

1. 渡 日 前

外国人研究者《主に秋田大学外国人研究員、秋田大学外国人客員研究員、日本学術振興会国際交流事業招へい研究者（日本学術振興会特別研究員を除く）》が3ヶ月を超える長期間、日本に滞在し秋田大学に勤務する場合、外国人として必要となる日本入国あるいは在留に係る諸手続について説明します。その他の研究員については学術研究課または所属部局総務担当にお問い合わせ願います。

※招聘関係者へ

□学内規程の適用と旅費・給与・謝金・研究費払い等の確認

学内のこういった規程に基づいて招へいすることになるのか、また、旅費・給与・謝金・研究費の支払いについても所属部局総務担当にご相談願います（給与・旅費等の支払いについては最低でも採用日より1ヶ月以上前には問い合わせいただかないと間に合わない場合があります）。

○秋田大学外国人研究員・・・本学が招へいし、常勤の研究員として雇用するため雇用契約を取り交わす必要がありますので、所属部局総務担当から人事課人事担当へ必要書類を提出願います（本学から給与支給を受けるため、他の機関からの給与は受け取れません）。

○秋田大学外国人客員研究員・・・「研究員」と名乗ることができ、学内での研究活動を許可されますが、秋田大学からの給与支給はありません（日本学術振興会の「外国人特別研究員」に採用された場合など）。

□安全保障輸出管理事前チェックシートの提出について

受入担当教員から所属部局の総務担当を通じて国際課国際企画担当へ提出願います。

□宿舎の手配について

秋田大学には外国人研究者のための宿泊施設「国際交流会館」があります。受入教員は国際課留学生交流・支援担当へ空き状態を確認後、申込の手続きをすることができます。ただし、数に限りがあり、滞在は1年が限度となります。

詳しくは[入国～滞在中](#)「2-5 住まい」(P. 10)を参照してください。

□持ち物について特記事項

印鑑：各種手続きで必要ですので、事前に用意しておくとう便利です。

寝具：購入時期や搬入方法を確認しておくことをお勧めします。

1-1 入国・在留の手続き

①査証の取得

外国人が日本に入国しようとするためには、予め入国目的や在留中の活動内容・滞在期間に合致した在留資格の査証（ビザ）を自国の日本大使館（領事館）で受けなければなりません。

なお、長期に滞在するための査証を申請する外国人研究者は、次の点に注意してください。査証は、日本公館に申請してから取得するまで2～3ヶ月、あるいはそれ以上の時間がかかることがあります。外国人研究者はこの点を考慮して、十分な時間的余裕を持って申請してください。また、予め各日本公館に手続き方法を確認してください。

また、場合によっては（短期滞在査証を除き）、日本の法務省入国管理局で発行する「在留資格認定証明書」が必要となります。あらかじめ「在留資格認定証明書」を取得した上で査証申請する場合には、取得しないで申請した場合と比較して、短期間に査証を取得できます。同証明書は日本にいる関係者（一般的には受入機関の研究者）が本人に代わって入国管理局で申請することができます。

1. Before Coming to Japan

This section explains the immigration and foreign resident registration procedures, which must be followed by all foreign researchers, mainly, Foreign Researchers, Visiting Foreign Researchers, and overseas researchers who have been awarded the Invitation Fellowship Program for Research in Japan sponsored by the Japan Society for the Promotion of Science (JSPS). Information in this handbook does not apply to those who have come under the JSPS's Postdoctoral Fellowship for Foreign Researchers. Eligible researchers will generally stay in Japan for a period of time exceeding three months in order to work and conduct academic research at Akita University. If you are a foreign researcher who does not fall into the above categories, please contact the Academic Research Division or other personnel in charge of administrative affairs in your Faculty.

*For those current Faculty & Staff who are inviting foreign researchers:

□ Confirm that you are following university regulations concerning foreign researchers, which include paying for travel & research expenses, salaries, other applicable financial rewards, etc.

Contact the personnel in charge of general administrative affairs in your Faculty. Inform them how you are going to invite foreign researchers in accordance with the university regulations and how travel expenses, salaries, rewards, research expenses will be paid for. Please note that researchers may fail to be reimbursed for their expenses if the relevant personnel in charge is not notified at least a month before the researchers are due to be hired.

○ Foreign Researchers

In order to be invited and hired as full time researchers, the current faculty/staff sponsoring the researcher is responsible for passing along the employment agreement between the researcher and the university. Thus, the sponsoring faculty/staff must submit the required documents to the Human Resources Division via the respective general administrative affairs personnel in your Faculty. Researchers being paid a salary from Akita University *must not* be receiving any form of salary from their home institutions.

○ Visiting Foreign Researchers

They can identify themselves as official university affiliated "Researchers" and are allowed to conduct academic research activities in Akita University. However, they receive no salary payments from Akita University (e.g., overseas researchers who have been hired under the "Postdoctoral Fellowship for Foreign Researchers" by JSPS)

□ Submitting preliminary check sheets for Japanese Security Export Control

The sponsoring faculty/staff has to submit the check sheets to the International Affairs Division via personnel in charge of general administrative affairs in his/her Faculty.

