



CHIBA UNIVERSITY

2026 Academic Year Guide to Chiba University Entrance Procedures

For International Students
Admitted to Graduate Schools

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[Documents]
Handling of personal information
Pledge (sample)

REVISION HISTORY

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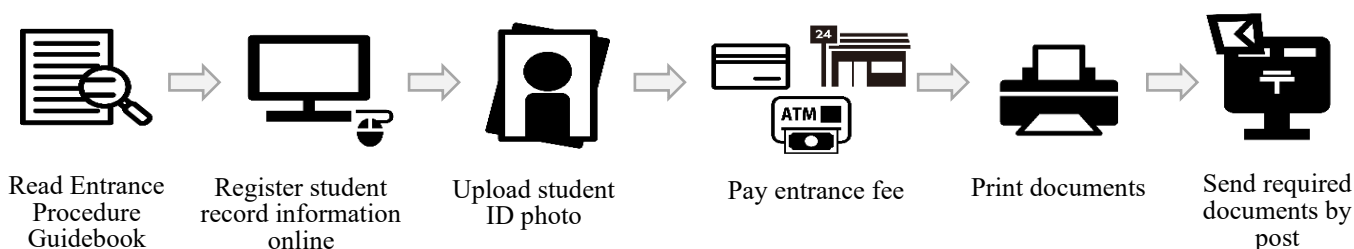
[Section 1] Entrance procedures

This section describes the entrance procedures and documents to submit. Read the information carefully and complete the process thoroughly. If there are any deficiencies in the submitted documents, the procedure may not be completed, and admission may not be granted. Please ensure that everything is prepared without omission.

If you do not complete the entrance procedures before the end of the specified period, it will be considered that you have declined admission.

I Entrance procedures

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



Complete 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 of 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 procedure period

The entrance procedure period for each graduate school is as follows. The procedure period differs by the entrance option.

■ April 2026 Enrollment

Graduate school	Program	Option	Entrance procedures period
Graduate Degree Program of Global and Transdisciplinary Studies	Master's Program	1st Selection	Mar 19 (Thu) to 25 (Wed), 2026
		2nd Selection	Mar 19 (Thu) to 25 (Wed), 2026
Graduate School of Humanities and Studies on Public Affairs	Master's Program	Summer Selection (General/Mature)	Dec 5 (Fri) to 11 (Thu), 2025
		Winter Selection (General/Mature)	Feb 28 (Sat) to Mar 9 (Mon), 2026
	Doctoral Program	General	Feb 28 (Sat) to Mar 9 (Mon), 2026
Law School	Professional Degree Course	Two-year course (Special entrance examination)	Dec 5 (Fri) to 11 (Thu), 2025
		Three-year course (Summer general entrance exam)	Sep 19 (Fri) to 25 (Thu), 2025
		Two-year course (Autumn general entrance exam)	Dec 5 (Fri) to 11 (Thu), 2025
		Three-year course (Autumn general entrance exam)	Dec 5 (Fri) to 11 (Thu), 2025
		Two-year course (Winter general entrance exam)	Mar 3 (Tue) to 9 (Mon), 2026
		Three-year course (Winter general entrance exam)	Mar 3 (Tue) to 9 (Mon), 2026
Graduate School of Education	Master's Program	Special option for working teachers 1st Selection	Mar 19 (Thu) to 25 (Wed), 2026
		Special option for working teachers 2nd Selection	Mar 19 (Thu) to 25 (Wed), 2026
		General	Mar 19 (Thu) to 25 (Wed), 2026
	Professional Degree Course	Special option for working teachers and educational staff (1st Selection)	Mar 19 (Thu) to 25 (Wed), 2026
		Special option for working teachers and educational staff (2nd Selection)	Mar 19 (Thu) to 25 (Wed), 2026
		General	Mar 19 (Thu) to 25 (Wed), 2026
		Special option for working teachers 1st Selection	Mar 19 (Thu) to 25 (Wed), 2026
Graduate School of Science and Engineering	Master's Program	General	Mar 11 (Wed) to 18 (Wed), 2026
		General (Department of Quantum Life Science)	Mar 11 (Wed) to 18 (Wed), 2026
		Privately Financed International Students (Science fields)	Mar 11 (Wed) to 18 (Wed), 2026
		Japanese Government/MEXT Scholarship International Students Special Selection April 2026 Admission 1st Selection	Mar 11 (Wed) to 18 (Wed), 2026
		Japanese Government/MEXT Scholarship International Students Special Selection April 2026 Admission 2nd Selection	Mar 11 (Wed) to 18 (Wed), 2026
		Double Degree Program Special Selection April 2026 Admission 1st Selection	Mar 11 (Wed) to 18 (Wed), 2026
		Double Degree Program Special Selection April 2026 Admission 2nd Selection	Mar 11 (Wed) to 18 (Wed), 2026
		Double Degree Program Special Selection April 2026 Admission 3rd Selection	Mar 11 (Wed) to 18 (Wed), 2026
	Doctoral Program	General 1st Selection	Mar 11 (Wed) to 18 (Wed), 2026
		General 2nd Selection	Mar 11 (Wed) to 18 (Wed), 2026
		General 3rd Selection (Science fields)	Mar 19 (Thu) to 25 (Wed), 2026

