

**- GRIPS -**  
**Arrival Guide**  
**Fall 2020**



**Student Office**

**National Graduate Institute for Policy Studies**

7-22-1 Roppongi, Minato-ku, Tokyo 106-8677, Japan

Phone: 81-3-6439-6048 (international) / 03-6439-6048 (domestic)

Fax: 81-3-6439-6040 (international) / 03-6439-6040 (domestic)

E-mail: [studentoffice@grips.ac.jp](mailto:studentoffice@grips.ac.jp)

## Welcome to GRIPS

We are very pleased to welcome you to the National Graduate Institute for Policy Studies (GRIPS). This guidebook is designed to provide useful information to help you to prepare for your stay in Japan. Please bring this guidebook with you when you come to Japan, as it includes contact details and information about transit from Narita Airport or Haneda Airport to GRIPS International House (**GRIPS IH**), Tokyo International Exchange Center (**TIEC**) and Misato Housing Complex (**Misato**).

### A. Pre-Departure Preparation

#### What to bring

The following is a checklist of the items you will need when you come to Japan.

<input type="checkbox"/>	Passport with a proper Japanese visa	
<input type="checkbox"/>	Flight ticket(s)	Please submit your used ticket(s) and boarding passes to GRIPS staff the first time you come to campus.
<input type="checkbox"/>	Certificate of Eligibility	Immigration may request your COE upon your arrival. (Does not apply to those on Japanese Government (MEXT) Scholarship.)
<input type="checkbox"/>	Certificate of Acceptance	Immigration may request that you present this document upon your arrival.
<input type="checkbox"/>	Photos	TIEC may require you 2 full face photos 3cm H x 2.5cm W.
<input type="checkbox"/>	Cash	You are advised to bring cash that can cover at least 1-1.5-month living expenses. Students who will receive scholarships through GRIPS should note carefully that you will not receive your first stipend until the end of October or the middle of November depending on when your bank account in Japan will be opened.
<input type="checkbox"/>	Medications	If you require a particular type of medication, you should bring an adequate supply with you, as it may not be available in Japan. Also, remember to bring prescriptions and packages that show the generic (rather than the brand) name of each medication. This will make it easier to get replacements.

Note 1: If you plan to bring any electrical appliances, please note that the voltage in Japan is 100V.

Note 2: At GRIPS IH residences, bedding/linens can be purchased upon request for about 9,000 yen per set.

Note 3: At TIEC residences, bedding/linens can be rented upon request for about 7,000 yen.

Note 4: At Misato residences, bedding/linens can be purchased upon request for about 12,000 yen- 15,000 yen per set.

#### Clothes

We do not have a dress code and we welcome the variety of clothing styles from diverse backgrounds and tastes. However, you are advised to bring at least one formal suit or dress for special occasions that require formal dress, such as ceremonies, receptions and meetings.

For more information about the climate of Tokyo, please refer to the link below.

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

<https://www.japan.travel/en/plan/weather/>

#### Share Your Culture

A great benefit of studying at GRIPS is the chance to experience a diversity of cultural expressions. Your fellow students come from many different countries, so this is a good opportunity to share and to get an understanding of the value of cultural diversity. You are encouraged to bring your home country's traditional costume so you can share your culture with other students.

## Academic Preparation

---

We recommend that you start preparing now for your studies at GRIPS. For information about the curriculum, please refer to GRIPS Bulletin: <https://www.grips.ac.jp/en/education/bulletin-3/>.

For more detailed information about courses and reading material, please refer to the online syllabus at the GRIPS website: <https://gast.grips.ac.jp/syllabus/>

## Living Expenses in Tokyo

---

Expenditures vary from person to person; the following is a conservative estimate of monthly living expenses for a single person in Tokyo.

