

# NII International Internship Program

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## **1. BASIC INFORMATION**

- (1) PURPOSE OF THE PROGRAM**
- (2) INTERNSHIP PERIOD**
- (3) OBLIGATIONS**

## **2. FINANCIAL GUIDE**

- (1) SOJOURN EXPENSES**
- (2) NATIONAL HEALTH INSURANCE**
- (3) OVERSEAS TRAVEL INSURANCE**
- (4) OTHERS**

## **3. PROCEDURAL GUIDE**

- (1) PRE-DEPARTURE PROCEDURES AND INFORMATION**
- (2) POST-ARRIVAL PROCEDURES AND INFORMATION**
- (3) PROCEDURES BEFORE LEAVING**
- (4) OTHERS**

## **4. ATTACHED FILE**

**Important Information for Utility Usage in NII  
Tokyo Medical Center Information Service  
Accommodation in Japan**

This is a program information for NII international internship students. Please read carefully ( red text is rather important ) and prepare for your internship at NII.

## **1. BASIC INFORMATION**

### **(1) PURPOSE OF THE PROGRAM**

The NII International Internship Program is a part of the NII's international exchange project, whereby the NII hosts students from organizations with whom the NII has concluded an MOU agreement. The NII launched this program in 2005, when it first began accepting students. The program accepts graduate students enrolled in Master's and doctoral programs at universities and research organizations with whom NII has concluded an MOU agreement. The program goal is to give interns the opportunity to participate in research activities and to receive research guidance from professors at the NII. In this way, the NII seeks to give student interns opportunities to build their skills and promote exchange with MOU organizations. It is also our hope our interns will contribute to the research done at our institute.

### **(2) INTERNSHIP PERIOD**

Following acceptance into the program, interns are required to contact respective NII supervisors to draft a travel itinerary as soon as possible. **This itinerary should include traveling days between student's home institution and Japan (NII). In principal, interns are required to arrive in Japan one day prior to the first day of the internship and leave Japan the day after the internship. Interns are required to arrive at NII before end of March, 2017.**

### **(3) OBLIGATIONS**

- You are required to submit an NII International Internship Program Report before completing your internship.
- If you choose to withdraw from the internship program, please inform your supervisor at NII and International Affairs and Education Support Team immediately.
- Private stay in Japan or abroad before, during and after your internship is basically not allowed.

## **2. FINANCIAL GUIDE**

### **(1) SOJOURN EXPENSES**

Allowance: 5,700 yen per day (171,000 yen/month) NII provides this allowance to cover living expenses and housing costs during the intern's stay in Japan under the regulation of ROIS and NII itself.

**<Note>: Please keep in mind that this is not a salary.**

Payments will be disbursed at the Accounting Division on the 22<sup>nd</sup> floor at NII. Your supervisor or his/her secretary will inform you when your first payment is ready. **Please note that it will take a few weeks to complete the accounting procedure, so you are required to bring your own money to cover your living costs for the first few weeks in Japan. The date of payment is decided under the regulation of NII. There will be no exception for interns to receive their sojourn expenses before its payday under any circumstances. Please make sure to use your sojourn expenses carefully and intentionally.**

**For those whose internship starts between January and March their first sojourn expenses are from the day you arrive in Japan until the end of March due to the accounting system because of the change of the fiscal year. The second payment should be the second week of Monday in April. (It is subject to change.)**

**Also, for those whose internship finishes during the first and second week of April, the last payment is made by bank transfer due to the accounting system because of the change of the fiscal year.**

## **(2) NATIONAL HEALTH INSURANCE**

Important: On and after July 9, 2012, the alien registration system was abolished and foreigners also join the candidate for application of the Law of the Basic Resident Registers. And the foreigner who resides exceeding three months comes to have national health insurance joined. **If applicable you MUST pay the fee of national health insurance to the local government of your residence, it can be paid out of your sojourn expenses paid by NII or your own money.** The fee would be around 1000 yen per month. The procedures should be confirmed at the municipal office.

