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# KENSHU-IN GUIDEBOOK

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# 2019

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○ : National Holidays

For a further explanation,

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□ : Substitute Holidays

please refer to Appendix 7.

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# KENSHU-IN GUIDEBOOK

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**JAPAN INTERNATIONAL  
COOPERATION AGENCY  
[JICA]**

(April 2019)



# FOREWORD

It is our great pleasure to welcome you to Japan to participate in the Knowledge Co-Creation Program organized by the Japan International Cooperation Agency (JICA) under the technical cooperation program of the Government of Japan. JICA's Knowledge Co-Creation Program has offered training courses in various development issues to our partner countries based on each partner government's needs and requests. Participants are expected to bring back the knowledge and skills that they obtained through the program so that it will eventually contribute for the social and economic development of their own countries. As a representative of each government, participants are obliged to practice the best of the program during the course and back to their home countries, and we are sure that each participant understands the importance of their role and this opportunity provided by JICA.

This guidebook is designed in order to provide every participant with necessary information to make their stay in Japan as fruitful as possible. We hope you a careful reading it in order to understand your stay in Japan and your responsibilities as a JICA participant. It also explains each step of your itinerary, and by following this guideline, we are confident that you will have all the necessary information for your pleasant journey. Please keep this guidebook with you.

On behalf of JICA, I hope that you will know more about our country and cultivate friendship with our people, as well as with other participants - meanwhile we will also have a great deal to learn from each of you. Through the program, I believe that we will be able to develop mutual learning and understanding among people from all different unique experiences.

We are looking forward to meeting you in Japan.

Director General

Domestic Strategy and Partnership Department

Japan International Cooperation Agency

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# **I. BACKGROUND INFORMATION FOR PARTICIPANTS**

You will be traveling to Japan as a participant of JICA's Knowledge Co-Creation Program. It is important that you read the following information carefully to understand (1) what JICA is, (2) about JICA's Knowledge Co-Creation Program, and (3) your status as a JICA participant.

## **1. What is JICA?**

The Japanese government extends Official Development Assistance (ODA) to developing countries in supporting self-help efforts that will lead to economic and social betterment for the people of those countries.

The Japan International Cooperation Agency, also known as "JICA", is a governmental organization whose main function is to execute Japan's ODA.

## **2. JICA's Knowledge Co-Creation Program**

Japan began its international cooperation in 1954, and "The Training Program in Japan" started in the same year by inviting sixteen participants from other parts of Asia.

Up to 2014, the term "training" had been used for the program, however, to inspire the program with "co-creating" approach of Japan, a new program title "The Knowledge Co-Creation Program" has been used from 2015. The term "co-creating" means the approach of building reciprocal relationships between Japan and the participating countries in which both sides learn from each other and develop together.

The Knowledge Co-Creation Program remains an essential part of Japan's cooperation, and over past 60 years, more than 349,000 people from 198 countries have visited

Japan through the program. Recently, there are approximately 10,000 participants every year, and this covers a whole range of areas such as governance, urban and regional development, health and medicine, education, environment management, peacebuilding and social security, natural resources and energy, disaster management and so on.

The objectives of JICA's Knowledge Co-Creation Program are: (1) to contribute to human resource development to address and solve target issues and challenges in developing countries, and (2) to contribute to the promotion of mutual understanding and friendship. The knowledge and expertise that the participants acquire in Japan strengthen societies and economies, and improve the lives of individuals in our partner countries. Furthermore, former participants with knowledge of and affinity for Japan bridge Japan and partner countries.

JICA's Knowledge Co-Creation Program can be divided into two types: group and region focus approach (Knowledge Co-Creation Program (Group and Region Focus)) and country focus approach (Knowledge Co-Creation Program (Country Focus)). JICA formulates the curriculum of the Knowledge Co-Creation Program (Group and Region Focus) according to the common needs of the developing countries. In principle, each course consists of participants from different countries, and this enables them to share knowledge and experiences among the participants.

JICA conducts more than 400 courses under the Knowledge Co-Creation Program (Group and Region Focus) every year. Depending on the contents, each course consists of lectures, discussions, practices, seminars, research, observation and so forth.

On the other hand, Knowledge Co-Creation Program

(Country Focus) is being formulated to satisfy specific needs based on a request from one to multiple countries.

Most Knowledge Co-Creation Program (Country Focus) is designed and implemented under a master plan of JICA's projects which also includes in many cases JICA experts and volunteers, to enable the counterparts\* of JICA's projects to understand and acquire properly adaptable skills and technology contributing to the projects.

\*Counterpart (C/P): Partner organizations and/or personnel of JICA's project in each country. They are, in most cases, officials or professional/technical staff.

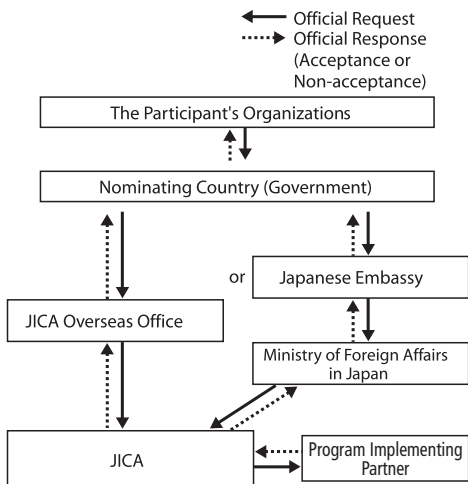
### **3. Status of Participants**

It is important for you to understand your legal status as a JICA participant while in Japan.

First and foremost, please keep in mind that you have been nominated by your government officially. Hence, the Japanese government designates you officially as a "JICA participant," which in Japanese referred to as "JICA kenshu-in" (JICA研修員), and JICA becomes your guarantor by allowing you entering and residing in Japan legally for the duration of the designated course.

## 4. Participants Acceptance Process

Participants' acceptance in JICA's Knowledge Co-Creation Program is informed through diplomatic/official channels. The flowchart below describes the process of application submission and acceptance of the program.



## II. REGULATIONS AND OBLIGATIONS

### 1. Participant : Rules and Regulations

As a JICA participant, you are required

- (1) to strictly observe the course schedule,
- (2) not to change course subjects or extend the course period, and not to change air ticket,
- (3) not to bring any members of your family (participants of long-term program exempted),
- (4) to return to your home country according to the travel schedule designated by JICA,
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partner or establishments with which participants undertake study or training,
- (7) to refrain from engaging in political activities or any form of employment for profit or gain,
- (8) to discontinue the course, should you fall seriously ill and be considered unable to continue the course,
- (9) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the course expenditure depending on the severity of said violation,
- (10) to discontinue the course, should you commit illegal or immoral conduct such as cannabis possession, narcotics and other illicit drugs usage\*, possession of guns and bullets\*\*, sexual harassment\*\*\* and shoplifting\*\*\*\*,
- (11) not to drive a car or motorbike, regardless of an international driving license you may possess, and

(12) to observe those rules and regulations at the place of your accommodation such as the rules below and not to change accommodation designated by JICA.

- (i) to-understand bringing out any fixture of your accommodation may be against the regulation.
- (ii) to confirm the type of your room whether it is non-smoking room or not.

\* Cannabis possession, narcotics and other illicit drugs usage

The possession, abuse and handover of drugs, and the aiding and abetting of these behaviors constitute “crimes.” Any and all drug-related behaviors are by no means approved by Japanese laws, and subject to strict punishment.

If you commit such criminal acts, you will be arrested and found guilty, which will result in reporting to the government of your home country and ruining your life.

The following are the main penalties for the drug abuse and drug-related behaviors.

Cannabis

- Import, export and cultivation • • • up to 7 years of imprisonment
- Possession, handover, receiving and use • • • up to 5 years of imprisonment

Even if you are just in possession of cannabis, it constitutes a crime.

Illegal cultivation of cannabis is also prohibited by law.

Stimulant drugs

- Import and production • • • finite term of not less than 1 year of imprisonment
- Possession, handover, receiving and use • • • up to 10 years of imprisonment

MDMA (3,4-methylenedioxy-N-methamphetamine)

- Import and production • • • between 1 year and 10 years of imprisonment
- Possession, handover, receiving and use • • • up to 7 years of imprisonment

Recently, cases of drug abuse including cannabis, MDMA and dangerous drugs have been increasing in Japan.

The abuse of drugs has serious, adverse impacts both physically and mentally, and might in some cases cause death.

You should never “be given,” “purchase” and/or “use” cannabis or other drugs. Furthermore, you should always bear in mind that a drug risk is nearby and don’t think, “Drugs are nothing to do with me.”

### **\*\*Possession of guns and bullets**

Japanese law prohibits the possession of guns and bullets. Should you have them in your possession, the police will arrest you. You would be guilty in principle and could be sentenced to imprisonment.

### **\*\*\*Sexual Harassment**

Sexual Harassment is defined as any unwanted comment or action of a sexual nature which make other feel uncomfortable, regardless of whether these comments of actions are directed at the recipient. Basically, even though unintended, whenever someone feels himself/herself to be harassed, such comments and actions may constitute sexual harassment. The points is how the recipient feels, not what the intention of offender is.

It is important, in order to avoid sexual harassment,



to express your feelings and to understand the feelings of others. We all must be aware of our differing social and cultural backgrounds.

Japanese law bans sexual harassment, and JICA disapproves of such behavior in any form. In addition, sexual harassment cases might be reported to the government of the participant's home country.

The following show how to avoid committing sexual harassment.

- (i) Realise that people with different positions, gender or opinions react differently to sexual comments and behavior. Understand that people from different social, cultural, religious or generational backgrounds may also react differently to such behavior.
- (ii) Be aware that people will not always express their disapproval of your comments and/or behavior. It is wrong to assume that a person does not take offense to your comments and/or behavior just because he/she did not protest. Resisting or moving away from the person is also a way of saying 'No'.

The following are examples of comments and actions considered to be forms of sexual harassment. It should be remembered, however, that the customs of other countries might place acts not included among those listed below within the sphere of sexual harassment.

- (i) Exchange vulgar jokes
- (ii) Display of pornographic materials (such as posters of nude men or women)
- (iii) Purposely showing or reading aloud pornographic magazines or other material
- (iv) Persistently asking another for a date, to dine

together, etc

- (v) Unnecessarily touching the body of another (It should be remembered that, although greetings such as kisses, hugs and putting a hand on the shoulder are normal in some countries, they might be taken as sexual harassment in Japan)
- (vi) Insistence on a sexual relationship with another.

#### \*\*\*\*Shoplifting

Japanese law bans crimes such as shoplifting and JICA also disapproves of those crimes committed by participants.

Keep in mind that such behavior bring JICA and your country into disrepute and it will be reported to the government of your country.

It is important to be aware it will be considered as shoplifting if you bring out goods from the shop before the payment. Be aware that your behavior in shops is always monitored by security camera and plain-clothes security agent.

## **2. JICA Centers : Rules and Regulations**

For a comfortable stay at JICA Centers, you are requested to observe the following rules and regulations.

- (1) Return to the JICA Center before 11:00p.m (the closing time depends on the Center), If you are unable to return in time, call the JICA Center as soon as possible to let them know where you are and your estimated time of return.
- (2) Stay out overnight: If you stay out overnight for private reasons, you are required to inform in advance by submitting a Stay-out Application form to the Front Desk.
- (3) Fire Prevention: The use of electric heaters, stoves, toasters or any kind of heating appliance is prohibited for the prevention of fire. Smoking in bed and cooking in your room are strictly forbidden.  
(Participants of long-term program are required to follow rules and regulations at their accommodations that are established specifically for participants of long-term program.)
- (4) JICA has drawn up "Environmental Policy" as a measure for environmental protection. Each participant needs to understand JICA's environmental policy and activity and perform energy saving and separate garbage according to the rules of JICA Centers.

Note: Please refer to accessible URL of respective centers for more information, such as map, facilities and services.

### **3. Reports and Materials (Submission of Reports)**

#### **(1) Before Coming to Japan**

Participants in the group-type program are required to prepare a report and other materials as described in the GI (General Information), and submit them to the JICA overseas office or the Embassy of Japan before coming to Japan.

If you are to participate in an individual-type program, and plan to study and experiment using data and samples from your own country during your stay in Japan in order to study regarding the current situation in your fields, you should be sure to prepare and collect the necessary data and samples to take with you on the trip to Japan.

#### **(2) After Arriving in Japan**

In accordance with the instructions which may be prescribed by JICA or the participant's program implementing partner, you will be required to prepare and submit reports, answer an evaluation questionnaire, and prepare other documents.

### **4. Copyright Act**

JICA participants are required to pay particular attention to the following items.

- (1) Anyone caught downloading pirated music or images will face up to two years in prison, a maximum fine of 2 million Yen (approx. 25,500 dollars) or both.
- (2) Copying discs with copy-protection or ripping them to a hard drive is illegal.
- (3) Using of any software or device that avoids a disc's protection methods is also illegal.
- (4) Making copy of movie and video game become illegal in Japan even if for the purpose of personal use.

## 5. Health Requirements

You are expected to be in good health, both physically and mentally, so as to complete the courses. All of the nominees are advised to have a physical check-up before coming to Japan. You are also requested to record your health status on the medical history form and to attach a medical information letter from your doctor (preferably, printed in English) that describes the current status of your illness and the permission to visit Japan.

