

## . PROCEDURAL PROVISIONS

A checklist is provided below of the procedures to be followed by the Fellow, Host and host institution over the course of processing the fellowship. Among the items listed, some are not applicable to one party or the other depending on processing requirements. The checklist presupposes that the Fellow will travel from abroad to start the fellowship in Japan.

Procedure	Fellow	Host	Host institution
<b>A . Pre-departure procedures</b>			
1. Receive Award Letter and related documents			
2. Send Letter of Acceptance			
3. Notify change of starting date, if applicable			
4. Obtain visa			
5. Apply for air tickets			
6. Submit "Plan of Fellowship Commencement and Receipt of Initial Allowances" and "Notice of Bank Account"			
7. Submit PhD certificate			
8. Submit research grant application			
<b>B . Post-arrival procedures</b>			
1. Submit "Notice of Fellowship Commencement"			
2. Receive initial allowances			
3. Do alien registration			
4. Join National Health Insurance			
5. Submit "Notice of Bank Account"			
6. Apply for visa extension, if applicable			
7. Submit "Interim Research Report"			
<b>C . Pre-/post-departure procedures</b>			
1. Apply for air tickets			
2. Submit "Notice of Fellowship Expiration (including tenure shortening)"			
3. Submit "Research Report"			
4. Application for Certificate			

## **A . PRE-DEPARTURE PROCEDURES**

### **1. Receive Award Letter and Related Documents**

#### a. Route for issuing Award Letters

JSPS sends an Award Letter to both the successful Host and Fellow. It sends the Award Letter to Hosts via their institutions. In the case of applications via overseas nominating authorities, Award Letters are issued after confirming the Host's and host institution's acceptance of the Fellow.

#### b. Documents accompanying Award Letter

The following documents accompany the Award Letter. Please check to confirm that you have received all of them.

- Award Letter
- Certificate of Financial Support
- Program Guidelines [this booklet]
- Air Ticket Application Information [from travel agent]
- Guide to Insurance Policy for JSPS Fellows [from insurance company]
- Extract from JSPS Law [from JSPS]

A copy of the Award Letter and Certificate of Financial Support is sent to the Host. The Fellow should use the Extract from the JSPS Law when applying for a visa.

### **2. Acceptance of the Fellowship**

If you decide to accept the Fellowship, please send your Letter of Acceptance [Form A] to your host researcher. S/he will forward the Letter via the host institution to JSPS. The Letter of Acceptance should be submitted to JSPS after the Fellow, Host and host institution have read and agreed to the terms and conditions stipulated in these Guidelines and have decided upon a date for the Fellow to come to Japan to start the Fellowship.

The date of arrival given in the Letter of Acceptance does not need to be the same as the one indicated in the application.

The Letter of Acceptance must be received by JSPS from the host institution within 60 days of the date the Award Letter was issued. So as to meet this deadline, Fellows should send their Letter of Acceptance to their Hosts as soon as possible. In the case of Fellows invited under the second domestic recruitment, due to limited processing time it is especially urgent that you submit your Letter of Acceptance early.

If you should decide to decline the invitation, please submit a Notice of Fellowship Decline (Form 13) via your host researcher.

### **3. Change of Fellowship Starting Date and Notification**

The starting day of your fellowship should be within the month stated in your Notice of Acceptance [hereafter called the “starting month”]. If, however, due to an unavoidable reason, you should need to change the starting month, please be sure to take the following procedures:

- a. Inform your host researcher about the change of your starting month as soon as possible.
- b. Your host researcher must then submit a letter (free format) to JSPS via the host institution providing your revised starting date and explaining the reason for the change. The admin office of the host institution should stamp/sign the letter before forwarding it to JSPS for approval.

Should a Fellow change the starting month without obtaining JSPS’s permission through this procedure, his/her fellowship may be canceled.

### **4. Obtaining a Visa**

You must possess a visa to enter Japan. Please apply for one as soon as possible at the Japanese Embassy or Consulate nearest your residence.

Based on Japan’s immigration regulations, you should be given either a “Cultural Activities,” “Researcher,” or “Professor” visa status. This decision is made by the immigration officer when you enter Japan. Please accept his/her decision. The visa status of your accompanying dependent/s, if any, will be that of “dependent.”

Since it may take a few months to obtain final approval, you are advised to apply for your visa well in advance of the date of your intended arrival in Japan. Be sure to enter Japan within the period specified in your visa stamp, otherwise your visa will become invalid.