研究科等	課 程	選 抜	入学手続期間
Graduate School of Informatics	Doctoral Program	General 1st Selection	Mar 11 (Wed) to 18 (Wed), 2026
		General 2nd Selection	Mar 11 (Wed) to 18 (Wed), 2026
Graduate School of Horticulture	Master's Program	General (Horticultural Science/ Landscape)	Mar 19 (Thu) to 25 (Wed), 2026
		General (International Course of Environmental Horticulture)	Mar 19 (Thu) to 25 (Wed), 2026
		General (2nd Selection) (International Course of Environmental Horticulture)	Mar 19 (Thu) to 25 (Wed), 2026
		Double Degree Program	Mar 19 (Thu) to 25 (Wed), 2026
	Doctoral Program	General (Horticultural Science/ Landscape)	Mar 19 (Thu) to 25 (Wed), 2026
		General (International Course of Environmental Horticulture)	Mar 19 (Thu) to 25 (Wed), 2026
		General (2nd Selection) (Horticultural Science/ Landscape)	Mar 19 (Thu) to 25 (Wed), 2026
		General (2nd Selection) (International Course of Environmental Horticulture)	Mar 19 (Thu) to 25 (Wed), 2026
Graduate School of Nursing	Master's Program	Prospective graduates of nursing universities Oral exam type (1st Selection)	Mar 5 (Thu) to 13 (Fri), 2026
		1st Selection	Mar 5 (Thu) to 13 (Fri), 2026
		Prospective graduates of nursing universities Oral exam type (2nd Selection)	Mar 5 (Thu) to 13 (Fri), 2026
		2nd Selection	Mar 5 (Thu) to 13 (Fri), 2026
		3rd Selection	Mar 5 (Thu) to 13 (Fri), 2026
	Doctoral Program	1st Selection	Mar 5 (Thu) to 13 (Fri), 2026
		2nd Selection	Mar 5 (Thu) to 13 (Fri), 2026
		Double Degree Program	Mar 5 (Thu) to 13 (Fri), 2026
Graduate School of Medical and Pharmaceutical Sciences	Master's Program	General (Pharmaceutical Sciences majors)	Sep 8 (Mon) to 17 (Wed), 2025
		General 1st Selection (Medical science majors)	Sep 8 (Mon) to 17 (Wed), 2025
		General 2nd Selection (Medical science majors)	Mar 5 (Thu) to 13 (Fri), 2026
	Doctoral Course (4-Year Program)	1st Selection	Sep 8 (Mon) to 17 (Wed), 2025
		2nd Selection	Mar 5 (Thu) to 13 (Fri), 2026
		Double / Dual Degree Program	Mar 5 (Thu) to 13 (Fri), 2026
		International Frontier Medical and Pharmaceutical Program April 2026 Admission *Medicine only	Mar 5 (Thu) to 13 (Fri), 2026
	Doctoral Course (3-Year Program)	1st Selection	Sep 8 (Mon) to 17 (Wed), 2025
		Double / Dual Degree Program	Mar 5 (Thu) to 13 (Fri), 2026
		2nd Selection	Mar 5 (Thu) to 13 (Fri), 2026

III Entrance procedure 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

- * You will not be able to log in to the system other than the aforementioned periods. For the entrance procedure period of your graduate school, please refer to 'II Entrance procedure period' (on p. 2).
- * You will not be able to enter any information after the Entrance Procedure System's registration period has ended. Be sure to register with plenty of time before the deadline.

【Entrance procedure page of 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>



▼ Tips when using the Entrance Procedure System and entering your student record information

1) Log in

Log in by 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 take the following steps if you are unable to enter your name in kanji characters when entering your student record information.

- (1) **Enter an alternative character** to continue with the procedure.
- (2) Print out a **Notification of Correction of Student Name (Kanji) sheet**, which is available from the university's website entrance procedure webpage. Enter the necessary information and submit it along with the other entrance procedure documents.

- * An alternative character you have selected may be used when 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. Following 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 a use of your student ID card.

This photo (image) of your face will be used as your student ID photo while you are enrolled in the school.

■ 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 at this point yet. 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 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 a master's program student at Chiba University who will continue on to doctoral programs such as 4-Year doctoral course or 3-Year doctoral course at Chiba University (advancing to a higher program within the graduate school). Students entering a graduate school after graduating from an undergraduate school must pay the entrance fee.
-

1. How to pay the 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).

Any service usage fees are to be paid by a remitter. Please note that service usage fees vary depending on the payment method.