## **(3) OVERSEAS TRAVEL INSURANCE**

Coverage per person (in yen)

INJURY DEATH	10,000,000
INJURY R.D.	10,000,000
INJURY MED EXP	5,000,000
SICKNESS MED EXP	3,000,000

NII provides overseas travel insurance during your stay at NII. This injury and sickness medical insurance covers the cost of ordinary medical fees. Please note that certain conditions and injuries (e.g., pre-existing/chronic conditions, health examination, dental care and vaccination) are not covered. Other types of insurance are the

responsibility of the interns and their home institutions. We strongly recommend that interns make provisions for other types of insurance before arriving in Japan. Examples include travel insurance to cover the cost of flight cancellations, lost baggage, and so forth.

**If you receive medical treatment at a medical institution while you are in Japan:**

**STEP 1**

Pay the entire cost of the medical fees out-of-pocket.

**STEP 2**

Submit all relevant receipts (e.g., receipts for medical fees and cost of transportation from your place to the hospital.) to the International Affairs and Education Support Team. We will contact the insurance company.

**STEP 3**

After you submit these documents, the insurance company will transfer the insurance payment to the NII bank account. The Accounting Team of NII will then provide you cash reimbursement.

**(4) OTHERS**

In general, NII will not cover the cost of airfare to/ from Japan.

**3. PROCEDURAL GUIDE**

**(1) PRE-DEPARTURE PROCEDURES AND INFORMATION**

a. Sojourn expenses

Please submit documents indicating your arrival and departure dates to your NII supervisor. This information will be used to prepare the documents required to arrange for your sojourn expense payment. You are required to book return flights to/from Japan to/from your home institution.

If your NII supervisor offers to cover the cost of your airfare, please submit the corresponding receipts and boarding pass stub.

b. Obtaining a visa including a COE

NII suggest that the intern students who wish to stay in Japan for more than 90 days get a visa for cultural activities. Please click on the following link for information from the Ministry of Foreign Affairs.

<http://www.mofa.go.jp/mofaj/toko/visa/tanki/novisa.html>

Please make sure to contact your local Japanese embassy or consulate to confirm whether or not you need to obtain a visa (a Certificate Of Eligibility ) regardless of your length of time spent in Japan. NII will obtain a COE from the Immigration Bureau of Japan before applying for a visa. Each intern student should go to their nearest Japanese embassy or consulate to apply for a visa with a COE directly.

Please provide the following materials to the NII International Affairs and Education Support Team. We will submit them to the Immigration Bureau of Japan.

- Application form for Certificate of Eligibility (CoE)
- ID Photo (one 4x3 cm)
- Bachelor's /Master's Diploma **or** -Certificate of Enrollment
- Letter of Recommendations from your university or institute with which you are affiliate.

Please prepare these documents at the earliest possible date. It would be desirable to collect these documents from you at least three months before the day you plan to enter Japan

E-mail the relevant documents to [nii-internship@nii.ac.jp](mailto:nii-internship@nii.ac.jp) .

Send your ID photo by post as well to the address below.

**Address:**

International Affairs and Education Support Team  
NII (National Institute of Informatics)  
2-1-2 Hitotsubashi, Chiyoda-ku  
Tokyo 101-8430 Japan

<NOTE> Interns are required to purchase plane tickets after obtaining a visa.

There will be no administrative or financial support for your spouse, children, relatives or friends to enter or stay in Japan during your internship from International Affairs and Education Support Team.

### c. Other documents

NII will issue an Invitation letter, Letter of reason for invitation, Letter of Guarantee, Schedule of your stay, or any other documents you need.

Please consult with your local Japanese embassy or consulate regarding necessary documents for the entry to Japan.

### **\* Termination \***

If you arrive in Japan without any notice to International Affairs and Education Support Team, there might be an occasion of termination since NII International Internship Program is operated under the regulation of NII.

Here are examples which may cause termination.

- Purchased a fixed plane ticket without confirming a final flight schedule with International Affairs and Education Support Team.
- Purchased a fixed plane ticket that differs from what we directed to without informing International Affairs and Education Support Team of the reasons.
- Entered Japan without submitting an itinerary, and appeared at NII without any notice.
- Entered Japan without a proper visa after receiving a COE (did not apply for Cultural Activities visa) or a short stay visa when a person was required to obtain one.
- Did not follow the regulations of NII and disrespected our instructions.

