedures will not be required. Proceed to submitting the entrance procedure documents.

3. Students seeking entrance fee exemption or deferral

In the Entrance Procedures System, select 'Entrance fee exemption' or 'Entrance fee deferral' from 'Payment procedures,' and click 'Apply' to continue the procedure.

▼ Points to note when applying for entrance fee exemption or deferral

1) Applying for both entrance fee exemption and deferral at the same time is impossible. Please also note that it is not possible to apply for entrance fee exemption or deferral after the entrance fee has been paid.

2) See [Section 8] ('Financial assistance') on p. 23 for an overview of the entrance fee exemption program and the conditions for applying.

You'll need to submit certified income statements and other required documents after entering.

Check the information on the page below before applying.

【Website of Chiba University's entrance fee/tuition exemption program】

<https://www.chiba-u.ac.jp/students/payment/exemption.html>

3) Decline of enrollment after applying for entrance fee exemption or deferral

When declining enrollment after applying as described above, the application will be considered withdrawn, and the entrance fee must be paid right away. Be sure to promptly notify your graduate school's office if you want to decline enrollment. You will be provided information on how to withdraw as well as how to pay the entrance fee. (It is not possible to pay via the Entrance Procedure System.)

In addition, requests for enrollment withdrawal can't be canceled once accepted by the University.



Entrance Fee /
Tuition Exemption
Program Website

■ Step 4: Prepare and submit entrance procedure documents

Prepare the entrance procedure documents as described below and send them by post. They must arrive before the end of the entrance procedures period.

Entrance procedure document submission deadline: Documents must arrive by post no later than 4:00 p.m. on last day of entrance procedures period (Mandatory)

1. Documents to submit

The documents to submit are listed below. Documents (1) to (3) must be submitted by everyone. Documents (4) and (5) must be submitted only if applicable. Ensure that there are no omissions, as any problems or omissions in your documents might prevent you from completing the entrance procedures and entering.

Submitted by everyone	(1) Pledge	Print out the Pledge from the Entrance Procedure System, then sign and submit the document.
	(2) Letter Pack <u>Plus</u> (For sending the Letter of Admission, etc.)	Print out a return address label (for Letter Pack) from the Entrance Procedure System, and follow the instructions to attach the label and fill in the delivery address and other information.
	(3) Copy of residence card or passport	Submit a copy of the front and back sides of your residence card with your latest address written on it. * If you are not yet in Japan and do not have a residence card, submit a copy of the passport page that has your name and photograph on it.
Submitted only if applicable	(4) Documents specified by your graduate school	Submit any documents specified by your graduate school.
	(5) Notification of Correction of Student Name (Kanji)	If your name contains kanji characters that cannot be entered, print out this document from the University website entrance procedures page, enter the necessary information, and submit it.
	(6) Diploma (or program completion certificate)	If you submitted a certificate of <u>expected</u> graduation (program completion) when you applied to the University, submit your diploma (or program completion certificate). * Follow the instructions of the graduate school you are entering in if you are unable to submit your diploma (or program completion certificate) before the end of the entrance procedure period due to it not being issued in time or other reason.

2. Print out the entrance procedure documents from the Entrance Procedure System

Print out the Pledge, recipient address label (for A4 envelope), and return address label (for Letter Pack) from the 'Print required documents' page in the system. Also visit your graduate school's website to see if your school has any special requirements about documents you need to submit, and print out any necessary documents.

▼ Check the documents specified by your graduate school

Access the website of your graduate school via 'Documents specified by each faculty and graduate school' on the University website entrance procedures page to see if there are any specified documents.

【Entrance procedures page on the Chiba University website】
https://www.chiba-u.ac.jp/students/entrance/entrance_procedures.html



3. Submit the entrance procedure documents

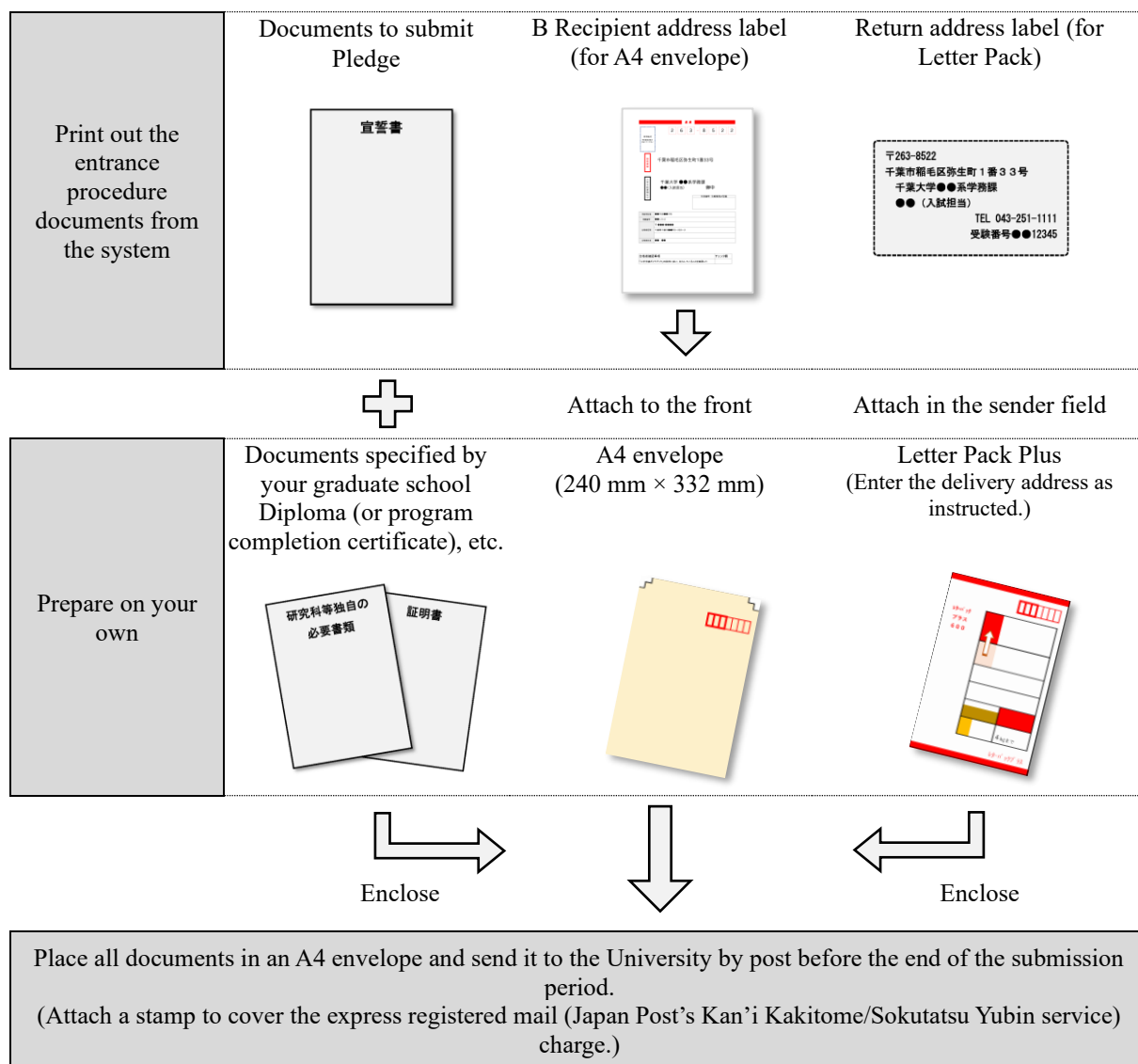
Place all documents in an A4 envelope (to which you have attached a recipient address label printed out from the system), and post the envelope by express registered mail (Japan Post's Kan'i Kakitome/Sokutatsu Yubin service). **It must arrive no later than 4:00 p.m. on last day of entrance procedures period.**