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.**

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

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.

▼ Tips when applying for entrance fee exemption or deferral

- 1) You cannot apply an entrance fee exemption and deferral at the same time. Please also note that it is not possible to apply for an 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>



Entrance Fee /
Tuition Exemption
Program Website

- 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 wish 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 cannot be canceled once accepted by the University.

■ 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 procedure period.

Deadline for submission of entrance procedure documents: Documents must arrive by post no later than 4:00 p.m. on the last day of the entrance procedure 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 school.

Submitted by everyone	(1) Pledge	Print out the Pledge from the Entrance Procedure System, then sign and submit.
	(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 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.
	(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 your graduate school 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 other documents you need to submit and if there is, 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 procedure page of 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 send 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 the last day of the entrance procedure period.**

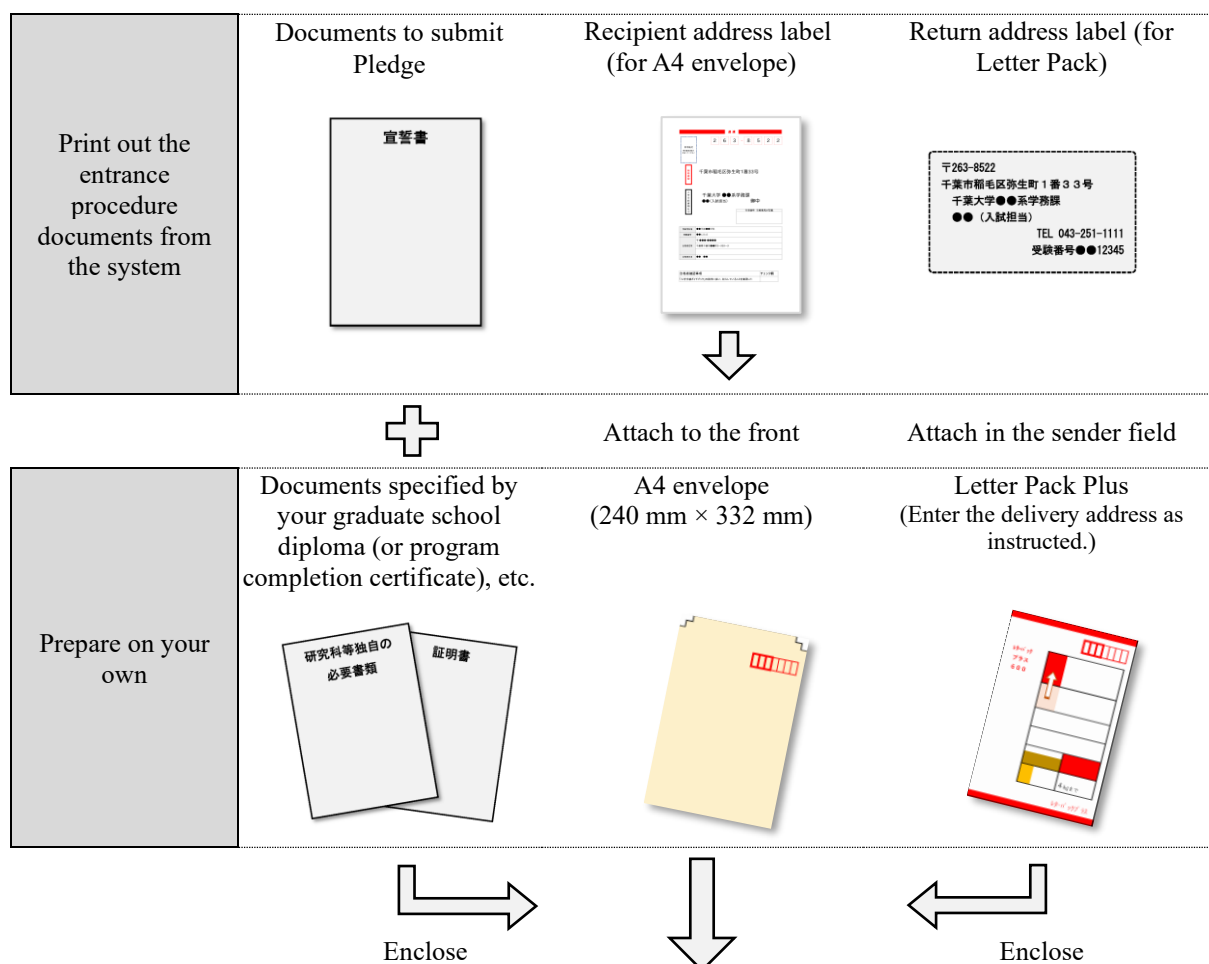
If there are circumstances that make it difficult to submit the documents by post, contact your graduate school office in advance and follow their instructions. Also, be sure to retain PDFs of all entrance procedure documents until the enrollment is complete.