## **(2) POST-ARRIVAL PROCEDURES AND INFORMATION**

### a. Orientation

The NII International Affairs and Education Support Team will briefly explain administrative procedures, including agreement with NII, insurance and NII ID card after your arrival.

(Note: Regarding each intern's transportation fee by using the Tokyo Metro or JR East, it is more profitable for each of you to purchase a commuter pass between Jinboucho or Takebashi Station(two closet stations from NII) and your home for either one month, three months or six months).

#### a-1. Visit your residential ward municipal office

Those who receive a resident card need to report your addresses in Japan within two weeks after your arrival. Please bring your passport and resident card issued at the airport with you.

b. NII IDcard

You are required to show your NII ID card when entering NII. This card combines an identification with a card key and is required to use all NII facilities, including the library. Carry your ID card at all times while at NII. If you lose your card, inform us immediately. Please lock the room with your card if you are the last one to leave.

c. Desk

Please use the desk indicated by your supervisor.

d. Mailing list

Your email address will be registered to [intern@nii.ac.jp](mailto:intern@nii.ac.jp) during your stay at NII. This email address is a group mailing list for all NII interns. Information will be sent to you from International Affairs and Education Support Team. After you complete the program, your email address will be automatically deleted from the group mailing list.

### **(3) PROCEDURES BEFORE LEAVING**

a. Return your ID card

Please clean out your desk. On your final day at NII, please return your admission card.

b. Submit the internship report

Before the completion of your internship, you must submit an NII International Internship Program Report.

c. Certificate of Completion

NII will issue a Certificate of Completion after you submit the internship report.

### **(4) OTHERS**

a. Early termination of the internship

If unforeseen circumstances compel you to terminate the internship earlier than expected and to return to your home institution, NII will request the return of the unused portion of the internship daily allowance paid under any circumstances.

In the event of terminating the Internship Program for some situations including natural disasters, sojourn expenses, travel expenses and other miscellaneous expenses will not be provided (by NII).

b. Steps in the event of a major disaster

The following notes offer a general action plan for interns and researchers staying at NII.

**STEP 1: Take steps to ensure your own safety**

In the event of a natural disaster (e.g., a major earthquake), the first and most important step is to secure your own safety.

**STEP 2: Inform others of your status**

i) Those with Internet access:

Please inform your supervisor directly of your status. Check regularly with the NII Homepage notice board; this provides updated information on countermeasures in the event of natural disasters.

ii) Those without Internet access:

Please inform your supervisor directly of your status. If you do not have your supervisor's contact information or you cannot get in touch with your supervisor, contact NII at the telephone number or email address below:

International Affairs and Education Support Team  
Tel: 03-4212-2165 Email: [nii-internship@nii.ac.jp](mailto:nii-internship@nii.ac.jp)

**STEP 3: Try to get an accurate understanding of current conditions**

Try to get an accurate picture of current conditions based on official announcements, public organizations, and news media. The following list is not comprehensive, but should provide you with a head start on locating useful sources. Contact the embassy for your home country to let them know that you are safe and to obtain additional advice. A list of foreign embassies and contact information for several governments is provided at the end of this note.

## <Embassy list>

### -Australia

Australian Embassy in Japan 2-1-14, Mita, Minato-ku, Tokyo 108-8361

Tel: 03-5232-4111

<http://www.australia.or.jp/english/index.html>

### -Austria

Austrian Embassy 1-1-20, Moto-Azabu, Minato-ku, Tokyo 106-0046

Tel: 03-3451-8281

<http://www.bmeia.gv.at/botschaft/tokio.html>

### -Bangladesh

Embassy of the People's Republic of Bangladesh 4-15-15, Meguro, Meguro-ku, Tokyo  
153-0063

Tel: 03-5704-0216

<http://www.bdembassy.jp/>

### -Canada

Embassy of Canada 7-3-38, Akasaka, Minato-ku, Tokyo 107-8503

Tel: 03-5412-6200

<http://www.canadanet.or.jp/english.shtml>

### -China

Embassy of the People's Republic of China 3-4-33, Moto-Azabu, Minato-ku, Tokyo  
106-0046

