

# Orientation for Research Interns



# Research Internship Orientation

## Program

1. Student Council
2. Diversity, Equity and Inclusion
3. Japanese Law, Mandatory Training
4. Academic Affairs
5. Student Registration & Support at OIST
6. RI Housing
7. PhD Admissions & Outreach Opportunities



# Compliance with Japanese Law

## Important Things to Know / Severe Restrictions under Japanese Law



# 1. Japanese Law

- Drug Restrictions
- Drunk Driving
- Phone Use While Driving
- Carrying Weapons



# Restricted Drugs in Japan

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- Please be aware that some legal drugs in some countries may be **ILLEGAL** under Japanese Law (e.g. Cannabis, Prescribed Drugs).
- Once accused, it will lead to detention and indictment (subject to trial) even if it is for the first time.

General Counsel Office

# Drug Restrictions in Japan (Excerpt)

Drugs	Behavior	Penalty	
<b>Cannabis:</b>	Possession, Transfer or Receipt without license	Non-Commercial	Up to 5 years in Prison
		Commercial	Up to 7 years in Prison + Fine up to JPY 2,000,000
	Cultivation, Export/Import without license	Non-Commercial	Up to 7 years in Prison
		Commercial	Up to 10 years in Prison + Fine up to JPY 3,000,000
<b>Stimulants</b> (Amphetamine, Methamphetamine, etc.)	Use, Possession, Transfer or Receipt	Non-Commercial	Up to 10 years in Prison
		Commercial	Up to 20 years in Prison + Fine up to JPY 5,000,000
	Import, Export or Production	Non-Commercial	1 or more years (up to 20 years) in Prison
		Commercial	3 or more years (up to 20 years) and up to lifetime in Prison + Fine up to JPY 10,000,000

Narcotic (Heroin, Cocaine, LSD, MDMA, Magic Mushroom etc.) and other Illicit Drugs...

General Counsel Office

# Driving Under the Influence

**DO NOT DRINK AND DRIVE !**  
**A bicycle is regarded as a car!**

Driver's Alcohol Level	Party		Penalty (License)	Penalty (Criminal)
<b>Driving Under Influence (DUI)</b> 0.15mg or more / 1 Lt breath	Driver	0.15mg or more and Less than 0.25mg	Driver's License suspension for 90 days	Up to 3 years in Prison or Fine up to JPY 500,000
		0.25mg or more	Driving Privilege Revoked	
	Provider of the Car	(Driver) 0.15mg or more and Less than 0.25mg		
		(Driver) 0.25mg or more		
	Provider of Alcohol/ Passenger	(Driver) 0.15mg or more and Less than 0.25mg		Up to 2 years in Prison or Fine up to JPY 300,000
		(Driver) 0.25mg or more		
<b>Driving While Intoxicated (DWI)</b>	Driver	Driving While Intoxicated (DWI)	Driving Privilege Revoked	Up to 5 years in Prison or Fine up to JPY 1,000,000
	Provider of the Car	(Driver) Driving While Intoxicated (DWI)		
	Provider of Alcohol/ Passenger	(Driver) Driving While Intoxicated (DWI)		Up to 3 years in Prison or Fine up to JPY 500,000

➤ When an accident resulting a death or injury of person is caused by driving under influence of alcohol, drugs etc.

Death: Up to 20 years in Prison

Injury: Up to 15 years in Prison

General Counsel Office



# One night rest is not enough!

## Do you know about hangover?

**Rough standards for 1 Unit of Alcohol in each beverage.**

**1 Unit** of Beer = 500ml at 5% alcohol content

**1 Unit** of Japanese rice wine = 180ml at 15% alcohol content

**1 Unit** of Whisky = 60ml ( 2 shots ) at 43% alcohol content

**1 Unit** of Wine = 200ml ( 2 small glasses ) at 12% alcohol content

**1 Unit** of Chu-hi = 350ml at 7% alcohol content

**1 Unit** of Awamori = 100ml at 25% alcohol content



Chu-hi=350ml  
**1 Unit**



Awamori=100ml  
**1 Unit**



Beer=500ml  
**1 Unit**



It takes about 4 hours  
to break down **1 Unit** of Alcohol.

If you drink 3 Units of alcohol



**8 hours sleep**  
Alcohol breaks  
down little by little.

8 hours sleep break down  
only 2 Units of alcohol

**Driving while intoxicated**

- Revocation of license ( 3years disqualification )

**Driving under the influence of alcohol**

- 90 days suspension

- Revocation of license ( 2years disqualification )



In consideration of your next day work,  
drink the appropriate amount capable  
for the alcohol to break down during  
your sleep hours.



Which means that alcohol still  
remains in your system  
in the morning



# Phone Use While Driving (Effective as of December 1, 2019)

## Phone use while driving (holding/using a cell phone)

- Fines in the amount of or less than JPY 50,000 ⇒ **Prison time of or less than 6 months, or Fines in the amount of or less than JPY 100,000** – Higher penalty
- License Penalty Points 1point ⇒ **3 points**
- Traffic Fines **tripled** (for standard sized cars, from JPY 6,000 to JPY 18,000)



## Traffic accidents while using/holding a cell phone

- Prison time of or less than three months or Fine in the amount of or less than JPY 50,000 ⇒ **Prison time of or less than one year or Fines in the amount of or less than JPY 300,000** – Higher penalty
- License Penalty Points 2 points ⇒ **6 points – Immediate suspension**



General Counsel Office

# Revised Road Traffic Act

## Key Changes to Cyclists Regulations

### Prohibition on Cellphone Use:

- Fines for using phones while cycling (calls, texting, or simply looking at the screen)
- Increased penalties for distracted cycling

### Penalties for Violations:

- **Fines:**
  - Up to ¥100,000 for cellphone use while cycling
  - Up to ¥300,000 for causing accidents
- **Imprisonment:**
  - Up to six months for cellphone use
  - Up to one year for causing accidents



Government Public Relations Online: (<https://www.gov-online.go.jp/article/202410/entry-6604.html>)

# Carrying Weapons

## Knives

Carrying Knives without any **justifiable grounds** is subject to penalty.

⇒ Justifiable Grounds ? When it is considered to be appropriate to carry knives.

i.e) You've purchased a knife, wrapped, and are on your way back home. ✓

You are a mountain climber and carrying a knife while climbing/camping. ✓

(The knife should not be ready to be used while carrying. The knife needs to be in a case while you are carrying it.)