Also the participants who are scheduled to stay more than six months will undergo a detailed health check upon their arrival in Japan. In case the medical examinations disclose any serious illness or unfavorable health conditions, early termination of their course will be recommended. (Please see page 25 for IV. MEDICAL SERVICES)

You are expected to maintain your good health throughout your stay in Japan, however JICA pays a premium for you to obtain medical insurance to reduce the burden of emergency medical expenses. Since pre-existent illness, dental treatment, and pregnancy related care are not covered by the insurance (See page 25 for details), those who have chronic diseases, are strongly suggested: to consult one's doctor before departure, to carry sufficient quantities of a prescription medicine for the length of your stay in Japan, and the medical records including proof of need. (The maximum amount of medicine you can bring into Japan for personal use is equivalent to one month's supply, and you should ensure by below website that the medicine to be brought in is not prohibited nor restricted in Japan. If you need to bring more than the restricted quantity of medication into-Japan, you need to apply for a so-called "Yakkan Shoumei", a kind of import certificate to the Regional Bureau of Health and

Welfare in advance. In this case, please contact the contact number in the following website.

(<http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>)

Moreover, JICA Centers have no medicines that can be provided to you, so please bring some medicines you need from your country when coming to Japan, such as stomach medicines and pain reliever as well as for prescription.

Stress connected with living in a foreign country might be a factor that worsens your health status. That can result in failure to complete courses and added medical bills.

Staying in good health is your own responsibility.

(1) Economy Class Syndrome

When the movement of the legs is reduced for long period of time blood clot may be formed. Such blood clots in your veins may travel through your bloodstream and lodge in your lungs, blocking blood flow. This is how Economy Class Syndrome develops and this may results fatal condition.

(2) To prevent Economy Class Syndrome

- leg exercise
- hydrate
- deep breathe
- avoid tight clothing

## **6. Termination of Program**

Please be aware that your status as a JICA Participant is subject to termination in the event that:

- (1) you fail to observe the aforementioned regulations,
- (2) you fail to maintain a satisfactory level of performance, or
- (3) you fail to observe Japanese laws and ordinances during your stay.

You are expected to behave as a representative of your government, country, and people while you are in Japan.

### III. ALLOWANCES

Allowances provided for you are meant to cover basic expenses for your living and training while you are in Japan. Allowances outlined in the JICA regulations are Living Allowance, Accommodation Allowance, Transportation and Commutation Allowances, and Supplementary Allowances (Outfit Allowance and Shipping Allowance).

(Please note that the allowance for participants of long-term program differs; therefore, some parts of the following explanation may not be applicable.)

#### 1. Living and Accommodation Allowances

##### (1) Living Allowance

The allowance for your daily expenses (meal expenses included), which you will receive from JICA during your stay in Japan, will normally cover the entire course period between the dates of your arrival in and departure from Japan. The amount will vary according to your living situation. See Table 1 for further details.

##### (2) Accommodation Allowance

Basically, you are required to stay at a designated JICA Center. However, depending on the occupancy situation of the Center, you may be required to stay at a non-JICA accommodation facility (normally, either a local hotel arranged by JICA or other hostel). In this case, JICA will pay your room charge directly to the hotel in accordance with the agreement made between JICA and the hotel. In some cases, however, accommodation allowance will be paid to you, and you must pay the room charge by yourself. See Table 1 for further details.



- (3) There is a possibility that the amounts issued for the allowances mentioned above will be adjusted according to changes in JICA's regulation or your living situation. There may also be cases where you will be required to refund some amount.

Table 1. Living and Accommodations Allowances

(As of Jan. 2019)

Accommodation	Living Allowance (participants of long-term program*)	Accommodation Allowance
JICA Centers	¥2,098 / day (¥2,317 / day)	Free accommodation with a free breakfast and a meal card that will be applicable toward the evening meal (see details below)
Non-JICA Center Facilities	¥4,298 / day (¥4,517 / day)	Free accommodation or rate of room charge
Rented accommo- dations <b>(only for participants of long-term program)</b>	(¥4,953~¥5,052 / day)	N/A

\*Participants of long-term program : those staying more than a year.

- (i) As for your departure day, the equivalent amount of dinner will be deducted from the total amount of your living allowance (In case that you are staying at a JICA Center or a hotel).

#### (4) Meal Card

When you stay in the JICA Centers, the front desk of the JICA Center will give you a Meal Card at the time of checkin.

The Meal Card will be credited with an amount that is based on the scheduled length of your stay at the JICA Center\* and notice of this amount will be given to you. The card is worth ¥ 1,100 per day, and can basically be used for lunch and evening meals. The total value of the card is ¥ 1,100×(times) the number of nights you are scheduled to stay. Please note that the amount will be subject to adjustment in cases where there are changes made to the period of stay.

\* Halal food is available at dining halls in JICA Centers.

## **2. Transportation and Commutation Allowance**

### **(1) Transportation Allowance**

Transportation allowances will be provided by JICA in the form of either ticket or advance payment into your bank account.

### **(2) Commutation Allowance**

- (i) You will receive a Commutation Allowance to cover travel expenses to and from the place of program.
- (ii) A commuting pass will be issued if you commute to the same place for more than 15 days in one month. Participants of long-term program \*must pay for his (her) transportation and commutation expenses from the entire allowances given.

\*For details, see “Handbook for JICA Long-term Participants” which will be provided upon arrival in Japan.

## **3. Supplementary Allowances**

In addition to the Living, Accommodation, Transportation and Commutation Allowances outlined above, the followings will be paid in one lump sum to cover supplementary expenses.

### **(1) Outfit Allowance**

Upon arrival, you will receive an allowance to cover costs for what you may have to purchase for traveling to and living in Japan. The amount will vary in accordance with the duration of your stay. See Table 2 for further details.

**Table 2. Supplementary Allowance (Lump Sum)**

Duration of Course	Less than 30 days	30-89 days	90 days or more	Long-term Only*
Outfit Allowance	¥ 10,000	¥ 20,000	¥ 27,000	¥ 100,000
Shipping Allowance	See Table 3			

\*For details, see “Handbook for JICA Long-term Participants” which will be provided upon arrival in Japan.

## (2) Shipping Allowance

You will be provided with a Shipping Allowance which is to be used for shipping (to either your home or business address) any books or training materials after your stay in Japan. The amount will vary according to the distance between your country and Japan. See Table 3 for further details.

**Table 3. Shipping Allowance**

Country/Region	Long-term Only	Other
Philippines, Hong Kong	¥ 3,750	¥ 2,500
Asia (other than above)	¥ 5,300	¥ 3,300
Europe, Middle East & Oceania	¥ 6,000	¥ 4,000
Africa	¥ 6,000	¥ 4,000
Latin America	¥ 6,000	¥ 4,000

## (3) Stop-Over Allowance

According to the regulations, JICA pays Stop-Over Allowance to the participants who need to stop-over,

either to apply a Japanese visa or as a result of the flight schedule, under the following conditions of Table 4. and Table 5.( In some cases, it is required to submit receipts of accommodation to JICA.)

**Table 4. Amount of Stop-Over Allowance (Fixed Amount)**

	Accommodation Allowance	Living Allowance
Ordinary Area	¥ 12,000	¥ 4,000
Special Area*	¥ 20,000	¥ 6,500

\*Special Area : Abidjan, Abu Dhabi, Geneva, Jeddah, Kuwait, London, Los Angeles, Moscow, New York, Paris, Riyadh, San Francisco, Singapore, Washington D.C., Auckland and Vienna

**Table 5. Regulation for Payment of Stop-Over Allowance**

	In the case of airlines arrange the hotel	In the case of airlines do not arrange the hotel
6 hours > Connecting Time > 0 hours	JICA does not pay any allowance.	JICA does not pay any allowance.
24 hours > Connecting Time $\geq$ 6 hours (NOT Taking over 2 days)***	JICA does not pay any allowance.	Participants arrange and pay the day-use hotel* by themselves, if they would like. JICA refunds only the actual room charge in Japanese yen <u>with the hotel receipt</u> after their arrival in Japan.**
Connecting Time $\geq$ 6 hours (Taking over 2 days)***	JICA does not pay any allowance.	Participants arrange and pay the hotel by themselves, if they would like. JICA pays the fixed amount of Stop-Over Allowance after their arrival in Japan. (See Table 4)****

\* Day-use hotel : Accommodation for daytime use (not including airport lounge)

**\*\* Please note that in this case :**

- JICA does not pay without clear hotel receipt (actual use).
- JICA pays only the actual room charge up to the fixed amount of Accommodation Allowance (See Table 4)
- JICA does not refund the money for meals, telephone calls, transportation, etc.
- JICA does not pay Accommodation Allowance for day-use hotel in return flight.

**\*\*\* Criteria for Taking or NOT taking over 2 days :**

17:59 ~ 23:59           ⇒ NOT taking over 2 days

18:00 ~ 24:00(0:00) ⇒ Taking over 2 days

23:59 ~ 05:59           ⇒ Taking over 2 days

24:00(0:00) ~ 06:00 ⇒ NOT taking over 2 days

**\*\*\*\* For the stay to apply a Japanese visa in a transit country, JICA arranges the hotel.**

## **4. Payment Method**

### **(1) Bank Account**

You will be given a Sub-account (hereafter, “bank account” or “account”) under the JICA’s master account for temporary use during your stay in Japan. All allowances will be deposited into the bank account at regular intervals or in a lump sum depending on the length of your stay. If you terminate your course before completion, you must refund to JICA the Living and Accommodation Allowances for the remaining days of the course period.

### **(2) Reimbursement on Transportation**

For reimbursement of what you have spent on transportation (commuting), you must fill in a commutation allowance form and submit it to the Program Officer or Training Coordinator at least ten days prior to your departure date from Japan. For reimbursement of taxi fares, you need prior approval by the Program Officer and receipts must be submitted.

### **(3) Supplementary Allowances**

Supplementary Allowances will be deposited into your account\* in one lump sum at the beginning of your program. Even if your course length and/or the program in which you are participating should change, the amount of these allowances will not be altered.

### **(4) Stop-Over Allowance**

In order to receive a Stop-Over Allowance, in some cases you are requested to present relevant receipts upon arrival.

### **(5) Receipt Bank Card**

Allowances can be withdrawn from your account with the bank card which is given to you at the briefing

session. During the session, business hours, banking days and card usage will be explained as well.

(6) Cash Withdrawal

You are reminded to withdraw all your cash from the bank account before your return day. Otherwise, any balance remaining in your account will be returned to Japanese National Treasury.

(7) Return Bank Card

You must return the bank card to JICA before you leave Japan.

\*Please note:

“Your bank account” is one of the many sub-accounts under the JICA’s master account (in other words, JICA is the account holder). You can use the account only for receiving JICA allowances during your stay in Japan. The sub-accounts, including yours, do not accept any deposits and/or payments coming from any party other than JICA.

## **5. Your Responsibilities**

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses:

- Passport fees (for re-issuance and extensions, etc.)
- Transit country visa fees and transportation expenses to obtain Visa
- Transportation expenses to obtain Japanese Visa
- Home country domestic travel expenses
- Departure tax\*<sup>1</sup>
- Airport tax\*<sup>1</sup>/airport facility charges\*<sup>1</sup> outside of Japan, including third countries



- Customs duty
- Excess baggage charges\*<sup>2</sup>
- Compensation for lost and/or damaged baggage
- “no show charge” to the transit airport hotel (nonrefundable)
- Lost - ticket fee
- Accommodation fee for day-use hotel in return flight
- Transportation expenses other than official programs
- Telephone bill or mini-bar tab at accommodation

Note: If participant does not follow the regulation of JICA, the participant may have to bear such other cost of necessary expenses.

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\*<sup>1</sup> When these taxes should be paid separately from airfare JICA does not pay it.

\*<sup>2</sup> Please take care the each flight's baggage allowance in your round route. Some participants may use plural airline companies. Each airline company sets its own baggage allowance. JICA will not bear the gap between your baggage weight and baggage allowance.

## IV. MEDICAL SERVICES

All JICA participants are eligible for JICA medical services for the full period of their stay in Japan from the arrival until the departure. (For a round-trip flight to and from Japan, it is recommended to buy traveler's insurance for yourself.) However, **medical conditions that result from pre-existing illness or pregnancy will NOT be covered by JICA. Therefore, you shall be responsible for paying any cost for treatment of said medical conditions. Furthermore, medical conditions such as those mentioned above may result in termination of the course.** Those participants who will be in Japan in **excess of six months** are **required to have a medical examination** upon arrival in Japan (See page 27 for further details).