If circumstances make it difficult to submit the documents by post, contact the office in charge of your graduate school in advance and follow their instructions. Also, be sure to retain PDFs of all entrance procedure documents until enrollment is complete.

▼ In the event of incomplete entrance procedure documents

If your entrance procedure documents are incomplete, the University may contact you using the contact information registered in the Entrance Procedure System. In such case, please respond right away. (Weekdays between 8:30 a.m. and 5:00 p.m.)

▼ Steps to print out, prepare, and post entrance procedure documents, etc.



The above documents must be sent to (and received by) the office in charge or your graduate school by 4:00 p.m. on the last day of the entrance procedures period, and the procedures are complete once all of the submitted documents have been received.

4. Materials to review after the entrance procedures and prior to enrollment

The following entrance procedures page provides numerous documents related to academic studies and daily life for students admitted to the University, as well as information materials for parents and guardians.

Be sure to review all of the materials prior to enrollment, as they provide guidance on what to do after entrance and include important information on tuition payments.

【Entrance procedures page on the Chiba University website】
https://www.chiba-u.ac.jp/students/entrance/entrance_procedures.html



IV Payments

The fees to pay when entering are:

1. Tuition (**Not collected as part of the entrance procedures**; paid after entrance.)
2. Gakkensai insurance premium
3. Inbound Futai Gakuso insurance premium
4. Other fees charged by your graduate school, etc. (Applies to the applicable graduate school, etc. only)

1. Tuition

After entering Chiba University, you'll be required to pay the annual tuition **twice per year** (for the first and second semesters). Tuition is paid by direct debit from your bank account. You'll need to register the account to be used for the direct debit on the website. For more information, see the Chiba University Tuition Bank Transfer Guide available on the University website entrance procedures page.

[Tuition amounts]

Graduate school degree programs (Excluding Law School)	Law School
Semester: 321,480 yen (642,960 yen per year)	Semester: 402,000 yen (804,000 yen per year)

Note: If the tuition is changed, the new tuition will take effect when the change is made.

[How to pay tuition]

Tuition is paid each semester by **bank direct debit (debited automatically from the financial institution account of the student, parent or guardian)**. The schedule for tuition direct debits is shown below.

	Spring semester of Year 1	Fall semester of Year 1	Spring semester of Year 2 and subsequent years	Fall semester of Year 2 and subsequent years
April enrollment	May 27	Oct 27	Apr 27	Oct 27
	—	Fall semester of Year 1	Spring semester of Year 1 and subsequent years	Fall semester of Year 2 and subsequent years
October enrollment	—	Nov 27	Apr 27	Oct 27

- (Notes)
1. If the date of a scheduled direct debit is a bank holiday, the direct debit will be made on the following business day.
 2. **No direct debits will be made from the accounts of students who have applied for a tuition exemption or deferral until the screening results are released.**
 3. No direct debits will be made from the accounts of students who have applied to pay tuition in monthly installments.

▼ Applying for tuition exemption/deferral or payment in monthly installments

For those wishing to apply for tuition exemption/deferral or payment in monthly installments for the tuition payable immediately after entrance (tuition for one semester), applications are accepted after entrance. See [Section 8 ('Financial assistance') on p. 24 for more information.

Applications for tuition fee exemption/deferral and payment in monthly installments can be made every semester. Please be aware that you'll need to apply separately for each semester if you want to apply for tuition exemption/deferral or payment in monthly installments for a subsequent spring or fall semester.

2. Gakkensai insurance premium

The University requires all students to be covered by an insurance policy provided by Japan Educational Exchanges and Services (JEES). The policy is known as Gakkensai in Japanese—Personal Accident Insurance for Students Pursuing Education and Research (with the additional coverage for the prevention of contact infection).

In addition to covering yourself, some institutions require enrollment in this insurance for internships and practical training, so many universities make use of this insurance.

Pay the insurance premium as follows.

▼ Pay the Gakkensai insurance premium

Pay the premium online using the e-apply service.

The system is scheduled to become available for use roughly one week after the successful applicants have been announced.

<https://e-apply.jp/ds/chiba-u-oln/public/login>



- (1) Logging in requires the last two digits of your year of entry (Western calendar) + your exam number* and your date of birth. The premium to pay is displayed after you log in.
* For example, if entering in 2025 with an exam number of AB12345, the code would be “25AB12345.”
- (2) A policyholder card will not be issued. Print and save the PDF receipt using the link provided in the payment completion email or from your My Page screen.
- (3) If you wish to withdraw from entering the University after paying the insurance premium, please inform the office in charge of your graduate school that you wish to perform the procedure to have the insurance premium refunded.