Item	Cost (yen per month)
Accommodation / rent	35,000-86,500
Utilities	5,000-10,000
Food	20,000-30,000
Transportation	8,000-15,000
Insurance (health, accident, property)	3,000
Books and study materials	5,000
Telephone & Internet	5,000-10,000
Leisure & hobbies	20,000
Miscellaneous	20,000

## B. Arrival at Narita or Haneda Airport

### Immigration

---

After landing in Japan, you will proceed through immigration. Please have your passport, Certificate of Eligibility, Certificate of Acceptance, and completed disembarkation card ready for inspection. You will receive a "Residence Card" from Immigration. You proceed to the baggage claim after you receive your Residence Card.

### Baggage Claim/ Customs Inspection

---

Upon clearing Immigration, proceed to the baggage claim area, collect your luggage, and proceed through customs inspection. Please note that importation of fresh food into Japan is strictly prohibited. (Customs Guide for Visitors: [https://www.customs.go.jp/zeikan/pamphlet/tsukan\\_e.pdf](https://www.customs.go.jp/zeikan/pamphlet/tsukan_e.pdf))

### Airport Greeting Service

---

A meet & greet service will be provided for students arriving on the dates specified by GRIPS (October 1st for most students, but the arrival date may vary by program) at Narita and Haneda airports. Please attach the GRIPS sticker to your clothing, so that our staff can recognize you. Once you meet the staff at the airport, tell them your name, nationality and flight number. Please note that in principle you must go directly to your accommodation from the airport in order to complete the move-in procedures and various administrative matters on the day you arrive. Therefore, be sure to take the transportation assigned by the staff.

If you need to stay overnight due to a delayed arrival or other unforeseen circumstances, the staff can also advise you on hotel accommodation in the Narita or Haneda area. If your friends or family will meet you at the airport and take you to your residence, please inform us in advance.

In the event that you fail to meet the staff at the airport, please inform us of your arrival immediately by phone or email.

<b>Making a call</b>	<p>Purchase a telephone card worth 500 or 1,000 yen from a phone card vending machine or kiosk at the airport arrival lobby. The grey-colored pay phones should be easy to find in all arrival lobbies.</p> <ul style="list-style-type: none"> <li>Contact number: 090-3349-1065 (on arrival days only)</li> </ul>
<b>Sending an e-mail</b>	<p>Connect free wifi ("FREE Wi-Fi NARITA" for Narita airport or "HANEDA-FREE-WIFI" for Haneda airport) to use free internet at the airport arrival lobby using your smart devices.</p> <ul style="list-style-type: none"> <li>Contact email address: <a href="mailto:ipt-ml@grips.ac.jp">ipt-ml@grips.ac.jp</a></li> </ul>

## Used Flight Ticket

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

## Money Exchange

You can easily change all major currencies into Japanese yen at Narita and Haneda Airport. You are advised to bring cash that can cover at least 1-1.5-month living expenses. Students who will receive scholarships through GRIPS should note carefully that you will not receive your first stipend until the end of October or the middle of November depending on when your bank account in Japan will be opened.

Service facilities Narita: <https://www.narita-airport.jp/en/service/>

Service facilities Haneda: <https://tokyo-haneda.com/en/>

## Baggage Delivery Service

For those with lots of baggage, it may be a good idea to have them sent to your accommodation via one of the many baggage delivery services (e.g., ABC, GPA, ANA and QL). Please make sure to send them to your new address with a room number. Delivery service counters are located on the arrival floors in both airports. The delivery charge is around 2,500 yen per suitcase, but it may vary depending on size and weight. Your baggage will be delivered within 24 hours.

