

## II. PROCEDURAL PROVISIONS

### 1. PRE-DEPARTURE PROCEDURES

#### (1) Receive Award Letter and Related Documents

① Route for issuing Award Letters

JSPS sends an Award Letter to both the successful Host and Fellow. The one to the Hosts is sent 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.

② Documents accompanying Award Letter

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

- a. Award Letter
- b. Certificate of Financial Support
- c. Program Guidelines (this booklet)
- d. Air Ticket Application Information (from travel agent)
- e. Guide to Insurance Policy for JSPS Fellows (from insurance company)
- f. Extract from JSPS Law (from JSPS)

Note: The extract from the JSPS Law is to be used when applying for a visa or a certificate of eligibility.

#### (2) Acceptance of the Fellowship

If you decide to accept the Fellowship, please send your Notice of Agreement (Form A-1) to your host researcher, who will forward it along with his/her Notice of Acceptance (Form A-2) to TEI via the host institution. These forms should be submitted to JSPS via TEI 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 stated in the Notice of Acceptance (Form A-2) does not need to be the same as one written in the initial application.

The Notice of Acceptance must be received by TEI from the host institution within 60 days of the date the Award Letter was issued. In the case of Fellows invited under the second domestic recruitment, due to limited processing time it is especially urgent for you and your Host's Forms A-1 and A-2 to be submitted 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**

Fellowships must start during the period of 30 days before or after the date noted as the starting date on Host's Notice of Acceptance (Form A-2). If, however, due to an unavoidable reason, you should need to change the starting date outside this period, please take the following procedure:

- ① Inform your host researcher about the change of your starting date as soon as possible.
- ② Your host researcher must then submit a letter (free format) to JSPS providing your revised starting date and explaining the reason for the change.

Should a Fellow change the starting date without obtaining JSPS's permission via 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. All are accepted by JSPS.

If you were already residing in Japan prior to the start of your tenure under a "student" or other visa status, you must change to one of the accepted statuses before commencing your fellowship.

As 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.** 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:

- a. Passport
- b. A copy of the Award Letter from JSPS
- c. A copy of the Certificate of Financial Support
- d. Your complete curriculum vitae
- e. Two identical photographs (45mm × 45mm)
- f. An extract from the JSPS Law
- g. A Certificate of Eligibility (your host researcher should prepare it)**

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.

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 or the host institution (see Appendix B).**

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

#### **(5) Application 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 intended 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 an account of Japan Post Bank.

##### **① When Fellow already 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 the Fellow already resides in Japan, it is not necessary for him/her to enter the name of the arrival airport or flight number on the form.

##### **② 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 one 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 3 weeks for JSPS to process your allowances 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 own new account number.

Note: As the allowances that JSPS pays fellows are not considered to be salary or remuneration, it is difficult for JSPS fellows to obtain a credit card in Japan. If you think you may need a credit card to attend conferences or other purposes during your tenure, please obtain an internationally recognized one before coming to Japan.

#### **(7) Submission of PhD Certificate**

Fellows must submit the original of a PhD degree certificate or a photocopy of the PhD degree diploma to JSPS via their host researcher by the following deadline. However, in cases where fellowships were awarded based on a nomination from a JSPS overseas counterpart agency and the Fellows have already submitted their documents to the agency, they need not submit them again.

The fellowship cannot commence without the submission of a degree certificate or a photocopy of the degree diploma. In this case, fellows who could not obtain a PhD degree before starting their tenure is required to submit a Notice of Fellowship Decline (Form13).

#### Submission Deadlines

- Fellows who have already received their PhD diploma: within 60 days after the

Notification of selection result was issued. If fellowship will start within 60days, before the fellowship begins (before coming to Japan).

- Fellows who have not yet received their PhD diploma: At least the day before the fellowship begins (before coming to Japan).

Note

- Diplomas in other languages (including Chinese) than Japanese or English must be accompanied with a Japanese or English translation.
- A person who obtained MD (Medical Doctor) only is not acceptable. A PhD degree is required. (Common to all countries.)
- In case you are unable to submit the degree certificate by the deadline, you must contact JSPS in advance.

### **(8) Providing Passport Copies**

Fellows are to without delay provide a copy of the pages of their passport that contain their name, visas, and Japan entry and departure stamps both when their fellowships start (when submitting their Form 2) and when TEI requests them.

### **(9) 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 also posted on JSPS's homepage : (<http://www.jsps.go.jp/j-fellow/main.htm>).

Your host researcher is eligible to apply for a research grant, Grant-in-Aid for Scientific Research (*Tokubetsu Kenkyuin Shorei-hi*). For the program outline and procedures of the Grants-in-Aid for Scientific Research, see Chapter V, "Research Grants" and JSPS's Q&A webpage (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 necessarily 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.

## **2. 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) 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 bring 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.

\*As the registration system may change, be sure to check the Immigration Bureau's website for updated information.

### **(3) National Health Insurance**

By law, the National Health Insurance Program obligates people who come from other countries and will remain in Japan for one year or longer to join its program. You must join this program in addition to the Overseas Travel Accident Insurance provided by JSPS. The national system covers treatments that are excluded under JSPS's policy, including dental problems, brain diseases, and preexisting injuries or illnesses. 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 staffs do not usually speak English.

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

### **(4) 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 TEI 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 (e.g., your name in katakana). In most cases, this page is the back side of the bankbook's front cover.

#### **(5) 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 months prior to the expiration date. Please ask your host researcher, a Japanese colleague, or an officer at your host institution to go with you to the immigration office.

**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. A copy of your Award Letter from JSPS
- b. A copy of your Certificate of Financial Support
- c. Your bankbook
- d. A document written by your host researcher indicating your fellowship period, host institution and research theme (see example in Appendix D)
- e. Program Guidelines (this booklet)
- f. Your passport and alien registration card

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

#### **(6) Interim Research Report**

If your fellowship tenure exceeds 18 months, you must submit an Interim Research Report (Form 6) to TEI 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.

### **3. 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 the date your tenure is scheduled to expire. 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 TEI immediately. (See Chapter IV-1 "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 TEI through the host institution no later than 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 a report (Form 9). When writing the report, please follow the "Notes for Writing a Research Report" attached to the form. If the outcomes of research related to this Fellowship program are highly evaluated, please inform JSPS. (This includes publications of coauthored papers in academic journals, coverage of research activities/results in newspapers, and awards for research activities achievements).

#### **(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 with a stamp at least two weeks prior to the date the certificate is needed.