Note that the refund process will take about one month.

Created in 1976 with the participation of universities throughout Japan, **Gakkensai insurance** is designed to help enhance university education and research activities by providing students with the compensation needed for damages incurred while studying or doing research. It's currently provided by Japan Educational Exchanges and Services (JEES). (For more information, visit the following website.)

Currently, roughly 95% of all universities and junior colleges in Japan are participating members. The lead underwriting company is Tokio Marine & Nichido Fire Insurance.

JEES website: <http://www.jees.or.jp/gakkensai/index.htm>

(1) Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)

Gakkensai is an insurance policy designed to provide compensation for damages incurred by unexpected accidents that take place during a student's time at university. It covers accidents that take place during lab work, practical training, physical education, practical skill training, classroom attendance, school events or extracurriculars. It also covers accidents that take place during travel between home and school for any of these school activities when a reasonable route and means of transport have been used.

(1)-1 Optional coverage for commuting accidents (Tsugaku Tokuyaku)

Tsugaku Tokuyaku provides compensation for accidents that take place while a student is commuting between home and school or between school facilities for regular school attendance, school events or extracurriculars (club meetings) when a reasonable route and means of transport (not a means prohibited by the university) have been used.

3. Inbound Futai Gakuso insurance premium

The official name is “Comprehensive Insurance for Students Lives Coupled with "Gakkensai" for International Students.” All international students are also required to be covered by an insurance policy that provides compensation in addition to the Gakkensai compensation.

The policy is known as Comprehensive Insurance for Students Lives Coupled with Gakkensai, (shortened to Inbound Futai Gakuso in Japanese). This comprehensive policy provides year-round, 24-hour-a-day coverage for incidents that arise during the student’s time at the University. It includes personal liability coverage for damages incurred by the student during an internship or part-time job, and compensation for rescuer expenses associated with a hospital stay. Type B also covers medical expenses incurred for outpatient treatment of an illness or injury, starting from the first day of treatment. The personal liability coverage includes a settlement negotiation service to ensure worry-free claims resolution for international students with limited Japanese language ability.

Two different policy types are available, Type A and Type B. Type B provides compensation for out-of-pocket expenses paid directly to the healthcare provider if the policyholder is enrolled in Japan’s National Health Insurance scheme and is in Japan for a stay of at least 3 months.

▼ Pay the Inbound Futai Gakuso insurance premium

Complete the signup procedure on the following website, and pay the premium at a convenience store in Japan.

<https://tokiomarine.my.salesforce-sites.com/futaigakuso?id=001680Y>



- (1) The premium needs to be paid in Japan **no more than two weeks after completing the online signup procedure.**
- (2) The policyholder card can only be sent to an address in Japan. If you do not yet know your address in Japan, then wait and complete the online signup procedure as soon as you know your address.
 - * If informing your graduate school of your intention to decline enrollment after you have already paid the inbound Futai Gakuso insurance premium, be sure to also complete the refund procedure for the premium.

4. Other payments

Your graduate school may have its own additional fees. Be sure to read any notifications from and the website of your graduate school.

V Decline of enrollment

If you wish to decline enrollment after completing the entrance procedures, please notify your graduate school as soon as possible after making the decision. The notice should not be later than the deadline below.

[October enrollment] Notify no later than 5:00 pm on September 30 (Tue).

▼ Points to note when declining of enrollment

Please note that students who have been admitted to the University but decide to withdraw from University enrollment after applying for entrance fee exemption or deferral **will be considered to have withdrawn their application for entrance fee exemption or deferral and must pay the entrance fee right away.**

Requests for enrollment withdrawal can’t be canceled once accepted by the University.

[Section 2] Entrance ceremony

Date/time October 1, 2025 (Wed), 10:30 am (tentative start time)

Venue Keyaki Kaikan,Nishi,Chiba Campus,Chiba University

Meeting time and place to be announced separately.

[Section 3] Chiba University International Support Desk (ISD)

The International Support Desk (ISD) assists international students at Chiba University with day-to-day issues. There is an ISD location on each campus. Feel free to visit an ISD location for any questions or concerns you may have.

Main office on Nishi-Chiba Campus	▶ General Student Services Center, 2nd floor TEL: 043-290-2195	E-mail (All campuses) isd@office.chiba-u.jp
Branch office on Inohana Campus	▶ Medical and Pharmaceutical Science Building II, 1st floor TEL: 043-226-2761	
Branch office on Matsudo Campus	▶ Faculty of Horticulture Building F, 1st floor TEL: 047-308-8743	

▼ Chiba University ISD website

The ISD website has a wealth of in-depth information on topics such as residence statuses, scholarships, housing and cultural exchange events. Be sure to make the most of this valuable resource.

<https://www.chiba-u.ac.jp/international/isd/index.html>



I Guidance for new international students

Videos are available to provide guidance on important matters when starting your new life as an international student in Japan, such as Chiba University support services for international students, scholarships, residence statuses, Japanese laws and rules, and earthquake and disaster readiness. **New international students will definitely benefit from watching these videos. Face-to-face guidance is also available for anyone who wishes.**

- ▶ Guidance for new international students
<https://www.chiba-u.ac.jp/international/isd/jp/living/guidance.html>



II Help with residence registration and information on opening a bank account

ISD can help international students open a Japan Post Bank account and register their residence in the city of Chiba.

Within 14 days of arriving in Japan, international students must register as residents at their local city or ward office and enroll in Japan's National Health Insurance and National Pension schemes. (P. 17) You'll also need a bank account for receiving scholarship payments and withdrawing dormitory fees. You may also get advice on opening a bank account if you need one to receive scholarship funds or to set up automatic payments for rent and other expenses.

If you would like assistance with these procedures, see the above ISD website for information on how to request help.

III Residence statuses

The ISD website provides information on the procedures for non-Japanese citizens to legally reside in Japan.

See to the next page for more information.

IV Apartment lease guarantor system (institutional guarantee)

When international students enrolled at Chiba University rent a privately owned apartment, this system enables Chiba University (the Director of the International Student Division) to serve as the joint guarantor. Use the guarantor system if finding your own guarantor will be difficult.

See the website for more information.