□ Arranging accommodation

For foreign researchers the university has an accommodation named the "International House". The sponsoring faculty/staff must first confirm that rooms are available before they apply for an apartment with the International Affairs Division's International Student Support Section on behalf of the researcher. Due to the limited number of available rooms, rooms are available for up to one year, in principle. For more details, please refer to "2-5 Accommodation in Japan" in the section of [Requirements for Entering & Staying in Japan](#) (page 10).

□ Necessary Items

Inkan stamp: Please inform the new researchers that these are often required for official documents.

Bedding: If the new researcher plans to purchase bedding, please advise them how and where to do so.

1-1 Procedures for Entering Japan

① Obtaining a visa

To enter Japan, it is necessary for foreigners to obtain a visa in advance. This will ensure their proper residence status, based on their research activities and determine their length of stay. This must be done at a Japanese Embassy (or consulate) in their home country.

For foreign researchers who plan to stay in Japan long term, **it may take two to three months or even longer** to process a visa application after they have submitted their application. You should therefore check with the embassy or consulate about the application procedures and submit your application well in advance of your intended departure date.

In addition, (if you are not a tourist-visa holder), you may be required to obtain a Certificate of Eligibility issued by the Ministry of Justice, Immigration Bureau of Japan. With a "Certificate of Eligibility" in advance, your application for a visa will be processed faster. Your proxy in Japan (generally, a member of the faculty/staff in your host institute) can also apply for this certificate at the Immigration Bureau of Japan on your behalf.

②在留資格

秋田大学で研究活動を行う外国人研究者は、通常「教授」・「研究」「文化活動」・「短期滞在」のうち、いずれかの在留資格で渡日、在留することになります。

在留資格	本邦において行うことができる活動	在留期間
教授	秋田大学もしくはこれに準ずる教育 研究機関・財団において研究、研究の指導又は 教育をする活動	3年又は 1年
研究	秋田大学等の公的、あるいは私的な機関との契約に 基づいて研究を行う業務に従事する活動 (「教授」の在留資格に相当する活動を除く)	3年又は 1年
文化活動	報酬を伴わない学術上若しくは芸術上の活動 で滞在の経費が日本国内外の団体、機関もしくは 申請者の私費で支払われる場合	1年又は 6ヶ月
短期滞在	国際シンポジウムに出席するなどの目的で 渡日する場合 ※短期滞在査証には在留資格認定証明書の 交付申請制度はありません。	90日以内

詳しくは自国の日本大使館（領事館）にお問い合わせしてください。

1-2 保険

医療機関にかかる際、保険に加入していないと、高額な費用を支払うこととなります。自国で保険に加入している方はその保険会社に予め確認し、その保険が日本滞在中の疾病・障害の医療費用に適用されない場合は、渡日前に海外旅行保険に加入することをおすすめします。

なお、日本には雇用先を通じて加入する健康保険とその他の人が加入する国民健康保険があります。詳しくは滞在中「2-1 法律上の手続き③医療保険の制度」(P.5)を参照してください。

1-3 日本への持込禁止・制限物品

銃器、麻薬等のほか、知的財産権を侵害する物品等、法律により日本への持込が禁止、または規制されているものがあります。違反した場合は、法令により厳しく罰せられますので、絶対に違反しないようにしてください。

持込禁止・物品制限の詳細は下記税関のウェブサイトを確認してください。

◆税関

<http://www.customs.go.jp/zeikan/pamphlet/index.htm>

② Residence Status

Most of the foreign researchers, who conduct academic research activities at Akita University, are assigned one of the following four resident statuses: “professor,” “researcher,” “cultural activities,” or “temporary visitor.”

Residence Status	Authorized Work while in Japan	Period of Stay
Professor	Research, research guidance, or other educational activities at Akita University or affiliated educational research institutes/foundations in Japan.	1 year or 3 years
Researcher	Research activities performed under a contract with public or private institutions in association with Akita University, etc. (excluding activities described under the status of “Professor”).	1 year or 3 years
Cultural Activities	Non-salaried academic or artistic activities; expenses covering your stay in Japan may be paid by organizations inside or outside Japan or by the applicant themselves.	6 months or 1 year
Temporary Visitor	Stay in Japan with the purpose of attending an international symposium, etc. * Tourist visas do not require applying for a Certificate of Eligibility.	Within 90 days of arriving in Japan

For more details, please contact a Japanese Embassy (or consulate) in your home country.

1-2 Insurance

If you are not insured, when you receive medical treatment in Japan, you will have to pay a large amount of money. If you are enrolled in any sort of insurance in your home country, make sure whether your insurance is available for illnesses/injuries during your stay in Japan. If not, we recommend that you purchase traveler's insurance, before you come to Japan.

Also in Japan, there are two types of health insurance. One is health insurance that is provided by your employer. The other is national health insurance.

Researchers with a visa residence status other than “temporary visitor” who must be enrolled in the national health insurance, if you are not insured by the former type of insurance. For more details, please refer to “2-1 Legal Procedures / 3. Enrolling in Health Insurance” in the section of “Requirements for Entering & Staying in Japan” (page 5).

1-3 Prohibited, Controlled and Restricted items in Japan

There are a number of items prohibited and/ or restricted to be brought into Japan; materials violating intellectual property rights, firearms, illegal drugs, etc. If you bring them into Japan, you will be severely punished by law.

For more details on prohibited/restricted items Japan, please visit the following website of the customs office.

◆ Customs office

<http://www.customs.go.jp/zeikan/pamphlet/index.htm>