## Address and Contact Information

	Name of Facilities	Address and contact information
1.	GRIPS International House (GRIPS IH)	<p><b>Managers:</b> Mr. Moroya, Mr. Takanashi, Ms. Sayer  <b>Address IH1:</b> 1-1-12, Nogata, Nakano-ku, Tokyo 165-0027  <b>Address IH2:</b> 3-4-11, Nakano, Nakano-ku, Tokyo 164-0001  <b>Phone:</b> 03-5345-7042  <b>E-mail:</b> <a href="mailto:gripsih@yahoo.co.jp">gripsih@yahoo.co.jp</a></p>
2.	Tokyo International Exchange Center (TIEC)	<p><b>Address:</b> 2-2 Aomi, Koto-ku, Tokyo 135-0064  <b>Phone:</b> 03-5520-6000    <b>Fax:</b> 03-5520-6010  <b>E-mail:</b> <a href="mailto:tiec@klp.ne.jp">tiec@klp.ne.jp</a>  <a href="https://www.jasso.go.jp/en/kyoten/tiec/index.html">https://www.jasso.go.jp/en/kyoten/tiec/index.html</a></p>
3.	The Misato Housing Complex (MISATO)	<p><b>Bridge Life Co.LTD (Support Service Company for residents)</b>  <b>Phone:</b> 0120-972-941  <b>Email:</b> <a href="mailto:support@bridgelife-japan.com">support@bridgelife-japan.com</a>  If you need please send your luggage to the allocated address in Misato.</p>

## C. Access to Accommodation

### Time of Arrival at Accommodation

---

You need to arrive your accommodation by 5:30 pm at the latest in order to complete the moving-in procedures and receive your room key.

### Facility Orientation

---

After arriving at the accommodation, you are required to attend facility orientation, which takes about one hour.

### Access to each facilities

---

- Due to the influence of COVID-19, public transport may be disrupted and you may not be able to use it the same as usual. The following description is for reference only.
- The details will be announced as soon as decided.
- You may be asked to quarantine for a certain period of time after you arrive in Japan.

### 1) GRIPS International House (GRIPS IH, Nakano, Tokyo)

Please bring the map, which will be sent to you by email from GRIPS Student Office, with you. For the airport limousine service information, please check below website.

<http://www.limousinebus.co.jp/en/>

#### **From NARITA airport to GRIPS IH**

Access:

A simple, inexpensive way of getting to International House is to take the Airport Limousine bus to the KEIO PLAZA Hotel Tokyo (Shinjuku) and then take a taxi to GRIPS IH from there showing the map to a cab driver. In order to arrive GRIPS IH by 5:30 pm, you need to take a bus departing Narita by 3:00 pm. The bus fare is 3,100 yen; the taxi fare is approximately 1,500-2,000 yen.

#### **From HANEDA airport to GRIPS IH**

Option 1: Airport Limousine to Nakano Station

The Airport Limousine bus service runs between Haneda Airport and Nakano Station. To arrive at GRIPS IH before 5:30 pm, you must take the Airport Limousine bus departing Haneda by 4:00 pm. Purchase a ticket (1,230 yen) at the Airport Limousine counter in the airport arrival lobby. The bus stops are located just outside the arrival lobbies.

Get off at Nakano Station North Exit (In front of Sun Plaza), which is located approximately 10-15 min walk away from GRIPS IH. Take a taxi to the IH showing the map to a cab driver or walk for 10-15 min. The taxi fares are about short-distance and the cheapest.

Option 2: Airport Limousine to Shinjuku Station

The Airport Limousine bus service runs between Haneda Airport and Shinjuku Station as well. Take the Airport Limousine bus to the KEIO PLAZA Hotel Tokyo (Shinjuku) and then take a taxi to GRIPS IH from there showing the map to a cab driver. In order to arrive GRIPS IH by 5:30 pm, you need to take a bus departing Haneda by 3:20 pm. The bus fare is 3,100 yen; the taxi fare is approximately 1,500-2,000 yen.

## 2) The Tokyo International Exchange Center (TIEC, Odaiba, Tokyo)

For maps and access information, please also check the TIEC website:

<https://www.jasso.go.jp/en/kyoten/tiec/access.html>

### **From NARITA airport to TIEC**

#### **Option 1: Airport Limousine to Grand Nikko Tokyo Daiba**

A relatively cheap way of getting to TIEC – and the one we recommend – is to take the Airport Limousine bus to the nearby Grand Nikko Tokyo Daiba Hotel (Odaiba) and then take a taxi from there.