- ▶ ISD website 'Guarantor for apartment contracts'
<https://www.chiba-u.ac.jp/international/isd/jp/housing/cosigner.html>



V Scholarship programs

To be able to apply for scholarships for privately financed international students that call for a university recommendation (scholarships provided by private organizations or by Japan Student Services Organization (JASSO)), you'll need to register once per year as an applicant for scholarships for privately financed international students. More information is provided on the website.

-
- ▶ ISD website 'How to Register and Apply'
<https://www.chiba-u.ac.jp/international/isd/jp/living/scholarship/qualification.html>
-



[Section 4] Residence documents and other paperwork

In addition to the information provided below, the ISD website also provides detailed information on the procedures for non-Japanese citizens to legally reside in Japan. Review the information carefully, and follow all of the procedures, including submitting all of the necessary notifications. Contact ISD if you have any questions or concerns.

-
- ▶ ISD website ‘Status of Residence’
<https://www.chiba-u.ac.jp/international/isd/jp/visa/index.html>
-



I Residence Card

Under Japan’s Residential Basic Book Act, non-Japanese citizens residing in Japan for at least 3 months have the same obligation as Japanese citizens to register as residents. Resident registration is used to manage information about the residents of each city, ward, town and village. The information registered includes each resident’s name, date of birth, residential address and National Health Insurance coverage history.

Residence registers for non-Japanese citizens are created from the information on their Residence Card. Upon entering (but not re-entering) Japan, **you’ll be issued a Residence Card during the immigration procedures at the airport**. You must report your address to your local city or ward office to have this address entered on the back of the Residence Card (see Item III, ‘Resident Relocation Notification’).

▼ Your Residence Card is an important document used to prove your identity.

- You must have your address entered on the back of your Residence Card by your local city or ward office.
- Non-citizens are legally required to be in possession of their Residence Card at all times.
- Be sure to keep your Residence Card information up-to-date via the University’s Student Portal.

II My Number

Non-Japanese citizens residing in Japan for a medium-length or extended stay will also be issued a My Number. After receiving the notification card for your My Number, keep it in a safe place so as not to lose it. See the ISD website for more information.

III Resident Relocation Notification

If you enter Japan for another stay or move within Japan, you must submit a Resident Relocation Notification to your local city or ward office no more than 14 days after deciding on your new address. Be sure to report your change of address and have the new address entered on the back of your Residence Card.

When you relocate as a resident in Japan, you need to have a Moving-Out Notification issued from the city or ward office of your old address. This notification is needed to complete the Moving-In Notification process done at your new city or ward office.

IV Notifications to the Immigration Bureau

The Immigration Bureau must be notified no more than 14 days after changing your name or nationality for marriage or another reason, or after withdrawing from Chiba University to continue on with a higher program or transfer to another school. More information is provided on the ISD website. Be sure to read it and submit your notification on time.

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- ▶ ISD website ‘Status of Residence / Other notifications and applications for changes’
<https://www.chiba-u.ac.jp/international/isd/jp/visa/report.html>
-



V Period of stay

The period for which you are permitted to stay in Japan as an international student is entered on your Residence Card. **If you need to extend your period of stay in Japan, you'll need apply to the Immigration Bureau for an extension before the current period expires.** Note that the extension procedure takes some time. You can apply for an extension up to 3 months before your current period is set to expire, so apply as early as possible.

See the ISD website for more information.

-
- ▶ ISD website 'Status of Residence / Extension of Period of Stay'
<https://www.chiba-u.ac.jp/international/isd/jp/visa/renewal.html>
-



[Section 5] National Health Insurance, National Pension

I National Health Insurance

Non-Japanese citizens residing in Japan for a medium-length or extended period (**including international students**) are **required to enroll in Japan's National Health Insurance scheme**.

Once enrolled in the scheme, you'll usually only have to pay 30% of the medical costs paid directly to the hospital or other healthcare facility.

Medical costs are expensive in Japan. Be sure to enroll in the National Health Insurance scheme. Even individuals in robust health can always have an unexpected illness or accident requiring medical treatment at a healthcare facility **that would incur a costly medical bill if not enrolled**.

Enroll in the scheme at the city or ward office where you registered your residence.

▼ **Everyone needs to enroll in the Japanese National Health Insurance scheme.**

You can apply for a discounted premium at your city or ward office if your income is below a certain threshold.

See the ISD website for more information.

II National Pension

All registered residents in Japan between the ages of 20 and 59 are covered by the National Pension (Kokumin Nenkin) scheme. **Non-Japanese citizens who are required to register their Japanese residency (anyone issued a Residence Card) are also required to enroll in the scheme.**

An exemption program is available for residents who have difficulty paying the premiums. See the ISD website for more information.

-
- ▶ ISD website 'During your stay / Daily life / Daily Life/ National Health Insurance / National Pension System'
https://www.chiba-.ac.jp/international/isd/jp/living/dailylife/health_insurance.html
-



[Section 6] Information on accommodations

I Information on apartments and other accommodations (Chiba University Co-op)

Chiba University Co-op ('the Co-op') shows various types of accommodation to students seeking housing.

To ensure the safety and convenience of new students seeking single-occupancy housing, the University asks the Co-op to show accommodations located as close as possible to the campus. A broad range of accommodations are available, from low-rent apartments to security-conscious student residences in multi-unit housing.

▼ Find apartments and condominiums at Chiba University Co-op!

The Co-op also introduces student accommodations throughout the year.

Please inquire at the Sumai/Arubaito Shokai Counter at any time.

<https://chiba-ucoop.re-ws.jp/>



Chiba Dai Seikyo de
Aparto/Mansion Sagashi!

[Reference] Average rent prices near the Nishi-Chiba Campus

The apartments introduced are mainly in the 50,000-yen to 70,000-yen range (with an average agreed rent price of around 60,000 yen).

▼ For inquiries, please contact:

Chiba University Co-op's Sumai/Arubaito Shokai Counter (**Housing and Part-Time Job Seeker's Office**)

In the Co-op Life Center, Nishi-Chiba Campus, Chiba University

<https://text.univ.coop/mf415toi/chiba-u01res.html>



Chiba Dai Seikyo
Contact Form

▶▶ What are the features of accommodation introductions at the Co-op?