▼ In case there are deficiencies in the 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 a case, please respond immediately. (Weekdays between 8:30 a.m. and 5:00 p.m.)

* On March 12 (Thu) and 13 (Fri), some graduate schools may not be able to answer telephone calls due to the university's entrance examination (general selection for undergraduate students). Check your graduate school's website for more information on the contact method.

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



Place all documents in an A4 envelope and send them to the university by post before the end of the submission period.
Attach a stamp to cover the express registered mail. (Japan Post's Kan'i Kakitome/Sokutatsu Yubin service)

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

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

The following entrance procedure page provides numerous information related to academic studies and daily life for students who are admitted to Chiba University, as well as information materials for parents and guardians.

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

【Entrance procedure page of 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 a 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 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's entrance procedure webpage.

[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 fee is changed, the new amount 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, payment deferral or monthly installment payment

For those wishing to apply for tuition exemption, payment deferral or monthly installment payment, applications are accepted after the enrollment procedures. See [Section 8 ('Financial assistance')] on p. 23 for more information.

Applications for tuition fee exemption, payment deferral and monthly installment payment can be made every semester. If you wish to apply for exemptions for both the spring and the fall semester, please be advised that you will need to submit your application during the designated acceptance period each time.

2. Gakkensai insurance premium

Chiba 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 commuting accident coverage included).

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(yyyymmdd). The premium to pay is displayed after you log in.

* For example, if entering in 2026 with an exam number of AB12345, the code would be “26AB12345.”

- (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 any later than the deadline below.

[April enrollment] Notify no later than 5:00 p.m. on March 31 (Tue).

▼ Tips when declining admission

If a person who has been granted admission on the basis of an application for "entrance fee exemption" or "payment deferral" decides to decline their admission, please note that they **will be considered to have withdrawn their application for the entrance fee exemption or payment deferral, and they will need to promptly pay the tuition fee.**

Requests for enrollment withdrawal cannot be canceled once accepted by the university.

[Section 2] Entrance ceremony

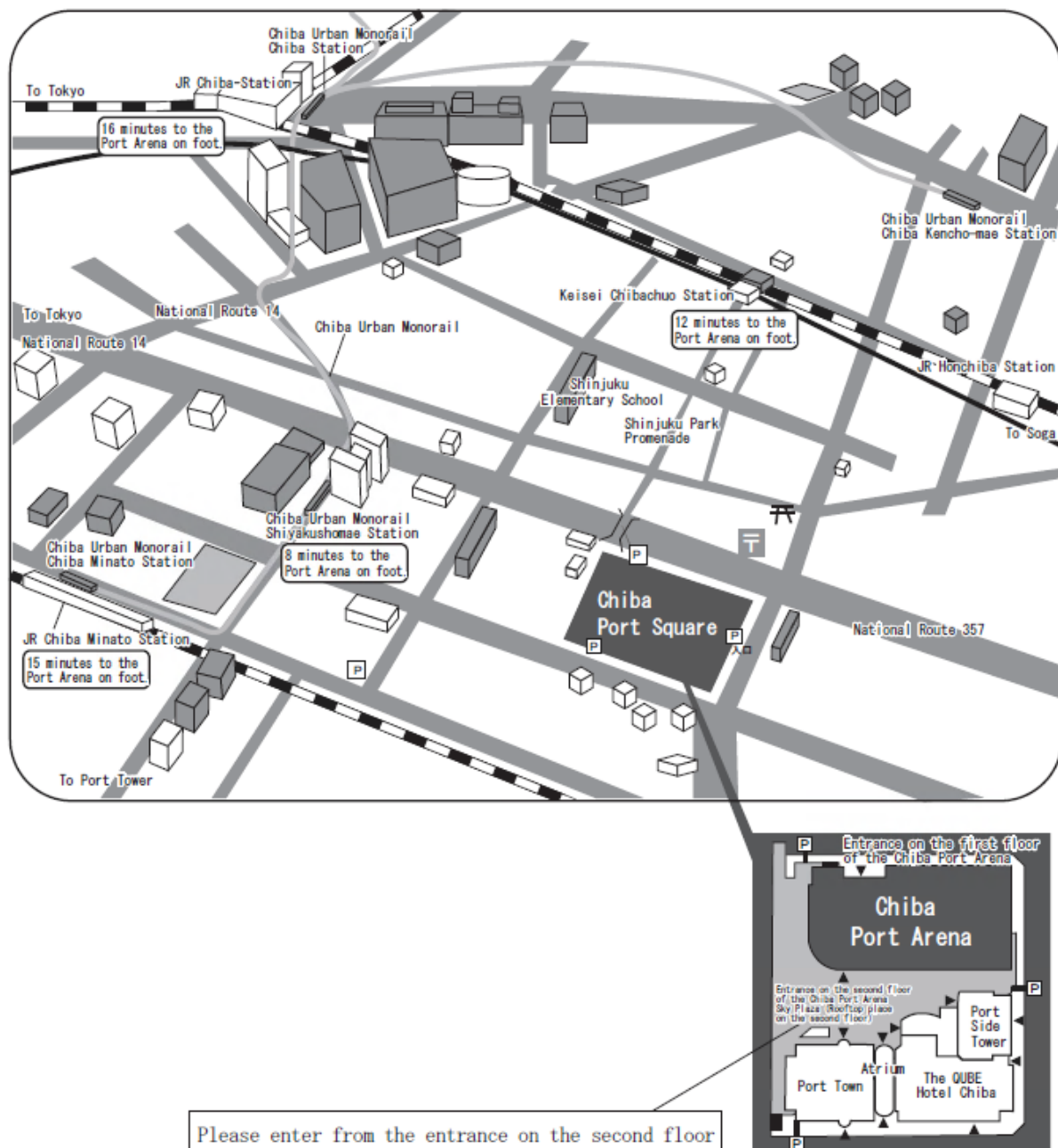
Date/time April 5, 2026 (Sun), 10:30 to 11:00 a.m. (doors open at 9:30 a.m.)