### 1. Medical Card

- (1) You will be automatically covered by insurance arranged by JICA. A Medical Card, certifying that you have medical insurance, will be given to you at the JICA briefing session. This card is to be used for necessary medical treatment during your stay. Medical expenses will be covered in accordance with the provisions of the medical insurance.
- (2) If, for some reason, the clinic or the hospital you visit does not accept the Medical Card, you should pay the charge in cash on your own. Keep the receipt and your program officer will reimburse the amount to you.
- (3) The following medical expenses **will NOT be covered by the medical insurance**:
  - (i) Medical treatment for illness or injury caused by willful misconduct

- (ii) Medical treatment of **pre-existent illness**
- (iii) Corrective surgery this is not immediately required
- (iv) Cosmetic surgery
- (v) Immunizations or routine medical examinations and vaccinations
- (vi) Any medical treatments related to and resulting from pregnancy and/or childbirth
- (vii) Dental treatments that are not immediately required
- (viii) Purchase or repair of corrective eye glasses
- (ix) Medical treatment over 180 days commencing from the date of the accident

## **2. Medical Care**

### **(1) Emergency Medical Care**

Emergency medical care is readily available within minutes with a simple telephone call through a system of communication with the fire departments, most of which are equipped with ambulances. Dial 119 to call an ambulance. If there is an emergency, contact either the JICA staff, who can be reached at the JICA Center or the personnel at the front desk of your accommodation.

### **(2) Non-Emergency Medical Care**

See a health staff at a JICA Center or any other lodging facility who works cooperatively with local community hospitals. If necessary, he/she will arrange further and specialized treatment. If, for some reason, a health staff is not available at your lodging facility, contact any of the JICA staff or Coordinator.

### **3. Examination upon Arrival**

Along with an increase in the number of JICA participants, there has been a subsequent increase in the number of participants who suffer from serious illnesses such as kidney failure, tuberculosis and liver complications during their stay in Japan. Some of these participants may have to be hospitalized for long periods and some have to terminate their course before completion. A golden opportunity is thus lost.

In order to avoid this sort of circumstance from arising for both participants and JICA, those participants who will be in Japan in excess of six months are requested to undergo a medical examination upon their arrival in Japan.

The participants stay in Japan for 3 months or longer have to undergo an X-ray examination.

The participants stay in Japan for a month or longer on the training in medical institutions also have to undergo an X-ray examination.

The participants other than those mentioned above may undergo the medical examination due to their courses subjects.

## V. PREPARATION AND ARRIVAL IN JAPAN

### 1. Preparation for Departure (Checklist 1, 2, 3, 4)

After you receive an official notification of acceptance from one of the JICA overseas offices or from an Embassy of Japan, you are required to check all the items on the four checklists shown below. Be sure to understand fully, and have answers for each item. Otherwise, you may have trouble on your way to or during your stay in Japan.

#### Checklist 1.

##### Identification of the Knowledge Co-Creation Program

Things you should receive:

- ☐ Official Notification of Acceptance

If handed over by JICA Office

- ☐ "General Information (GI)" (group-type program only)

Things to remember:

- ☐ Name of the Knowledge Co-Creation Program
- ☐ Objectives of the program
- ☐ Program Schedule

from \_\_\_\_\_ to \_\_\_\_\_

#### Checklist 2.

##### Procedure for Departure

You must have/prepare:

- ☐ Passport <sup>1</sup>
- ☐ Entry Visa for Japan <sup>2</sup>
- ☐ Entry Visa for Transit Country <sup>2</sup> if necessary
- ☐ Flight Ticket <sup>3</sup>

Departure Date \_\_\_\_\_

Flight Number \_\_\_\_\_

Destination \_\_\_\_\_

- ☐ Confirm whether or not all necessary flight ticket coupons are issued.
- ☐ Confirm whether or not all necessary flight ticket

coupons remain after you check in.

☐ Immunization if necessary

### **Checklist 3.**

#### **Preparation of Reports and Report Presentation Materials (or materials for report presentation)**

Participants should:

☐ Fill out Questionnaire (group-type program only)

☐ Prepare Country (or Job) Report (group-type program only)

☐ Prepare other materials

### **Checklist 4.**

#### **Preparation of Personal Belongings**

☐ Passport and visa

☐ Flight ticket

☐ 2~3\* copies of your photograph (4.5cm×3.5cm)<sup>4</sup>

\*3 required when you stay for 90 days and longer in Japan

☐ Cash <sup>5</sup>

☐ This guidebook

☐ Japanese language textbook and CD  
("Simple Conversation in Japanese")

☐ Clothes (see APPENDIX 12)

☐ Items for personal hygiene, etc. (note: Japan uses 100V AC, plug shape and full size is as figure on page 30)

☐ Toiletries (soap, shampoo, shaving kit, tooth-brush / paste, etc.)<sup>6</sup>

☐ Dictionaries

☐ Stationery, writing instruments

☐ Umbrella

☐ Medicine (for prescription and for your personal use)

☐ Business cards (if you have some)

☐ Laptop Computer and Internet Cable (if you have)

In addition to the above items, other necessary items may be specified in the GI according to the content of the course. Please note that Halal food and vegetarian menu are available at all the JICA centers in Japan.

(FYR) Plug used in JAPAN (100V)



\*When you bring Laptop Computer from your country, please make sure that you need a voltage converter to 100V and travel plug (type A).

## Notes

### <sup>1</sup> Passport:

*It is your responsibility to ensure that your passports remain valid throughout your stay in Japan. Some third countries may require the participants to have a machine readable passport in order for them to transit, it is the participants' responsibility to obtain the same.*

### <sup>2</sup> Entry Visa for Japan or Transit Country:

#### (1) Visas for Japan:

*You must obtain an entry visa to Japan that indicates status as a JICA participant (visa for "Trainee visa") or JICA scholar (visa for participants of long-term program), regardless of the duration of the designated course, and even if citizens of your country are exempt from obtaining tourist visas.*

*Your visa as a JICA participant will be issued by the diplomatic mission of the Embassy or Consulate of Japan nearest you. If there is no Japanese diplomatic mission in your country, you will have to stay over in a transit country for as long as it takes to receive the visa*

(probably more than one day).

You must make sure to check the "term of validity" of visas by yourself. The term of validity should be long enough to cover the duration of the designated course.

## (2) Visas for transit country:

When visiting or leaving Japan, you may be required to obtain visas for transit countries. Where this is the case, it is your responsibility to obtain and pay for the visas. JICA will not bear any costs for transit country visas. Since it is difficult to obtain visas for transit countries in Japan, you are advised to obtain the necessary visas for round-trip travel before you leave your home country.

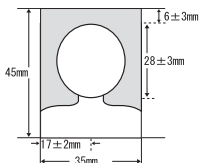
## <sup>3</sup> Flight ticket

As a rule, tickets are reserved by a travel agent designated by JICA, and are sent to you through either JICA overseas office or the Japanese Embassy (or Consulate).

Those tickets are NOT subjected to change under any circumstances, such as flight times, dates, classes, routes, etc., according to the JICA's rules and regulations.

## <sup>4</sup> Photograph:

For administrative purposes, you are requested to bring to Japan 2~3 copies of your recent photograph (taken within the past 6 months) (4.5cm×3.5cm)



\*Those who stay in Japan for 90 days and longer need 3 copies of the photos with the head size 25mm~31mm.

<sup>5</sup> Cash for Incidental Expenses during Travel or upon



Arrival in Japan:

*You are advised to carry some cash in Yen or US dollars for expenses on the way to Japan and upon arrival in Japan. You will be responsible for payment of the following expenses:*

- (1) Taxes that may be incurred during your trip (such as departure taxes, transit airport taxes, etc.)- These expenses will not be paid by JICA.*
  - (2) Excess baggage charges-These expenses will not be paid by JICA.*
  - (3) Expenses you paid for stop-over in a transit country – JICA will pay Stop-Over Allowance only under the conditions of Tabel 4. and Table 5. on Page 20.*
- \* Expenses such as for food which you paid after arrival in Japan until when you receive your "living allowance" in JICA Center.*

*JICA will pay the living and other allowances within a few days after your arrival in Japan and it will cover the fundamentally necessary cost for staying in Japan. The transfer date for the allowances will be informed at a briefing for the first day of your program.*

*You are requested to prepare approx. ¥5,000(or \$50) cash on hand to pass the beginning day in Japan.*

<sup>6</sup> Toiletries:

*Accommodations in JICA Center are not enough equipped with toiletries (soap, shampoo, toothbrush and paste, etc).*

*Therefore, it is recommended that you bring a sufficient supply of these items with you for your personal use over the few days.*

## 2. Arrival at Japanese Airport

When arriving in Japan, some participants will make connections to domestic flights and some will not. The procedure upon arrival is different depending on domestic flight connections. See (1) through (3) on page 33-34 for details.

The travel agent designated by JICA will meet and take you to your accommodations. Please check the information sheet sent with your flight ticket. Your meeting place with the travel agent is written on it. **If you can not meet the travel agent, you should call the travel agent, or the JICA Centers.**

### (1) No Connecting domestic flights

If you don't take any connections to domestic flights in Japan, you should just go through the following international arrival procedures:

1. Pass through Immigration

2. Receive "Residence Card"

in case of that the duration of your stay in Japan exceeds three months

3. Collect baggage

If your baggage does not show up, or your baggage is damaged, show your baggage claim tag to airline staff and get assistance.

4. Pass through Customs

### (2) Connection from international to domestic flights at the same airport.

If you transfer from international to domestic flight at a same airport in Japan, you should go through the international arrival procedures first, then the boarding procedures of domestic flight.

(International arrival procedures)

1. (Same as above (1) "No Connecting domestic flights" 1.)

2. (Same as above (1) "No Connecting domestic flights" 2.)

3. (Same as above (1)“No Connecting domestic flights”3.)
4. (Same as above (1)“No Connecting domestic flights”4.)  
(Boarding domestic flight)

5. Go to Domestic Check-in Counter

For the connections at Narita International Airport, Haneda Airport, Kansai International Airport, see the maps on pages 36-55.

6. Board domestic flight for your final destination

\*At Narita Airport, a few domestic flights can be transferred without passport control procedures when airline staff informed at the check-in counter in your country that you are subject to passport control procedures outside of Narita Airport (at Kansai or Central Japan international airports).

(3) Connection from international to domestic flights at different airports.

If your connection from international to domestic flight at different airports, such as Narita International Airport and Haneda Airport, you should go through the international arrival procedures and go to the airport for your domestic flight under the guidance of the travel agent.

(International arrival procedures)

1. (Same as above (1)“No Connecting domestic flights”1.)
2. (Same as above (1)“No Connecting domestic flights”2.)
3. (Same as above (1)“No Connecting domestic flights”3.)
4. (Same as above (1)“No Connecting domestic flights”4.)  
(Boarding domestic flight)
5. Moving to the airport for your domestic flight
6. Go to Domestic Check-in Counter
7. Board domestic flight for your final destination

## **Emergency Contact**

*If you can not meet the travel agent designated by JICA, you should call the travel agent\* or the JICA Centers.*

### **JICA Centers**

- JICA Hokkaido (Sapporo)  
011-866-8333(in Japan)  
+81-11-866-8333(outside of Japan)
- JICA Hokkaido (Obihiro)  
0155-35-1210(in Japan)  
+81-155-35-1210(outside of Japan)
- JICA Tsukuba  
029-838-1111(in Japan)  
+81-29-838-1111(outside of Japan)
- JICA Tokyo  
03-3485-7051(in Japan)  
+81-3-3485-7051(outside of Japan)
- JICA Yokohama  
045-663-3251(in Japan)  
+81-45-663-3251(outside of Japan)
- JICA Chubu  
052-533-0220(in Japan)  
+81-52-533-0220(outside of Japan)
- JICA Kansai  
078-261-0341(in Japan)  
+81-78-261-0341(outside of Japan)
- JICA Chugoku  
082-421-6300(in Japan)  
+81-82-421-6300(outside of Japan)
- JICA Kyushu  
093-671-6311(in Japan)  
+81-93-671-6311(outside of Japan)
- JICA Okinawa  
098-876-6000(in Japan)  
+81-98-876-6000(outside of Japan)

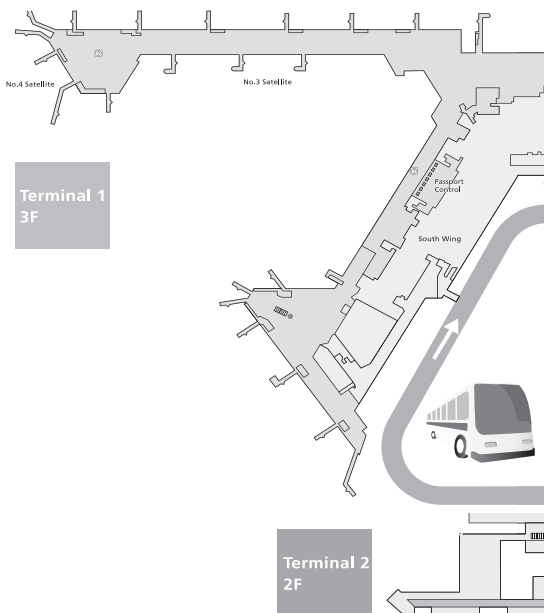
\*The travel agent

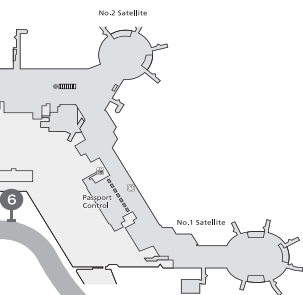
Please check the information sheet sent with your flight ticket.