- About 2,000 accommodations are available through local real estate agencies and providers of multiunit housing used for student residences.
- A housing information pamphlet containing tips from experienced housing seekers, area maps, and other useful information will be provided.

II Housing information (ISD)

The Chiba University ISD website also provides a wealth of in-depth housing information that students will benefit from using.

【ISD website 'Housing'】

<https://www.chiba-u.ac.jp/international/isd/jp/housing/index.html>



[Section 7] Entrance preparations, etc.

I Issuance of student ID cards

Student ID cards are issued **after entrance at the time and place specified by your graduate school**, so be sure to pick up your card as instructed. Present identification such as your exam slip or admission letter to pick up your card, and confirm that there are no errors in your name or other information.

II Commuter certificate for eligibility to purchase a student commuter pass

If you require a commuter certificate to be able to purchase a student commuter pass, contact the office in charge of your graduate school once you have received your student ID card. Please note that the physical commuter certificate will only be issued after you receive your student ID card.

1. Commuter certificate

To purchase a student commuter pass, you'll need your student ID card and a University-issued commuter certificate sticker or commuter certificate. Be sure to receive the appropriate commuter certificate.

Commuter certificate sticker	▶ For students using up to 3 railway companies such as JR, private rail, and subway * Attach the commuter certificate sticker to the back of your student ID card to use it as a commuter certificate.
Commuter certificate	▶ For the following cases: (1) For commuting by bus (2) For students using 4 or more railway companies such as JR, private rail, and subway

2. Commuting zone

Students are usually only permitted to purchase a school commuter pass for the zone extending **from their home station to a station serving their campus**. However, school commuter passes can be purchased for other zones when needed to attend lectures or other events on other campuses.

Nishi-Chiba Campus:	▶ JR Nishi-Chiba Station, Keisei Midoridai Station
Inohana Campus	▶ Chiba Station (JR), Chiba Chuo Station (Keisei)
Matsudo Campus	▶ Matsudo Station (JR), Matsudo Station (Shin-Keisei)
Sumida Satellite Campus	▶ Omurai Station (Tobu-Kameido Line) or Oshiage Station (Keisei and multiple other lines)

III Issuing certificates

Use the certificate issuing service to obtain various certificates issued by the University.

You can apply for a certificate through the certificate issuing service, and receive the certificate free of charge from the on-campus certificate dispensers available on each campus or from convenience stores for a fee. However, this does not apply to some certificates.

【Certificate issuing service】 <https://cert.gs.chiba-u.jp/>

* It is necessary to apply in advance from a smartphone or PC.



Certificate dispenser locations (Open weekdays from 8:30 a.m. to 5:00 p.m.)

Nishi-Chiba Campus:	Inside Student Support Plaza (Student Support Division)
Inohana Campus:	Medical and Pharmaceutical Science Building II, 1st floor hall
Matsudo Campus:	In front of Matsudo Campus Administration Office, Building F, 1st floor

Dispenser certificate types

Certificate of Enrollment, Academic Transcript, Statement on the Expected Date of Completion, Health Checkup Result and Student Discount Certificate for Transportation*

* Students requiring a Gakuwarisho (Student Discount Certificate for Transportation) for a research activity at a remote location with one-way sections more than 100 kilometers away by JR can receive it from an on-campus certificate dispenser.

IV Health checkups

Article 11 of Chiba University's student regulations specifies that, in principle, students must undergo a health checkup provided by the University. Be sure to undergo during the period stipulated by the University.

Note that checkups are by appointment. You'll receive a notification in your University-issued Gmail (Chiba University Google Workspace account) around November with details on how to make an appointment and other matters.

V Preparation of a health insurance certificate (remote dependent certificate)

Receiving treatment at a medical institution requires a health insurance certificate.

If you are a student commuting from a location other than your home and only one insurance card has been issued for your family, send a copy of the Certificate of Enrollment issued by the University or the Certificate of Residence issued by the municipal office to your parents, etc. to have the applicable health insurance provider (or the municipal office in the case of National Health Insurance) issue a remote dependent certificate.

VI If planning to commute by bicycle

Students who want to commute to campus by bicycle need to complete the commuting registration procedure for their campus in advance. Only one bicycle per person may be registered.

Nishi-Chiba Campus	After entering at the University, present your student ID card at the Co-op's Sumai/Arbaito Shokai Counter (located inside the Co-op Life Center) to purchase a bicycle parking sticker (General: 800 yen per year; South Gate Special Bicycle Parking Lot: 2,000 yen per year). * Applications will be accepted at a special location in front of the Co-op Life Center throughout the month of April.
Inohana Campus Matsudo Campus	The office in charge of your graduate school will inform you of how to perform the necessary procedures.

▼ Notes on bicycle use

- 1) It is not possible to purchase or register a bicycle parking sticker for use (on-campus transportation) only on the Nishi-Chiba Campus. (Bicycles used for on-campus transport may not be parked.)
- 2) In Chiba City, it has been mandatory to have bicycle insurance since April 1, 2021.
Be sure to enroll in the necessary insurance, such as student liability insurance from the Chiba University Co-op.

VII Regulations on commuting by vehicle (car or motorcycle)

To maintain a good educational environment and ensure pedestrian safety, students are prohibited from entering University campuses by car or motorcycle. **In principle, commuting by car or motorcycle is not permitted.** You can contact your graduate school's office if special circumstances or unavoidable grounds prevent you from commuting without a vehicle.

VIII Schooling assistance for students with disabilities or medical conditions

Feel free to contact the University at the link below if you have a disability or medical condition that is giving you concerns about your upcoming time at the University (such as a visual impairment, hearing impairment, physical disability, infirmity, weakness or developmental impairment). While entering at the University, students can apply for counseling or support at any time. If you would like to start receiving support as soon as your time at the University starts, apply promptly after receiving your acceptance.

【Chiba University website: Information on support for students with disabilities】
<https://www.chiba-u.ac.jp/students/support/shogaisoudan.html>

* You can download the application form for assistance or accommodation, which is required to apply.



▼ Contact information for consultation and support

The office in charge of the relevant graduate school (see p.28 for the contact information), or Student Counseling Office (Tel: 043-290-2168)

IX Yayoi Daycare

There is a daycare center available for student use on the Nishi-Chiba Campus. You can apply to enroll your child only if there is a vacancy. For more information, email the Life Support Unit, Student Support Division, Student Affairs Division (dde2178@office.chiba-u.jp).

