



9/11/2026

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. PhD Admissions & Outreach Opportunities
7. Research Intern Housing
8. Safety Orientation

Compliance with Japanese Laws

What you need to know



1. Japanese Law

- Drug Restrictions in Japan
- Driving in Japan
- Restrictions on carrying Weapons



Restricted Drugs in Japan

- 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	
Cannabis	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
Stimulants (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 JPY10,000,000

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

General Counsel Office

Driving Under the Influence

DO NOT DRINK AND DRIVE ANY VEHICLE!
A bicycle is regarded to be same as a car!

Driver's Alcohol Level	Party		Penalty (License)	Penalty (Criminal)
Driving Under Influence (DUI) 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		
Driving While Intoxicated (DWI) 0.5mg or more / 1 Lt breath	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 break down **2**
only 2 Units of alcohol



8 hours sleep
Alcohol breaks
down little by little.

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 up to JPY 50,000 ⇒ **Prison time of up to 6 months, or Fines in the amount of up to JPY 100,000** – Higher penalty
- License Penalty Points 1 point ⇒ **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 up to three months or Fine in the amount of up to JPY 50,000 ⇒ **Prison time of up to one year or Fines in the amount of up to JPY 300,000** – Higher penalty
- License Penalty Points 2 points ⇒ **6 points – Immediate suspension**



General Counsel Office

Bicycle Rules in Japan

Traffic violations by cyclists are subject to penalties and fines. In such cases, a “blue ticket” (a minor traffic violation ticket) will be issued. Please note that fines may be imposed for actions such as **using (or holding) a mobile phone while riding**, as well as **ignoring traffic signals**.

For more details, please refer the link below.

https://www.npa.go.jp/bureau/traffic/bicycle/portal/pdf/r7_leaflet_aoki_ppu_en.pdf



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

Passing Bicycles Safely

- There is also a **new rule that requires drivers** to slow down and pass safely if they cannot keep enough distance when passing a bicycle on the right.
- New Traffic Rules (from April 1)
 1. For drivers (cars)

When passing a bicycle:

 - ✓ Keep enough distance (about 1.5 meters if possible)
 - ✓ If not possible, slow down (be ready to stop anytime)
 - ✗ Do NOT pass too close or too fast
 - 👉 If you break this rule:
 - Up to 3 months in jail OR a fine up to 50,000 yen
 - 2 penalty points on your license
 - Around 7,000 yen fine (for regular cars)
 2. For cyclists (bicycles)

When a car is passing you:

 - ✓ Stay as far left as possible
 - ✗ Do NOT ride in the middle of the road
 - 👉 There are penalties for this too.
 - 💡 Key point
 - 👉 Both sides must create space for safety
 - Cars: keep distance or slow down
 - Bicycles: move to the left
 - ⚠ Note

Some electric scooters are included in this rule.



JFA Mate: https://jafmate.jp/car/sp_20260327_1198851.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 proper authorization is prohibited.



General Counsel Office



Reporting Incidents Involving OIST

1. If you have been the victim of, or have witnessed, a crime involving OIST or an individual associated with OIST, please contact the General Counsel and Secretary General.
 2. If you are approached by the police or a court regarding a matter involving OIST or an individual associated with OIST, please refer them to Associate Vice President. Please refrain from responding independently.
- General Counsel's Office: keiko.gosin@oist.jp
 - Secretary General: masayuki.shibata@oist.jp
 - Associate Vice President in the SG Office: yosuke.kobayashi@oist.jp

Source: OIST External Legal Advisor

Legal Consultations and Hotlines

Ombuds Office

Ms. Zohar Granot Mayer

zohar.granotmayer@oist.jp

Whistleblower Report Hotline

Momo-o, Matsuo & Namba
Whistleblower Report Hotline

03-5210-5005

E-mail: oisthotline★mmn-law.gr.jp

*Please change ★ to @ when you send e-mail.

General Counsel Office

OIST Business Legal Issues

Tamura General Counsel

■ OIST Policy/Affairs

- Conflict /Disputes issues
- Risk Management

■ Contracts and Other Legal Consultation

Gosin Paralegal/Executive Assistant keiko.gosin@oist.jp

■ MTA, NDA

■ Consultation, Kessai, and other administrative matters

General Counsel Office

Respectful Workplace and Anti-Harassment (RWAH) Hotline

Vicki Beyer, Esq.