⇒ **NOT justifiable ?**

i.e) You carry a knife in case you need self-defense, etc. ✗

You walk around /carry a knife without any purpose, cause it's cool. ✗



Blade Length	Penalty
6 cm or more	Up to 2 years in Prison or Fine up to JPY 300,000
Less than 6 cm	May be subject to under custody or petty fine Minor Offences Act

## Guns

Possessing/carrying most kind of guns without a proper authorization is prohibited.



General Counsel Office





If you become a victim, witness, etc. to a crime...

**If OIST or OIST-related personnel are involved, please promptly report the matter to your supervisor, the Graduate School, or Secretary General who will also promptly share the information with the General Counsel.**

- General Counsel's Office: [keiko.gosin@oist.jp](mailto:keiko.gosin@oist.jp)
- AVP Kobayashi: [yosuke.kobayashi@oist.jp](mailto:yosuke.kobayashi@oist.jp)

Source: OIST External Legal Advisor



# OIST Policies, Rules, and Procedures

## Graduate School Policies



<https://www.oist.jp/education/policies-regulations/gs-policies>



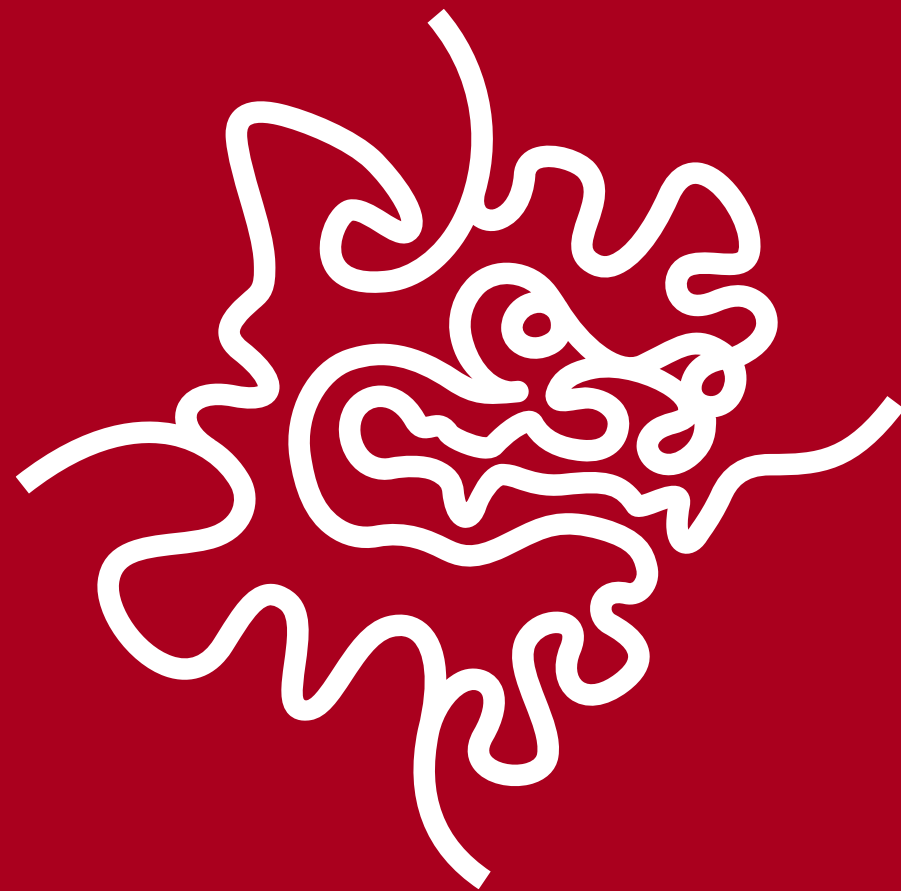
# Mandatory Training

- GCO: Japanese Law (FY2025)
- OHS: Basics of Health and Safety (FY2025)
- BFM: Fire Safety Training
- BFM: Prepare for Earthquake, Tsunami, and Typhoons

**Complete by December 19!!**

[Search for Mandatory  
Trainings \(General\) | OIST  
Groups](#)





**Thank you!**

# Academic Affairs



# What to Expect in the Research Unit

- Within the first few workdays: Settling In & Setting Up
  - ▶ Find out who will directly supervise you
  - ▶ Discussion of your prior experience and your individual project for the internship
- While at OIST
  - ▶ Learn new information, techniques, and skills related to the unit's area of research
  - ▶ Contribute to the work of the unit (please understand that your contribution may or may not merit inclusion of your name on published work)





# Safety Trainings/ Approvals

- All OIST Members need to take mandatory training courses on “OIST Learn (eFront)”
- Depending on your project, you may need to obtain specific approvals or complete specific training courses for the safety of yourself and others
  - ▶ Step 1: Consult with your supervisor for advice/ permissions relevant to your work
  - ▶ Step 2: Complete specific training courses and required health check-ups for specific types of experiments



# Use of OIST Resources

- Ensure Proper Training & Approvals:
  - ▶ Depending on your skills and experience, some facilities/ equipment you may feel ready to use right away. Still be sure to get clearance from the responsible party first.
  - ▶ In many cases, you will be learning new skills and techniques or using unfamiliar equipment. In order to ensure you don't negatively impact OIST research, be careful to use all resources only with proper approval and training.



# Learning Opportunities Outside the Lab

- Talks, Seminars, Informal Chats and etc.
- Auditing OIST Classes:
  - ▶ You may be able to audit OIST classes during your internship period to increase your learning. **Not for credit.**
  - ▶ Permission must be granted by the course coordinator. Space is not always available.
  - ▶ Permission must be granted from your supervisor.
  - ▶ You must submit an [APPLICATION FORM](#).





# Other Opportunity

Research Internship - Lab Rotation Equivalency [[Academic Program Policies 4.3.3.1](#)]

## Eligibility

- Your internship is **at least 4 months** in a unit that is run by an OIST professor
- Receive approval from your supervisor
- Place a request to the GS ([academic-programs@oist.jp](mailto:academic-programs@oist.jp)) *within two weeks of starting your research internship*
- Receive official approval from the GS

## To ensure equivalency, you will need to;

- Develop your own project
- Submit Lab Rotation Proposal at the end of the first month of your internship
- Submit Lab Rotation Report at the end of your internship
- Give a final presentation to the Unit
- Enroll in the OIST PhD program **within twelve (12) months** after the completion of the research internship

\*You will still need to submit an Internship Program Report at the end of your internship.

\*\*In addition, the Graduate School will ask your host professor for an evaluation of your lab rotation project.