The Airport Limousine bus service runs between Narita Airport and Ariake, Odaiba, Takeshiba, Shiodome, Shiba area. To arrive at TIEC before 5:30 pm, you must take the Airport Limousine bus departing Narita by 4:00 pm. Purchase a ticket (2,800 yen) at the Airport Limousine counter in the airport arrival lobby. The bus stops are located just outside the arrival lobbies. You can ask questions to clerks at the Airport Limousine counter.

Get off at Grand Nikko Tokyo Daiba Hotel, which is located approximately 850m from the TIEC Residence Halls. Take a taxi to the TIEC. The fares are about short-distance and the cheapest.

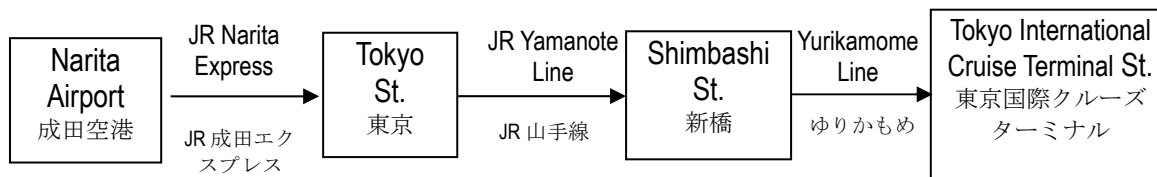
Please see the airport limousine timetable (Narita Airport ⇒ Ariake · Odaiba · Takeshiba · Shiodome · Shiba area) : [https://www.limousinebus.co.jp/guide/timetable/suspention2020\\_n\\_0801.pdf](https://www.limousinebus.co.jp/guide/timetable/suspention2020_n_0801.pdf)

#### **Option 2: Train from Narita airport to Tokyo International Cruise Terminal station**

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 min; approx. 3,070 yen); transfer to the Yamanote line; then get off at Shimbashi station (2<sup>nd</sup> stop). At Shimbashi station, follow the signs for the Yurikamome line. Board any train there and get off at Tokyo International Cruise Terminal station (16 min; 390 yen). The TIEC buildings are a 3-minute walk from the station.

For train timetables, please check the following website:

<https://world.jorudan.co.jp/mln/en/>



### **From HANEDA airport to TIEC**

#### **Option 1: Airport Limousine to Grand Nikko Tokyo Daiba**

The Airport Limousine bus service runs between Haneda Airport and Odaiba, Ariake area. To arrive at TIEC before 5:30 pm, you must take the Airport Limousine bus departing Haneda by 4:00 pm. Purchase a ticket (630 yen) at the Airport Limousine counter in the airport arrival lobby. The bus stops are located just outside the arrival lobbies. You can ask questions to clerks at the Airport Limousine counter.

Get off at Grand Nikko Tokyo Daiba Hotel, which is located approximately 850 m from the TIEC Residence Halls. Take a taxi to the TIEC showing the enclosed information card to a cab driver. The fares are about short-distance and the cheapest.

Please see the airport limousine timetable:

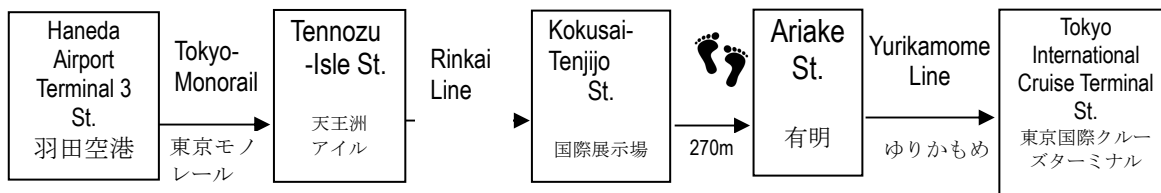
[https://www.limousinebus.co.jp/guide/timetable/suspention2020\\_h\\_0801.pdf](https://www.limousinebus.co.jp/guide/timetable/suspention2020_h_0801.pdf)