098-966-1538

oistmediators@yahoo.co.jp

Private Matters

OIST External Legal Advisor
Mr. Keisuke Ishii

Personal issues: marriage, divorce, child custody, private lease, purchase agreement, automobile accident, etc.

OIST Rules and Policies

Graduate School Policies



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

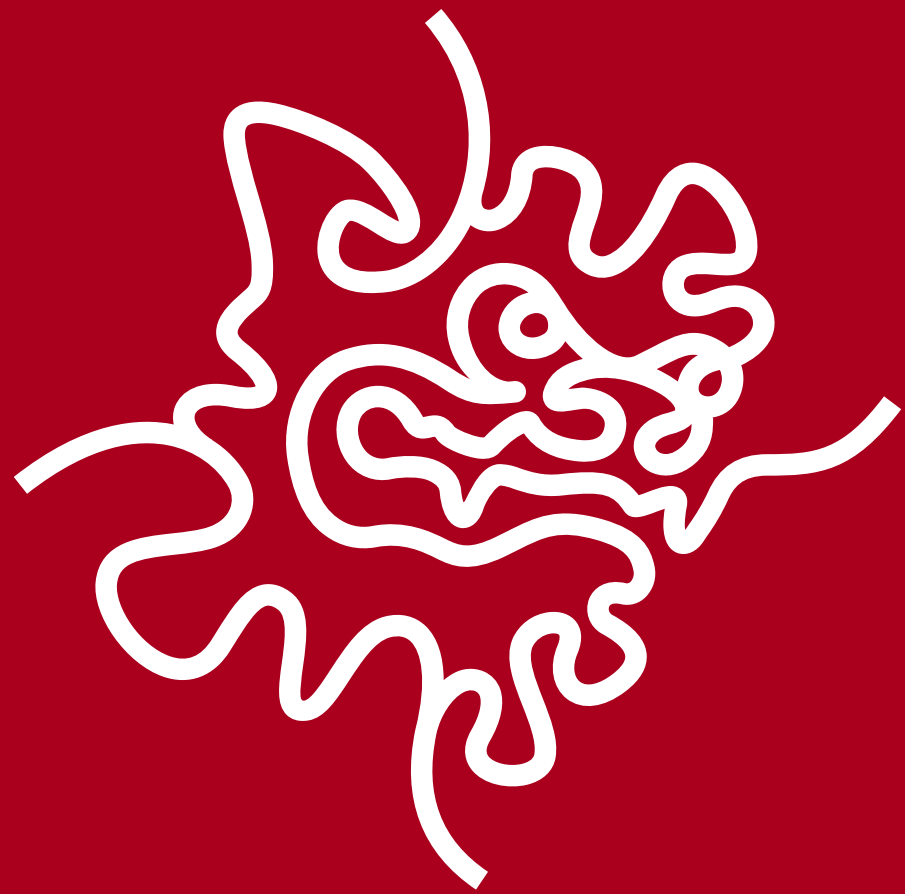


Mandatory Training

- GCO: Japanese Law (FY2026)
- OHS: Basics of Health and Safety (FY2026)
- BFM: Fire Safety Training
- BFM: Prepare for Earthquake, Tsunami, and Typhoons

Complete by September 18!!

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



Thank you!



9/11/2026

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 research activities 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 Pro)”
- 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 guidance/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 confirm clearance from the responsible party first.
 - ▶ In many cases, you will be learning new skills and techniques or using unfamiliar equipment. Follow the necessary protocols 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 class 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) *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

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:

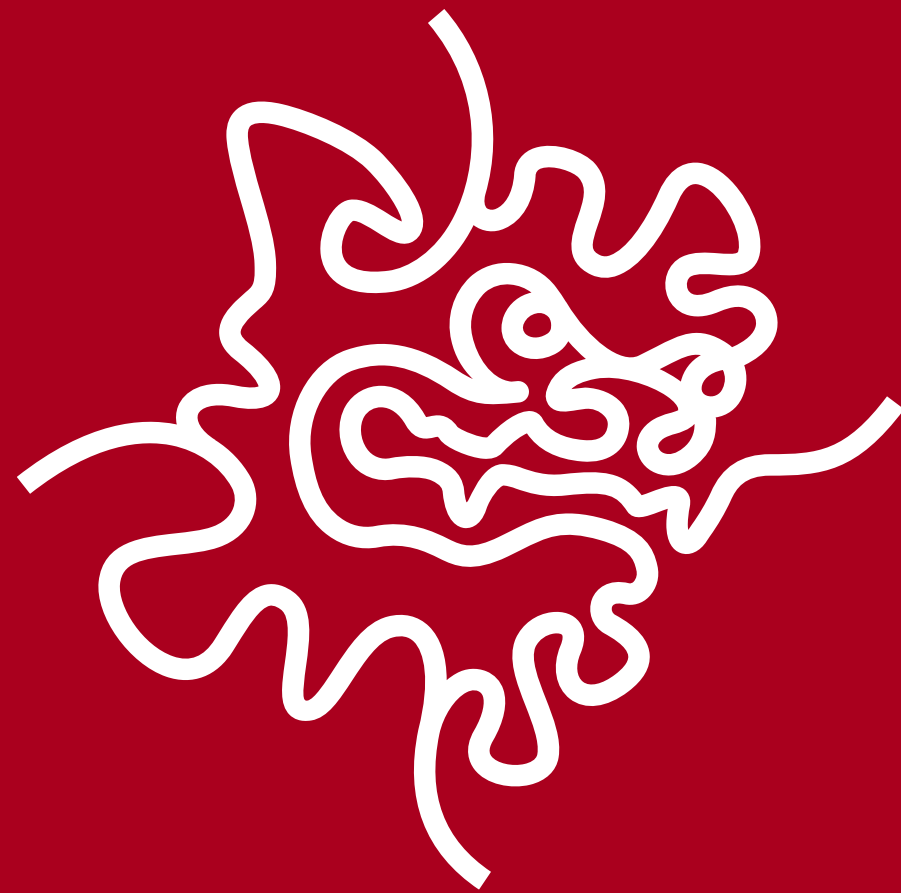
https://services.oist.jp/gsplus?id=gsplus_service_catalog_homepage

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



Handling Issues During Your Internship

For any academic-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

- Student information management
- Certificates Issuance
- Leave record

Student Relocation Support Team 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

- 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

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

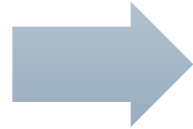




Table of Contents

Arrival

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



During your stay

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



Departure

- Preparation for departure

**Other Useful Information
will follow 😊**



Arrival

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



Photo Taking

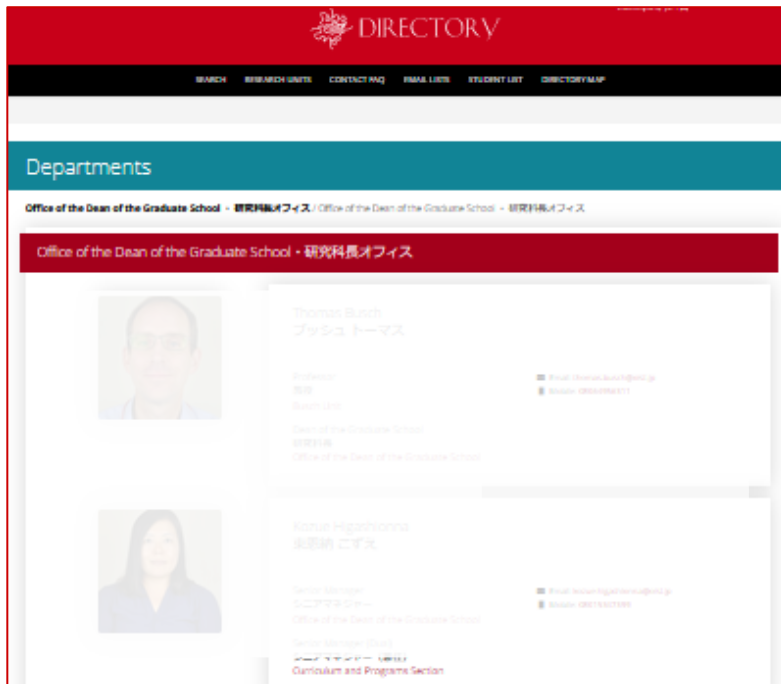
- **Your photo will:**

- Appear in the **TIDA** Directory, **Outlook**, Student **Database**
- Required for **Library** access

- **Photo Booth Location:**

- **UCS Office** (A201c, Center Building)