### 3. Narita International Airport (NRT)

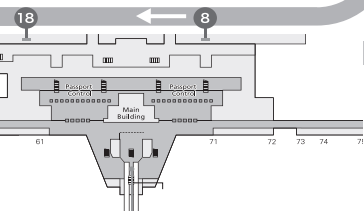
Narita Airport has three terminals: Terminal 1, Terminal 2 and Terminal 3. Between the terminals, connection bus (free of charge) is available. The terminal is different for each airline. (See page 38-39). JICA Participants mostly make flights at Terminal 1 and Terminal 2.

#### (1) Overall view of Narita Airport





**Terminal 1 ⇄ Terminal 2**  
 Takes 10 minutes  
 Departs every 7 to 20 minutes  
 Operating hours: 5:00-22:30



**Terminal 3  
 1F**

## (2) Terminal Guidance of Airline

### Terminal 1

#### North Wing

Garuda Indonesia (GA/GIA)
Aeroflort Russian Airlines (SU/AFL)
Aeromexico (AM/AMX)
Air France (AF/AFR)
Alitalia (AZ/AZA)
Aurora Airlines (HZ/SHU)
China Southern Airlines (CZ/CSN)
Delta Air Lines (DL/DAL)
KLM-Royal Dutch Airlines (KL/KLM)
Korean Air (KE/KAL)
Vietnam Airlines (VN/HVN)
Xiamen Airlines(MF/CXA)
Hawaiian Airlines(HA/HAL)

#### South Wing

Air Canada (AC/ACA)
Air China (CA/CCA)
Air Japan (NQ/AJX)
Air New Zealand (NZ/ANZ)
All Nippon Airways (NH/ANA)
Asiana Airlines (OZ/AAR)
Austrian Airlines (OS/AUA)
EVA Air (BR/EVA)
Lufthansa German Airlines (LH/DLH)
MIAT Mongolian Airlines (OM/MGL)
Scandinavian Airlines System (SK/SAS)
SHANDONG AIRLINES (SC/CDG)
Shenzhen Airlines (ZH/CSZ)
Singapore Airlines (SQ/SIA)
South African Airways (SA/SAA)
Swiss International Air Lines (LX/SWR)
Thai Airways International (TG/THA)
Turkish Airlines (TK/THY)
United Airlines (UA/UAL)
Uzbekistan Airways (HY/UZB)
EGYPT AIR (MS/MSR)
Ethiopian Airlines (ET/ETH)
Virgin australia(VA/VOZ)
LOT Polish airlines(LO/LOT)

## Terminal 2

Air India (AI/AIC)
Air Niugini (PX/ANG)
American Airlines (AA/AAL)
Asian Air (DM/DEX)
Bangkok Airways (PG/BKP)
British Airways (BA/BAW)
Cathay Pacific Airways (CX/CPA)
CEBU PACIFIC AIR (5J/CEB)
China Airlines (CI/CAL)
China Eastern Airlines (MU/CES)
Emirates (EK/UAE)
Finnair (AY/FIN)
Japan Airlines (JL/JAL)
Jet Asia Airways (JF/JAA)
LAN Airlines (LA/LAN)
Malaysia Airlines (MH/MAS)
Pakistan International Airlines (PK/PIA)
Philippine Airlines (PR/PAL)
Qantas Airways (QF/QFA)
Qatar Airways (QR/QTR)
SriLankan Airlines (UL/ALK)
Thai AirAsia X (XJ/TAX)
Iberia (IB/IBE)
S7 airlines (S7/SBI)
tam airlines (JJ/TAM)
Hong Kong express Airways (UO/HKE)
Hong Kong Airlines (HX/CRK)

The table is as of 2017.10.12

The allocation of terminals is subject to change.

When you would like to know the exact location of your flight, please confirm with your airline or the website of Narita Airport. (<http://www.narita-airport.jp/en/flight/today.html>.)



### (3) NARITA AIRPORT Terminal 1

**2F**

**South Wing**



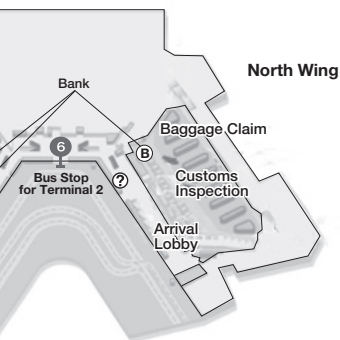
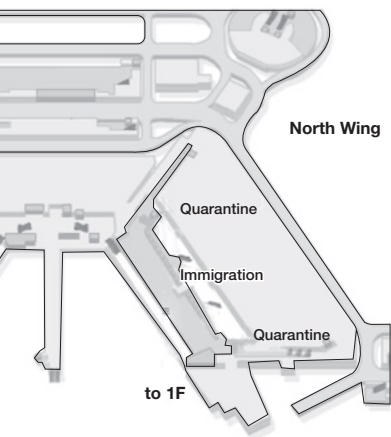
**1F**

**South Wing**

**B** Customs Inspection

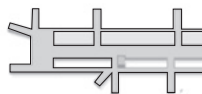
**B** Arrival Lobby





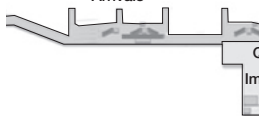
#### (4) NARITA AIRPORT Terminal 2

2F

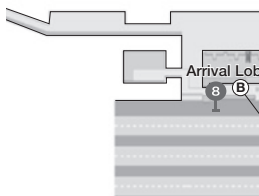


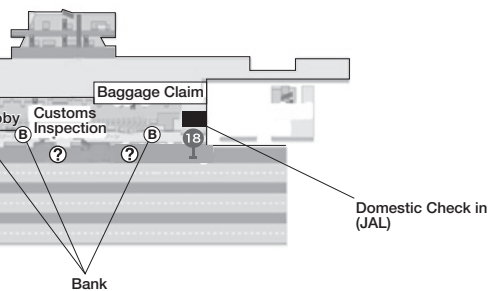
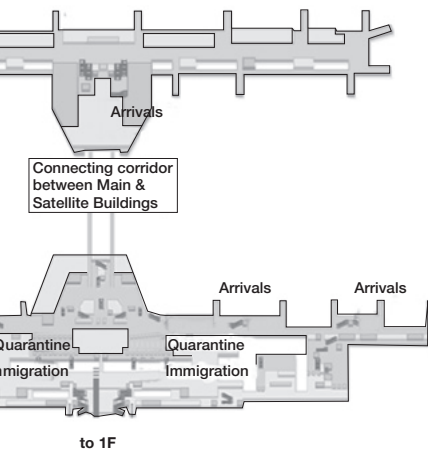
Satellite

Arrivals



1F

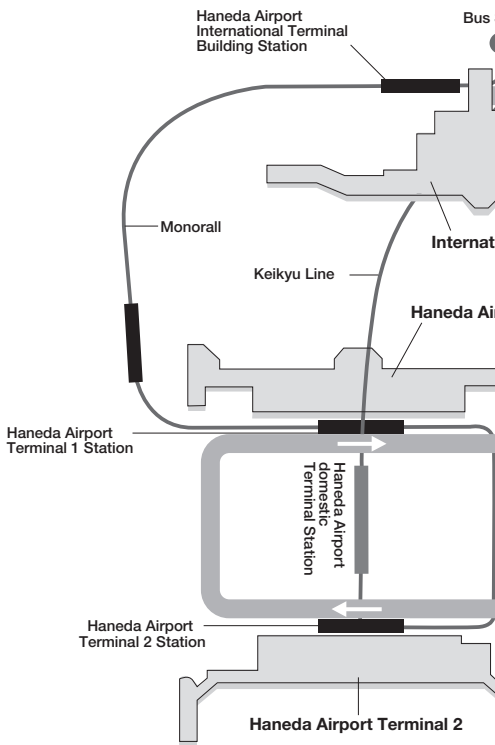




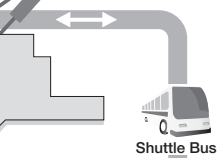
#### 4. Haneda International Airport (HND)

Haneda Airport has three terminals: International Terminal, Domestic Terminal No.1 and No.2. Free shuttle buses operate between the International Terminal, the Domestic Terminal No.1 and No.2. The domestic terminal is different for each airline.

##### (1) Overall view of Haneda Airport



Domestic Terminal No.1: Japan Airlines (JL / JAL),  
Domestic Terminal No.2: All Nippon Airways (NH / ANA)



**International Terminal ⇄ Terminal 2 ⇄ Terminal 1**

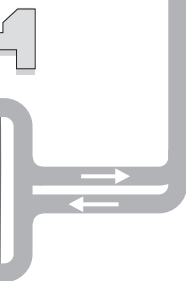
Takes 10minutes (International Terminal→Terminal 1)

Takes 7minutes (International Terminal→Terminal 2)

Departs every 4minutes

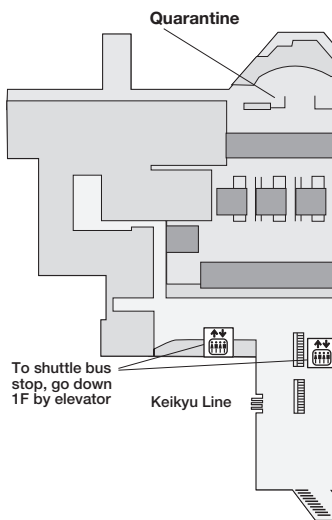
Operating hours: 04:48~24:00

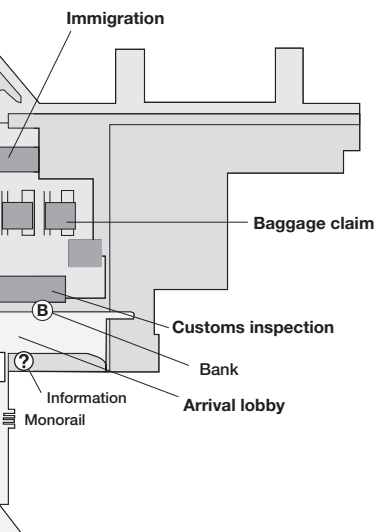
International Terminal  
Airport Terminal 1



## (2) Haneda Airport International Terminal (2F)

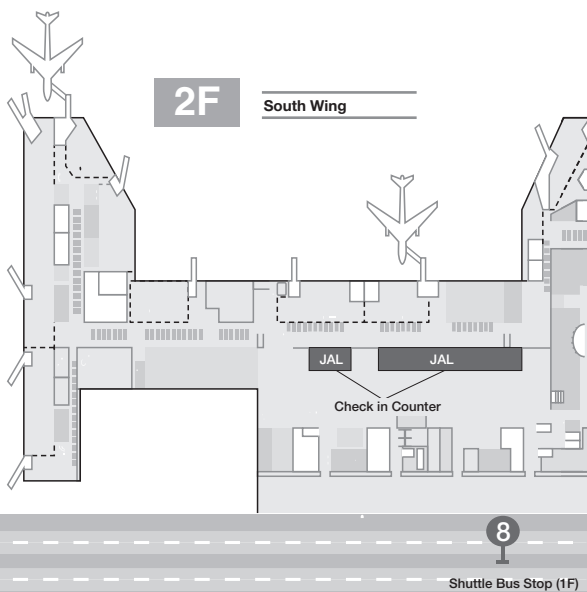
2F

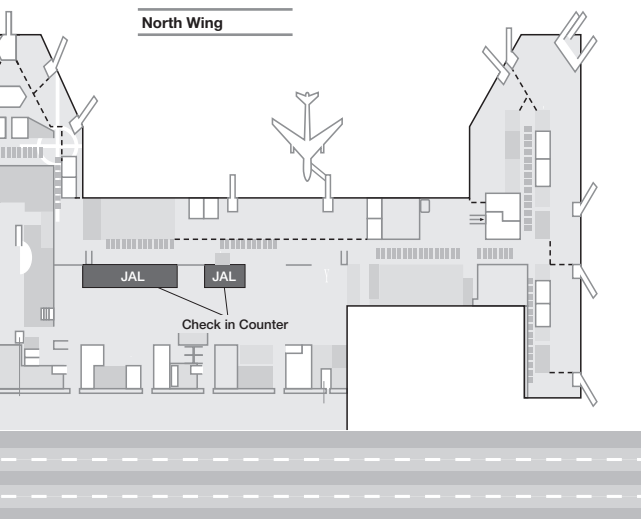




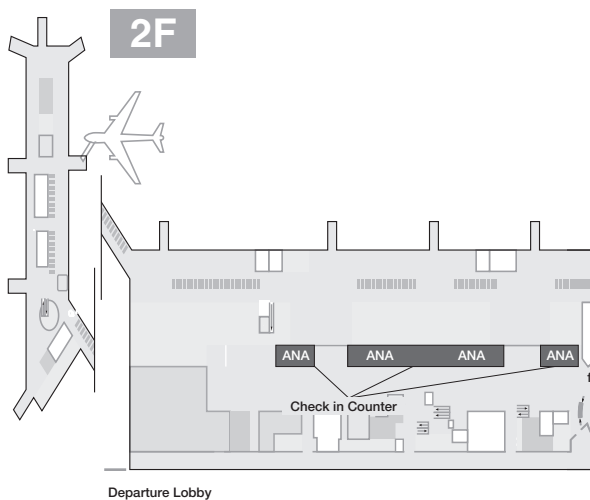


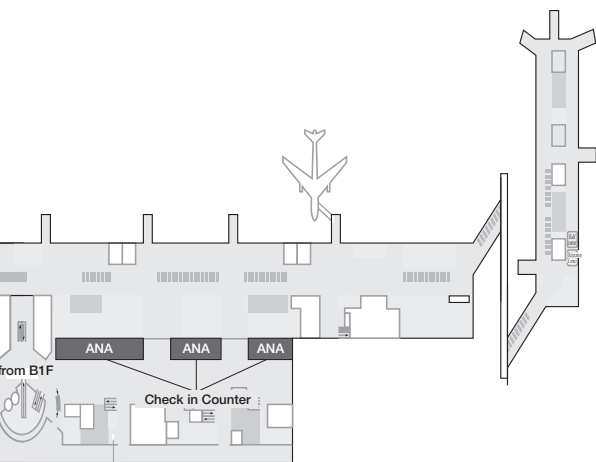
### (3) Haneda Airport Domestic Terminal No.1