#### **Option 2: Train from Haneda airport to Tokyo International Cruise Terminal station**

If your flight arrives after 4 pm, you can take one of the several trains going downtown from the airport. The easiest way is to take the Tokyo-Monorail from Haneda Airport Terminal 3 Station to Tennozu Isle station (15 min; 350 yen); transfer to the Rinkai line; then get off at Kokusai-Tenjijo station (2<sup>nd</sup> stop, 6 min; 280 yen). At Kokusai-Tenjijo, follow the signs for the Ariake station on the Yurikamome line. Board any train going towards Shimbashi and get off at Tokyo International Cruise Terminal station (8 min; 260 yen). The TIEC buildings are a 3-minute walk from the station.

For train timetables, please check the following website:

<https://world.jorudan.co.jp/mln/en/>



### 3) Misato Housing Complex (Misato, Saitama Prefecture)

#### From NARITA airport to MISATO

Access:

You take the Airport Limousine bus from Narita airport to Shin-Koshigaya station (3,200 yen) . Bridge Life staff will meet you there and take a train to Shin-Misato station (170 yen). A detail instruction will be given to you by the staff.

#### From HANEDA airport to Misato

Access:

You take the Airport Limousine bus from Haneda airport to Shin-Koshigaya station (1,350 yen) . Bridge Life staff will meet you there and take a train to Shin-Misato station (170 yen). A detail instruction will be given to you by the staff.

Please see the airport limousine timetable below.

<https://www.limousinebus.co.jp/en/>

There is no resident manager living in Misato housing complex. GRIPS Student Office and a support service company (Bridge Life Co., LTD) will assist you to reside in Misato housing complex.

\*If you encounter any problems upon arrival, please contact the support service company (Bridge Life Co., LTD) or us at GRIPS. BL's contact numbers are also listed above on the "Address and Contact Information".

## D. Schedule after Arrival in Japan

Your first couple of days in Japan will be taken up by the Orientation Program at GRIPS and various administrative arrangements, including foreign resident registration, signing up for national health insurance and comprehensive insurance, purchasing a commuter railway pass and opening a bank account. Further details and instructions will be provided when you arrive.

## E. Insurance

### National Health Insurance (NHI)

All international students must enroll in the Japanese National Health Insurance (NHI) system (*kokumin kenko hoken*). NHI covers 70% of the cost of all standard medical and dental treatment in Japan. Further details will be explained when you arrive, and the GRIPS staff will help you with the enrolment procedures. NHI costs approximately 1,300 yen per person per month.

### Other Insurance

All international students (depending on the program, the insurance will be arranged by the sponsor) must sign up for Comprehensive Insurance, which costs about 12,000 yen per year. This insurance covers costs related to death resulting from injuries as well as expenses incurred through unexpected accidents or illnesses; medical treatment for injuries to other people; compensation for property damage; and rescue expenses in the event of critical illness or death of students.

## F. Others

### Accompanying Family Members

---

International students can bring their families to Japan AFTER they are enrolled in GRIPS. If you plan to bring your family members to Japan as dependents, you can apply for Certificate of Eligibility (COE) for the status of Dependent at the Tokyo Immigration Bureau on behalf of your family members. Please note that if you plan to bring your family members to Japan, you need to choose family accommodation from the beginning.

We ask you to think very carefully about bringing your family to Japan. Before making the final decision, please take all aspects into consideration. For example, your family may have difficulty in communicating with the neighbors and other locals; it is not easy to find a spot in a kindergarten here; and there may be unexpected extra financial burdens.

The GRIPS Student Office will provide further assistance with inviting family members; however, the assistance is only available **after your arrival in Japan**.

For further information, please refer to Information for International Student, GRIPS web site. Please feel free to contact us should you require further information.



Have a safe trip to Japan!

Please don't worry about bringing gifts for GRIPS staff.

We look forward to meeting you soon at the National Graduate Institute for Policy Studies.