

- GRIPS -
Arrival Guide
2011



National Graduate Institute
for Policy Studies

Welcome to GRIPS

We are very pleased to welcome you to the National Graduate Institute for Policy Studies (GRIPS). You are one of the many new students from around the world who will become a member of the GRIPS community, and we hope that your studies in Japan will be both enjoyable and enriching. We have prepared this guide to provide you with information useful in preparing for your trip to Japan. Please review it in detail. Do not forget to bring it with you to Japan, as it covers contact details, as well as information on transit from Narita Airport to the residence halls of the Tokyo International Exchange Center (TIEC), GRIPS International House (GRIPS IH), and Misato Housing Complex (Misato).

A. Pre-Departure Preparation

What to Bring

The following is a checklist of documents and other essentials you should bring to Japan.

<input type="checkbox"/>	Passport with proper visa	
<input type="checkbox"/>	Flight ticket(s)	Please submit used ticket(s) and boarding passes to the GRIPS staff (except IMF students) on your first visit to school.
<input type="checkbox"/>	Certificate of Eligibility	Immigration may ask to see your COE upon your arrival (not applicable to those on a MEXT or YLP scholarship)
<input type="checkbox"/>	Certificate of Acceptance	Immigration may also ask to see this
<input type="checkbox"/>	Passport size photos	These may come in handy when applying for various certificates, membership cards, etc., when you first arrive.
<input type="checkbox"/>	This guide	
<input type="checkbox"/>	Cash	You should bring at least 100,000 Japanese yen (approx. US\$ 1,250 for immediate expenses (taxi, hotel, initial living expenses, etc.).
<input type="checkbox"/>	Contact details card	Enclosed with this guide (GRIPS office, TIEC, GRIPS IH, and Misato)
<input type="checkbox"/>	Medication	If you require a particular type of medication, you should bring an adequate supply with you, as it may be unavailable in Japan. Also, remember to bring the prescription and packaging that shows the generic (rather than the brand) name, as it will make getting replacements easier.

Note 1: If you plan to bring any electrical appliances, please note that Japan uses 100V current.

Note 2: Students staying at the TIEC do not need to bring sheets, pillows, blankets, or quilts, as these will be provided (and included in the rent). Beddings/linens can be prepared upon request at GRIPS IH and Misato for approx. 12,000 yen.

Clothes

Although Tokyo enjoys a relatively mild winter compared to some other regions of Japan, you will need warm coats and sweaters to survive the chill. As summer is hot and humid, you should bring light clothes, thin shirts, and long sleeves if you need to cover up from the sun.

GRIPS does not have a dress code, and welcomes the variety of appearance resulting from a diverse range of individual backgrounds, styles, and tastes. However, you are advised to bring at least one formal suit or dress for special occasions such as ceremonies, receptions, meetings, and other occasions that may require formal dress.

For more information about the weather in Tokyo, please see:

<http://www.climate-zone.com/climate/japan/fahrenheit/tokyo.htm>

Share Your Culture

One of the greatest joys of studying at GRIPS is the diversity of the international community. Your fellow students will come from many different countries and cultures, making it a good opportunity to share, celebrate, and understand the value of cultural diversity. Film is an excellent medium for learning about one another's culture. Hence, you are encouraged to bring movies or documentaries (DVDs, videos, etc., in English or with English subtitles) from your country to be shown at the **GRIPS International Cinema**. You are also most welcome to bring your home country's national/traditional dress/costume, as well as anecdotes, songs, poems, and other products of your cultural heritage.

National Health Insurance

All international students must enroll in the Japanese National Health Insurance (NHI) system (*kokumin kenko hoken*). NHI provides you with a specified level of hospital/medical coverage, a rebate on fees for doctor/specialist consultations, ambulance transportation, dental care, and other pharmaceutical benefits. Further details will be explained upon arrival and GRIPS staff will help you with enrolment procedures.

Rescuer's Insurance

All international students (excluding EPP program) must sign up for Rescuer's Insurance. It costs approx. 6,700 yen. This

insurance covers death due to injury and illness, as well as expenses incurred through unexpected accidents or illnesses; medical treatment for injuries to other people; compensation for property damage; and rescuer's expenses in case of student death. For further information, please visit <http://www.grips.ac.jp/docs/bulletin7-09.pdf>

Living Expenses in Tokyo

Naturally, expenditures will differ from person to person, so the following is conservative estimates of monthly living expenses for a single person in Tokyo (GRIPS IH & TIEC).

What	How Much (yen/per month)
Accommodations/rent	50,000
Utilities	10,000
Food	40,000
Transportation	9,000
Insurance (health, accident, property)	2,000
Books and study materials	5,000
Telephone	5,000
Leisure & hobbies	10,000
Miscellaneous	20,000
Total	151,000

Laptop Loan Program

GRIPS provides laptop computers to all students in the Master's programs. Laptops are school property and are lent to students at no cost for the duration of their studies at GRIPS. Laptops may be used both on- and off-campus.

