



# Orientation for New International Students

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## Study at Osaka City University

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1. Reception for International Student
2. Tuition fee Exemption (closed for the 1<sup>st</sup> semester in AY2020)
3. Scholarship
4. Supplementary Japanese Class (Open in the 2<sup>nd</sup> semester in AY2020)
5. その他  
Others

# 1.Reception for International Student

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★ Please contact the faculty/graduate school office in the Student Support Center(1<sup>st</sup> floor) regarding:

① Academic subjects or issues

★ Please contact the Global Exchange Office in the Student Support Center(2<sup>nd</sup> floor) regarding:

① Study and daily life

② Tuition fee exemption and Scholarships

③ Tutors

④ OCU Foreign Student Residence and other housing

⑤ Use of facilities for international students

## 1.Reception for International Student

### ◎Various certificate and notification :

Notification of absence from school

Notification of changing guarantor

Notification of changing of address

Notice of withdrawal from school

Application for supplementary exams

Application for reissue student card

You can obtain at  
Student Support Center

Certificate of Enrollment

Transcript of academic record

Certificate of expected graduation

Certificate of graduation

Certificate of health check up

Please use the certificate  
issuing machine  
100JPY/each  
✕200JPY for health check up

## 1. Reception for International Student

### ◎Certificate you can obtain at Global Exchange Office

Certificate of MEXT scholarship

Certificate of scholarship, tuition exemption

Fee:100JPY/each

※Certificates are issued the next day(after13:00)

### ◎Notification you have to submit to Global Exchange Office

Notification of change of any kind

Temporary exit from Japan

Report of part time job

You have to notify both Support Center and Global Exchange Office in case your address, contact information are changed.

## 2. Tuition fee exemption

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### ① Eligibility

- (1) privately financed students registered at a faculty or graduate school of OCU
- (2) have a financial reason which makes it difficult to pay the tuition fee

### ② Exemption amount

Tuition fee exemption of 100%, 2/3, 1/3 for 2020

Tuition fee exemption are awarded only within the available budget. **Not all applicant will be awarded with an exemption.**

## 2. Tuition fee exemption

### ③ Documents to submit

★ All Students have to submit

① Filling documents check sheet	Original
② Application form for tuition fee exemption (fixed format)	Original
③ Statement of family situation for tuition fee exemption (fixed format)	Original
④ Certificate of residence	Original ✕ the certificate must be issued by the city or ward office after 1 April 2020. ✕ visa status, the period of stay are to be printed.
⑤ Health insurance card (issued in Japan)	Copy
⑥ Residence Card	Copy (both sides)

Please submit all the documents together by applicant. In case the documents are incomplete, we cannot accept your application.

## 2. Tuition fee exemption

★ only for students falling under the conditions below

Only for students doing part time job	⑦ Pay slip of part time job or the page of your bank book to certificate your recent salary	Copy
Only students paying rent	⑧ Housing lease agreement	Copy
Only for doctoral students repeating a year for the first time	⑨ Recommendation letter for tuition fee exemption for privately financed international students(fixed form)	Original
Only for students whose family member has employment income (any of documents ⑩～⑬)	⑩ Withholding record of previous year	Copy
	⑪ Pay slip	
	⑫ Municipal tax/Prefectural residence tax application	
	⑬ Other documents can prove the income	



## 2. Tuition fee exemption

(1) Tuition fee exemption are awarded only within the available budget. **Not all applicant will be awarded with an exemption.**

(2) Students who did not obtain the standard number of study credit may be excluded from the screening process.

✘ Students who are repeating a year may not apply.

The result will be announced on the OCU UNIPA in the beginning of August.

✘ The result is only valid for the academic year 2020.

**For the academic year 2020 you need to apply again.**

✘ **The OCU Tuition Fee Exemption system may be changed in AY 2021.**

### 3. Scholarships for privately financed students

#### Scholarships for privately financed students

① Scholarships can be applied for directly by students  
→ Please check the OCU portal and bulletin board yourself and apply to the foundation directly.

