

## <支援内容>

留学生・外国人研究者の生活支援 として以下のサポートを実施しております。

### 1. 渡日・生活立上げ支援

- 1 在留資格認定証明書(COE)の申請
- 2 入国前情報の提供
- 3 フライトの手配・宿泊・国内交通の手配
- 4 到着空港(羽田・成田)での出迎え・乗換え等支援
- 5 仙台駅・仙台空港での出迎え
- 6 行政手続き(住民登録等)
- 7 銀行口座開設
- 8 携帯電話・インターネット等の契約
- 9 UH 片平/国際交流会館(研究者のみ)・契約住居(民間アパート等)斡旋
- 10 電気・ガス・水道等の使用開始に係る手配、立ち合い
- 11 生活必需品の購入
- 12 雇入れ時健診の同行(研究者のみ)
- 13 帯同家族に係る手続き(保育園・学校等)

### 2. 滞在中支援

- 1 在留資格変更・在留期間更新許可申請の支援(研究者のみ)
- 2 日本語教育の情報提供
- 3 相談対応
- 4 契約住居(民間アパート等)斡旋
- 5 オンラインコミュニティの提供(留学生のみ)

### 3. 離日・転出支援

- 1 航空券・離日時の国内交通・宿泊手配
- 2 行政手続き(転出届等)
- 3 銀行口座解約
- 4 携帯電話・インターネット解約
- 5 ハウジング・引越し(民間アパート・大学寄宿舍)
- 6 ライフライン解約
- 7 帯同家族の退学等支援
- 8 帰国前準備ワークショップ(留学生のみ)
- 9 ウェブサイトでの情報提供

### <支援申請方法>

国際サポートセンターのウェブページから申請してください。

留学生・外国人研究者ご本人のみならず、受入教員や受入研究室事務担当者、受入部局事務担当者の方もご本人に代わってご申請いただくことができます。

なお、滞在中の支援は留学生に関しては留学生ヘルプデスクへ、研究者に関してはメールもしくは問い合わせフォームから当センターへご連絡ください。

- <https://sup.bureau.tohoku.ac.jp/application-main/>(日)
- <https://sup.bureau.tohoku.ac.jp/en/application-main-e/>(英)

### <支援に関するご相談>

「どのような支援をお願いしたらよいかわからない」「具体的な支援の内容や流れについて知りたい」等、ご質問やご相談がありましたら、以下のリンクからお気軽にお問い合わせください。

<https://sup.bureau.tohoku.ac.jp/en/get-in-touch-en/>(日英併記)

### <連絡先>

留学生支援係: [supportoffice@grp.tohoku.ac.jp](mailto:supportoffice@grp.tohoku.ac.jp)

研究者支援係: [supportoffice-r@grp.tohoku.ac.jp](mailto:supportoffice-r@grp.tohoku.ac.jp)

## <Details of Support Services>

We are pleased to announce that we offer comprehensive arrival-to-departure support services to international researchers and students with the aim to facilitate a smooth transition for international students and researchers to life in Sendai.

Our range of services are as follows:

### **1. Arrival Support (For those arriving in Japan)**

- 1 Application of Certificate of Eligibility (CoE)
- 2 Sharing of pre-arrival information
- 3 Arrangements related to flights, accommodations, domestic transportation
- 4 Meet-and-greet support at Narita/Haneda airport (including assistance with transportation arrangement)
- 5 Meet-and-greet support at Sendai airport/station.
- 6 Bureaucratic matters (residence registration at the ward office, etc.)
- 7 Opening bank accounts
- 8 Mobile phone/internet contracts
- 9 Reservation of on-campus accommodation (researchers only) and assistance in securing off-campus residences (private apartments, etc.)
- 10 Arrangements and assistance for commencing the use of utilities such as electricity, gas, water, etc.
- 11 Purchase of essential daily life items
- 12 Accompanying researchers for the onboarding health check-up
- 13 Providing assistance with procedures required for accompanying family members (enrollment to nursery, school, etc.)

### **2. During-Stay Support (For those currently residing in Japan)**

- 1 Assistance with procedures related to change of status of residence / extension of period of stay (limited to international researchers)
- 2 Sharing of information regarding Japanese language courses
- 3 Various consultations
- 4 Assistance in securing off-campus residences (private apartments, etc.)
- 5 Sharing of information regarding online community (limited to international students)

### **3. Departure Support (for those preparing to leave Japan)**

- 1 Arrangements related to flights, accommodations, and domestic transportation
- 2 Bureaucratic matters (submission of leaving residence notification, etc.)
- 3 Closing bank accounts
- 4 Termination of mobile phone/internet contracts

- 5 Tenancy termination and moving-out process (both private apartments and on-campus housing)
- 6 Termination of the use of utilities such as electricity, gas, water, etc.
- 7 Assistance with procedures required for accompanying family members (withdrawal from nursery, school, etc.)
- 8 Pre-departure workshop (international students only)
- 9 Pre-departure information sharing

### <How to Apply>

To apply for our support services, you can directly submit your application from the online form on our website. Applications are accepted from international students/researchers themselves, their host lab, host professor, or host department.

It's important to note that for "During-stay Support," international students can request for the support through the International Student Helpdesk, while international researchers may use either email or the contact form on our website to contact us.

Please find our support application page as follows:

- <https://sup.bureau.tohoku.ac.jp/application-main/> (JP)
- <https://sup.bureau.tohoku.ac.jp/en/application-main-e/> (EN)

### <Support Consultation>

If you have any questions or concerns, such as not knowing what kind of support to request or wanting to understand the specific details and flow of support, please feel free to contact us through the following link:

<https://sup.bureau.tohoku.ac.jp/en/get-in-touch-en/> (EN/JP)

### <Contact>

- Student Support Section : [supportoffice@grp.tohoku.ac.jp](mailto:supportoffice@grp.tohoku.ac.jp)
- Researcher Support Section : [supportoffice-r@grp.tohoku.ac.jp](mailto:supportoffice-r@grp.tohoku.ac.jp)