Academic Preparation

If you have some time to spare during the summer, it may be a good idea to start preparing for your studies at GRIPS. For information about the curriculum, please refer to the information enclosed.

More detailed information about individual courses, reading materials, etc., can be found in the online syllabus at the GRIPS website: <http://gsys.grips.ac.jp/syllabus/>

Accompanying Family Members

If you have been allocated a Couple or Family Room at **GRIPS IH** or **Misato** with your family, you are advised to make inquiries to the Japanese Embassy in your country regarding documents that they require from you, in order to submit visa applications for family members. We strongly recommend that you first come to Japan alone, and have your family join you later. **Do not attempt to bring your family on a tourist visa**, as you will not be able to change their visa status once they are in Japan (your family will not be able to stay longer than 3 months).

In most cases, your family will need to obtain a Certificate of Eligibility in Japan, for which you may need to bring your marriage certificate (for spouse) and/or birth certificates (for children), as well as copies of your accompanying family members' passports. Please note that all documents in foreign languages **must be translated into Japanese**. Only **officially authorized translations** are accepted, and must be submitted along with a copy of the documents in their original language (students from China also need an authorized copy of the original document). The Japanese Embassy in your country can likely translate and/or authorize translations, but it is advisable to seek further advice from them on this matter. If you do not bring authorized Japanese translations of required documents, it may slow down the visa application process considerably. The GRIPS Student Office can help you further with inviting family members, **but only after your arrival in Japan**. Students that show up unannounced with their families in tow will not receive any support from GRIPS with regard to accommodations, visa applications, and so on.

Please also note that students who stay in the TIEC and GRIPS IH **cannot change nor vacate their rooms** during the academic year (e.g., from Couple to Single, or vice versa).

For further information regarding accompanying family and accommodations, please refer to the Pre-Arrival FAQs at the GRIPS website: www.grips.ac.jp/pstudents/admissions/prearrival.html

B. Arrival at Narita Airport

Immigration/ Baggage Claim/ Customs Inspection

After disembarking from the airplane, you will proceed to Immigration. Please have your passport and disembarkation card ready for inspection. Upon passing Immigration, proceed to the Baggage Claim area, collect your luggage, and proceed through Customs Inspection. Please note that importation of fresh (unpacked) food into Japan is strictly prohibited.

Airport Greeting Service

A meet & greet service will be provided for students arriving on the dates specified by GRIPS (September 29 & 30 for most students, but the arrival date may vary by program) at Narita and Haneda Airports. Please attach the enclosed GRIPS sticker to your clothes, so that our staff can recognize you. Please follow their instructions on how to get from the airport to your residence or hotel.

Our staff can also advise you on hotel accommodations in the Narita area, in case you need to stay overnight due to a delayed arrival or other unforeseen circumstances. **If you have friends or family in Japan that will meet you at the airport** and accompany to your residence, please **inform us in advance** that you will not require pick-up service.

In the event that you **fail to meet our staff** at the airport, please **inform us of your arrival by phone immediately**. GRIPS contact numbers are also listed on the card attached to this Arrival Guide. Please make sure to keep this card on hand upon arrival in Japan.

How to make a call:

- Purchase a telephone card worth 500 or 1,000 yen from a phone card vending machine or kiosk at one of the airport arrival lobbies. Grey-colored pay phones should be easy to find in the arrival lobbies.
- Contact number: **090-3349-1065 (on arrival days only)**

If all else fails...

To those who are arriving on the 1st and 2nd of October, the following information is for your reference, in the event that you fail to meet our staff and must find your own way to the TIEC, GRIPS IH, or Misato. Listed here are access options that we think best.

Students with plans to move into a private apartment, as well as those arriving on any date other than October 1st or 2nd, will be contacted separately by your program coordinator to discuss further arrival details.

1) The Tokyo International Exchange Center (Odaiba, Tokyo)

For maps and access information, please also check the TIEC website: http://www.tiec.jasso.go.jp/info/map_e.html

Option 1: Airport Limousine to Grand Pacific Le Daiba Hotel

A relatively cheaper way – and the one we recommend -- is to use the “*Airport Limousine*” bus to the nearby Grand Pacific Le Daiba Hotel (Odaiba), then take a taxi from there.

The *Airport Limousine* bus service runs between Narita Airport and Takeshiba/Rinkai Fukutoshin (Odaiba/Ariake/Tokyo Big Sight) seven times daily. Purchase a ticket (2,700 yen) at the *Airport Limousine* counter in the airport arrival lobby. Bus stops are located just outside the arrival lobbies. The clerks staffing the *Airport Limousine* counter are friendly and helpful; they should be able to help you with requests/queries.