Venue Chiba Port Arena (1-20 Tonyacho, Chuo-ku, Chiba-shi)

Meeting time and place

Enter from the 2nd floor entrance to Chiba Port Arena and be seated by 10:00 a.m. (Punctuality).

[Entrance ceremony venue information]



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

International Support Desk (ISD) assists international students at Chiba University with day-to-day issues. ISDs are located on each campus. Feel free to visit ISD 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/en/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/en/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/en/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 semester 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/en/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/en/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.

-
- ▶ ISD website ‘Status of Residence / Other notifications and applications for changes’
<https://www.chiba-u.ac.jp/international/isd/en/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/en/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-u.ac.jp/international/isd/en/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 that new students can enjoy a safe and comfortable student life, the university asks the Co-op to show a variety of student accommodations, including apartments close to the campus, low-rent, as well as student-only residences that prioritize security.

▼ Chiba University Co-op 'New Student Assistance Site'

【Chiba University Co-op 'New Student Assistance Site'】

<https://www.univcoop.jp/chiba-u/start/>

- * To receive materials about the Co-op, register on the Line social media site by selecting 'Request Co-op Line materials.'



New Student
Assistance Site



Request Co-op
Line materials

▼ Period and location of accommodation introductions

Period: February 20 (Fri) to March 22 (Sun) 9:30 a.m. to 3:00 p.m. (scheduled)

Location: Special venue on Nishi-Chiba Campus, Chiba University

- * Please see the Chiba University Co-op's LINE account or the New Student Assistance Site for more information on the status of operations during this period.
- During this period, you will be able to select an apartment at the special venue by speaking with staff members, referencing information on the area near campus.
- In addition to the above, the Co-op also introduces student accommodations throughout the year. The Sumai/Arbaito Shokai Counter can be contacted at any time.

▶▶ 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.
- Students currently enrolled at Chiba University can give you advice and assistance in person with your search for an accommodation.
- A housing information pamphlet containing tips from experienced housing seekers, area maps, and other useful information will be provided.

▼ How to use the Agency

- A housing information will be sent to anyone requesting materials via the Aparto/Mansion Sagashi! website.
- Apartment information from various real estate agencies will be posted at the special venue during the period, so be sure to stop by. You can search for (some) accommodations offered through affiliated real estate agencies on the Chiba Dai Seikyo de Aparto/Mansion Sagashi! website.
- You can directly visit to an affiliated real estate agency listed in the housing information pamphlet by presenting a letter of introduction from the Co-op.
- If you find an apartment that you like, you can sign a lease directly with the affiliated real estate agency or landlord.



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/Arbaito Shokai Counter (**Housing and Part-Time Job Seeker's Office**) located in the Co-op Life Center, Nishi-Chiba Campus, Chiba University
<https://www.univcoop.jp/chiba-u/start/>

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/en/housing/index.html>



[Section 7] Entrance preparations, etc.

I Issuance of student ID cards

Student ID cards are issued **after enrollment 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 the admission letter to pick up your card, and after receiving, please 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 need a commuter certificate 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 a 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 rails, and subways * 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 students commuting by bus (2) For students using 4 or more railway companies such as JR, private rails, and subways

2. Commuting zone

Students are usually only permitted to purchase a student commuter pass for the zone **between the nearest station of their residence and the nearest station of their affiliated campus**. However, student commuter passes can be purchased for other zones when needed to attend lectures or other events on other campuses.