X Purchasing textbooks

Many of the textbooks used in classes after entrance are available for purchase at the Chiba University Co-op Book Center.

See the Co-op website for more information on sales schedules and purchase methods.

https://www.univcoop.jp/chiba-u/news_4/news_detail_207755.html

You'll need to complete the Co-op membership procedure before using the website.
Co-op members get a **10% discount on textbooks**.



**Chiba University Co-op
Purchasing textbooks**

[Section 8] Financial assistance

I Pre-registering to apply for scholarships for privately financed international students

1. Procedure

Students seeking a scholarship for privately financed international students need to **register their scholarship seeker status** in advance. This requirement applies to scholarships calling for a university recommendation, such as a JASSO (Japan Student Services Organization) scholarship or a privately funded scholarship.

Once you have registered, the committee will assess your registered information to determine your recommendation rank. Applicants are assessed on the basis of criteria such as grades, year in school, tuition exemption history and scholarship history. When a scholarship offer is subsequently received from a foundation, seekers of that scholarship submit an application to the International Student Division, and the applications are recommended in accordance with the student rankings.

▼ Notes on pre-registration

- 1) You must pre-register to apply for scholarships that require a university recommendation.
- 2) The following students are required to register:
 - Privately financed international students who wish to apply from within Japan for the Japanese Government/MEXT Scholarship for International Students
 - Privately financed international students who are on the reservation list for a scholarship provided by Japan Student Services Organization (JASSO)

2. Requirements for registering (requirements 1) to 3) below must all be satisfied)

- 1) The applicant must be an international student due to be enrolled in the year of the scholarship award, as a student in a degree program (undergraduate or graduate) or a research student.
(The applicant must have a Ryugaku (Student) residence status. The same applies to students planning to enter or planning to advance to a higher degree program.)
- 2) Students in a degree program must not exceed the standard length of time for program completion (excluding periods of leave of absence).
- 3) The applicant must have superior grades and have not received any disciplinary action within the past year.

3. How to register

Students seeking to register as a scholarship applicant who satisfy the registration requirements of Item 2 above **must register by the specified deadline** after checking the registration procedure on the website below. Applications received after the deadline will not be accepted.

【ISD website ‘During your stay and Daily life / Scholarships / How to Register and Apply’】

<https://www.chiba-u.ac.jp/international/isd/jp/living/scholarship/qualification.html>



▼ Point of contact: Manager in charge of privately financed international student scholarships,
International Support Desk, International Student Division, Student Affairs
Division
TEL: 043-290-2199 E-Mail: intl-scholarship@chiba-u.jp

▼ Notes on applying for scholarships

- 1) Just completing the pre-registration process is not enough to ensure you will receive a University recommendation. Finding and applying for scholarships is the responsibility of the student.
- 2) The latest scholarship information will be posted on the International Student Division website above. Be sure to check the website along with the bulletin board.
- 3) The application form needed to apply for each scholarship will be posted on the International Student Division website.

II Entrance fee exemption or deferral

1. Program overview

The entrance fee exemption and deferral system accepts applications from students meeting the following application requirements, and approves entrance fee exemptions and deferrals for applicants through a screening process.

[Requirements for applying]

Entrance fee exemption	Application requirements	i. The student is deemed to have significant difficulty paying the entrance fee due to the death of the tuition payer no more than one year before entrance. ii. The student will have significant difficulty paying the entrance fee due to damage incurred by the student or tuition payer from a storm, flood or other natural disaster occurring no more than one year before entrance, or a similar valid reason is deemed to exist. iii. The student will have difficulty paying the entrance fee for financial reasons, and is deemed to have a superior academic record.
	Exemption decision	You'll be notified by email about how to access the screening results. When granted partial exemption or denied exemption Students granted a partial exemption or denied exemption must pay the entrance fee (non-exempted portion) no more than 21 days after the screening result notification date (the payment deadline will be indicated when you're notified of the screening result).
Entrance fee deferral	Application requirements	i. The student will have difficulty paying the entrance fee by the payment deadline for financial reasons, and is deemed to have a superior academic record. ii. The student is deemed to have significant difficulty paying the entrance fee by the deadline due to the death of the tuition payer no more than one year before entrance, or due to damage incurred by the student or tuition payer from a storm, flood or other natural disaster occurring no more than one year before entrance. iii. Other unavoidable circumstances are deemed to exist.
	Deferral decision	You'll be notified by email about how to access the screening results. (1) When granted deferral Students granted a deferral must pay the entrance fee (the deferred portion) by the specified date (the payment deadline will be indicated when you're notified of the screening result). (2) When denied deferral Students denied a deferral must pay the entrance fee (the portion for which deferral was denied) no more than 21 days after the screening result notification date (the payment deadline will be indicated when you're notified of the screening result).

2. How to apply

Applications are accepted only during the entrance procedures period. If you wish to apply, follow the steps below.

- 1) Select 'Entrance fee exemption' or 'Entrance fee deferral' on the 'Payment procedures' screen in the Entrance Procedures System to apply.
- 2) Based on the information selected, the Student Support Division, Student Affairs Division will email you information* on how to submit the necessary documents. Be sure to submit the necessary documents by the specified deadline.

* Information on the documents to submit and other matters will be sent to your University-issued Gmail (Chiba University Google Workspace account) after entrance. Be careful to ensure that you do not overlook anything.

▼ Points to note when applying for entrance fee exemption or deferral

- 1) Applying for both entrance fee exemption and deferral at the same time is impossible.
- 2) Students who successfully apply for exemption or deferral do not need to pay the entrance fee until the screening results are released.
However, when declining enrollment after applying, the application will be considered withdrawn, and the entrance fee must be paid right away.
- 3) If, as a result of the screening process, payment of the admission fee is required, then non-payment of the entrance fee by the payment deadline will result in expulsion of the student under Article 25, Paragraph 1, Item 1 of Chiba University's graduate school regulations.

III Tuition exemption/deferral, payment in monthly installments

Applications for tuition exemption/deferral or payment in monthly installments are **made after entrance**, rather than as a part of the entrance procedures.

