## List of Procedures

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| 1   | Register your new address in Japan | Those newly moving to Japan | The city hall/ward office of the area you move in to. | 1) Residence Certificate (order at city hall/ward office)  
2) A copy of both sides of your Residence Card (copy on your own) | 1) Manabi Station  
2) Further instruction will be sent later |
| 2   | Register your change of address | Those already living somewhere in Japan who move | The city hall/ward office of the area you move in to. | 1) Residence Certificate (order at city hall/ward office)  
2) A copy of both sides of your Residence Card (copy on your own) | 1) Manabi Station  
2) Further instruction will be sent later |
| 3   | Enroll into National Health Insurance | All students | The city hall/ward office of the area you move in to. | N/A | — |
| 4   | Enroll into the National Pension Program | All students between the age of 20 and 60 | The city hall/ward office of the area you move in to. | N/A | — |
| 5   | Opening Yucho Bank Account | Students notified of being recommended for the scholarship | Further instruction will be sent later | Yucho Bank Account Info. | Further instruction will be sent later |
| 6   | Opening Shiga Bank Account | Students Entering International House  
Shiga Bank, Minamikusatsu-Ekimae Branch | | Shiga Bank Account Info. | Further instruction will be sent later |

※1 Those who are in Japan but were unable to submit a Japanese Certificate of Residence at the time of submitting their Enrollment Procedure documentation should follow up by submitting a Certificate of Residence by 9/30 to BKC Manabi Station. Those who will be newly travelling to Japan and were thus unable to submit a Japanese Certificate of Residence at the time of submitting their Enrollment Procedure documentation should follow up by submitting a Certificate of Residence to BKC Manabi Station by 10/7*.

*If you aren’t able to submit a Certificate of Residence by 10/7, please just submit the certificate to BKC Manabi Station as soon as possible after you’re able to travel to Japan.

Finally, for those who submitted a Certificate of Residence along with their Enrollment Procedure documentation, even if your address has changed you do not need to submit another Certificate of Residence.

## For reference

- **Kusatsu City Hall**
  Address: 3-13-30 Kusatsu, Kusatsu, Shiga 525-8588  
  TEL: 077-563-1234

- **Otsu City Hall (JPN Language Only)**
  Address: 5-13-36 Aoyama, Otsu, Shiga 520-2101  
  TEL: 077-549-3663

## Where to find the International Center

Biwako-Kusatsu Campus (BKC), Central Arc 2nd Floor  
**Campus Map:** (building no. 23)

## Where to contact depending on your inquiry

Carefully read through all provided documents before making any inquiries. When inquiring, list your name (in the alphabet), exam no. or student ID no., and the college or grad school of scheduled enrollment.

1. For extension of Period of Residence; questions about documents to be submitted: ru-coe@st.ritsumei.ac.jp

   *If your Period of Residence will expire on or after Thu 10/8, complete the university portion of the extension procedures at the International Center on or after Fri 9/25.

   The newest updates will be posted to New International Student Orientation website and/or will be emailed to students directly. Make sure to check both New International Student Orientation website and your email daily.

2. About the Tuition Reduction & Scholarship Application for Privately Financed International Students: Information will be separately shared via the International Center’s homepage.

3. About the “JASSO Scholarship” (Monbukagakusho Honors Scholarship for Privately-Financed International Students): rscholar@st.ritsumei.ac.jp
4. About boarding at the dorm: bkcihs12@st.ritsumei.ac.jp
5. About Submitting Residence Certificate: bkckyoga@st.ritsumei.ac.jp (TEL:077-561-4972)
6. Other Inquiries: ru-inter@st.ritsumei.ac.jp
7. About the following scholarships: cger-bkc@st.ritsumei.ac.jp
   (Innovative Asia, IITH, Pacific-Leads, SDGs, JISR, IMF, JDS, PEACE, ABE, Indonesia Linkage Program)
8. About MEXT Scholarship: r-kokuhi@st.ritsumei.ac.jp

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