## Benefits

- If you later enroll in the OIST PhD program, your internship will be counted as one of the mandatory lab rotations (in-field).
- As a result, you will enter your thesis research laboratory 4 months (1 term) earlier than regular students. (4 more months to focus on your thesis research!)

**\*If you are interested, consult with your supervisor and then contact the Academic Program Team *within two weeks after starting your research internship* for an official request. We will guide you through the next steps.**

**\*\*A request cannot be made retrospectively.**



# End of Your Internship

- ▶ Submit a Research Internship Program Report:

[https://services.oist.jp/gsplus?id=sc\\_cat\\_item&sys\\_id=7a527935c322961059261c777a0131bc](https://services.oist.jp/gsplus?id=sc_cat_item&sys_id=7a527935c322961059261c777a0131bc)

*Important:* you will not be able to access the link after you exit OIST. Submit the report **before** you leave.

- ▶ To request a Certificate of Completion:

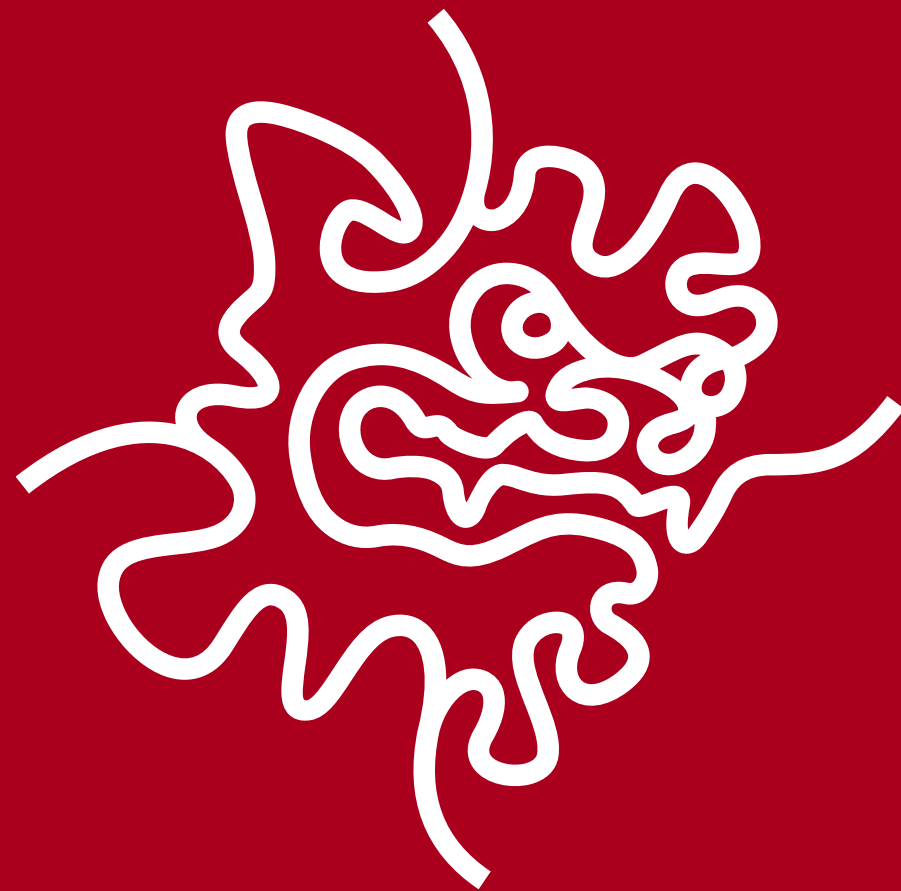
[https://services.oist.jp/gsplus?id=gsplus\\_service\\_catalog\\_homepage](https://services.oist.jp/gsplus?id=gsplus_service_catalog_homepage)

*Important:* the certificate can only be issued **after** you submit the program report.



# Handling Issues During Your Internship

For any academic or research related questions or concerns, don't hesitate to reach out to us. This may end up helping other research interns as well!



**Thank you!**



# Student Registration & Support at OIST

• Student Affairs Section •

# Student Affairs Section

## Registrar Team [gs-registrar@oist.jp](mailto:gs-registrar@oist.jp)

- Student information management
- Certificates Issuance
- Leave record

## Student Relocation Support Team [gs-relocation@oist.jp](mailto:gs-relocation@oist.jp)

- Relocation support for PhD and RI students
- First registration support
- ID Card management

## Student Welfare Support Team [gs-support@oist.jp](mailto:gs-support@oist.jp)

- Students' daily life in Okinawa  
(emergency, money/bank related, health, special consideration etc.)
- Municipal office and immigration office related paperwork
- Insurance claim (Gakkensai, Gakkenbai, travel insurance...)

## Student Financial Support Team [gs-finance@oist.jp](mailto:gs-finance@oist.jp)

- Financial support for PhD students including taxes
- External fund application (JSPS, awards, scholarships...)

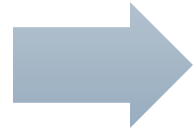




# Table of Contents

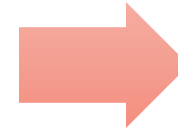
## Arrival

- Photo Taking
- GS Database
- ID Card
- Relocation Procedures
- Residence card
- Insurance
- Emergency & Safety Info.



## During your stay

- Allowance
- Attendance Record
- Leave & Absence
- Certificate Request
- Change on your study term



## Departure

- Preparation for departure

**Other Useful Information  
will follow 😊**



# Arrival

- Photo Taking
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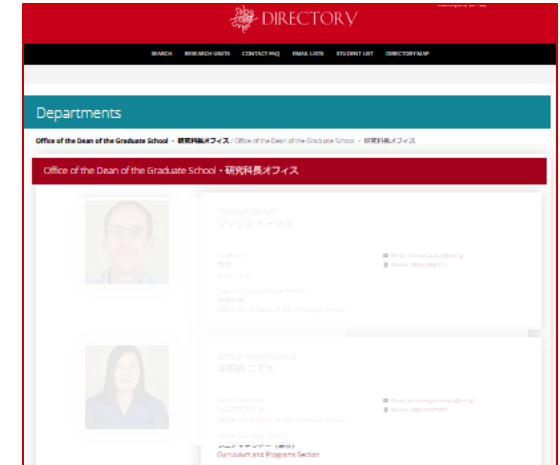




# Photo Taking

- The picture will be displayed on the internal systems, such as Student Database and TIDA. Also required for Library use.
- Take your facial photo at the booth in front of the Resource Center office\* at your earliest convenience. You will need to input your OIST ID and password on the machine's screen.