#### (4) Haneda Airport Domestic Terminal No.2





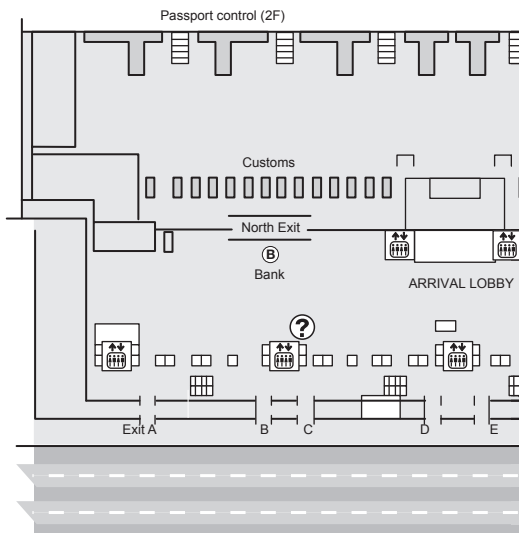
Shuttle Bus Stop (1F)

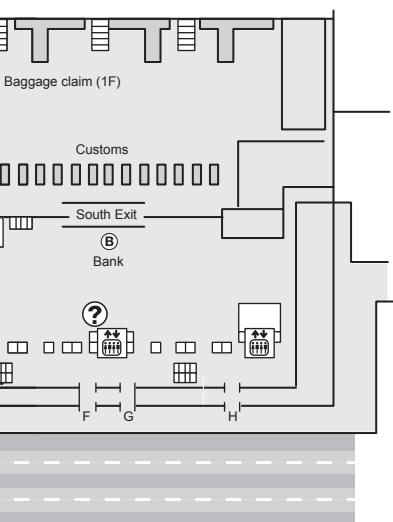
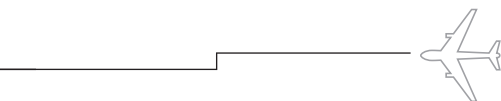
## 5. Kansai International Airport (KIX)

Kansai Airport has two terminals: Terminal 1 and Terminal 2. JICA participants mostly make flights at Terminal 1.

(1) Terminal 1 International arrival lobby (1F)

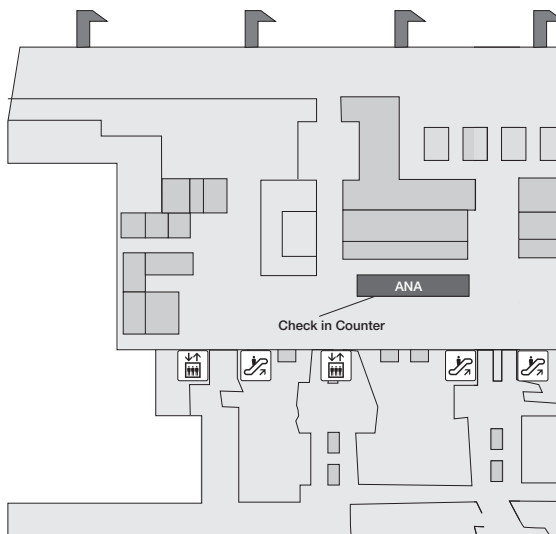
1F

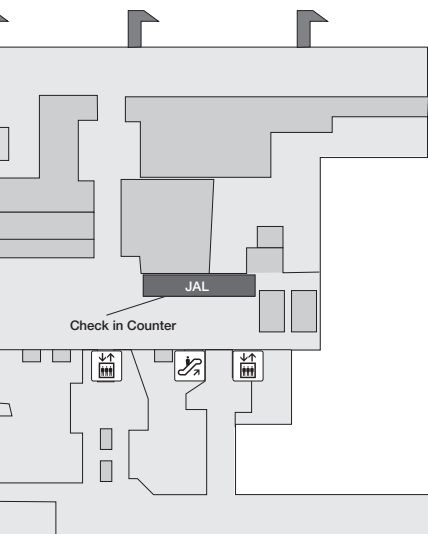




(2) Terminal 1 Domestic check-in counters (2F)

2F







## Notes

### Immigration:

*The Immigration official who reviews your passport may ask questions about your visit. You should tell the official: (1) That the objective of entry is to participate in the JICA program (NOT to sightsee), (2) that you have JICA participant status, and (3) the length of your stay (if possible, in months and days).*

*And in case of that the duration of your stay in Japan exceeds three months, the Residence Card will be issued to you.*

*You must make sure that a landing permission is affixed on your passport, and that the date of arrival, status, and duration are all in accordance with the conditions of the designated course. If there are any mistakes, you should discuss them with the immigration official immediately.*

**Note: Based on the change of the Japanese immigration law from November 20th 2007, the regulation will oblige all foreigners to be examined with the newly introduced personal identification system, which identifies travelers with their fingerprints and face picture by specialized equipment.**

### Baggage Claim:

*After passing through Immigration, you will proceed to the Baggage Claim Area downstairs to collect your baggage.*

***If your baggage is lost or damaged during travel, you should notify the airline company in the baggage claim area, and ask to file a claim for lost baggage, or a report for damaged baggage.***

*JICA will not be responsible for replacement or compensation for personal belongings that have been lost, stolen, or damaged. Please note that your claim is not accepted once you are outside the baggage claim area.*

### Quarantine:

*All plants and fruit that you bring from abroad must be inspected at the Quarantine counter. There are some fruit that you may not be able to bring into Japan, depending on where they were grown. Animal products including some meat are also subject to the inspections. When you plan to bring any plants, fruit or meat (products) into Japan, you should consult your country's inspection authority to see if you are allowed to bring said items into Japan or not.*

### Customs:

*You will be asked to show your passport and the Customs Declaration Forms which you have completed before landing.*

*The following items are prohibited by law:*

- (1) Cannabis, narcotics or any other illicit drugs and the utensils for your use, and stimulants.*
- (2) Counterfeit, altered, or imitation coins, paper money, banknotes, or securities.*
- (3) Books, drawings, carvings, or any other articles that do injury to public security or morality (obscene or immoral materials).*
- (4) Articles which infringe upon rights in patents, utility-models, designs, trade marks, copyrights, or neighboring rights.*
- (5) Pistols, revolvers, any and all types of firearms and ammunition.*

### Bank (for foreign exchange):

*For participants arriving without enough Yen in cash, it is most advisable to change foreign money or cheque to Yen cash before leaving International Airport: only Yen cash will be accepted at most places including ticket offices, shops, restaurants, and accommodations in Japan. (Cheques will not be accepted, and use of credit cards will be limited.)*

## VI. GENERAL INFORMATION

### 1. Arrival

#### (1) Passport

Make sure that your passport is valid for the whole period of your stay in Japan.

#### (2) Landing Permission

Check both the kind of "landing permission" that you have (make sure it is appropriate for a JICA participant) and its validity. If your landing permission needs to be altered or extended due to the duration of the course, please inform the program officer immediately after your arrival. You must follow the necessary procedures to alter or extend your landing permission as soon as possible.



#### (3) Lost or Damaged Baggage

JICA is not liable for any loss of or damage to your baggage. You are kindly advised to contact the airline company for settlement of any claims.

#### (4) Residence Card

If you are granted a status of residence with a period of more than three months, you will receive a Residence Card at the airport. (for persons granted permission to stay for three months or less, a Residence Card will not be issued). You should be carried the Residence Card with you at all times and should be presented it whenever

required. The Residence Card should be returned to the Immigration Inspector at the airport of departure. If your place of residence changes, you must register once again in the same manner within 14 days. The terms of your stay stated on your Residence Card should be strictly observed.

In accordance with the Law of Japan, you are required to register your address while staying in Japan with the municipal office of the area in which you are residing if you are required to stay in Japan for more than 3 months. This must be done within 14 days after the decision where you live. You will need your passport and Residence Card.

#### (5) Visit to Diplomatic Mission

If you are to visit your diplomatic mission (embassy or consulate), you are requested to go there by yourself during non-training hours. For addresses and telephone numbers of embassies and consulates, see Appendix 4.

## **2. Orientations**

Orientations are scheduled at the first day of the course. They are designed to give guidance on specific concerns which you might have. Several different orientations, all focusing on different issues and aspects, will be held at different times.

#### (1) Briefing

A briefing session will be held at the JICA Center the day after your arrival in Japan. Its purpose is to cover the followings:

- (i) Registration
- (ii) Allowances and expenses
- (iii) Health care and medical services
- (iv) Brief explanation about JICA and life in Japan, etc.

## (2) General Orientation

You may occasionally be required to participate in General Orientation program which provides an introduction to life in Japan. The primary objective of this session is to provide you with general information concerning key points regarding Japan and those tools needed for effectively adapting to life here. Basic information is provided with concern to Japanese values, behaviors and customs, as well as economic and social institutions. The contents of this program are:

- (i) Japanese economy
- (ii) Politics and administration in Japan
- (iii) Society and Culture.

## (3) Course Orientation (Program Orientation)

A course orientation will be offered prior to the core program. Key issues regarding specific course requirements (course objectives, curriculum, methodology, and Program Implementing Partner) are addressed.

## **3. Japanese Language Course**

The "General Japanese Language Course (optional)" may be offered in the evening for those participants who are interested in learning or improving the language skills.

## **4. Social/Cultural Exchange Programs**

Social/Cultural Exchange programs such as social and cultural exhibits might be held during your stay. You are invited to attend them. They are intended to help you experience Japanese culture while also giving you the opportunities to introduce your own culture to local communities and schools. There are many schools that have an interest in introducing "Education for Intercultural Understanding" into their curriculums. Therefore, you are encouraged to bring some materials (ex. folk costumes, music CDs and pictures) to introduce your country and area.

## **5. Living in Japan**

### **(1) Public Offices**

Many government offices and their agencies (including JICA), banks and post offices are closed on Saturdays, Sundays, and national holidays. See Appendix 7 for further details. JICA offices are also closed from December 29 to January 3 in observance of the New Year.

### **(2) Using Bank Cards**

You can withdraw cash from your bank account using your bank card at Sumitomo Mitsui Banking Corporation (SMBC). ATM (automatic teller machine) operating procedures will be explained at the briefing session. Be sure to remember your PIN (Personal Identification Number) for this purpose. If you enter an incorrect PIN three times, your card will be declared invalid. Fee to issue the new cash card must be covered by the participant. Please also note that the number of branches of SMBC is quite limited in rural areas, and commission is subtracted from your account whenever you withdraw cash (no coins, bank note only) from ATM of other than SMBC.

(3) Mail Service & Parcel Post (see Appendix 8)

(4) Telephone

Telephone rates for domestic calls vary according to the area called and the time of day. The minimum charge for a local call is ¥ 10 per minute. The standard rate for a long distance call applies on weekdays. Economy and discount rates are available at night, on weekends and holidays.

(5) Currency

Yen ( ¥ ) is the official currency in Japan. See Appendix 9 for further details. Travelers Cheques can be cashed at major banks using your passport as ID.

(6) Credit Cards

The use of credit cards is not as common as in the United States and elsewhere. Since most small shops, taxicabs and train stations do not accept credit cards (particularly foreign credit cards), it is advisable to always carry some Japanese yen in cash.

(7) Identification

During your stay in Japan, you might be asked by police about your status in Japan. Therefore, please carry your passport or Residence Card with you all the time.

## **VII. JICA STAFF**

The JICA staffs, namely the Program Officer and the Training Coordinator, will work cooperatively with personnel from respective program implementing partners to make your training as productive and positive as possible. The JICA staffs are committed to the success of your program and, therefore, are willing to discuss any problems, requests or suggestions which you might have.

### **1. Program Officer**

A program officer of the JICA Center is responsible for planning and evaluation of the course, and developing and arranging your program in collaboration with respective program implementing partners. The officer in charge will oversee the course and monitor your progress. He/she is also responsible for making the necessary financial arrangements for operation of the course. Upon completion of the course, program performance will be evaluated by the program officer.

### **2. Training Coordinator**

To ensure that the course runs smoothly and efficiently, a coordinator may be appointed at the discretion of JICA as a key operational staff member. The coordinator will also work as an interpreter at the training site if necessary. He/she is also concerned with the administration and implementation of the course while providing assistance to help you achieve maximum benefit your course.



## VIII. RETURN HOME

### 1. Departure Date

When your course is completed, you will leave Japan on the date designated by JICA. If there are no available flights on the date designated, the earliest appropriate flight will be arranged for you.