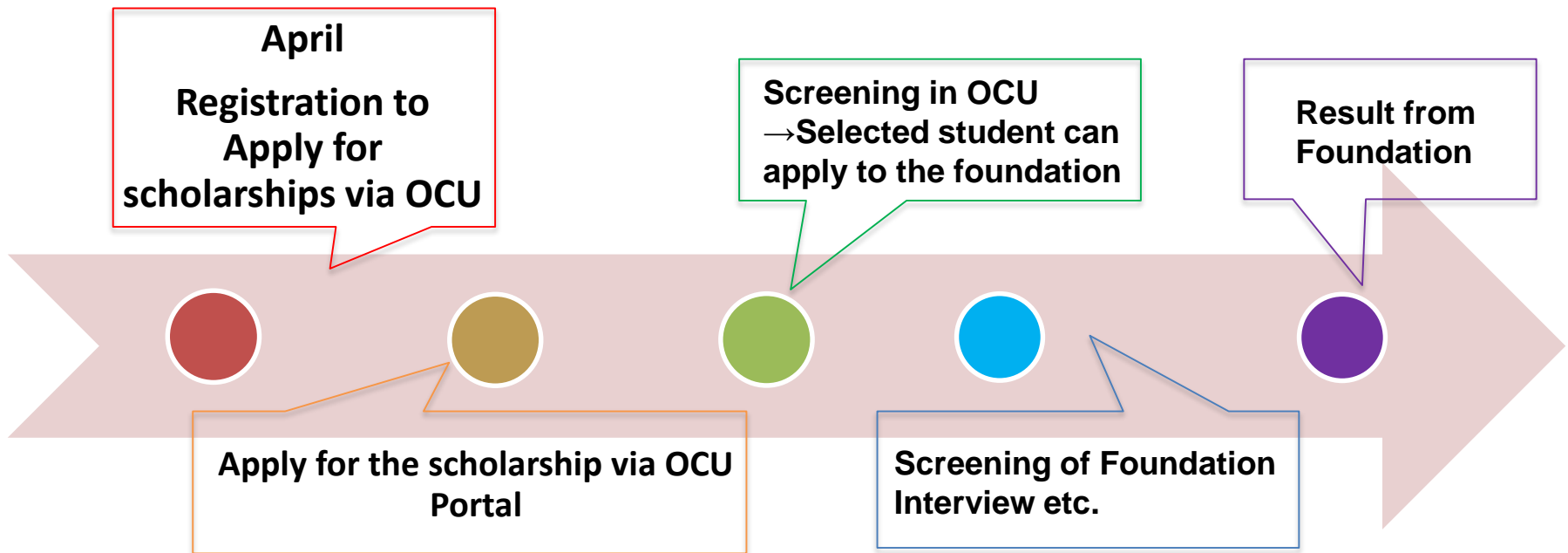
② Scholarship programs require a recommendation from the university (via OCU)

↓  
Candidates are selected from among applicants.

✕ If you wish to apply for scholarships type ② you have to submit "Registration form to apply for scholarships via OCU"

### 3. Scholarships for privately financed students

How to apply scholarship via OCU ??



※After registered to apply scholarships in April, you have to entry from the OCU portal again to apply each scholarship.



### 3. Scholarships for privately financed students

## Registration to apply for scholarships via OCU for the academic year 2020

✘ Only Students registered in April can apply scholarship programs via OCU.

#### ① Eligibility

(1) Privately financed international students who are registered as regular (degree) undergraduate or graduate students

✘ students who are repeating a year, research students and auditors may not apply.

(2) Students whose visa status is “Student”.

#### ② Documents to submit

##### ★ All Students

- Registration form to apply for scholarships via OCU (fixed form)

##### ★ for students applying for scholarship

- Conform to the documents for tuition fee exemption

#### ③ Time and Location to submit

Submit together with application form for the tuition fee exemption.

### 3. Scholarships for privately financed students

#### Examining System for Scholarship

- In the Screening process in OCU, the condition of the scholarship(Nationality, Age etc.), academic result, financial situation of the students are considered.
- Caution (In case you apply scholarship via OCU)
  - ① Once you are selected as the OCU candidate of scholarship, you can't apply other scholarships until the result from the foundation released.
  - ② You can't get scholarships from more than 2 foundations.