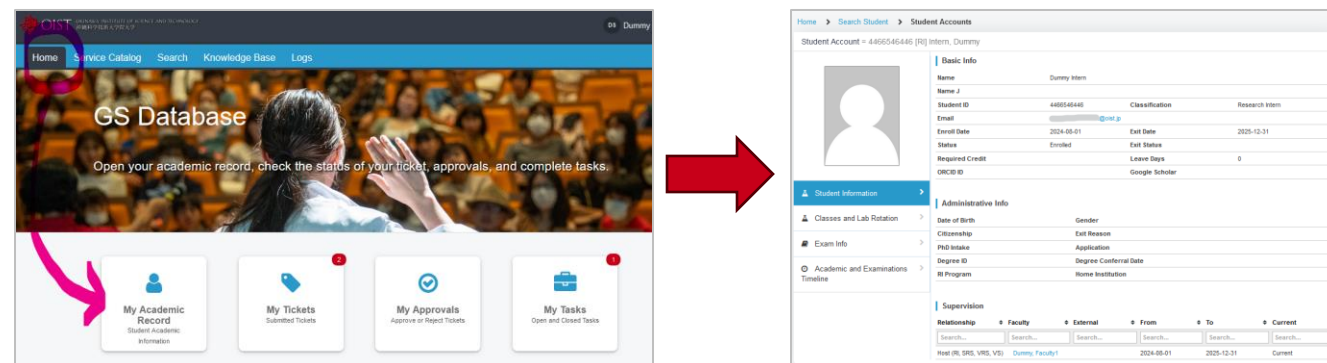
\* You can find the Resource Center office on Level A in the Center Building. Go right after stepping off the elevator.



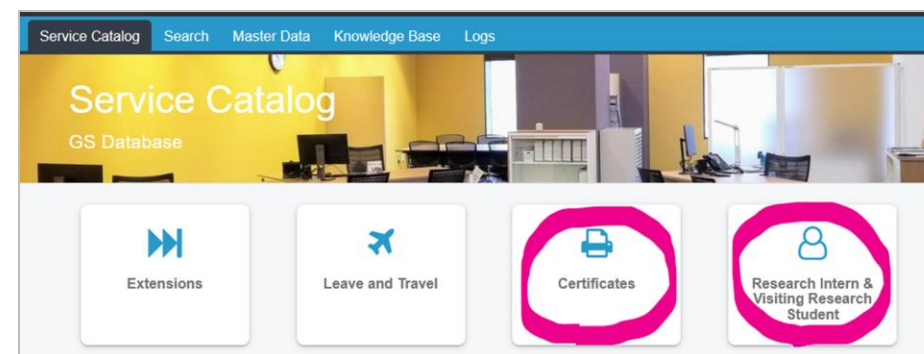


# GS Database

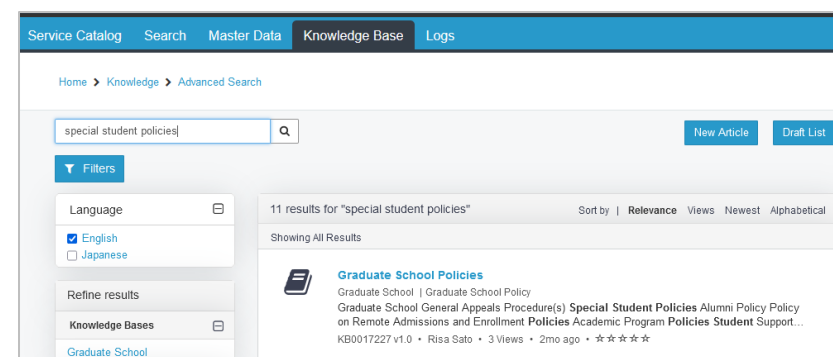
- Find **“My Academic Record”** under the [HOME] tab to check your basic information:



- Find **“Certificates”** and **“Research Intern & Visiting Research Student”** under the [Service Catalog] tab to check each submission forms:



- Find **“Knowledge Base”** tab to search for the information you need:
  - Links to the GS Policy
  - Student ID Card Lost Report and so on





# ID Card/ Security Card

**Do NOT Break or Lose your ID card**

- **In Case of Loss:** Contact GS Relocation Team (gs-relocation@oist.jp)
  - \* Reissue new ID card takes few weeks
  - \*\* No Temporary card until you receive new card
- **For Special Access:** Contact the sections in charge.
  - Lab/Facilities: Request to RUAs
  - Gym Access: Request Resource Center ([Fitness Gym Registration Form](#))
- **Before your departure:**
  - Return your ID card to the GS counter on the last day.



# Complete Your Relocation Procedures

**for those who have the Cultural Activity visa**

1. Pick up “Registration Forms” and complete information at the GS Counter (Lab3, Level B).
2. Visit Onna Village Office (Floor1, Counter 1).

## ■ Registration Procedures

1. Residence Registration
2. National Health Insurance
3. Pension Registration
4. Pension Exemption Request

## ■ Transportation

OIST Shuttle bus service

\*Seragaki line

Bus stop: Onna Village Office

[Shuttle Bus Schedule](#)  

3. Submit the documents to the GS Relocation Team or Unit RUA

\* to the person in charge of your Visa issuance and flight arrangement

## ■ Submission documents

- Residence Card
- National Health Insurance “Qualification confirmation slip”
- Passport (Entry date Information)

**\*Important Note\***

**To avoid any payment issues after your internship, please refrain from applying for a credit card in Japan.**



# Residence Card Information

## for those who have the Cultural Activity visa

### 1. For those who have received Residence Card

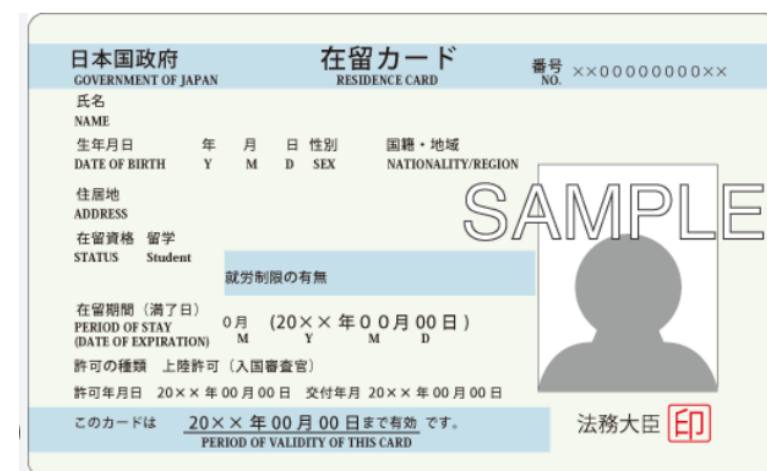
After residence registration, your current address will be printed on your Residence card. Please bring with documents after Onna village office procedure.

