

PROCEDURAL PROVISIONS

1. ENCLOSED DOCUMENTS

(1) To Fellows

- Award Letter (from JSPS)
- Certificate of Financial Support (from JSPS)
- Program Guidelines (this booklet)
- Air Ticket Application Information (from a travel agency)
- A Guide to the Insurance Policy for JSPS Fellows (from an insurance company)
- An extract from the JSPS Law (from JSPS)

(2) To Host Researcher and Institute

a) Domestic Selection

JSPS notifies the applying Japanese host researchers of the selection results through their host institute, and issues an Award Letter to the successful candidates at the same time.

b) Application through a foreign nominating authority

JSPS notifies the applying host researchers of the results through their host institute after receiving a **Notice of Acceptance** from the host institute, and issues an Award Letter to the successful candidates at the same time.

In both cases, JSPS sends the following documents to the host researcher:

- Program Guidelines (this booklet)
- Award Letter (from JSPS) (copy)
- Certificate of Financial Support (from JSPS)
- Air Ticket Application Information (from a travel agency)
- A Guide to the Insurance Policy for JSPS Fellows (from an insurance company)
- An extract from the JSPS Law (from JSPS)

2. ACCEPTANCE OF THE FELLOWSHIP

As soon as you receive the Award Letter from JSPS, please read it and this booklet, "Program Guidelines," carefully. If the terms and conditions specified in them are acceptable to you, please sign the "Notice of Acceptance (Form A)" and send it to JSPS through your host researcher **within 60 days** from the date that your Award Letter was issued.

If JSPS does not receive a reply within 60 days, JSPS will assume that you have declined the fellowship.

3. CHANGE OF FELLOWSHIP COMMENCEMENT DATE AND NOTIFICATION

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

- (1) Inform your host researcher about the change of your starting month 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 month without obtaining JSPS's permission through this procedure, his/her fellowship may be canceled.

4. NECESSARY PROCEDURES BEFORE YOUR DEPARTURE TO JAPAN

A) Visas for Entering and Staying in Japan

Please apply for your visa as soon as possible at the Japanese Embassy or Consulate nearest your residence.

In accordance with the Immigration Control Act of Japan, you should be given a "Cultural Activities," "Researcher," or "Professor" visa status. Please note that the visa status of your accompanying dependent/s, if any, shall 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. **Please note that there is nothing JSPS can do to expedite the processing of your visa.** Be sure to enter Japan within the period specified in the visa stamp, otherwise your visa will become invalid.

Please ask the Japanese Embassy or Consulate what documents you should submit with your visa application. Generally, you will need to bring the following documents with you:

- 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**)

Note: Submit copies of your Award Letter and certificate of Financial

Support, as you may need to use the Originals again.

(How to get a Certificate of Eligibility)

This certificate is issued by the Ministry of Justice prior to your entry into Japan. **You should ask your host researcher to submit an application for a Certificate of Eligibility to his/her local immigration office on your behalf.** Only residents of Japan are eligible to apply for this certificate. Please note that JSPS is not eligible to apply for it. It normally takes one or two months to obtain this certificate. Your host researcher will send you the certificate, which you should submit to the Embassy or Consulate when apply for your visa.

B) Application for Air Ticket

Please follow the enclosed instructions, “Air Ticket Application Information,” from JSPS’s designated travel agency, and send (or fax) the attached “Air Ticket Application Form” to their office no later than **40 days prior** to your proposed arrival in or departure from 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 .

C) Notification of Plan of Fellowship Commencement

You are requested to fill out the “Plan of Fellowship Commencement and Receipt for Initial Allowance (Form 1)” and send it to JSPS through your host researcher at least **one month prior to your fellowship commencement. You must make your flight reservation to Japan before you submit the Form 1.**

If you had not yet been awarded your doctoral degree at the time you applied for this program, you are required to submit a copy of the degree certificate to JSPS before your fellowship commences.

5. NECESSARY PROCEDURES AFTER YOU ARRIVE IN JAPAN

A) Receipts of Initial Allowances

The initial allowances listed below will be paid according to the instructions provided in your “Plan of Fellowship Commencement and Receipt for Initial Allowance (Form 1)” and “Notice of Bank Account (Form 3).”

Maintenance Allowance for the first month: ¥392,000 (or ¥196,000 if your fellowship commences after the 16th of the month)

Settling-in Allowance: ¥200,000 (Not applicable if you were residing in Japan at the time your Award Letter was issued.)

Domestic Research Trip Allowance:

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

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

If you wish to receive your initial allowances immediately upon your arrival in Japan, you must specify so in your “Plan of Fellowship Commencement and Receipt for Initial Allowances (Form 1) and “Notice of Bank Account (Form 3)” and submit them to JSPS one month prior to the starting date of your fellowship. (JSPS does not pay allowances in cash.)