Nishi-Chiba Campus	▶ Nishi-Chiba Station, Midoridai Station, Tendai Station
Inohana Campus	▶ Chiba Station, Chiba Chuo Station
Matsudo Campus	▶ Matsudo Station
Sumida Satellite Campus	▶ Omurai Station, Oshiage Station, Hikifune Station

III Issuing certificates

Use the certificate issuing service to obtain various certificates.

You can apply for certificates through the certificate issuing service, and the requested certificates are available to obtain free of charge from the on-campus certificate dispensers or from convenience stores (excluding some certificates) for a fee.

【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*

* Gakuwarisho (Student Discount Certificate for Transportation) for research activities in remote locations exceeding 100 kilometers one way by JR are available to obtain from the 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 take checkups during the period stipulated by the university. Note that a prior appointment is required for a health checkup. Details on how to make reservations will be notified around mid-April via the Chiba University Gmail (Chiba University Google Workspace account) issued by the university.

V Preparation for a health insurance certificate (certificate for a dependent living away from home)

Receiving a 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 or guardians, and have them request the issuance of the Remote Dependent Certificate from the applicable health insurance provider (the municipal office for National Health Insurance).

VI Commuting by bicycle

Students who wish to commute 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 enrollment 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 designated 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 about the necessary procedures.

▼ Notes on bicycle use

- 1) It is not possible to purchase or register a bicycle parking sticker for use only within 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.
- 3) If you have a school commuter pass, you cannot purchase or register a bicycle parking sticker.

VII Regulations on commuting by vehicle (car or motorcycle)

To maintain a good educational environment and ensure the safety of pedestrians, the use of cars and motorcycles by students are prohibited. **In principle, commuting by car or motorcycle is not permitted.** You can contact your graduate school's office if there are special circumstances or unavoidable circumstances that prevent you from commuting by anything other than a car.

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 visual impairment, hearing impairment, physical disabilities, chronic illness, developmental disorders, etc.) Students can apply for consultation and support at any time. If you would like to start receiving a support immediately upon enrollment, apply promptly after the admission is decided.

【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 students on the Nishi-Chiba Campus. Applications can be made only if the number of users does not meet the capacity. For more information, please contact the Life Support Unit, Student Support Division (dde2178@office.chiba-u.jp).

X Purchasing textbooks

Many of the textbooks used in classes after enrollment 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/en/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 and payment deferral

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



1. Program overview

The entrance fee exemption and payment deferral system accepts and approves applications from students meeting the following requirements through a screening process.

[Requirements for applying]

Entrance fee exemption	Application requirements	<ul style="list-style-type: none">i. If it is recognized that 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. If it is recognized that 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. If it is recognized that the student will have difficulty paying the entrance fee for financial reasons, and is deemed to have a superior academic record.
	Exemption decision	<p>You'll be notified by email about how to access the screening results.</p> <p>When granted partial exemption or denied exemption</p> <p>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).</p>
Entrance fee deferral	Application requirements	<ul style="list-style-type: none">i. If it is recognized that 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. If it is recognized that 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	<p>You'll be notified by email about how to access the screening results.</p> <p>(1) When granted a payment deferral</p> <p>Students granted a payment 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).</p> <p>(2) When denied a payment deferral</p> <p>Students denied a payment 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).</p>

2. How to apply

Applications are accepted only during the entrance procedure 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 you have selected, the Student Support 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 be submitted and other matters will be sent to your Chiba University Gmail account (Chiba University Google Workspace account) issued by the university after the enrollment. Please be careful not to miss any emails from the university.
-

▼ Tips when applying for entrance fee exemption or deferral

- 1) Applying for both entrance fee exemption and a payment deferral at the same time is impossible.
 - 2) Students who successfully applied 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) As a result of the screening process, if the admission fee is required, and not paid by the specified deadline, according to Article 25, Paragraph 1, Item 1 of Chiba University's graduate school regulations, you will be disenrolled from the university.
-