Get off at Grand Pacific Le Daiba Hotel. It is located approximately 1 kilometer from the TIEC Residence Halls, making it only a short, cheap taxi ride (710 yen). The Tokyo International Exchange Center Residence Halls address is displayed in Japanese in the enclosed contact details card; simply show this card to the taxi driver.

For further information regarding the Airport Limousine, please check the following website:

http://www.limousinebus.co.jp/en/platform_searches/index/2/50

Option 2: Train from Narita Airport to Odaiba Kaihin Koen Station

If your flight comes in after 6 pm, you can take one of the several trains going downtown from the airport. The easiest way is to take the JR Narita Express to Tokyo Station (60 mins; approx. 3000 yen); transfer to the Yamanote Line; then get off at Shimbashi Station (2nd stop). At Shimbashi, follow the signs for the Yurikamome Line. Board any train there and get off at Fune no Kagakukan Station (16 mins; 370 yen). The TIEC buildings are right next to the station.

For train timetables, please check the following website: www.jorudan.co.jp/english/index.html

2) GRIPS International House (Nakano, Tokyo)

A simple, cheaper way – and the one we recommend -- is [to use the “Airport Limousine” bus to the KEIO PLAZA Hotel Tokyo \(Shinjyuku\), then take a taxi from there.](#) The bus fare is 3,000 yen; taxis will cost approximately 1,500~2,000 yen.

Address: GRIPS International House, 1-1-12, Nogata, Nakano-ku, Tokyo

Tel: 03-5245-7042 or Cell phone: 080-3131-8088

Mr. Sonoda and Mr. Ono: manager

Airport Limousine URL: http://www.limousinebus.co.jp/en/platform_searches/index/2/18#price

(3) Misato Housing Complex (Saitama prefecture)

Again, the only one we recommend -- is to use the "Airport Limousine" bus to Shin Koshigaya (Saitama-ken), where the GRIPS staff will meet then transport you to Misato.

Phone: 080-1228-0363

Manager: Mr. Atari

Airport Limousine URL: http://www.limousinebus.co.jp/en/bus_services/narita/shinkoshigaya_soka.html

*If you encounter any problems upon arrival, please contact us at GRIPS. GRIPS contact numbers are also listed on the card attached to this Arrival Guide. Please make sure to keep this card on hand when you come.

Used Flight Ticket

Please make sure to keep any used flight tickets and boarding passes, as you will need to submit them to GRIPS. Bring it with you on your first day at GRIPS for the Orientation Program.

Money Exchange

You can easily change all the major currencies into Japanese yen at Narita Airport. Please note that the first scholarship allowance will not be paid until around the end of October. If possible, try to bring at least 150,000 yen (about 1,850USD) to cover transportation fees and immediate expenses.

Baggage Delivery Service

For those with lots of baggage, it may be a good idea to have it sent to your new home address through one of the many baggage delivery services (e.g., ABC, GPA, ANA, and QL). Delivery service counters are located on the arrival floors in both Terminals 1 and 2. The charge is around 2,000 yen per suitcase, but may vary depending on size and weight. Your baggage will be delivered within 24 hours.

Address and contact info:

1) Residence Halls, Tokyo International Exchange Center

2-2 Aomi, Koto-ku, Tokyo 135-0064

Phone: 03-5520-6000

Fax: 03-5520-6010

Email: niec@jasso.go.jp

<http://www.niec.jasso.go.jp/>

2) GRIPS International House

Managers: Mr. Sonoda and Mr. Ono

1-1-12, Nogata, Nakano-ku, Tokyo 165-0027

Tel: 03-5345-7042 or Cell phone: 080-3131-8088

3) The Misato Housing Complex

Manager: Mr. Atari

Hikonari 3chome, 9-3-501, Misato-shi, Saitama-ken,

Phone: 080-1228-0363

E-mail: n-atari@grips.ac.jp

C. Your Schedule Following Arrival in Japan

Your first couple of days in Japan will be occupied with an Orientation Program at GRIPS and various administrative arrangements (foreign resident registration, national health insurance, rescuer's insurance, commuter railway pass, opening a bank account, etc.). Further details and instructions will be provided upon arrival.

Further reading

We hope that this guide is useful to you. If you would like to read more about living and studying in Japan, we have prepared several guidebooks that can be downloaded from the "Living in Japan" page at our website:

<http://www.grips.ac.jp/pstudents/living/index.html>

Please feel free to contact us should you require further information.

We wish you the best of luck with your preparations, and look forward to meeting you soon at the National Graduate Institute for Policy Studies.

National Graduate Institute for Policy Studies

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Fax: 81-3-6439-6070 (international); 03-6439-6070 (domestic)

e-mail: studentoffice@grips.ac.jp