### 2. For those who have NOT received Residence Card as of today

After residence registration, you will receive your residence card by post mail  
Once you received, please share information with us.

**Bring to:** Relocation Team, Graduate School Counter  
(Lab 3, Level B)

\*Please share information with your RUA if the travel was arranged by your RUA.





# Visa Status

- **Current visa becomes invalid at the time of internship end date!**

- **Overseas travel from Japan**

Please consult with the Welfare Support Team first before you start arranging your trip.

There are some conditions that you cannot re-enter.

- **Part time job**

You are not allowed to work and earn money in Japan.

>> Daily allowance is considered as “travel fee”





# Insurances

Please Check Which Insurance You Have:

## 1. Travel Insurance

Covers accidents/injuries during travel.

## 2. Student Insurance

Accident insurance (Gakkensai) and liability insurance (Gakkenabi) during research and school activities.

## 3. National Health Insurance (NHI)

- ◆ Public Health Insurance system for those who stay over 3 months.
- ◆ How to Join the insurance.

Registration

Get a card

Receive  
pay slips

Make a payment

- ◆ How to Use the insurance.  
Present the card at a hospital.

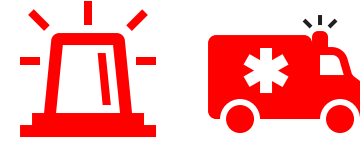


**70% Coverage**  
from the insurance.

Average 2500JPY/m.  
Please make sure to pay  
before the due date!

# Emergencies

- Emergency Information : [General](#) / [Knowledge Base](#)
- Emergency Numbers (All 24/7)



Please call an ambulance  
**Only in True Emergency Cases!**

## Public Emergency Numbers

119 (Ambulance & Fire) **EN** **JP** **Other**

110 (Police) **EN** **JP**

118 (Marine Accidents) **EN** **JP**

## For consultation

#7119 **EN** **JP** **Other**  
(the situation worths ambulance?)

#8000 **EN** **JP** **Other**  
(Pediatric medical consultation)

## For report & follow up

Student Welfare Support Team  
[gs-support@oist.jp](mailto:gs-support@oist.jp)

## OIST HELPLINE

098-966-8989 **EN** **JP**

If you cannot call from your phone (On campus):  
**110/119/OIST HELP LINE**



**STEP 1**  
Pick up the receiver

**STEP 2**  
Press the speed dialer button

**STEP 3**  
When answers, start a call

URGENCY



# Typhoon Guidelines



## OIST Typhoon Guidelines:

<https://www.oist.jp/resource-center/typhoon-guidelines>

## When typhoon approaches Okinawa:

If Japan Meteorological Agency(JMA) issues

“Storm warning– Bohu keiho 暴風警報”, OIST will be closed.

JMA website <https://www.jma.go.jp/en/typh/>

Please check Typhoon Information updated at,

1. [TIDA](#) (OIST portal site)
2. [SECOM](#) emergency contact system (works general disaster response)

✂Initial Setup Instruction: Available from [Here](#)

## Be prepared and Stay safe!

Prepare extra food, water and batteries.

You can find typhoon and other disaster tips here.

<https://www.oist.jp/resource-center/preparation-for-disasters>



# Daily Safety

## Safety during research activities:

<https://www.oist.jp/research/safe-responsible-research>

- Workplace safety
- Biosafety
- Chemical safety
- Field work

## Seasonal Health Information:

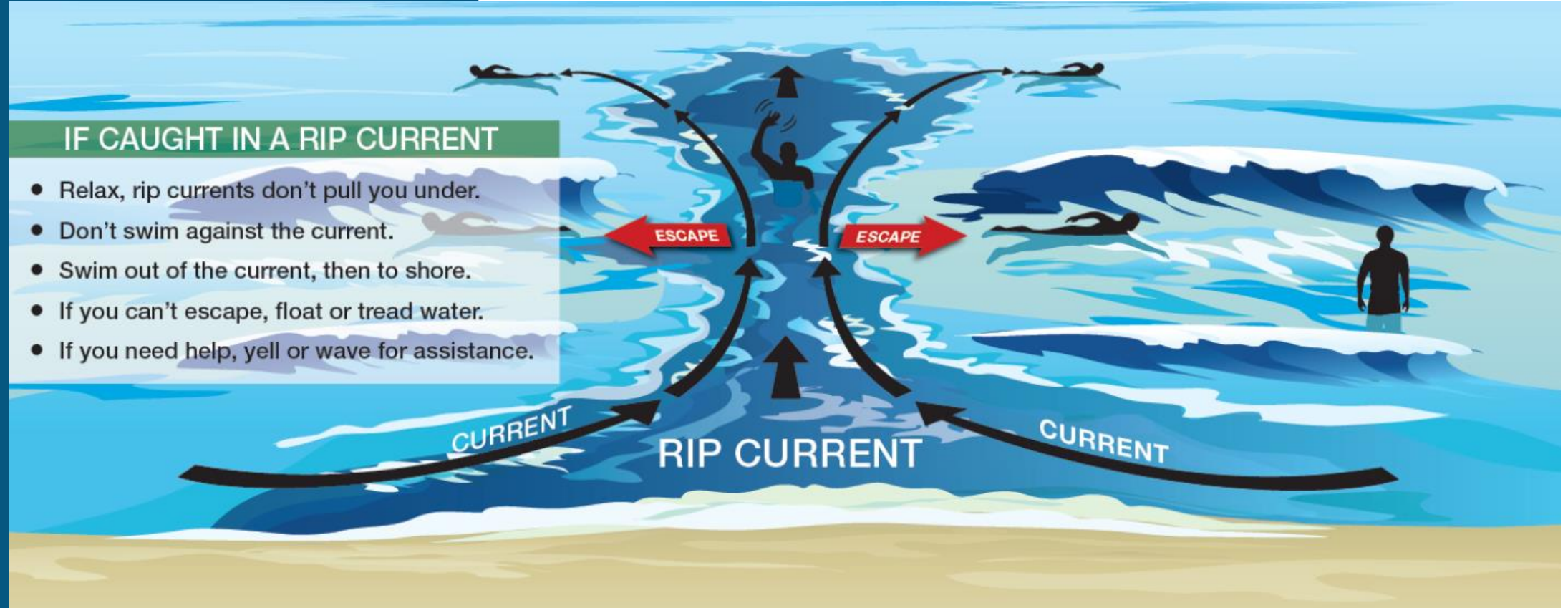
<https://groups.oist.jp/health/health-information>

- Heat illness
- Sun burn
- Habu snakes
- Dangerous sea creatures



# Water Safety

- Swim within Safety net
- Mind Rip Current
- No BBQ/Fire on the beach
- Injury at coral or rocky area
- For More Details: [Water Safety](#)







# During Your Stay

- Allowance
- Attendance Record
- Leave & Absence
- Certificate Request
- Change on your study term



# Research Internship Allowance

**Internship day:** Mon. - Fri. (\*Excluding Japanese National Holidays)

\*Research internships on Saturdays, Sundays, and holidays are generally not allowed.