### 2. Flight

In principle, your round-trip air ticket will be arranged by travel agent in Japan.

Please note that in accordance with JICA rules and regulations, you are NOT allowed to make any reservation, or to change the flight schedule arranged by JICA.

(For participants of long-term program, an one-way ticket will be arranged.)

#### Direct Route Home

If it is necessary for you to make a stop-over when traveling on a **direct route** home, you will be expected to take the first available onward flight. If there is no connecting flight the same day or evening, you will be expected to travel on the first available flight, usually the following day. For Stop-Over Allowance, see on page 19-21

### 3. Allowance Adjustments

If you leave Japan prior to the date designated by JICA, you must refund the living and accommodation allowances for the remaining days of the course period.

If you must postpone your departure date due to flight schedule arrangements made by JICA, you will receive additional living and accommodation allowances\* from

JICA.

\*See P15-16 for further details of Living and Accommodation Allowances.

If you should be hospitalized during your course period, you are required to refund part of your living allowance. See Table 1 for further details.

Table 1.

(As of Jan. 2019)

Accommodation	JICA Centers	Non-JICA Center Facilities
Original Living Allowance	¥ 2,098 / day	¥ 4,298 / day
Adjusted Living Allowance Rate (In case of hospitalization)	¥ 998 / day	¥ 998 / day

Note: This table is not applicable for participants of long-term program.

## 4. Shipping

As an international traveler, you must make a declaration of the contents of the consignment and complete all documents required for dispatch and customs. You are also responsible for all additional charges for collection, delivery and customs. Please note that you may get the detailed information at the reception of the JICA Centers and post offices. Please refer to the postal charges of Appendix 8.

## 5. To the Airport

The travel agent will make arrangements for your transportation from the accommodation to the airport on the day of departure. However, if you postpone or change your

flight and departure day for your personal reason, you will have to arrange your transportation and go to the airport by yourself. JICA will not pay any of those expenses.

## **6. At the Airport**

### **(1) Free Baggage Allowance**

Make sure that your baggage is within the allowable limits set by the airline. If not, you are responsible for any excessive baggage charges. It is best to abide by the regulations for free baggage allowance.

### **(2) Residence Card**

When you stay in Japan for more than 3 months, you are required to carry the Residence Card with you all the time and return it to the immigration official at the airport when you leave Japan.

## **IX. OTHER ACTIVITIES AND INFORMATION**

JICA implements the following post-training activities in order to keep in contact with alumni (ex-participants), enhance friendly relations, and provide the latest technical information.

### **1. Follow-up Technical Support**

As part of the post-training activities, instructors from the program implementing partner may be sent to ex-participants' organizations so as to provide them with technical guidance which directly correlates with their development needs. This is coupled with a sharing of the latest technology.

Domestic Strategy and Partnership Department also study the needs of each recipient country and assess the effect of training in Japan, the information obtained through this mission is used as building blocks for an even more effective program. Some of these teams even hold open seminars not only for ex-participants but also for others who are concerned.

### **2. Alumni Associations**

104 alumni associations have been established by ex-participants in 99 countries. The expected functions of alumni associations are to encourage friendships among alumni, to promote cultural and human interchange with Japan, and to facilitate JICA's development program in the respective countries. They are managed by ex-participants on a voluntary basis, while JICA provides financial support.

If an alumni association has not been organized in your country, you may take the initiative in organizing such an association. Contact the JICA office or Embassy of Japan in

your home country, or Domestic Strategy and Partnership Department at JICA Head Office. See Appendix 3 for further details.

### **3. Provision of Equipment and Financial Support**

In order to enable alumni to fully utilize the technical expertise they gained in Japan, JICA may supply equipment and/or provide financial support (for instance, for seminars, workshops, research and study, and educational materials and manuals) to the organizations to which they belong in their home countries if it is deemed necessary for enhancement of the training results. If you desire such cooperation, please contact the JICA office or the Embassy of Japan in your home country. JICA will give the necessary information, and upon submission, give due consideration to all such requests.

### **4. JICA Participant's FACEBOOK Page**

JICA opens FACEBOOK page for participants of JICA's Knowledge Co-Creation Program.

Please visit the page bellow and “like” to join.

<https://www.facebook.com/jicatrainning>

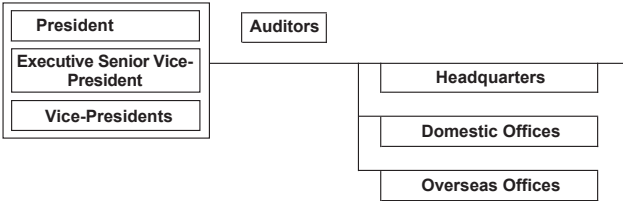
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# JICA ORGANIZATIONAL CHART



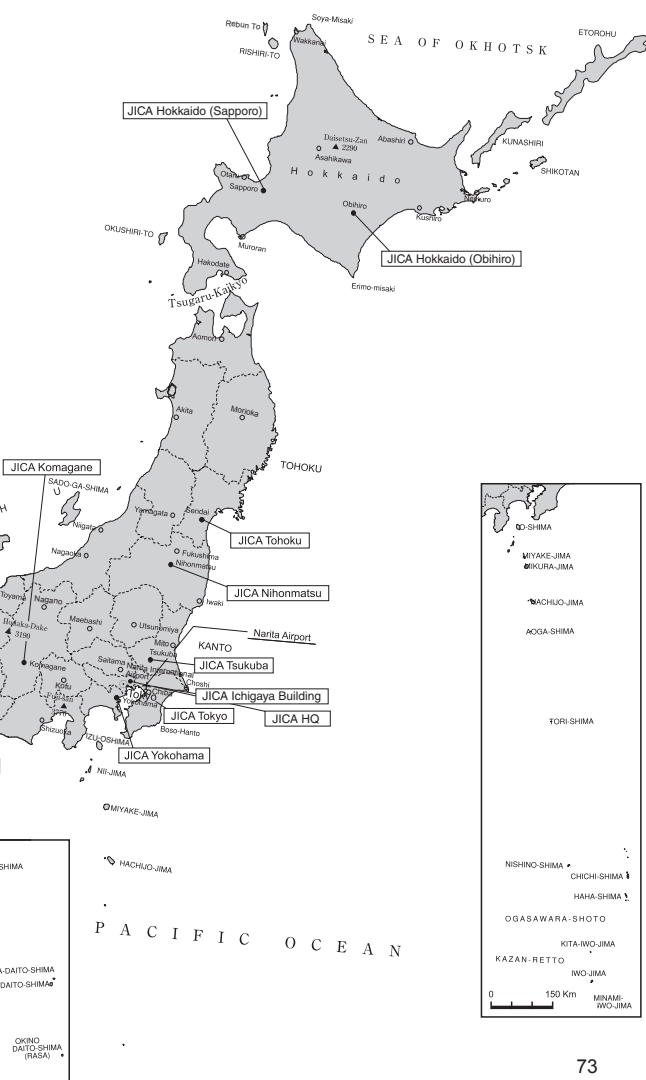
(As of Jan. 2019)

	<b>Office of the President</b>
	<b>Office of Audit</b>
	<b>General Affairs Department</b>
	<b>Security Management Department</b>
	<b>Office of Information System</b>
	<b>Office of Media and Public Relations</b>
	<b>Personnel Department</b>
	<b>Treasury, Finance and Accounting Department</b>
	<b>Loan , Grant and General Administration</b>
	<b>Operations Strategy Department</b>
	<b>Southeast Asia and Pacific Department</b>
	<b>East and Central Asia and the Caucasus Department</b>
	<b>South Asia Department</b>
	<b>Latin America and the Caribbean Department</b>
	<b>Africa Department</b>
	<b>Middle East and Europe Department</b>
	<b>Private Sector Partnership and Finance Department</b>
	<b>Infrastructure and Peacebuilding Department</b>
	<b>Human Development Department</b>
	<b>Global Environment Department</b>
	<b>Rural Development Department</b>
	<b>Industrial Development and Public Policy Department</b>
	<b>Domestic Strategy and Partnership Department</b>
	<b>Financial Cooperation Implementation Department</b>
	<b>Infrastructure Engineering Department</b>
	<b>Credit Risk Analysis and Environmental Review Department</b>
	<b>Procurement Department</b>
	<b>Evaluation Department</b>
	<b>Department of Human Resources for International Cooperation</b>
	<b>Secretariat of Japan Overseas Cooperation Volunteers</b>
	<b>Secretariat of Japan Disaster Relief Team</b>
	<b>JICA Research Institute</b>



## JICA HEAD OFFICE AND DOMESTIC OFFICES





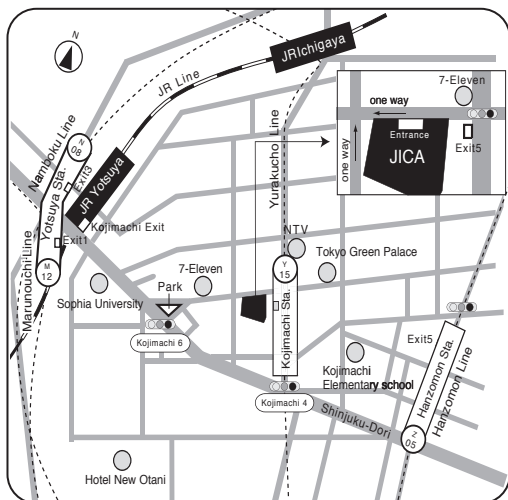
## JICA HEAD OFFICE

[Address] Nibancho Center Building,  
5-25, Niban-cho, Chiyoda-ku, Tokyo 102-8012, Japan  
[Tel] (03) 5226-8714 [Fax] (03) 5226-6377

URL : <https://www.jica.go.jp/english/about/organization/headquarters/index.html>

独立行政法人国際協力機構本部：

〒102-8012 東京都千代田区二番町5-25 二番町センタービル



- Yurakucho Line Kojimachi Station (Exit 5 ; 2 minutes walk)
- JR Line Yotsuya Station (Kojimachi Exit ; 7 minutes walk)
- Marunouchi Line & Namboku Line Yotsuya Station (Exit 1 & Exit 3 ; 8 minutes walk)
- Hanzomon Line Hanzomon Station (Exit 5 ; 9 minutes walk)

**JICA Ichigaya Building**  
(JICA Global Plaza, JICA Research Institute (JICA RI))

[Address] 10-5, Ichigaya-honmura-cho, Shinjuku-ku,  
Tokyo 162-8433, Japan

JICA Global Plaza

JICA Library

JICA Research Institute

[Tel] (03) 3269-2911

[Fax] (03) 3269-5044

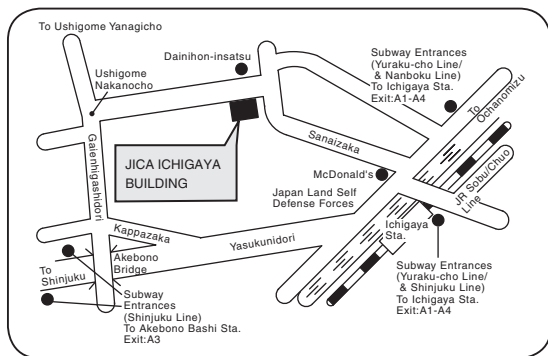
URL: <https://www.jica.go.jp/english/about/organization/headquarters/ri.html>

JICA 地球ひろば :

JICA 図書館 :

JICA 研究所 :

〒 162-8443 東京都新宿区市谷本村町 10-5



10-minute walk from either the JR or subway station.

## HOKKAIDO CENTER (JICA HOKKAIDO (SAPPORO))

[Address] 4-25, Hondori-Minami 16-chome Shiroishi-ku,  
Sapporo-shi, Hokkaido 003-0026, Japan

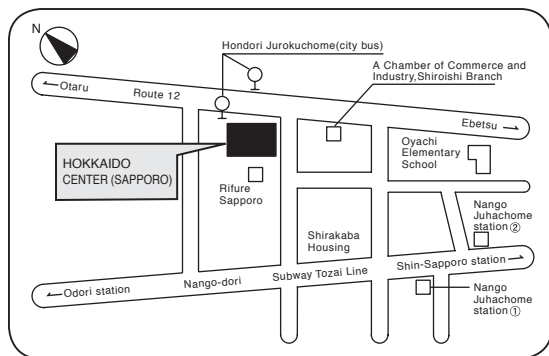
[Tel] (011) 866-8333

[Fax] (011) 866-8382

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

北海道センター(札幌):

〒 003-0026 北海道札幌市白石区本通南 16 丁目 4-25



10-minute walk from the Tozai Line Subway Station "Nango 18 chome".

## HOKKAIDO CENTER (JICA HOKKAIDO (OBIHIRO))

[Address] 1-2, Minami 6 chome, Nishi 20-jo, Obihiro-shi, Hokkaido 080-2470, Japan

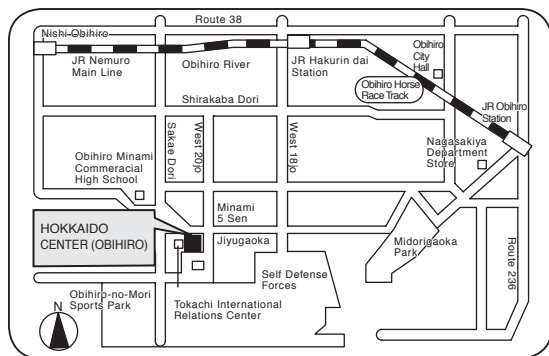
[Tel] (0155) 35-1210

[Fax] (0155) 35-1250

URL : <https://www.jica.go.jp/english/about/organization/domestic/index.html>

北海道センター(帯広) :

〒 080-2470 北海道帯広市西 20 条南 6 丁目 1-2



Taxi: About 15-minute from JR Obihiro Station

Bus: Take the #13, 14, 16, 17, 18 and get off at "Kokusai Center Iriguchi".