III Tuition exemption, payment deferral, and monthly installment payment

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

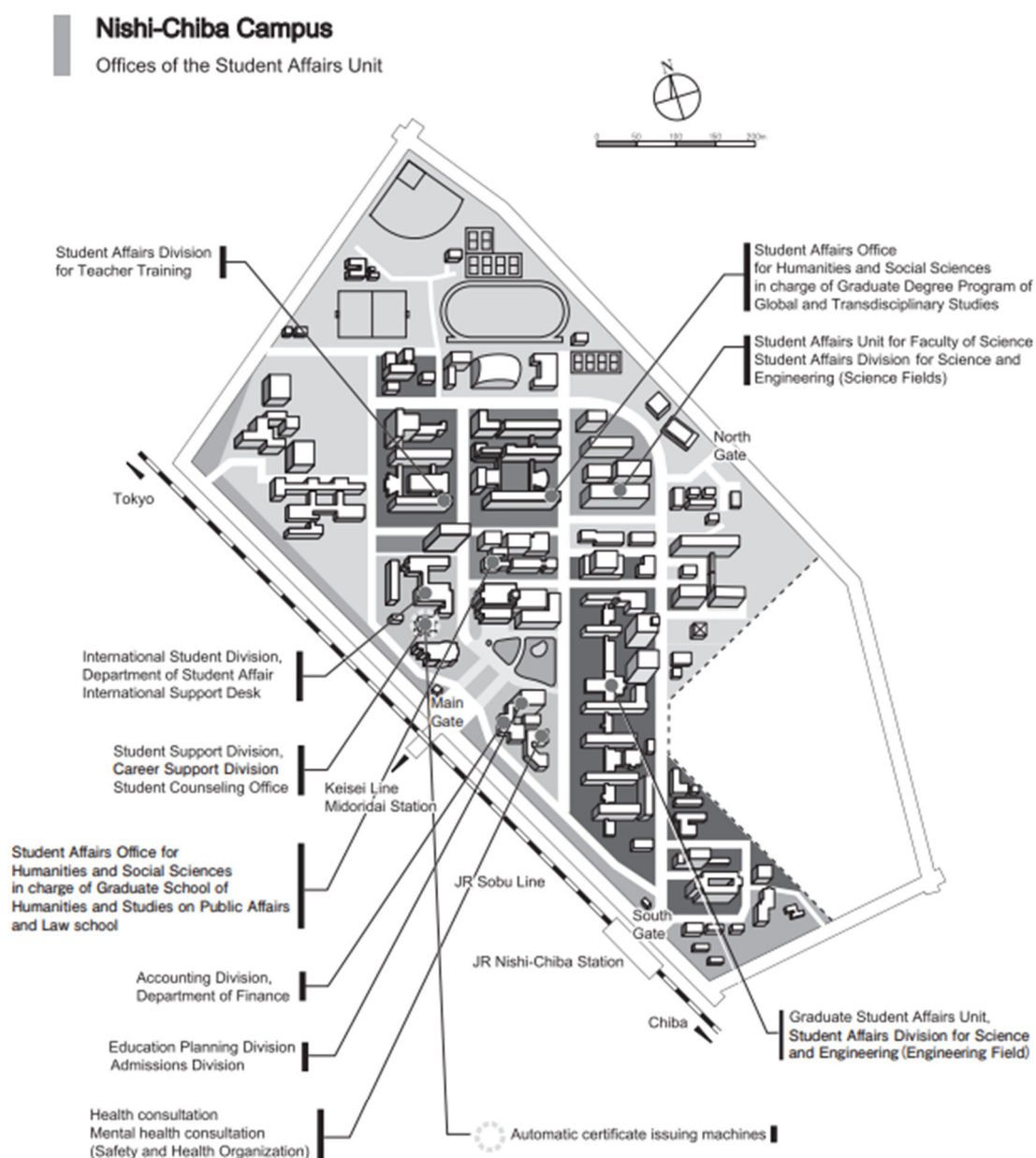
For details on application requirements, application period, and submission documents, please check the Chiba University website. Those who wish to apply must confirm this information.

▼ Tips when applying for tuition exemption or a payment 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 applying does not guarantee a waiver, as we will determine who is eligible for exemptions within the budget limits among the selected candidates.
 - 3) Be sure to submit your application by the deadline since no applications will be accepted after the deadline.
 - 4) The application will be revoked if statements are not true or actual income has not been reported.
-