\*\*If your research requires you to work on weekends or holidays, make sure to take a day off on a weekday

**Amount:** Per-diem payment up to 2,400 JPY/day

**Payment day:** 4<sup>th</sup> Friday of the following month (if all administrative procedures go smoothly).

\*e.g. If your RIship starts in January, your first payment will be the end of February

**Payment method:** Wire transfer to your international bank account.

\*Please note wire transfer usually takes 1 week.

**Contact:** To the Team who arranged your flight ticket.

- Relocation Team (gs-relocation@oist.jp)
- Research Unit Administrator (RUA)



## Please Note:

The first payment will be made the following month of your arrival month.

For your living expense, please use your prepared two months' worth of living expenses.



# Attendance Record

## Purpose:

Submission of the "**Attendance Record**" is required to provide evidence of your attendance. Submit "Leave request form" and "Report of Absence from Okinawa on Public Holiday Form" for your absence as well. **Early submission will not be accepted.**

## How:

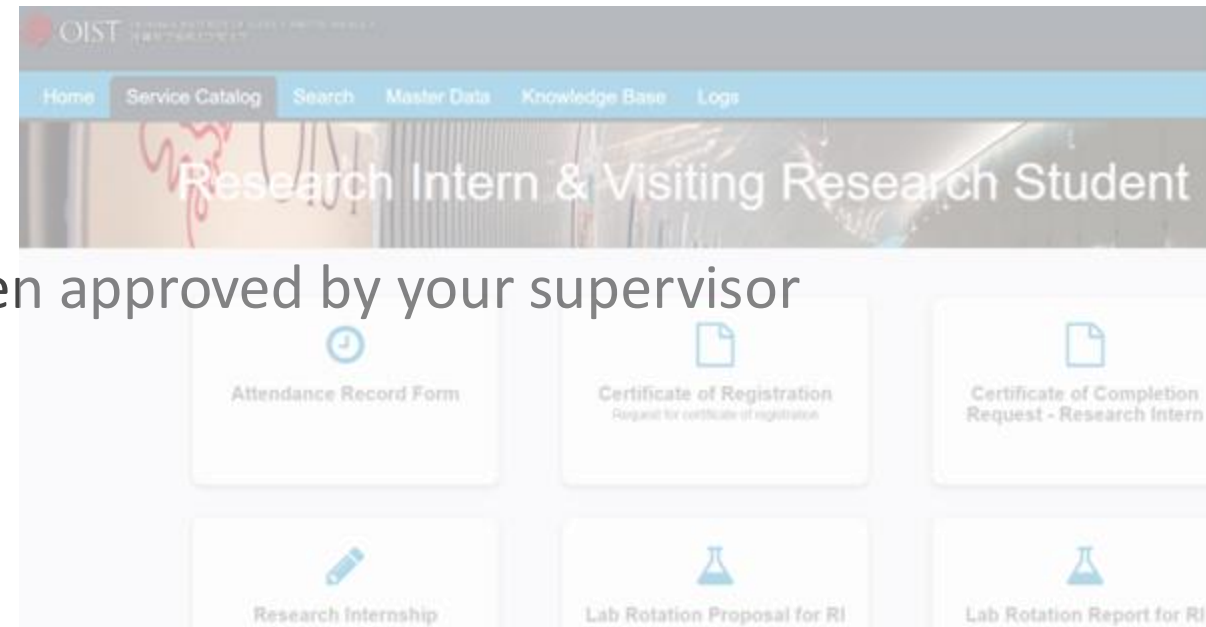
1. Access the "[Attendance Record Form](#)"
2. Submit your attendance information
3. The process will be complete once it has been approved by your supervisor

## Submission:

**At the end of each month (or on your last day)**

## Please Note:

**The delay of your submission causes a payment delay.**





During Stay

## Leave & Absence

\* On-campus activities are the default expectation for Research Interns \*

# !! VERY IMPORTANT !!

Submission of the Leave Request and Absence Report web form is a very important procedure.

Please provide your travel information, including your destination so that we can provide necessary support in case of an emergency, and risk management including disaster response.




# Leave & Absence

**\* Required to submit the request form above PRIOR TO your absence \***

	Leave Request *Required for all absences*	Absence Report
<b>What</b>	<p><i>...must be approved by the supervisor and Research Interns must submit a leave notice through the website.</i></p> <p><i>Leave should not in any way hinder research activities....</i></p> <p>More details: <a href="#">Special Student Policy: “2.7 Leave”</a></p>	<p>To inform the Graduate School (GS) when you travel away from Okinawa main island <b><u>on weekend(s) and/or the public holiday(s).</u></b></p>
<b>How</b>	<p>1) Acquire an approval from your supervisor (=Faculty) in writing beforehand.</p> <p>2) Submit the <a href="#">Leave Request Form</a> with 1).</p> <p>Ex) October 11 to 14 (Tuesday the 14th is a weekday)</p>	<p>Submit <a href="#">Report of Absence from Okinawa on Weekends/ Public Holidays</a></p> <p>Endorsement is NOT required.</p> <p>Ex) October 11 to 13</p>
<b>Note</b>	<p>If weekday is included in the entire consecutive leave period, submit only Leave Request form. If weekday is NOT included, please submit the Absence Report form.</p> <p><b>Do not submit both forms when taking leave for consecutive periods</b></p>	



## Remarks on Attendance Management

- \* No compensation will be provided for absences.
- \* Keep total leave days under 10% of the internship's total working days.
- \* **In case of excessive absences**  :
  - RI may be required to cover housing costs to retain accommodation during extended leave.
  - RI may become ineligible for a Certificate of Completion if the leave is deemed inappropriate.