5-minute walk from Jiyugaoka-Danchi bus stop.

## TSUKUBA CENTER (JICA TSUKUBA)

[Address] 3-6, Koyadai. Tsukuba-shi,  
Ibaraki-ken, 305-0074, Japan

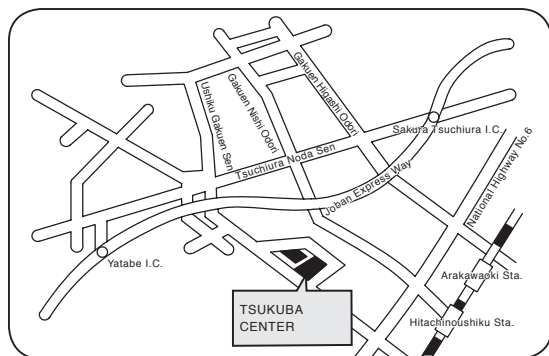
[Tel] (029) 838-1111

[Fax] (029) 838-1119

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

筑波センター：

〒 305-0074 茨城県つくば市高野台 3-6



Buses run from JR Ushiku Station and Tsukuba Express(TX) Tsukuba Station.  
From Ushiku Station, take bus to Yatabe Shako (Yatabe Garage).  
Get off at Shimoyokoba-Iriguchi (about a 15-minute ride).  
From Tsukuba Station, take Tsuku-Bus "Nambu Shuttle".  
Get off at Koyadai-Rikagaku Kenkyujo. (about a 20-minute ride).

## TOKYO CENTER (JICA TOKYO)

[Address] 2-49-5, Nishihara, Shibuya-ku, Tokyo,  
151-0066, Japan

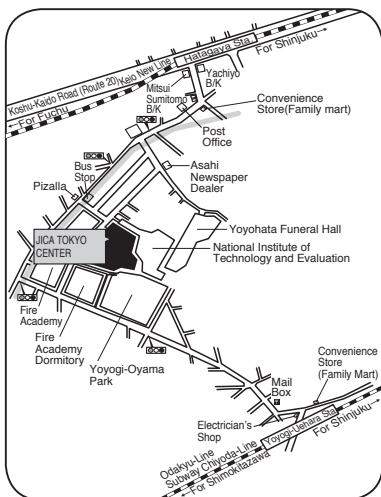
[Tel] (03) 3485-7051

[Fax] (03) 3485-7904

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

東京センター：

〒 151-0066 東京都渋谷区西原 2-49-5



8-minute on foot from the Hatagaya Station, Keio New Line.

12-minute on foot from the Yoyogi-Uehara Station, Odakyu Line & Subway Chiyoda Line.



## YOKOHAMA CENTER (JICA YOKOHAMA)

[Address] 2-3-1, Shinko, Naka-ku, Yokohama,  
Kanagawa 231-0001, Japan

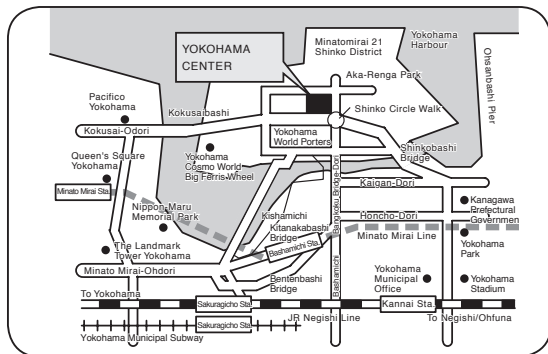
[Tel] (045) 663-3251

[Fax] (045) 663-3265

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

横浜センター：

〒 231-0001 神奈川県横浜市中区新港 2-3-1



Fifteen minutes walk by way of Kishamichi Promnade,  
World Porters and shinko Circle Walk from Sakuragi-cho Station of JR.  
Fifteen minutes walk by way of Bashamichi Promenade from Kannai Station  
of JR or Subway.

## CHUBU CENTER (JICA CHUBU)

[Address] 60-7, Hiraike-cho 4 chome, Nakamura-ku,  
Nagoya-shi, Aichi-ken 453-0872, Japan

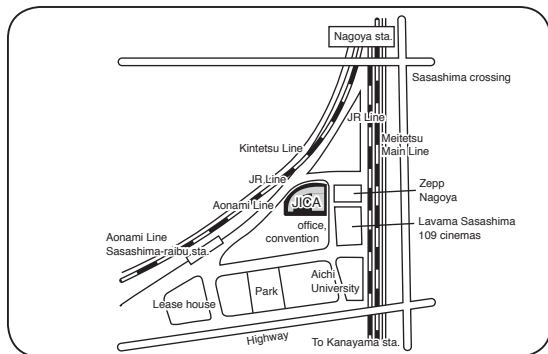
[Tel] (052) 533-0220

[Fax] (052) 564-3751

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

中部センター：

〒 453-0872 愛知県名古屋市中村区平池町4丁目60-7



10-minute walk from Nagoya Station.

## KANSAI CENTER (JICA KANSAI)

[Address] 1-5-2, Wakinohamakaigan-dori, Chuo-ku,  
Kobe-shi, Hyogo-ken 651-0073, Japan

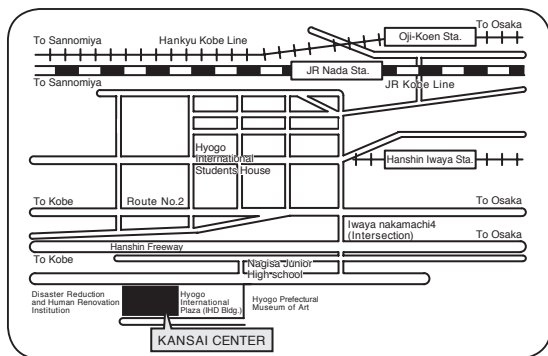
[Tel] (078) 261-0341

[Fax] (078) 261-0342

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

関西センター：

〒 651-0073 兵庫県神戸市中央区脇浜海岸通 1-5-2



10-minute walk from Hanshin Iwaya Station.

12-minute walk from JR Nada Station.

20-minute walk from Hankyu Oji-Koen Station.

## CHUGOKU CENTER (JICA CHUGOKU)

[Address] 3-3-1, Kagamiyama, Higashihiroshimashi,  
Hiroshima-ken 739-0046, Japan

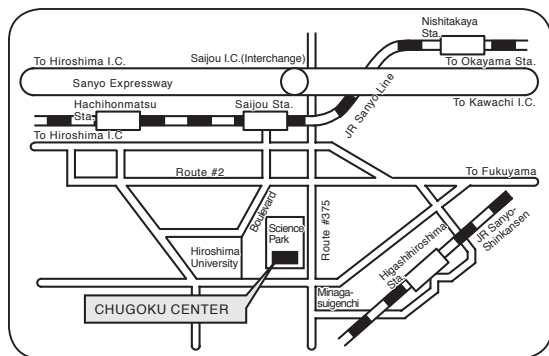
[Tel] (082) 421-6300

[Fax] (082) 420-8082

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

中国センター：

〒 739-0046 広島県東広島市鏡山 3-3-1



From JR Saijou Station:

Take the #7 bus for Kure and get off at Suigenchimae bus stop (About a 20-minute ride). 10-minute walk from the bus stop.

Shuttle bus service to and from #6 bus stop at Saijo Station (JR) is available everyday almost every hour.

From JR Higashihiroshima Station: Take a taxi (10-minute ride).

From Hiroshima Airport: Take a taxi (About a 30-minute ride).

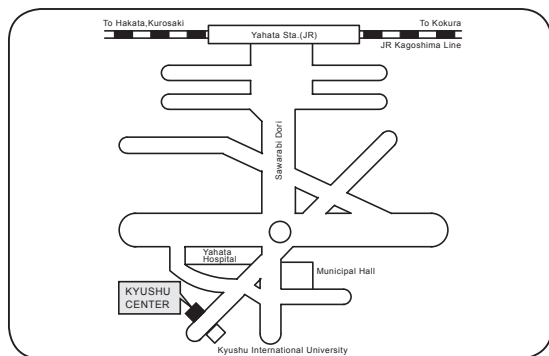
## KYUSHU CENTER (JICA KYUSHU)

[Address] 2-2-1, Hirano, Yahata-higashi-ku,  
Kitakyushu-shi, Fukuoka-ken 805-8505, Japan  
[Tel] (093) 671-6311  
[Fax] (093) 671-0979

URL :<https://www.jica.go.jp/english/about/organization/domestic/index.html>

九州センター：

〒 805-8505 福岡県北九州市八幡東区平野 2-2-1



10-minute walk from JR Station.

## OKINAWA CENTER (JICA OKINAWA)

[Address] 1143-1, Aza-Maeda, Urasoe-shi,  
Okinawa-ken 901-2552, Japan

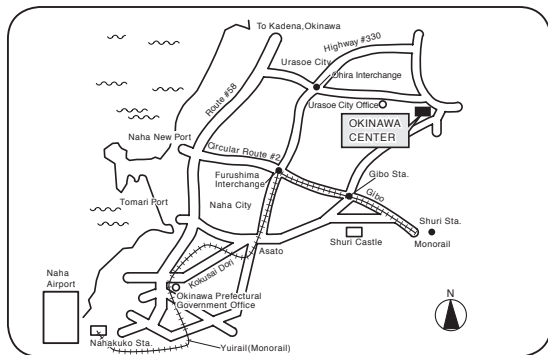
[Tel] (098) 876-6000

[Fax] (098) 876-6014

URL:<https://www.jica.go.jp/english/about/organization/domestic/index.html>

沖縄センター:

〒 901-2552 沖縄県浦添市字前田 1143-1



Taxi : Approximately 40 minutes from Naha Airport.

## TOHOKU CENTER (JICA TOHOKU)

[Address] 20F, Sendai Daiichi Seimei Tower Bldg.,  
4-6-1, Ichibancho, Aoba-ku, Sendai-shi,  
Miyagi-ken 980-0811, Japan

[Tel] (022) 223-5151

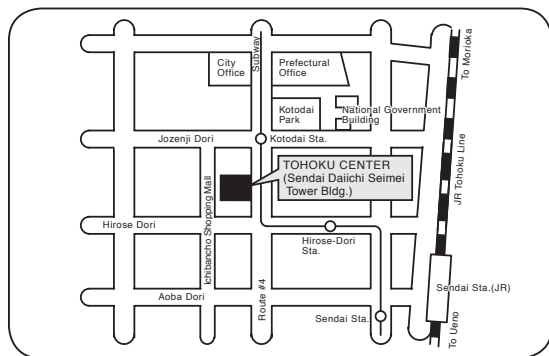
[Fax] (022) 227-3090

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

### 東北センター:

〒 980-0811 宮城県仙台市青葉区一番町 4-6-1

仙台第一生命タワービル 20階



15-minute walk from JR Sendai Station.

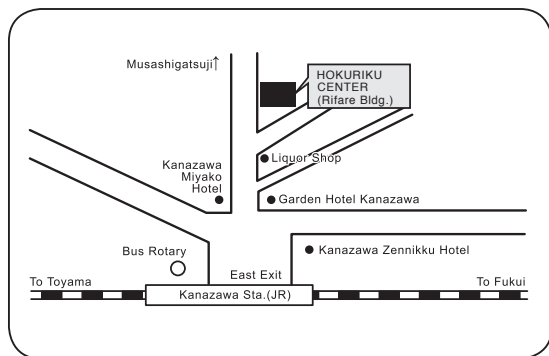
## HOKURIKU CENTER (JICA HOKURIKU)

[Address] 4th Floor, Rifare Bldg., 1-5-2, Hon-machi,  
Kanazawa-shi, Ishikawa-ken 920-0853, Japan  
[Tel] (076) 233-5931  
[Fax] (076) 233-5959

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

北陸センター:

〒 920-0853 石川県金沢市本町 1-5-2 リファール (オフィス棟) 4 階



Taxi : Approximately 40 minutes from Komatsu Airport.