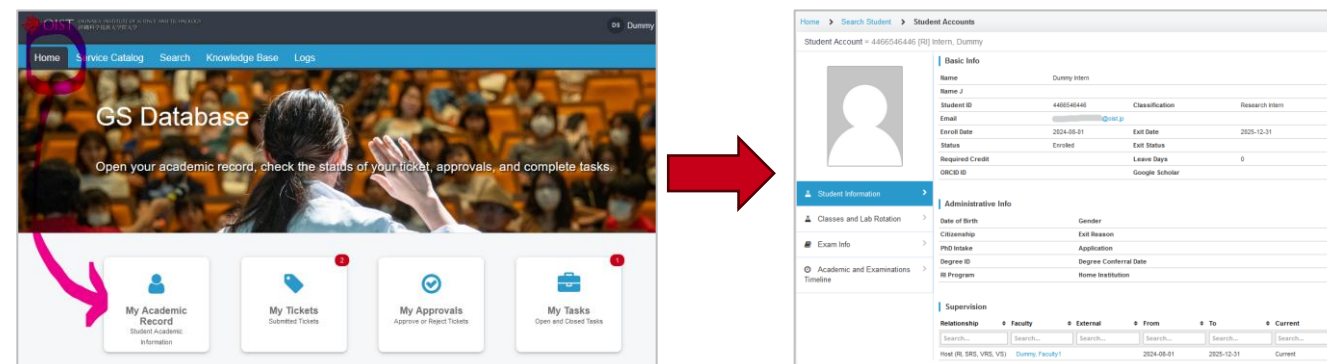
Don't forget your OIST ID and password!



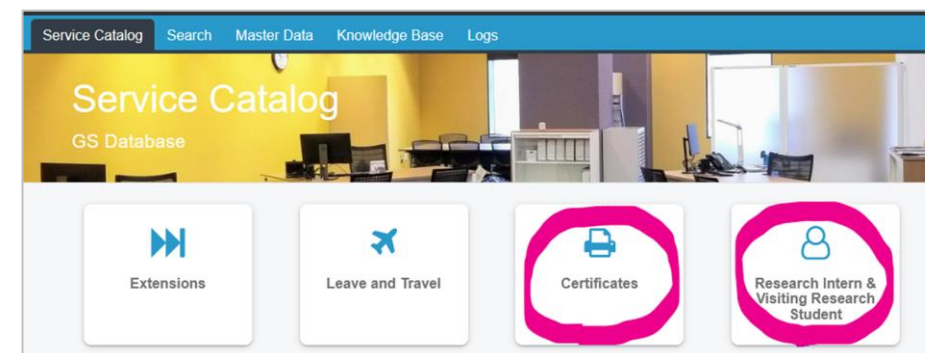


GS Database

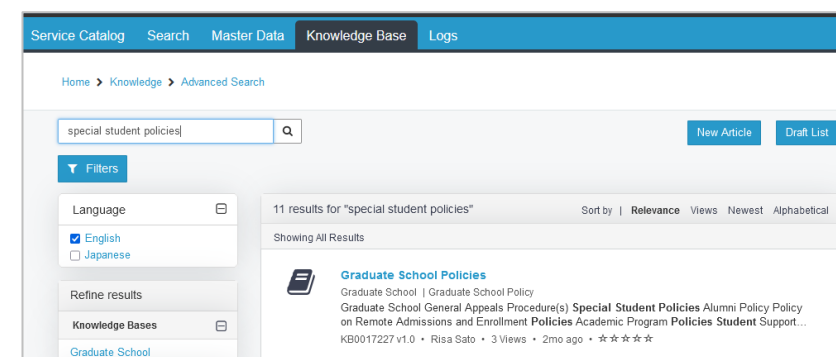
- Find **“My Academic Record”** under the [HOME] tab to check your basic information:



- 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. Residence card is valid only after address is printed

It becomes valid after resident registration and address printed.

Bring your residence card and complete resident registration at the Onna Village Office.