The image shows a sample 'Offer Letter' from OIST (Okinawa Institute of Science and Technology Graduate University). The letter is addressed to a student and outlines the terms and conditions of an internship. A red arrow points from the text 'In case of excessive absences' to the 'Working Days' section of the letter, which specifies the schedule and excludes holidays.

**OIST**  
Offer Letter

Dear (Student Name),

This letter is to inform you of an offer of internship with Okinawa Institute of Science and Technology Graduate University. The Special Student Policies "2 Research Interns" is applied to this internship program.

Below shows the major points of terms and conditions.

1. Title: Research Intern
2. Research Unit: XXXX (Official name) Unit
3. Supervising Professor: XXXX (Full name)
4. Period of Internship excluding travel days: (Fill out the same period as the Kessai request)
5. Research Site: Onna-son, Okinawa, Japan
6. Allowances/Expenses\*:
  - (1) Per Diem: 2,400 yen per working day (non-taxable)
  - (2) Travel Expenses: One direct round-trip ticket will be provided.
  - (3) Overnight Accommodation: (Furnished) On or Off Campus accommodation will be provided.
7. Working Days: Mon Tue Wed Thu Fri (excluding holidays)  
Working Hours: 9:00-17:30 (12:00-13:00 Lunch Break)

\*In the case the Research Intern does not require relocation to Okinawa, (1) Research Internship Allowance paid alternatively, (2) Travel Expenses and (3) Overnight Accommodation will not be provided. Instead, Car Allowance or public transportation fee can be provided. Other services from OIST will be provided in accordance with the Rules and Procedures (RIP) Chapter 29, the Travel Expense Handbook and other related rules for guest travel.

Please confirm your acceptance of this offer by signing and returning the copy of this Offer Letter.

Yours sincerely,





# Certificates Request

**\* Issuance of certificates may take up to 3 business days \***

Submit the [Request Form](#) in advance

## 1) Certificate of Registration

Can be issued within 3 business days after submission of the request form.

## 2) Certificate of Completion

Process & Mandatory Conditions for receiving a Certificate of Completion:





## Extension/Withdrawal Request

\* Applicable persons only \*

**\* Start all these 3 steps 2 months before the RI end date \***

- ① Talk to your supervisor (=Faculty) earlier when you need to change your research plan(s) and study term.
- ② Let the Research Unit Administrator (RUA) know about your proposed change(s) as soon as possible.
- ③ Submit the request form:

>>[Extension Application Form](#) >>[Termination/Withdrawal Request](#)



# Departure

- Preparation for departure



# Preparation for Your Departure

## Cultural Activity Visa

## Short Stay Visa

Pick up documents at GS Counter



Visit Onna Village Office



Close Bank Account  
\*If applicable



Terminate SIM Card  
\* If applicable



Pick up Certificate  
\* If applicable



Return ID Card





# Useful Information

- Drive in Japan
- Transportation around OIST
- Other Service Windows
- How to Get Involved at OIST
- GS Counter





# Drive in Japan

## ① Driver's License

### \*Important\*

We Strongly advise against converting foreign licenses, for those who will stay in Japan less than a year. OIST does not provide support for conversion.

**How to drive in Japan:** If you have valid international driver's license , please find information with Resource Center:

\*Car related information: [Resource Center](#)

\*Contact & Consultation: [resourcecenter@oist.jp](mailto:resourcecenter@oist.jp)

## ② Buying a Car : Not Recommended

- Initial Registration
- Voluntary Insurance
- Tax
- Inspection
- Handing over or scrapping, etc.





# Transportation around OIST



## ◆ OIST Shuttle Bus : Free with your OIST ID card

<https://groups.oist.jp/bfm/shuttle-bus>

## ◆ OIST Rental Car : Charged \*Only for International License holders\*

<https://groups.oist.jp/bfm/rental-car-service>

✕ Before you drive, please check your drive eligibility in Japan.

### University Parking :

BFM Service Catalog (for requesting Parking Tag)

[https://services.oist.jp/bfm?id=sc\\_cat\\_item&sys\\_id=1bf08bb5dba96110ceb79082f396199a](https://services.oist.jp/bfm?id=sc_cat_item&sys_id=1bf08bb5dba96110ceb79082f396199a)

## ◆ Local Bus: Charged

<http://okinawabus.com/en/rb/>

Bus# 120 (Around Okinawa on Route 58: from airport to Nago)

Bus# 111 & 117 (Highway Bus: Ishikawa IC – Naha Airport)

- Bus Navi Okinawa (Bus route finder)

<https://www.busnavi-okinawa.com/top/Transit>

- How to ride on a local bus

[http://okinawabus.com/en/rb/rb\\_userguide/rb\\_ridemethod/](http://okinawabus.com/en/rb/rb_userguide/rb_ridemethod/)

## ◆ Taxi services <https://www.oist.jp/access-taxi>



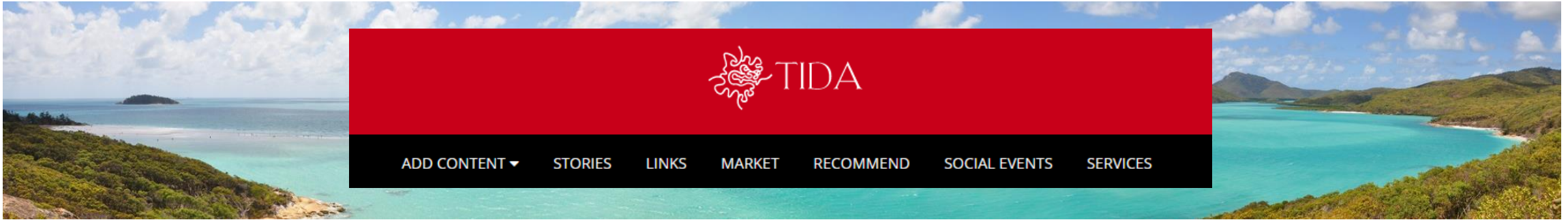
# Other Service Windows in OIST

- ◆ **Housing Management Section**: Takes care of housing maintenance.
- ◆ **OIST Resource Center**: Daily life support to all staff and students and their family members.
- ◆ **Health Center**: Health consultation, Appointment arrangement with external clinic/hospital, Hygiene Measures, etc.
- ◆ **Ganjuu Wellbeing Services**: Offer consultation, advice and intervention in relation to range of problems that may impact on wellbeing within and outside of the workplace.
- ◆ **Diversity, Equity and Inclusion (DEI) Team**: Provide supports for OIST to create a fair, supportive and welcoming culture.  
✉: [dei@oist.jp](mailto:dei@oist.jp) (or directly to [mario.reddy@oist.jp](mailto:mario.reddy@oist.jp) and [kristin.macapagal@oist.jp](mailto:kristin.macapagal@oist.jp))
- ◆ **IT Support**: How to set up devices, Internet Network, Printer, Software, etc.
- ◆ **Library**: Access to online journals and e-books. 24-hour Library Access can be requested

**We have regular/ad-hoc meetings with these groups to share information or updates to improve our services😊**



# How to Get Involved at OIST



- ◆ TIDA: <https://tida.oist.jp/>
- ◆ University Community Services: <https://groups.oist.jp/csd>
- ◆ Recreation Services: <https://www.oist.jp/recreation>
- ◆ Language Education Section: <https://groups.oist.jp/csd/language-section>

# GS Student Counter

GS Counter is a place to go when you have questions/concerns or just don't know who to reach out for what.