Tel: 03-3403-3388

<http://www.china-embassy.or.jp/chn/>

### -Czech

Embassy of the Czech Republic 2-16-14, Hiroo, Shibuya-ku, Tokyo 150-0012

Tel: 03-3400-8122

<http://www.mzv.cz/tokyo/cz/index.html>

### -Egypt

Embassy of the Arab Republic of Egypt in Tokyo 1-5-4, Aobadai, Meguro-ku, Tokyo  
153-0042

Tel: 03-3770-8022

[http://www.mfa.gov.eg/english/embassies/Egyptian\\_Embassy\\_Japan/Pages/default.aspx](http://www.mfa.gov.eg/english/embassies/Egyptian_Embassy_Japan/Pages/default.aspx)

-France

French Embassy 4-11-44, Minami-Azabu, Minato-ku, Tokyo 106-8514

Tel: 03-5798-6000

<http://www.ambafrance-jp.org/>

-Germany

Embassy of the Federal Republic of Germany 4-5-10, Minami-Azabu, Minato-ku, Tokyo  
106-0047

Tel: 03-5791-7700

<http://www.tokyo.diplo.de/Vertretung/tokyo/de/Startseite.html>

-Ireland

Embassy of Ireland Ireland House, 2-10-7, Kojimachi, Chiyoda-ku, Tokyo 102-0083

Tel: 03-3263-0695

<http://www.irishembassy.jp/>

-Italy

Ambasciata d'Italia (Italian Embassy) 2-5-4, Mita, Minato-ku, Tokyo 108-8302

Tel: 03-3453-5291

<http://www.ambtokyo.esteri.it>

-Korea

Embassy of the Republic of Korea 4-4-10, Yotsuya, Shinjuku-ku, Tokyo 160-0004

Tel: 03-3452-7611

<http://jpn-tokyo.mofat.go.kr/jpn/index.jsp>

-Netherlands

Royal Netherlands Embassy 3-6-3, Shiba-Koen, Minato-ku, Tokyo 105-0011

Tel: 03-5776-5400

<http://www.oranda.or.jp/>

-Portugal

Embassy of Portugal 5F, 3-10-3, Kojimachi, Chiyoda-ku Tokyo 102-0083

Tel: 03-5212-7322

<http://www.embaixadadeportugal.jp/en/>

-Singapore

Singapore Embassy 5-12-3, Roppongi, Minato-ku, Tokyo 106-0032

Tel: 03-3586-9111

<http://www.mfa.gov.sg/tokyo/>

-Spain

Embassy of Spain 1-3-29, Roppongi, Minato-ku, Tokyo 102-0032

Tel: 03-3583-8531

<http://www.maec.es/subwebs/Embajadas/Tokio/es/>

-Thailand

Royal Thai Embassy 2-1-2, Kudan-Minami, Chiyoda-ku, Tokyo 102-0074

Tel: 03-3222-4121

<http://www.thaiembassy.jp/>

-United Kingdom

British Embassy 1, Ichiban-cho, Chiyoda-ku, Tokyo 102-8381

Tel: 03-5211-1100

<http://ukinjapan.fco.gov.uk/en/>

-United States of America

United States Embassy 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420

Tel: 03-3224-5000

<http://japan.usembassy.gov/>

-Viet Nam

Embassy of the Socialist Republic of Viet Nam 50-11, Moto-Yoyogicho, Shibuya-ku, Tokyo 151-0062

Tel: 03-3466-3313

<http://www.mofa.gov.vn/vnemb.jp>

-Taiwan

Taipei Economic and Cultural Representative Office in Japan 5-20-2, Shirokanedai, Minato-ku, Tokyo 108-0071