**You must take personal responsibility when applying for your visa. There is nothing JSPS can do to expedite the processing of your visa.** Please be sure to ask the Japanese Embassy or Consulate what documents you will need to submit with your visa application. If you will be accompanied by family members, inquire about their documents as well. Generally, you will need to bring the following documents with you when applying for your visa:

- Passport
- A copy of the Award Letter from JSPS
- A copy of the Certificate of Financial Support
- Your complete curriculum vitae
- Two identical photographs (45mm × 45mm)
- An extract from the JSPS Law
- A Certificate of Eligibility (prepared by your host researcher)

Submit **copies** of your Award Letter and Certificate of Financial Support, as you may need to use them again. However, bring the originals with you for reference when applying for your visa.

Submitting a **Certificate of Eligibility** with your application may speed up your visa processing. It certifies that your visa eligibility has already been approved by the Ministry of Justice. There is no guarantee, however, that this certification, once applied for, will be automatically issued.

The host researcher should check with the Immigration Bureau in advance of the Fellow's visa application as to whether or not a Certificate of Eligibility is needed in his/her case.

When a Certificate of Eligibility is needed, the Host must apply for one on behalf of the Fellow at a local immigration office. When issued, the Host should send the Certificate to the Fellow to use in his/her visa application.

**All documents needed for submitting an application for a Certificate of Eligibility must be prepared by the host researcher.** (See Appendix B.)

If the Embassy or Consulate should require a **Letter of Guarantee**, the guarantor will normally be the host researcher.

## **5. Applying for Air Tickets**

Please follow the instruction, "Air Ticket Application Information," from JSPS's designated travel agency, and mail or fax the attached Air Ticket Application Form to their office no later than 40 days prior to your proposed date of arrival in Japan. Upon receipt of your request, the travel agency will advise an airline office near your residence to issue you a prepaid ticket. The office will contact you to pick the ticket up when it is ready.

Please note that JSPS regulations prevent us from reimbursing you for an air ticket that you purchase yourself.

## **6. Plan of Fellowship Commencement and Receipt of Initial Allowance**

JSPS will deposit the Fellow's initial maintenance and other allowances in either a bank account opened by the Fellow in Japan or the Host's bank account. **JSPS does not pay these allowances in cash, nor can it deposit them in a postal savings account.**

### **a. When Fellow has a Japanese account**

If you wish to have your initial allowances deposited into a bank account you have opened in Japan, please indicate so in your Plan of Fellowship Commencement and Receipt of Initial Allowance [Form 1] and submit it along with a Notice of Bank Account [Form 3] via your host researcher so that it reaches JSPS at least one month prior to your fellowship starting date. On Form 3, indicate the Japanese bank account into which you want the allowances deposited. If you were already residing in Japan when your fellowship started, it is not necessary to enter the "name of airport" and "flight" on Form 1.

## **b. When Fellow doesn't have a Japanese account**

If you do not have a Japanese bank account before coming to Japan, you will need to open upon your arrival. Please submit your Plan of Fellowship Commencement and Receipt of Initial Allowance [Form 1] via your host researcher so that it reaches JSPS at least one month prior to your fellowship starting date. You should make your airplane reservation through JSPS's designated travel agent before submitting the Form 1. Upon arriving in Japan, please open an account in your name as quickly as possible, and submit a Form 3 with your new account number.

As another option, you may have your initial allowances deposited into your Host's account. In this case, please check the block in Form 1 requesting your initial allowances to be remitted into your Host's account and enter your Host's bank information in Form 3. Then, submit the two forms through your host researcher so that they reach JSPS at least one month prior to your scheduled date of arrival in Japan. After arriving at your host institution, please receive your allowance money from your Host.

**It will take at least 2-3 weeks for you to open your own bank account after arriving in Japan, and another 2-3 weeks for JSPS to process the payment after receiving your new account number. Therefore, if you are not going to bring sufficient funds with you to cover your initial expenses, it is recommended that you have your first allowances deposited in your Host's account in advance of your arrival.**

As your second allowance installment will be deposited into your own bank account, please open an account in your name as quickly as possible, and submit another Notice of Bank Account (Form 3) with your new account number.

## **7. Submission of PhD Certificate**

Fellows who had not yet received their PhD certificate when applying for the fellowship must submit one to JSPS before starting their tenure.