YUI Supporters or Graduate School staffs are there and guide you where to ask or provide support accordingly 😊👍

GS counter is in  
**Lab 3, Level B**  
(B742)

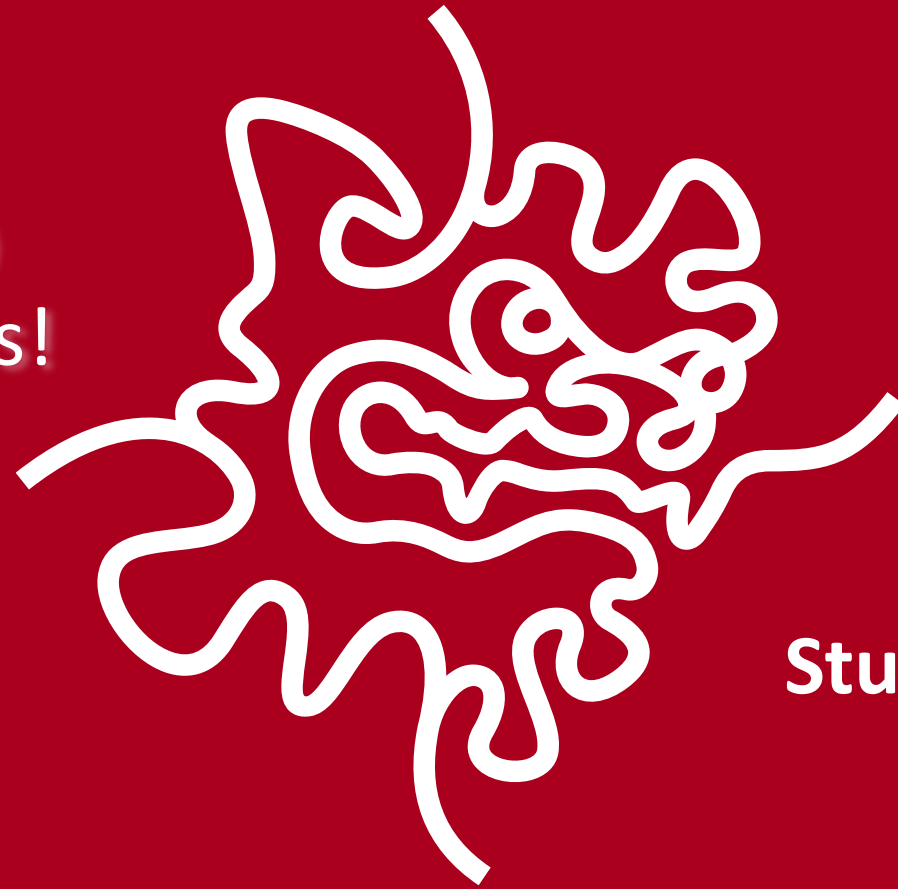


**Come to talk to us if you have any concerns/troubles before things get “last-minute”!**



# Enjoy Your Stay at OIST!

Any questions,  
concerns or chats (♪)  
feel free to contact us!



**Student Affairs Section**

## Thank you!

# PhD Admissions & Outreach Opportunities

Admissions and Recruitment Section



# Welcome to OIST!

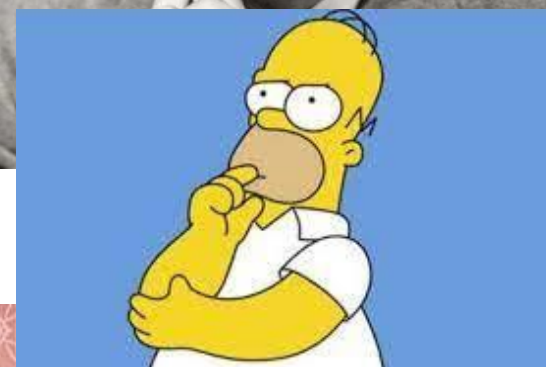






# PhD??

dreamstime



alamy

Image ID: 66489  
www.alamy.com



# PhD Application Deadline

For the Class of 2026

**November 15, 2025**

For the Class of 2026

**March 31, 2026**







# Application Documents and Criteria

- ☐ Statement of Purpose  
(don't use ChatGPT!)
- ☐ Official transcript
- ☐ 2-5 Recommendation letters  
from your home university, research collaborations or workplace
- ☐ CV  
free format
- ☒ IELTS or TOEFL score
- ☐ ! Lab rotation equivalency

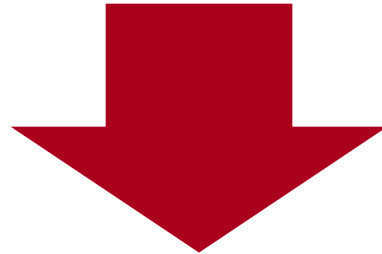


## 3 Enrollment Terms a Year

May 1st: Early enrollment

September 1st: Regular enrollment

January 1st: Late enrollment



Complete Academic Batch



# Science Education Outreach







[science.outreach@oist.jp](mailto:science.outreach@oist.jp)



# Welcome to OIST!

OKINAWA INSTITUTE OF SCIENCE AND TECHNOLOGY GRADUATE UNIVERSITY

BOARDING PASS

From:

**BSC/MSC**

To:

**PHD**



Passenger

Flight  
OKA058

Gate  
1919

Seat  
3L

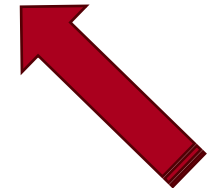
Date  
01 NOV 2011



[f](#) [in](#) [@](#) [X](#) @OISTedu

 FULLY-FUNDED PHD AND RESEARCH INTERNSHIP

 [admissions@oist.jp](mailto:admissions@oist.jp)





**Thank you!**