## 4. Supplementary Japanese Class

- Eligibility: for Postgraduate and Research Student
- Time: Every Monday 3rd & 4th period
- The class will open in the 2<sup>nd</sup> semester AY2020.



## 5. Events for International Students



Event information is available at OCU Portal site.





# Notice for International Students in OCU UNIPA

大阪市立大学  
OSAKA CITY UNIVERSITY

お問い合わせ 交通アクセス サイトマップ Language

大学案内 学部・大学院・組織 教育・学生生活 研究・学芸連携 地域貢献 国際交流 入試情報



You have to log in to OCU UNIPA to see notices from Global Exchange Office

① Scroll to the bottom of the OCU website



学部

大学院・研究科

附属施設・関連組織

- 商学部
- 経済学部
- 法学部
- 文学部
- 理学部
- 工学部
- 医学部医学科
- 医学部看護
- 生活科学部

経営学研究所

学術情報総合センター (図書館)

地域連携センター

- スポーツ研究センター
- 国際
- ワークショップセンター
- 学術情報センター
- 学術情報センター
- 学術情報センター
- 学術情報センター
- 学術情報センター
- 学術情報センター

教育情報の公表

研究シーズ集

学術機関リポジトリ

入札・契約情報

各種証明書 (卒業生の方向け)

② Click on "OCU Navi"



大阪市立大学  
〒558-8585 大阪市住吉区杉本3-3-138  
お問い合わせ

検索サイト サイトポリシー プライバシーポリシー

リンク

OCUナビ (学生・教職員向け)

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### メンテナンス・停止予定

- サービス停止 定期メンテナンスによるネットワーク・各種サービス停止について
- ネットワーク 2019年5月6日(月)
- 全学認証

(過去の障害情報については、以下のリ  
■ネットワーク・全学認証システム・ポ

### 全学認証システムSSOサービス (OCUID・職員番号のいずれでもご利用いただけます。)

全学ポータルサイト

OCU UNIPA

OCUNET3  
Web申請システム

人事給与システム

研究者データベース

教育実践事例WEBデータベース

### お知らせ (OCUNaviには『ocu.jp/navi』)

③ Click on "OCU UNIPA"

### \* 大阪市立大学個人ID (OCUID) 利用・確認サービス

パスワード変更画面

パスワードを忘れた場合

初めて利用される方

OCUID検索

OCUIDの発行について

OCUメール

Office 365 包括ライセンス

#### ④ Login with your student No., Password

ログイン名

職員番号・学籍番号・OCUID

パスワード

ログイン

リセット

#### 注意

全学認証システムは仮パスワードのままでは利用できません。必ず「仮パスワード」から「本パスワード」への変更手続きを行ってください。

[本パスワードへ変更](#)[初めの方はこちら](#)

ログイン名がわからない方、本パスワードを忘れた方はこちら。

あなたのOCUID

続行

#### ⑤ Click on [続行]



掲示 ▾ 教室予約 ▾

重要

期限あり

承認待ち

掲 示

2019/02/21 [【全学】平成30年度後期 全学共通科目 追・再試験につ](#)

掲 示

2019/02/15 [麻しん（はしか）の脅威](#) [保健管理センター]

掲 示

2019/02/07 [【学生証の有効期限延長証明書の発行について】](#) 平[もっと見る](#)

トピックス

スケジュール

インフォメーション



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掲示



掲示承認

2019/03/0

終日

You can see OCU UNIPA top page

 学生

学籍番号:

氏名:

Q 検索

Q Advanced検索

新着

2019/02/28 [「平成30年](#)2019/02/26 [Fit'n Acade](#)2019/02/26 [【Global E](#)

リンク

# Notice for International Students in OCU UNIPA



OSAKA CITY UNIVERSITY  
**UNIVERSAL PASSPORT<sup>RX</sup>**  
 GAKUEN SERIES

安岡 若菜さん

前回ログイン：2019/02/06 13:10

掲示 ▾ 教室予約 ▾

重要

期限あり

承認待ち

掲 示

2019/02/21 [【全学】平成30年度後期 全学共通科目 追・再試験について](#) [ 共通教育担当 ]