Fellows invited under first domestic recruitment: 30 September 2005

Fellows invited under second domestic recruitment or nominated by overseas nominating authorities: 30 November 2005

## **8. Applying for Research Grant**

Before applying for a grant, the Fellow and Host should consult thoroughly on the funding needed to carry out their research based on the research plan. JSPS distributes application guidelines for grant programs to host institutions at the end of January each year. These guidelines are published on JSPS homepage

Your host researcher is eligible to apply for a research grant, either a Grant-In- Aid for Scientific Research (*Tokubetsu Kenkyuin Shorei-hi*) or a Research Grant (*Shiken Kenkyu-hi*). As the kind of grant issued differs by host institution, Hosts should consult with their institution's admin office. For the program outline and

procedures of the Grants-in-Aid for Scientific Research, see Chapter V, “Research Grants” and JSPS’s Q&A web page [Research Grants for JSPS Postdoctoral Fellows].

Grant applications are accepted four times a year. Each submission period is based on when the Fellow arrives in Japan. In all cases, it takes 3-4 months for the grant to be issued from the time the application is received. Therefore, the grant is not available for use immediately upon the Fellow’s arrival. There is, however, a procedure whereby the funds may be used before the grant is approved. Please inquire at the host institution’s admin office as to the terms for obtaining this advance.

The Fellow and Host should prepare a research-execution plan and consult in advance as to when the grant will be available for use, what materials will need to be purchased for conducting experiments, and/or what research travel will be involved in conducting surveys and studies.

## **B . POST-ARRIVAL PROCEDURES**

### **1. Notice of Fellowship Commencement**

The Host should submit a Notice of Fellowship Commencement (Form 2) within one week of the Fellow’s arrival. If the form is not received on time, JSPS will not be able to make the Fellow’s second allowance remittance, neither will it be able to subscribe the Fellow in the Overseas Travel Accident Insurance Policy. Therefore, be sure that this form is submitted on time.

### **2. Receiving Initial Allowances**

Those Fellows who indicated a desire to receive their initial allowances immediately upon arrival in their Plan of Fellowship Commencement and Receipt of Initial Allowance (Form 1) and Notice of Bank Account (Form 3) and submitted the forms one month in advance will receive the following initial allowances:

**Maintenance allowance for the first month: ¥392,000**

**Settling-in allowance: ¥200,000**

**Domestic research trip allowance:**

**¥ 58,500 for a fellowship of 12 months or more**

**¥117,000 for a fellowship of 18 months or more**

**As a rule, the maintenance allowance is paid every quarter in 3-month installments of ¥1,176,000. When a fellow arrives in the middle of a quarter, the allowances for the remainder of the quarter will be paid in 1-month installments of ¥392,000. From the next quarter, they will be paid in 3-month installments. Fellows who arrive after the 15<sup>th</sup> of the month will be paid ¥196,000, half the amount of the first month's allowance.**

The settling-in allowance will not be paid to Fellows who were already residing in Japan on the date their Award Letter was issued.

### **Initial Payment Example**

A Fellow with a 24-month tenure who arrives in Japan on 1 April 2005 will receive the following allowances:

**Maintenance allowance: ¥1,176,000**

**Settling-in allowance: ¥200,000**

**Domestic research trip allowance: ¥117,000**

For further details, please see Chapter III, "Financial Provisions," of these Guidelines.

### **3. Alien Registration**

Fellows with tenures of 90 days or more are obliged to appear in person within 90 days of their arrival date at the office of the city (*shi*), ward (*ku*), town (*machi*), or village (*mura*) where they reside to apply for an alien registration certificate.

Host researchers should make sure that Fellows comply with this law.

When going to the municipal office to register, you should take the following with you: 1) your passport and 2) two 4.5cm × 3.5cm photographs taken within the last six months. Normally, your alien registration certificate will be issued in about 1-2 weeks after you apply. The certificate, which takes the form of a plastic card, must be carried with you at all times.

### **4. National Health Insurance**

Foreigners who will remain in Japan for one year or longer are obligated to join the National Health Insurance Program. You must join this program in addition to the Overseas Travel Accident Insurance provided by JSPS. This national system covers the cost of treatment for dental problems, brain diseases, and preexisting injury or illness not covered under the JSPS policy. Under the system, you are required to bear 30% of the cost of treatment. Depending on the illness, that 30% may be

covered under the JSPS policy.

