

# WELCOME GUIDE 2025

PDF Ver. Oct 2025

for Newly Enrolled International Students of Engineering



## Information for New International Students



### ☐ HANDBOOK for International Students

The handbook contains important information on various procedures from admission to graduation at the University.

Contents : [Necessary procedures] [Residence Card/Extension/Re-entry] [Academic Records and Certificate] [Procedures after Graduation] etc.



### ☐ Orientation for New International Students

You will find important information for international students.

Contents : [MAP] [Tips for Student Life] [Rules and Manners in Daily Life] [Emergency Procedures, Health Care] [Shopping info] etc.



### ☐ University website: Info for New Int'l Students

You can also find important information for international students including following procedures [1] ~ [3] on this website (available in English, Chinese and Japanese).

Contents : [Useful Links] ["My Number" (Individual Number)] etc.

## Necessary procedures after arriving in Sapporo [1] ~ [3]

### [1] Procedures at the ward offices

- ☐ Submitting a "Address Change Notification" to the ward office to register your residence.
- ☐ Enrolling in National Health Insurance (mandatory to all who stay in Japan for over 3 months)
- ☐ Enrolling in National Pension System (mandatory to all the residents in Japan aged over 20 years old)



### [2] Procedures at the post office

- ☐ Submitting a "Change of Address Notice" to the Post office to start your postal service.
- ☐ Payment of Student Insurance\* (GAKKENSAI and FUTAIBAISEKI-Course A).



### [3] Procedures at the bank

- ☐ Opening a bank account (MEXT: Required /Self-Supported: Optional)



### ☐ Three types of Insurance for Students

It's mandatory for all HU students to have following two insurances!

"GAKKENSAI/学研災(PAS)" and "FUTAIBAISEKI-Course A/付帯賠償-コース A"

It's optional, but strongly recommended to have "Inbound Futai-Gakuso/インバウンド付帯学総".

## Must be submitted to IAOE after processing.

### ☐ Submission to IAOE ※Required for all

Samples of [1] ~ [3]

Please submit the required documents within 1 month of your arrival.

- [1] **Passport** (① Face photo page ② Permission of Landing Page)
- [2] **Residence Card** (both sides) \* After registering your address at the ward office.
- [3] **Japan National Health Insurance Card** \*It will be post-mailed after enrollment.
- [4] **Contact Information Sheet** \*Please submit a hard copy to IAOE.



Scan the QR code to see the map in your preferred language



日本語  
Japanese  
日语  
일본어



英語  
English  
英語  
영어



中国語  
Chinese  
中文  
중국어



韓国語  
Korean  
한국어  
한국어

### ◆Student Communication Station

You can get the Hand Book for All Int'l Students at Student Communication Station (1st floor, room 109).

### ◆International Student Support Desk

[Major Initiatives]

- Support to international students in their daily lives
- Assistance with paperwork
- Translation or interpretation in Japanese on behalf of international students



[Location]

1st floor, Student Communication Station

[Open on]

Monday to Friday

[Hours]

12:00~16:00

[How to Use]

No appointment necessary. Just stop by while we are open. You can also inquire by phone or email.



You are here!  
School of Engineering  
#A1-05

### [Access guide]

#### By JR line:

Get off at Sapporo Station, 7 minutes walk to the Main Gate.

#### By Sapporo subway:

If you take Namboku line or Toho line, get off at Sapporo Station, 10 minutes walk to the Main Gate.

If you take Namboku line, get off at Kita juni jo Station, 4 minutes walk to North 13 Gate or get off at Kita juhachi jo Station, 7 minutes walk to North 18 Gate.

- Information center
- Cafe
- Cafeteria
- Merchandise shop
- AED station



●Hokudai Co-op Kyosai Counter, Clark Memorial Student Center 2F  
You can receive a payment slip (Payment is made at the post office). After you pay, you can get these insurance brochures/加入者のしおり by showing the payment slip to the Co-op Kyosai Counter.

◇ The names for graduate schools located in the same building as the faculty are omitted  
◇ ( ) indicates other faculty

For Hokudai botanical garden

For Makomanai