Deadline: Within **14 days of entry**

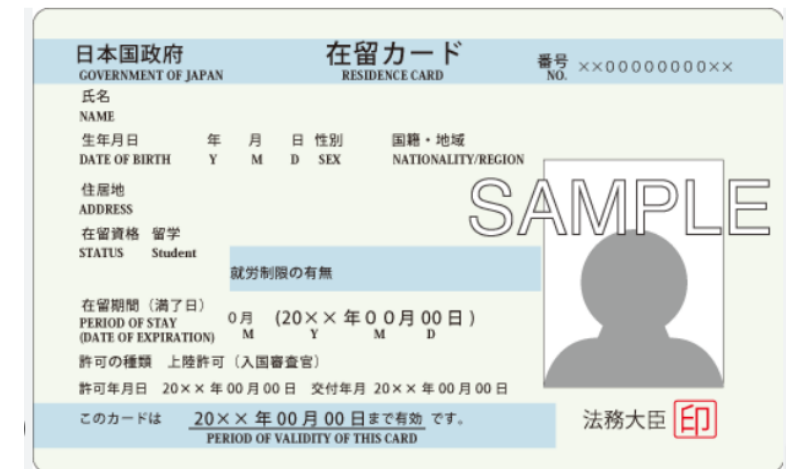
2. Share the updated card with visa sponsor

Share the updated card with the visa sponsor

Host unit RUA

OR

Relocation Team
Graduate School Counter
Lab3, Level B





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 (Gakkenbai) 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.

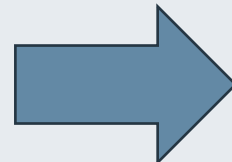
Registration

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

OIST HELPLINE

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

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



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:

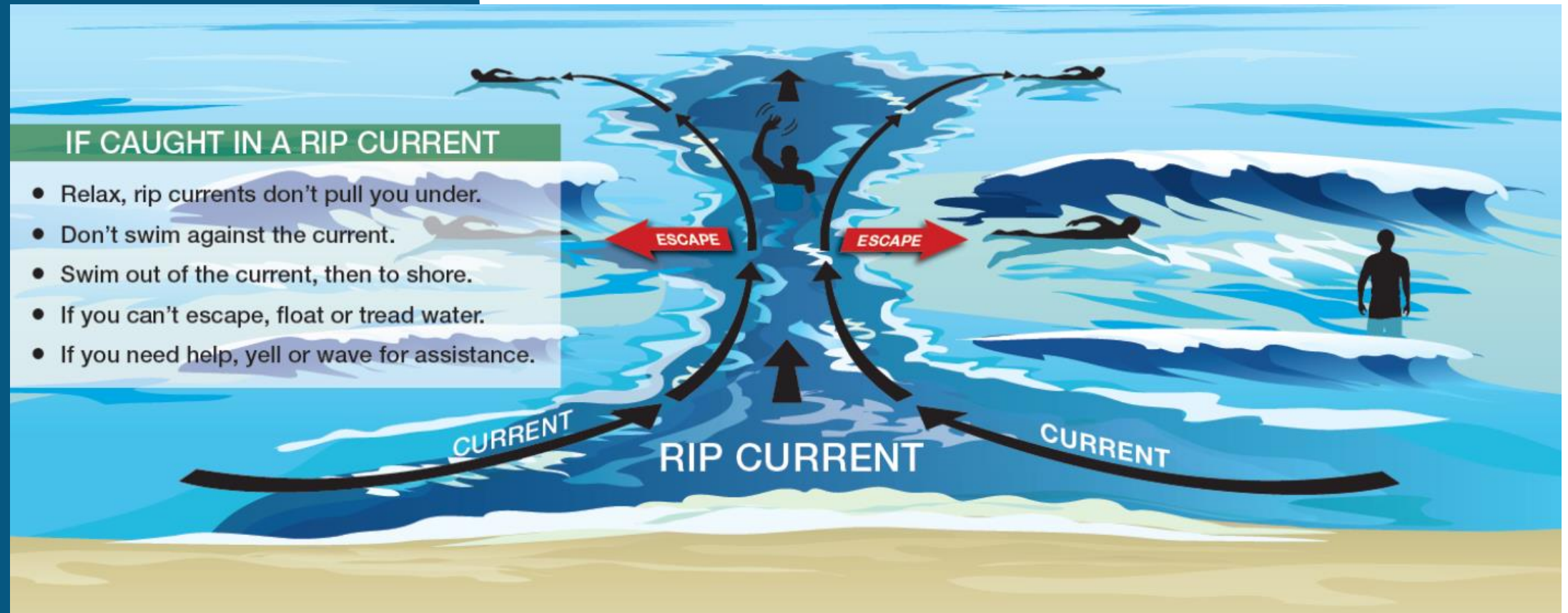
<https://groups.oist.jp/health/health-information>

- 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



During Stay

Research Internship Allowance

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

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

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

Payment day: 4th 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.