掲 示

2019/02/15 [麻しん（はしか）の脅威](#) [ 保健管理センター ]

掲 示

2019/02/07 [【学生証の有効期限延長証明書の発行について】 平成30年度卒業・修了予定者のみなさま](#) [ 教務担当 ]

[もっと見る](#)


トピックス

スケジュール

⑥ Click on “掲示” of OCU UNIPA top page

**2019/03/01(金)**

終日

 理学部北駐輪場が一時的に使えなくなります

検 索



ポータルトップ ▶ 掲示一覧

Searching with the keyword "Global Exchange Office", you can easily access to the notices

キーワードは、件名・差出人・本文から検索します。

キーワード  授業科目

検索

グループ 全表示 既読 未読 新着 重要 申込 フラグつき

並び順 掲示開始日時

All information regarding events, scholarships, and other notices are posted here. You have full responsibility to obtain the necessary information from OCU UNIPA bulletin board.

- 「平成30年度エッセイヤー活動支援事業報告会」を開催します。[学生支援課]
- Fit'n Academy開設記念セミナー [学務企画課庶務担当] 2019/02/26
- 【Global Exchange Office】SDGs学生大会の案内 [国際センター] 2019/02/26

フラグをつける 既読にする

【Global Exchange Office/International Students】SUCCESS-Osaka セミナー動画配信 [国際センター] 2019/02/22

フラグをつける 既読にする

【Global Exchange Office/International Students】

Notices titled 【Global Exchange Office/International Students】 are for international students.

フラグをつける 既読にする



## Various procedures during your stay in Japan

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1. Extension of Period of Stay
2. Non-academic activity and Part time jobs
3. Temporary Departure from Japan and Re-entry
4. Special Visa for job-search activities after graduation

# 1. Extension of Period of Stay

You can apply from **3 month before** the expiry date. You must apply **BEFORE** your permit expires.

The process may take between 2weeks~3months.Please apply in time.

✂Please realize that your permit may not be extended if you obtained only very few study credits in the previous year.

●The application form “For organization” is to filled by the staffs of Student Support Center.

●You can get Certificate of scholarships, tuition fee exemption at Global Exchange Office.



## 2. Non-academic activity and Part time jobs

In order to work a part time job you must apply for a 'Permission to engage in activity other than that permitted under the status of residence'.

You are allowed to work for a **maximum of 28 hours/week**  
(In Holiday season: 8hours/day )



**the training periods are not considered as long holiday seasons!**

If you work without permit, you will be subject to punishment or deportation from Japan.

✘ Make sure to terminate your part-time work immediately after you graduate.

✘ Submit a 'Report of part-time job to Global Exchange Office when your place of work is decided or changed.

### 3. Temporary Departure from Japan and Re-entry

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- If you temporarily leave Japan, **please make sure your visa period does not expire before you return to Japan.**
- You also need to inform your faculty/Graduate school and submit a temporary departure form to Global Exchange Office



## 4. Special Visa for job-search activities after graduation

**If you continue the job-search activities after graduation, you can apply to change your status of residence to a category called 'Designated Activities'.**

Term of permission : 6months

(possible to extend once more up to 1year in total)

To apply you need a recommendation from OCU.

✘the above is only possible for regular students. Research students cannot apply.



# Daily life in Japan

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## 1. Housing Guarantor

# Housing Guarantor System for International Students

Osaka City University can act as a joint-guarantor for international students who are unable to find a guarantor by themselves.

- Eligibility : OCU graduate, under graduate, research student
- Guarantor Period : the student is registered as a student at OCU
- Contact : Global Exchange Office

✂️ **The process may take about a week.** Please apply 1 week before the contract.

✂️ It is also possible to designate the university as emergency contact.

Student must take out a 'Comprehensive Renters' Insurance for Foreign Students Studying in Japan' of JEES to apply this housing guarantor system.

## Global Exchange Office Contact

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Place:

Student Support Center 2<sup>nd</sup> floor

Reception Hours:

Monday- Friday 9:00~17:15

Phone : 06-6605-3558

E-mail : [goto.ocu@ado.osaka-cu.ac.jp](mailto:goto.ocu@ado.osaka-cu.ac.jp)



Thank you for listening.