[Section 9] Chiba University campus information

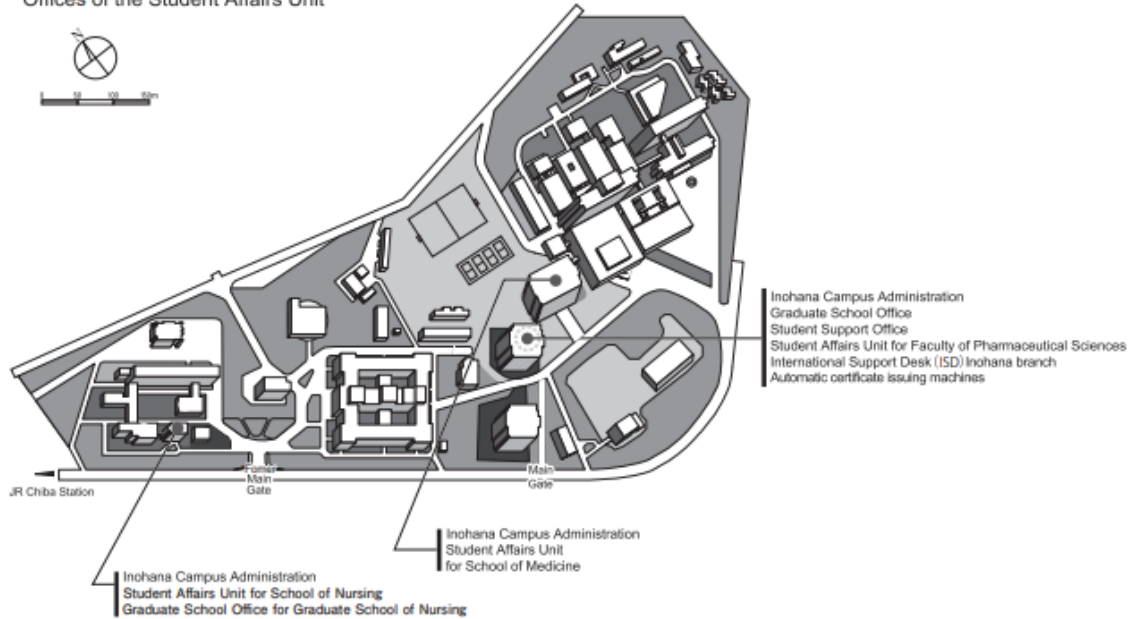
I Campus maps (Student Affairs Units and other facilities)



- 2-min walk from JR Nishi-Chiba Station to the South Gate of Nishi-Chiba Campus
- 7-min walk from Keisei Midoridai Station to the Main Gate of Nishi-Chiba Campus
- 10-min walk from Chiba Monorail Tendai Station to the North Gate

Inohana Campus

Offices of the Student Affairs Unit

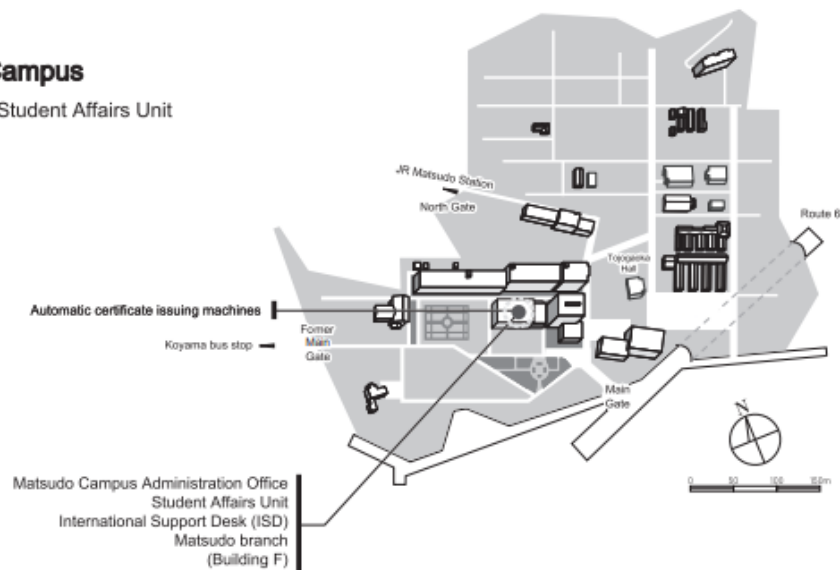


- After arriving JR Chiba Station or Keisei Chiba Station, take buses bound for "Chiba University Hospital" or "Minami-Yahagi" at bus station 7 in east front exit of JR Chiba Station, and get off at "Chiba University School of Nursing" or "Chiba University school of Medicine and Faculty of Pharmaceutical 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 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. on weekdays (excluding weekends and holidays).
- For inquiries to the contact points whose email addresses are listed, please contact them by email.
- Inquiries should be made by the prospective student him /herself as much as possible.

■ 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

At Chiba University, the personal information such as the names and addresses of the applicants you submitted will be used for the series of procedures leading to admission, as well as for sending documents and notifications necessary for starting student life at Chiba University and for statistical processing of data related to entrance examinations.

In addition, Chiba University may outsource some of these tasks to contractors.

In the case, Chiba University and the contractor entrusted with the relevant tasks will not use the personal information of applicants beyond what is necessary to achieve the stated purposes.

[Changes in submitted information]

After enrollment, if there are any changes to the information registered in the Entrance Procedure System or to the submitted documents, please be sure to promptly notify your graduate school's Student Affairs Unit.

[Objectives]

The personal information submitted to Chiba University based on the information registered in the Entrance Procedure System and the submitted documents will be used for the following purposes.

- (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 check-ups and the health management of students
- (10) For library use
- (11) For career supports
- (12) For information services in areas such as international exchanges and study abroad programs
- (13) For the retention of academic records and grades 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 will not be provided to third parties without the consent of the individual.

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

写真
(4cm×3cm)
システムアップロード
写真が印刷されます

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.