During Stay

Attendance Record

Purpose:

Submission of the "**Attendance Record**" is required to provide evidence of your attendance. Submit "Leave Request and Whereabouts" for your absence as well.

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

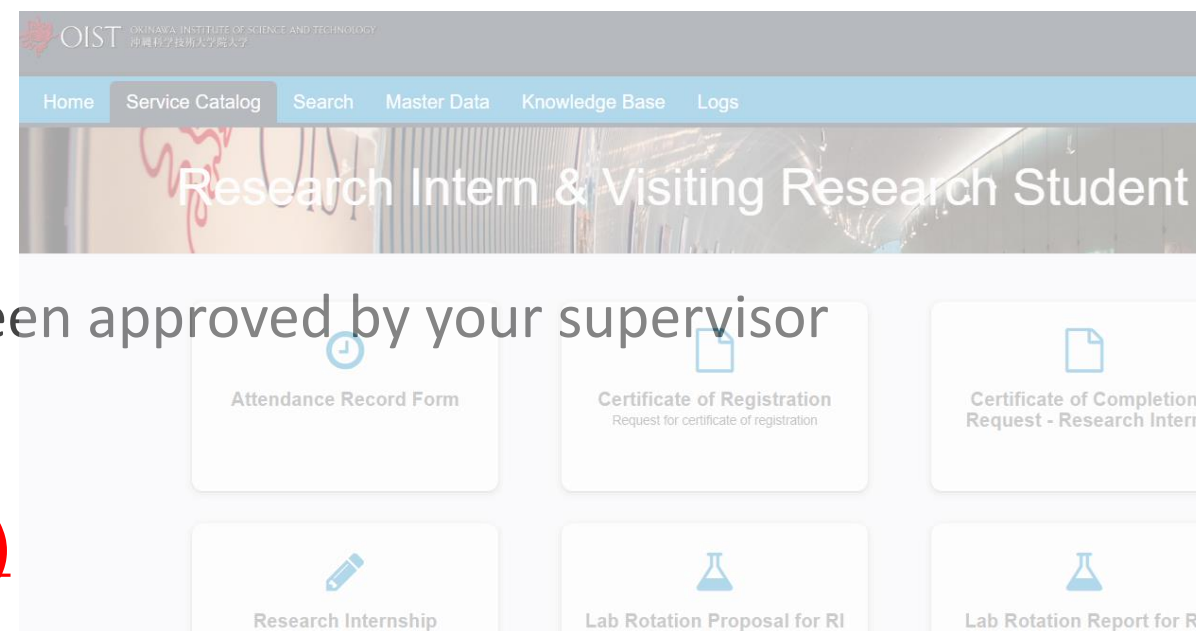
Submission:

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

***Early submission will not be accepted.**

Please Note:

The delay of your submission causes a payment delay.





Leave Request & Whereabouts

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

!! VERY IMPORTANT !!

Submitting the Leave Request and Whereabouts form is a very important procedure.

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



Leave Request & Whereabouts

During Stay

Special Student Policy: 2.7 Leave

...must be approved by the supervisor and Research Interns must submit a leave notice through the website. Leave should not in any way hinder research activities....

Please submit your Leave Request and Whereabouts form;

1. When you need to take leave **on weekdays** for any reason (e.g., personal travel, illness, family emergency, etc.)
2. When you **travel away from Okinawa Main Island on weekends and/or the public holidays**

The Graduate School must know your whereabouts for emergency response and risk management.

*** Make sure the dates match your Attendance Record ***



Leave Request & Whereabouts

During Stay

*** Submit the Request Form in advance ***

Home

Service Catalog

Search

Master Data

Knowledge Base

Logs

Research Intern & Visiting Research Student

Attendance Record Form

Certificate of Registration
Request for certificate of registration

Lab Rotation Proposal for RI
for Lab Rotation Equivalency Program

Lab Rotation Report for RI
for Lab Rotation Equivalency Program

Leave Request and Whereabouts

Undo Changes

Save changes

prev

next

May 2026

today

prev

next

① Select the day(s) on the calendar

③ Click "Save changes"

② Enter details and click "Save"

④ Click

Submit

 to submit.