You should join the National Health Insurance at the same time you go to the municipal office to do your alien registration. You are advised to ask your host researcher, a Japanese colleague, or an officer at your host institution to accompany you when you go to the municipal office, as its staff do not usually speak English.

For more information on National Health Insurance, please see JSPS's Q&A web page and/or inquire at the insurance section of your city, ward, town or village office.

## **5. Notice of Bank Account**

JSPS pays your second and subsequent allowances into your own bank account. Therefore, those Fellows who do not already have a bank account in Japan are requested to open one as soon as they get settled in. As an alien registration card is normally needed to open a bank account, please register first.

Notify JSPS via your Host of the name of the bank and your account number using the Notice of Bank Account (Form 3). Accompanying the form should be a copy of the page in your bankbook showing the registered name of your bank account (i.e., your name in "*Katakana*"). In most cases, this page is the back side of the bankbook's front cover.

## **6. Visa Extension**

The authorized period of your stay and your visa status are determined and entered into your passport by the immigration officer when you arrive at the airport. If your fellowship tenure should go beyond the date of your authorized period of stay, you must apply for an extension at your local immigration office.

You should make your application for extension no later than the expiration date of your authorized period of stay. Applications are normally accepted from about two month prior to the expiration date. Please ask your host researcher, a Japanese colleague, or an officer at your host institute to go with you to the immigration office.

**Please note that there is nothing JSPS can do to expedite the processing of an application for extension of stay. You must take personal responsibility for processing the extension.** Please ask the Immigration Office what documents you should submit to apply for an extension.

Upon obtaining an extension of your authorized period of stay from the immigration office, you must report it within 14 days to the municipal office of the city, ward, town or village where you live.

### **Extension application documents**

Generally, you will need to bring the following documents with you to the

immigration office when you apply for an extension:

- A copy of your Award Letter from JSPS
- A copy of your Certificate of Financial Support
- Your bankbook
- A document written by your host researcher indicating your fellowship period, host institution and research theme (see example in Appendix D)
- Program Guidelines (this booklet)

**Use a copy** of your Award Letter and Certificate of Financial Support. Bring the originals with you for reference.

## **7. Interim Research Report**

If your fellowship tenure exceeds 18 months, you must submit an Interim Research Report (Form 6) to JSPS through your host researcher. This report should be filed immediately upon the completion of the first year of your tenure. Simultaneously, your Host must also submit an interim report (Form 7). If these reports are not submitted, the fellowship may be terminated.

## **C . PRE-/POST-DEPARTURE PROCEDURES**

### **1. Applying for Air Tickets**

Please apply to JSPS's travel agency for your return ticket at least 3 weeks before your departure date. Follow the agent's instruction in the same way as you did when applying for your ticket to come to Japan. Also refer to the booklet "Air Ticket Application Information" enclosed with your Award Letter.

If you should decide to return to your country before your fellowship's expiration, you must inform JSPS immediately. (See Chapter IV-A "Shortening the Fellowship.")

### **2. Notice of Fellowship Expiration (including tenure shortening)**

Your host researcher is requested to submit a Notice of Fellowship Expiration (Form

11) to JSPS through the host institution within 2 weeks after the expiration of your fellowship.

### **3. Research Report**

Within one month of the completion of your fellowship tenure in Japan, you must submit a Research Report (Form 8) to JSPS through your host researcher. Simultaneously, your Host must also submit an interim report (Form 9). When writing the report, please follow the “Notes for Writing a Research Report” attached to the form.

### **Acknowledgments**

If your research conducted under this fellowship program is presented for publication or dissemination, JSPS’s support should be properly acknowledged in such documents.

### **4. Application for Certificate**

As a rule, JSPS does not issue documents to certify the tenure of past or current Fellows. When you need documentation in such cases as applying for a visa extension or proving you were awarded a JSPS fellowship or received allowances from JSPS, please use copies of your Award Letter or Certificate of Financial Support.

The only exception to this rule is when a Fellow requires such a certificate to apply for a job after the completion of his/her fellowship. If deemed appropriate, JSPS may issue a certificate in this case. To apply for a certificate, the Fellow should fill out an Application for Certificate [Form 10) stating the reason he/she wants the certificate and where it will be sent, and submit it to JSPS with a return-addressed envelope at least two weeks prior to the date the certificate is needed.