Submission conditions, submission schedules, documents to submit and other information will be provided on the Chiba University website. Be sure to check it.

【University website's 'entrance fee/tuition exemption program page'】
<https://www.chiba-u.ac.jp/students/payment/exemption.html>



▼ Points to note when applying for tuition exemption or deferral

- 1) Documents providing proof of earnings or income must be submitted at a later date. More information will be provided later.
- 2) Please be aware that **not every applicant for an exemption will receive one** since the number of successful applicants will be limited by budget constraints.
- 3) Be sure to submit your application by the deadline since no applications will be accepted after that date.
- 4) Your application will be withdrawn if a misrepresentation of income or any other fact is found to exist in an accompanying document.

[Section 9] Chiba University campus information

I Campus maps

(showing the offices and locations of faculties, graduate schools, and other facilities)

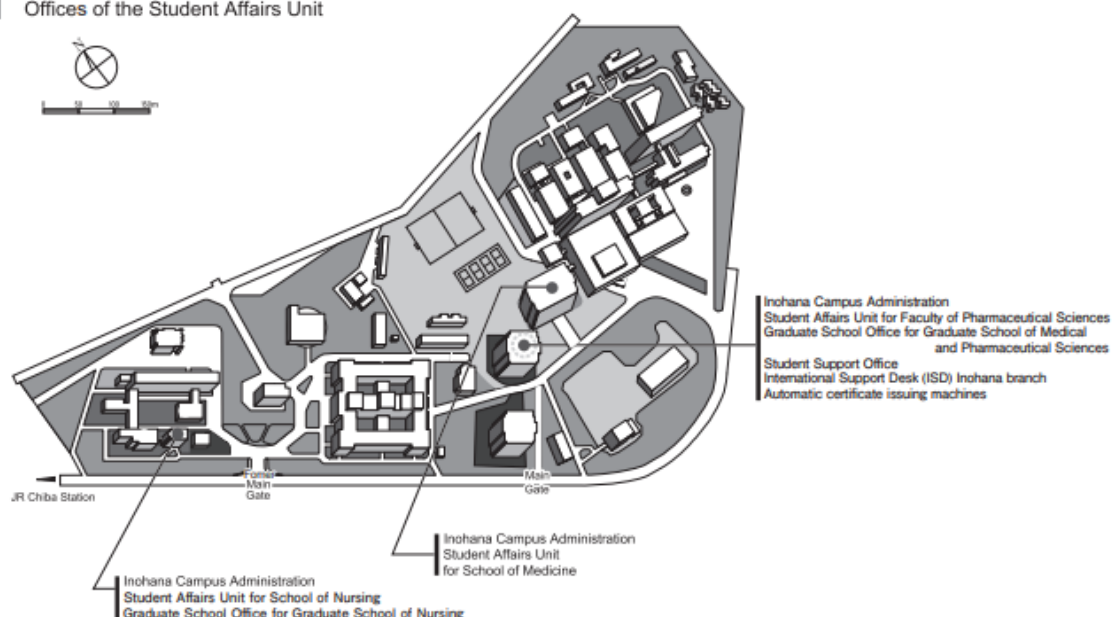
Nishi-Chiba Campus

Office of the Student Affairs Unit



Inohana Campus

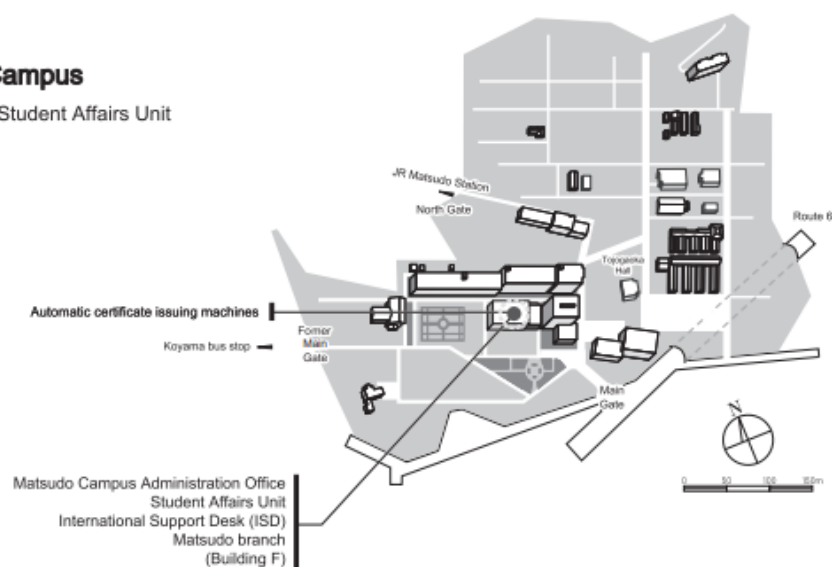
Offices of the Student Affairs Unit



- After arriving JR Chiba Station or Keisei Chiba Station, take buses bound for "Chiba University Hospital" or "Minami-Yahagi" at bus station 7 in east front exit of JR Chiba Station, and get off at "Chiba University School of Nursing" or "Chiba University school of Medicine and Faculty of Pharmaceutical Sciences" bus stop.
To University Hospital, get off the bus at "Chiba University Hospital". Approximately 15-30 minutes for both.

Matsudo Campus

Offices of the Student Affairs Unit



- 15-min walk from Matsudo Station (JR Joban Line, Tokyo Metro Chiyoda Line, Keisei Matsudo Line)

II Phone numbers for inquiries

The offices below can be contacted for various inquiries.

▼ Telephone inquiries

- Please contact us between 9:00 to 12:00 and 13:00 to 17:00 on weekdays (excluding weekends and holidays).
- For inquiries to the contact points whose email addresses are listed, please contact them by email.
- As much as possible, inquiries should be made by the prospective student him /herself.