Event Details

Start Date *
2026 / 05 / 02

End Date *
2026 / 05 / 09

Type *
Private

Detailed destination (Prefecture/State/Region/City) *
Kyoto

Country *
Japan

Save Delete Cancel



Remarks on Attendance Management

- * No compensation will be provided for absences.
- * Business travel is permitted only when requested and funded by the unit.
- * 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 Name' and outlines the terms and conditions of an internship. A red arrow points to the 'Working Days' section, which specifies 'Mon Tue Wed Thu Fri (excluding holidays)' and 'Working Hours: 9:00-17:30 (12:00-13:00 Lunch Break)'. The letter also mentions that the Research Internship Allowance will be provided, and that the Research Intern will be required to cover housing costs during extended leave.

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.

*In the case the Research Intern does not require relocation to the 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 the University will be provided in accordance with the Rules and Procedures (PRP) Chapter 29, the Travel Expense Handbook and other related rules for guest travel.

7. Working Days: Mon Tue Wed Thu Fri (excluding holidays)
Working Hours: 9:00-17:30 (12:00-13:00 Lunch Break)

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



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	✓	✓

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Useful Information

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



Drive in Japan

Useful Info.

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

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/bfmisp?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/

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

Useful Info.



Other Service Windows in OIST

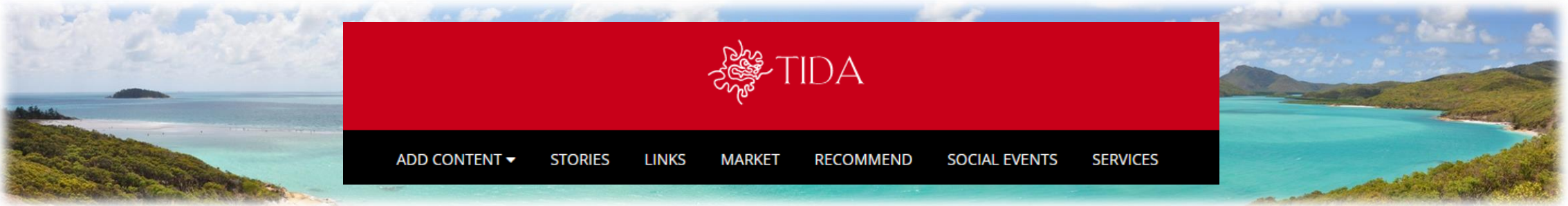
Useful Info.

- ◆ **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 (or directly to mario.reddy@oist.jp and 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

Useful Info.

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 😊👍

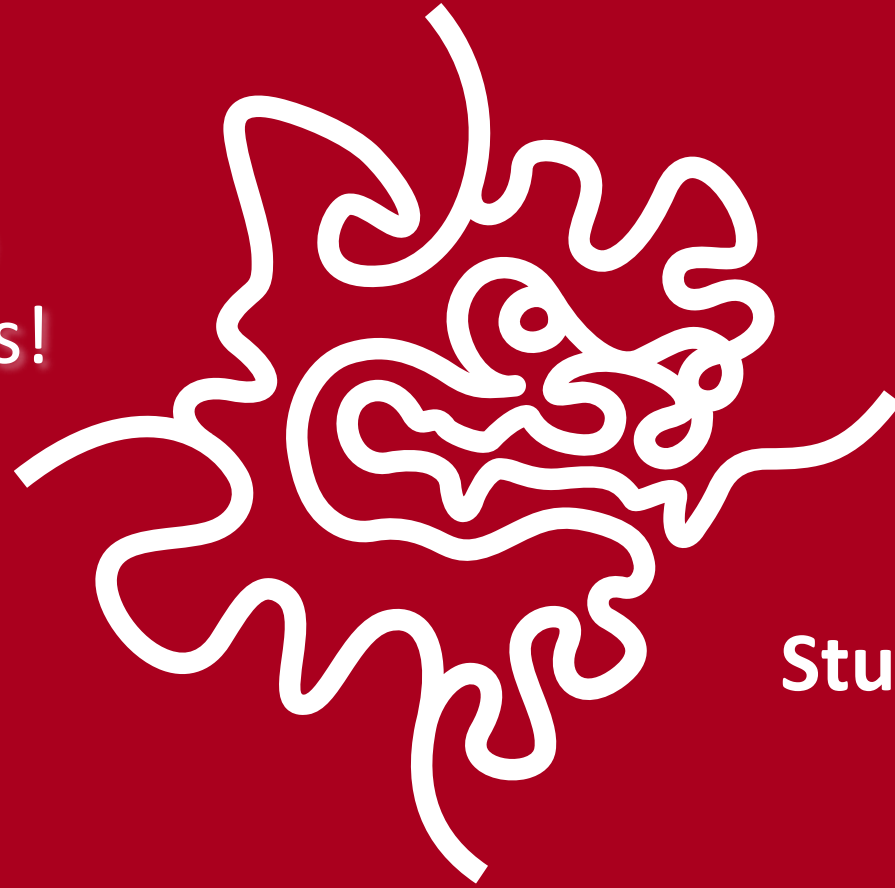
GS counter is in
Lab 3, Level B
(B742)



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



PhD?