Tel: 03-3280-7811

<http://www.roc-taiwan.or.jp>

## **Sources of information in Japan available in English:**

Weather, Climate, and Earthquake Information

-Japan Meteorological Agency

<http://www.jma.go.jp/jma/indexe.html>

-Nuclear and Industrial Safety Agency

<http://www.nisa.meti.go.jp/english/index.html>

Transportation Information

-Tokyo Metro

<http://www.tokyometro.jp/en/>

-Toei Subway

<http://www.kotsu.metro.tokyo.jp/eng/index.html>

-JR East

<http://www.jreast.co.jp/e/index.html>

-Narita International Airport

<http://www.narita-airport.jp/en/index.html>

-Haneda Airport

<http://www.haneda-airport.jp/inter/en>

Other Information

-Embassy or Consulate General of Japan

[http://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](http://www.mofa.go.jp/about/emb_cons/mofaserv.html)

-Ministry of Foreign Affairs in Japan

[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

#### **STEP 4: Determine what to do next**

Consult with your supervisor, both at NII and (where possible) at your home institute to determine what to do. If you are considering returning to your home institution, please inform your NII supervisor in advance. Contact your supervisor or NII for any assistance you may need. Please don't forget that you will need to make the appropriate arrangements with your landlord before leaving Japan.

##### c. Withdrawal from the internship

When there may occur the possibility to discontinue the Internship Program for some reasons, inform the International Affairs and Education Support Team ([nii-internship@nii.ac.jp](mailto:nii-internship@nii.ac.jp)) promptly.

##### d. Contact

For other situations such as uneasiness arise in continuing the Internship Program, you should contact the International Affairs and Education Support Team ([nii-internship@nii.ac.jp](mailto:nii-internship@nii.ac.jp)).

## Important Information for Utility Usage in NII

Please be aware of the followings as you are going to utilize the public facility of your assigned areas during your stay in NII.

- DO NOT talk loudly, shout nor make a noise.
- Keep clean and throw away your trash by yourself to the trash can at the hall of cargo elevator or in front of the restroom. Please make sure to return to the original conditions after using any facilities under your own responsibilities.
- DO NOT make any disruptive behavior to others.
- DO NOT leave your belongings on unoccupied desks or in the drawers.
- DO NOT change the connection of the network cable and to set up wireless LAN privately.
- NII cannot provide any PCs. Please bring your own PC with you.

東京都医療機関案内サービス  
Tokyo metropolitan medical Institution Information

Japanese Version

 **Search Hospital / Clinic  
(By Location)**

 **Search Hospital / Clinic  
(By Station)**

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**In case you cannot find a hospital when you are ill or injured, please contact our telephone information services.**

<p>Tokyo Metropolitan Health and Medical Information Center (Tokyo-to Hoken Iryo Joho Center)</p>	<p>TEL: 03-5285-8181 Daily: 9:00AM-8:00PM Languages: English/Chinese/Korean/Thai/Spanish</p> <p>Information about medical institutions as well as about the medical and health insurance system in Japan are provided by our staff who speak foreign languages.</p>
<p>Emergency Translation Services</p>	<p>TEL: 03-5285-8185 Weekdays : 5:00PM-8:00PM Weekends and Holidays : 9:00AM-8:00PM Languages: English/Chinese/Korean/Thai/Spanish</p> <p>Interpretation service through phone is also available for foreign patients visiting a hospital if their treatment is not going to be carried out smoothly because of language difficulty. (for medical purpose)</p>

### -Additional information-

Clinic near NII:(English speaking doctor is available: No reservation is necessary for the first visit.)

\*Kanda Christian Clinic

Tel:03-3294-0808

Address:1-5-1 Kanda-Ogawamachi, Chiyoda-ku, Tokyo

<http://www.fukuin.or.jp/kanda/>

Monday - Friday:AM:9:10-12:45

PM:2:00-5:30

Saturday - AM:9:10-12:45

Sunday and holidays – Closed

## < Accommodation in Japan >

IMPORTANT : Please be aware that some agencies accept only a credit card or bank transfer for your rent payment. Please make sure to confirm the payment method before making a housing contract. You will be receiving your sojourn expenses in cash at NII.

- Sakura House  
<http://www.sakura-house.com/jp/>
- Create Shared House  
<http://www.accommodation-japan.com/jpn/index.php>
- Hituji Real Estate  
<http://www.hituji.jp/>
- Transborders  
<http://www.transborders.co.jp/realestate/>