Note

The maintenance allowance is as a rule 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.

Fellows who arrive after the 15th of the month will be paid half the amount of the first month's allowance.

For details, see III.2. “Maintenance Allowance.”

B) Method of receiving initial allowances

The initial allowance may be deposited into either the fellow's own bank account or into his/hers host's account. Please choose the method you desire, and submit the below-prescribed forms as quickly as possible.

(1) Deposit into your host's account

In this case, please specify your host's account on your Forms 1 and 3 and submit them to JSPS. As your second month's allowances will be deposited into your bank account, please open an account in your name as quickly as possible, and submit another Form 3 with your new account number.

(2) Deposit into Fellow's own account

If you wish to have your initial allowances deposited into an account you open after arriving in Japan, please specify so in your Forms 1 and 3 and submit them to JSPS. JSPS will deposit your allowances in the account you specify in the forms. If you already have a bank account in Japan before starting your fellowship, you may specify that account.

Note

It will take at least 2-3 weeks 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.

C) Notice of Fellowship Commencement (Form 2)

Your host researcher is requested to submit to JSPS a “Notice of Fellowship Commencement (Form 2)” **within 1 week** of the start of your fellowship through the host institute. Your allowance, stipend, and overseas travel insurance coverage will go into effect upon JSPS’s receipt of the Form 2.

Please note that JSPS will not be able to remit your second month’s allowances or pay your overseas travel insurance if JSPS do not receive the “Notice of Fellowship Commencement.”

D) Notice of Bank Account (Form 3)

You are requested to open your own bank account as soon as you get settled in, and to notify JSPS of the name of the bank and your account number using the “Notice of Bank Account (Form 3),” which should be signed jointly by you and your host researcher. Accompanying the form should be a copy of the page in your bankbook showing the name of your bank account (i.e., your name in “*Katakana*”).

Your subsequent allowances will be deposited in your account at the end of the prior month (or at the end of June, September, December and March in the case of quarterly payments).

E) Alien Registration

Within 90 days of your arrival, you and your dependent/s are obliged by Japanese law to appear in person at the office of the city (*shi*), ward (*ku*), town (*machi*), or village (*mura*) where you reside to apply for your alien registration certificate. You must take with you: 1) your passport and 2) two 4.5cm × 3.5cm photographs taken within the last 6 months. Normally, your alien registration certificate will be issued in about 1-2 weeks after you apply. The certificate must be carried with you at all times.

Host researchers should advise Fellows of the need to register.

F) National Health Insurance

Foreigners who will remain in Japan for more than one year are obligated to join for the “National Health Insurance Program.” This system also covers the cost of treatment for dental problems, brain diseases, and preexisting injury or illness not covered under the overseas travel insurance policy. Under it, you are required to bear 30% of the cost of treatment. For more information on National Health Insurance, please inquire at the insurance section of the city, ward, town or village office where you reside. JSPS advises you to ask your host researcher, a Japanese colleague, or an officer at your host institute to accompany by you when you go to the municipal office.

You are advised to join the National Health Insurance at the same time you go

to the municipal office to do your alien registration.

G) Application for Research Grant

Your host researcher is eligible to apply for a research grant, either Grant-In-Aid for Scientific Research (*Tokubetsu Kenkyuin Shorei-hi*) or a Research Grant (*Shiken Kenkyu-hi*). For details, please refer to page 21.

H) Permission to Extend Your Period of Stay in Japan

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 not later than the expiration date of your authorized period of stay. Applications are normally accepted from about one 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 your period of stay.

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.

Please ask the Immigration Office what documents you should submit to apply for an extension. Generally, you will need to bring the following documents with you:

- A copy of the award letter from JSPS
- A copy of the Certificate of Financial Support
- Your bankbook
- A document written by your host researcher indicating your fellowship period, host institution and research theme
- The Program Guidelines (this booklet)

I) 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.

6. NECESSARY PROCEDURES BEFORE AND AFTER YOU LEAVE JAPAN

A) Application for Return Air Ticket

Please apply to the 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.

If you should decide to return to your country before your fellowship expiration, you should inform JSPS immediately. (See Page 19: 1. SHORTENING THE FELLOWSHIP.)

B) Notice of Fellowship Expiration (Incl. Shortening) (Form 10)

Your host researcher is requested to submit "Notice of Fellowship Expiration (Form 11)" to JSPS through the host institute **within 2 weeks** after the expiration of your fellowship.

C) 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. When writing the report, please follow the "Notes for Writing a Research Report" attached to the form.

<Acknowledgment>

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