PhD Application Deadline

For the Class of 2027

November 15, 2026

Application Fee: 5,000 JPY





Application Documents and Criteria

- ☐ Statement of Purpose & why OIST
(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

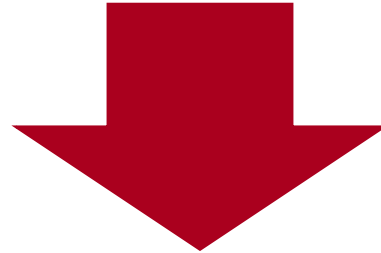


3 Enrollment Terms a Year

May 1st: Early enrollment

September 1st: Regular enrollment

January 1st: Late enrollment



Complete Academic Batch



Science Education Outreach





science.outreach@oist.jp

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

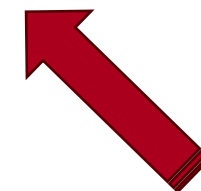
Date
01 NOV 2011

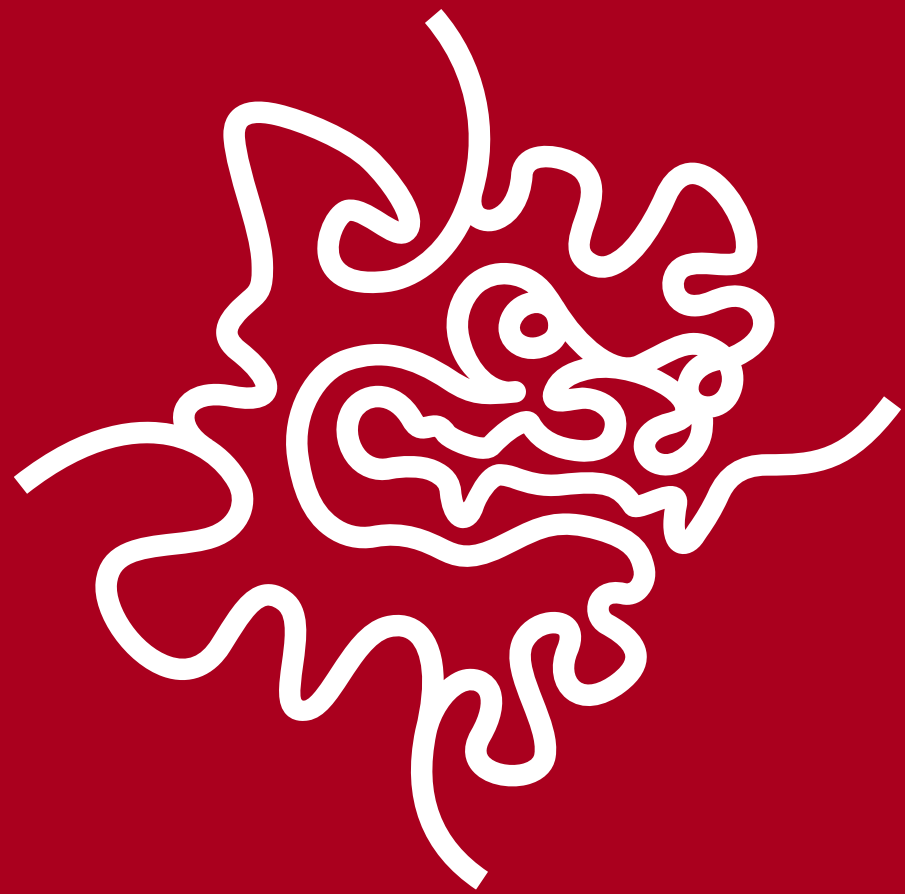


[f](#) [in](#) [@](#) [X](#) @OISTedu

 FULLY-FUNDED PHD AND RESEARCH INTERNSHIP

 admissions@oist.jp





Thank you!