■ Tuition Fee, Waiver of Admission/Tuition fee, scholarship, Insurance (accident)

Tuition fee	▶Revenue Unit, Accounting Division	keiri-gakunoukin@chiba-u.jp
Waiver of Admission/Tuition fee	▶Life Support Unit, Student Support Division	dde2178@office.chiba-u.jp
Scholarships	▶International Student Support Unit, International Student Division	043-290-2199
Dormitory Visa Insurance (International Student)	▶International Support Desk, International Student Division	043-290-2195
Insurance (accident)	▶Extracurricular Activities Support Unit, Student Support Division	ddc2162@office.chiba-u.jp 043-290-2162

■ Admission Procedures, Regarding learning after enrollment

Nishi-Chiba Campus 1-33 Yayoi-cho, Inage-ku, Chiba-shi, Chiba, Japan 263-8522

Graduate School of Humanities and Studies on Public Affairs	▶Student Affairs Office for Graduate School of Humanities and Studies on Public Affairs	043-290-2354
Law school	▶Student Affairs Office for Graduate School of Law school	043-290-2349
Graduate School of Education	▶Student Affairs Division for Teacher Training	043-290-2517
Graduate School of Science and Engineering (Science Fields)	▶Student Affairs Unit for Faculty of Science	rigaku-nyushi@chiba-u.jp 043-290-2880
Graduate School of Science and Engineering (Engineering Fields)	▶Graduate Student Affairs Unit, Student Affairs Division for Science and Engineering	kougaku- daigakuin@office.chiba- u.jp 043-290-3885
Graduate School of Informatics		
Graduate Degree Program of Global and Transdisciplinary Studies	▶Student Affairs Office for Humanities and Social Sciences	043-290-3621

Inohana Campus 1-8-1 Inohana, Chuo-ku, Chiba-shi, Chiba, Japan 260-8675

Graduate School of Medical and Pharmaceutical Sciences (Medicine)	▶Inohana Campus Administration Graduate School Unit (Medicine)	043-226-2009
Graduate School of Medical and Pharmaceutical Sciences (Pharmaceutical Science)	▶Inohana Campus Administration Graduate School Unit (Pharmaceutical Science)	043-226-2862

Inohana Campus 1-8-1 Inohana, Chuo-ku, Chiba-shi, Chiba, Japan 260-8672

Graduate School of Nursing	▶Inohana Campus Administration Graduate School Unit (Nursing)	043-226-2450
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Matsudo Campus 648 Matsudo, Matsudo-shi, Chiba, Japan 271-8510

Graduate School of Horticulture	▶Student Affairs Unit, Matsudo Area Administration Division	047-308-8715
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Handling of personal information

The names, addresses and other personal information submitted by applicants to Chiba University are used by the University for the procedures leading to admission, for granting, for sending documents and notices needed when students start their time at Chiba University, and for statistical processing of entrance exam data.

Note that some of these tasks may be outsourced by the University to outside contractors.

When a task is outsourced, neither Chiba University nor the outsourced contractor will ever use the personal information of applicants beyond the scope needed to achieve the usage objectives above.

[Changes in submitted information]

Be sure to promptly notify your graduate school's Student Affairs Unit if any of the information you registered in the Entrance Procedure System or submitted in a document changes after entrance.

[Objectives]

Personal information submitted to Chiba University as information registered in the Entrance Procedure System or in submitted documents will be used for the objectives below.

- (1) For entrance procedures
- (2) For student record procedures (such as issuing student ID cards, managing student records, and procedures for leaves of absence, reinstatement, withdrawal and the like)
- (3) For class administration (such as course consultation, course registration/notification, class/training/exam management, grade processing/notification, determining graduation eligibility and awarding diplomas)
- (4) For creating and issuing diplomas and certificates
- (5) For creating surveys and statistical materials
- (6) For educational staff license applications
- (7) For tuition payment procedures
- (8) For general student guidance/advice, welfare benefits and extracurricular activities
- (9) To provide health checkups and other student health management
- (10) For library use
- (11) For job seeker assistance
- (12) For information services in areas such as international exchanges and study abroad programs
- (13) For recording and storing student records and grade information after graduation
- (14) For alumni associations and other University-affiliated groups
- (15) For communications from University offices
- (16) For tuition exemption procedures

[Personal information management]

All personal information registered in the Entrance Procedure System is rigorously managed by the personal information administrators. Unauthorized access by outsiders and data leaks are prevented by taking the necessary control measures through organizations, personnel and technology.

[Providing personal information to third parties]

Personal information obtained by the University is generally not provided to a third party without the consent of the individual concerned.

千葉大学受験番号	T	D	O	2	0	0	0	0
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宣 誓 書
Pledge

千葉大学長 殿
私は、千葉大学学生としての本分に従って、学業に励み、人間としての品性を磨き、学則をはじめとする本学諸規程等を遵守することを誓います。
また、修学、学生生活、入学料・授業料に関すること及び健康上の理由から大学が必要と判断した場合には、貴学に届出る「本人以外連絡先」に連絡を取ることを承諾します。

To President of Chiba University
I, as a Chiba University student, hereby solemnly swear that I will diligently work at my study, cultivate morals, and observe the rules and regulations of Chiba University.

I also consent to the university contacting 本人以外連絡先 (contact person other than myself) below if the university decides it is necessary to do so for reasons related to my academic progress, student life, entrance fee/tuition fee or health concerns.

記入日 Date of entry	年 月 日 A.D. year month day
本人氏名 (自署) Signature	

生年月日 2000 年 10 月 1 日 生
Date of birth year month day

***** 学生情報 *****

本人情報

所属 工学部 総合工学科機械工学コース
氏名 千葉 弥生
フリガナ チバ ヤヨイ
ローマ字氏名 CHIBA Yayoi
住所 〒 154-0000 東京都世田谷区世田谷0-0-0

電話番号① 03-3333-3333 電話番号② 080-1234-0000
e-mail MMMggg***@gmail.com.

本人以外連絡先 (1)

(続柄) 父 氏名 千葉 太郎
住所 〒 154-0000 東京都世田谷区世田谷0-0-0

電話番号① 03-3333-3333 電話番号② 090-1234-0000

本人以外連絡先 (2)

(続柄) 祖母 氏名 弥生 花子
住所 〒 666-7777 鹿児島県薩摩川内市入来2 2 2 2

電話番号① 099-333-3333 電話番号② 070-1234-0000

帰国時の連絡先(外国人留学生)

(続柄) 父 氏名 千葉 太郎
住所 帰国時住所

電話番号 03-3333-3333 e-mail MMMggg***@gmail.com.

写真 (4cm×3cm) システムアップロード 写真が印刷されます
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