Walk : 5-minutes from JR Kanazawa Station



## SHIKOKU CENTER (JICA SHIKOKU)

[Address] First Floor, Kagawa Sanyu Bldg., 3 Kajiya-machi,  
Takamatsu City, Kagawa Prefecture 760-0028

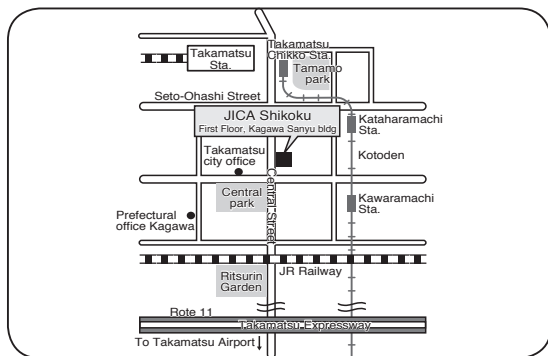
[Tel] (087) 821-8824

[Fax] (087) 822-8870

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

**四国センター:**

〒 760-0028 香川県高松市鍛冶屋町3番地 香川三友ビル1階



### **Nearest Stations:**

JR Takamatsu Station (11 minutes walk)

Kotoden Kataharamachi Station (11 minutes walk)

Kotoden Kawaramachi Station (10 minutes walk)

### **From Takamatsu Airport:**

Take a limousine bus, get off at Kenchodori Chuokoen-mae bus stop, and 4 minutes walk from there.

## NIHONMATSU TRAINING CENTER (JICA NIHONMATSU)

[Address] 4-2, Nagata Aza Nagasaka, Nihonmatsushi,  
Fukushima-ken 964-8558, Japan

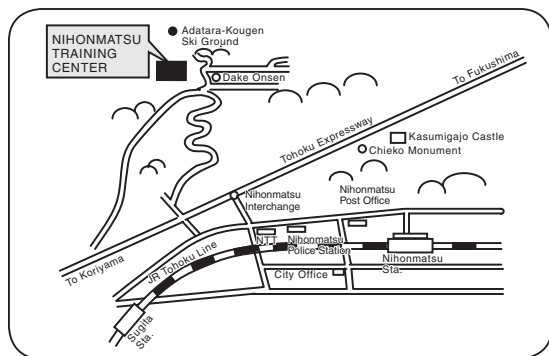
[Tel] (0243) 24-3200

[Fax] (0243) 24-3214

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

二本松青年海外協力隊訓練所：

〒 964-8558 福島県二本松市永田字長坂 4-2



From JR Nihonmatsu Station:

Take the Fukushima-Koutsu bus for JOCV and get off at the JOCV bus stop  
(About a 30-minute ride). 5-minute walk from the bus stop.

## KOMAGANE TRAINING CENTER (JICA KOMAGANE)

[Address] 15 Akaho, Komagane city,  
Nagano-ken 399-4117, Japan

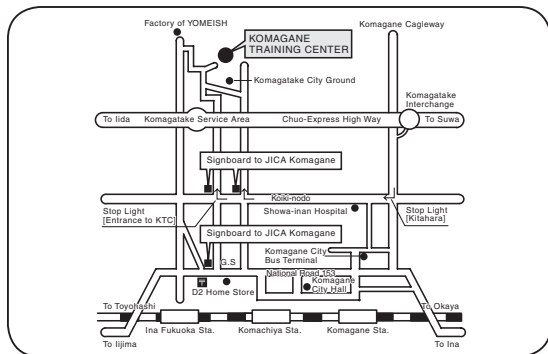
[Tel] (0265) 82-6151

[Fax] (0265) 82-5336

URL: <https://www.jica.go.jp/english/about/organization/domestic/index.html>

駒ヶ根青年海外協力隊訓練所：

〒 399-4117 長野県駒ヶ根市赤穂 15 番地



15 minutes from JR Komagane station (JR lida line) to Komagane Training Center by taxi.

## JICA ALUMNI ASSOCIATIONS

As of Jan. 2019

ASIA		
Armenia	JICA Alumni Association	7 Nelson Stepanyan Str., Apt. 9 375062 Yerevan, Republic of Armenia
Azerbaijan	JICA Alumni Association of the Republic of Azerbaijan	370022, Baku, Rashid Behbudov str.80 Tel 99-412-977653 Fax 99-412-977698
Bangladesh	JICA Alumni Association of Bangladesh	Meherba Plaza (5th Floor), Room # H33, Topkhana Road, Dhaka-1000, Bangladesh Tel 880-2-9561589 e-mail: jaa@citechco.net
Bhutan	JICA Participants Alumni Association of Bhutan	C/O Jica / Jocv Bhtan Office, P.O. Box217, Thimphu, Bhutan
Brunei	JICA Alumni Association Brunei Darussalam	P.O.Box 225, Post Office Pmm 3702, Berakas, Brunei Darussalam, Brunei <a href="http://web.need.bg/jica_alumni/">http://web.need.bg/jica_alumni/</a>
Cambodia	JICA Training Alumni of Cambodia (JICATAC)	C/O JICA Cambodia Office, P.O. Box 613, #440A, Monivong Blvd., Phnom Penh, Cambodia
Georgia	JICA Alumni Association of Georgia	04 Chitadze Str. 380018 Tbilisi, Georgia
India	JICA Alumni Association of India	C/O JICA India Office, 3A, 2nd floor, Dr. Gopal Das Bhawan, 28 Barakhamba Road, New Delhi 110001, INDIA Tel 011-4768-5500
Indonesia	Ikatan Alumni JICA Indonesia (Ikajica Indonesia)	IKA JICA Indonesia, Sentral Senayan II, 14th Floor, Jl. Asia Afrika No.8, Jakarta 10270, Indonesia Tel 021-3906987 <a href="http://www.ikajica.or.id">http://www.ikajica.or.id</a>
The Kyrgyz Republic	JICA Alumni Association in the Kyrgyz Republic	Razzakov Str., 15, Bishkek, 720040 the Kyrgyz Republic <a href="http://jpn.org.kg/">http://jpn.org.kg/</a>
Malaysia	JICA Alumni Society of Malaysia	JICA Malaysia Office Suite 29.03, Level 29, Menara Citibank, 165 Jalan Ampang, 50450 Kuala Lumpur, Malaysia <a href="http://myjica.net">http://myjica.net</a>

Maldives	JICA Alumni Society of Maldives (JICA-ASM)	P.O Box 2176, Boduthakurufaanu Magu, Male', 20026, Maldives Tel 960-3442593 e-mail <a href="mailto:info@jicaasm.com">info@jicaasm.com</a>
Mongolia	JICA Alumni Association of Mongolia	CPO BOX 682, Ulaanbaatar 13, Mongolia
Myanmar	JICA EX-participant alumni (Myanmar)	C/O JICA Myanmar Office #701, 7th Floor, Sakura Tower, No.339, Bogyoke Aung San Road, Kyauktada Township, Yangon, Myanmar
Nepal	JICA Alumni Association of Nepal.	P.O.Box 4707, Kathmandu, Nepal Tel 977-1-4285520 Fax 977-1-4036070 e-mail <a href="mailto:jaanmilan@ntc.net.np">jaanmilan@ntc.net.np</a> <a href="http://jaan.org.np">http://jaan.org.np</a>
Pakistan	JICA Alumni Association of Pakistan	JICA PAKISTAN OFFICE, 2nd Floor, COMSATS Building, Shahra-e-Jamhuriat, G-5/2, Islamabad 44000, Pakistan <a href="http://www.geocities.com/jicaalumni">http://www.geocities.com/jicaalumni</a>
Philippines	Philippine-Japan Fellows Association (Philjafa)	Technological University of the Philippines, P.O.Box 3171, Ayala Boulevard Corner San Marcelino Street, Ermita Manila, 1000 Philippines Tel 0-632-521-4027
Singapore	JICA Alumni Association of Singapore	460 Alexandra Road 21st Storey Psa Building Singapore 119963
Sri Lanka	JICA Alumni Association of Sri Lanka	Upali S. Jayasekera, P7, Govt. Flats, Bambalapitya, Colombo 4, Sri Lanka Tel 2586779
Thailand	JICA Alumni Association of Thailand (JAAT)	2nd Floor Customer Service Center Department of Skill Development, Mitmaitree Road, Dindaeng, Bangkok 10400 <a href="http://www.jaat.or.th">http://www.jaat.or.th</a> e-mail <a href="mailto:jaathai@live.com">jaathai@live.com</a>
Timor Leste	JICA Timor Leste Alumni Association	CPA No.83,Dili
Uzbekistan	JICA Alumni Association In Uzbekistan	Institute of Economics under the Academy of Sciences of Uzbekistan, 5 Bldg., Borovsky street, Tashkent, Tel & Fax 8-371133-14-78
Vietnam	Vietnam Alumni Club of Youth Friendship Program (VACYF)	62 Ba Trieu Street, Hanoi, Vietnam Tel: +84-4- 6263 1999 (extension : 311) Fax: +84-4-6263 1938

MIDDLE EAST		
Egypt	JICA Alumni Association in Egypt	8th Woeld Trade Center,1191 Corniche El Nil St., Boulak, Cairo P.O.Box 475 Dokki Tel 0020-2-5748240/41/42 Fax 0020-2-25748243 <a href="http://jicaalumniegypt.org/home.htm">http://jicaalumniegypt.org/home.htm</a>
Syria	JICA Alumni Association in Syria	JICA Syria Office, 1st Floor, Barakat Building, No.10, Ibn Al Haytham Str. (Beside the Indian Embassy) Abu-Rummaneh, Damascus, P.O.Box: 10012, Tel +963113339359, Fax+963113334834
Iran	The Association of Iranian Participants in JICA	P.O.Box.15855-495, Tehran, Iran Tel 98-21-33114091
Iraq	JICA Alumni Association in Iraq (JAAI)	P.O.Box.3100 Baghdad Tel 964-1-8175641
Jordan	JICA Alumuni Association In Jordan (Jaaj)	P.O.Box 620314, Amman 11162, Jordan Tel 962-6-5812522
Lebanon	JICA Alumini-Lebanon (Leba-Jica)	Ministry of Environment Antelias, Lebanon P.O.Box 70-1091 <a href="http://www.LebaJica.org">http://www.LebaJica.org</a>
Morocco	Association des Participants Marocains aux Programmes de la JICA	N° 74, Rue Oum Errabia, BP 10100, Agdal, Rabat, Maroc.
Oman	Oman JICA Alumni Association	P.O.Box 66 Ruwi Post Code 112 Oman
Palestine	JICA Alumni Association - Palestine	Almasharawi Building. 1st floor Omar Almokhtar st., Gaza Palestine Tel & Fax 972-8-2868130 e-mail: <a href="mailto:Jalap_004@yahoo.com">Jalap_004@yahoo.com</a> <a href="http://www.jicaalumni.ps">http:// www.jicaalumni.ps</a>
Tunisia	Association Des Anciens Stagiaires Tunisiens De La JICA (Tunisian Ex Participants Association)	3, Avenue Mohamed Ali Akid-Cite Olympique, Tunisia Tel 71-771-519 Fax 71-772-101
Turkey	JICA Alumni Association of Turkey	Turk-Japon Kultur Merkezi Zuhtu Tigrel Cad. 2 Or-An Sehri 06450 Ankara, Turkey <a href="http://www.jicadernegi.org.tr">http://www.jicadernegi.org.tr</a>

AFRICA		
Benin	Association of Former Japanese Scholarship Recipients	C/O JICA BENIN Office, 01 BP 7097 Cotonou, Benin E-mail : 2a2bj14benin@yahoo.fr
Cameroon	JICA Alumni Association of Cameroon (Jicam)	Embassy of Japan P.O Box 6868 Yaounde, Cameroon
Central Africa	Association of JICA Participants of Central Africa (Asjica-Ca)	C/O Japan Embassy P.O.Box 1367, Bungui, Central Africa
Cote d'Ivoire	Association Des Anciens Stagiaires Ivoiriens De La JICA (Asi-Jica)	01 Bp.1825 Abidjan 01, Cote d'Ivoire
Djibouti	Asjica-Djib, JICA Alumni, Asjica-Djib, Association De Anciens Stagiaires JICA De Djibouti	P.O. Box 1795 Djibouti
Ethiopia	JICA Ethiopia Alumni Association	C/O Jica Ethiopia Office P.O.Box 5384 Addis Ababa Ethiopia Tel 251-911-683327
Gabon	Amical Des Anciens Stagiaires Etudiants Gabonais Du Japon	A.G.A.J.A. B.P 18 090 Libreville, Gabon
Ghana	JICA Alumni Association of Ghana (Jaagha)	P.O. Box 301 Tema, Ghana
Guinea	Aguija (Amicale Guinee-Japan)	As/Jica-Guinee, B.P.147 Conakry Republique De Guinee Tel 21-13-50
Kenya	JICA Ex-Participants Alumni Association of Kenya (Jepak)	C/O JICA Kenya Office, P.O.Box 50572-00200, City Square, Nairobi, Kenya Tel 254-20-2775000 <a href="https://www.jica.go.jp/kenya/english/office/others/alumni.html">https://www.jica.go.jp/kenya/english/office/others/alumni.html</a>
Madagascar	Association Des Anciens Et Amis Du Japon Madagascar	C/O Immeuble Energie et Mines, 3è étage, Ampandrianomby, Antananarivo 101, Madagascar <a href="http://www.aaajamadagascar.org">http://www.aaajamadagascar.org</a> Tel 261-20-2609403
Malawi	JICA Ex-Participants Association of Malawi (Jepam)	C/O Jica Malawi Office P.O.Box 30321, Lilongwe 3, Malawi

Mali	JICA Alumni Association Du Mali (Jaama)	Immeuble Banankokou Face Commissariat 5eme Arrondissement Lafiabougou Bamako
Mozambique	ABJAP- Associação de Ex-Bolseiros no Japão	C/O JICA Mozambique Office P.O.Box 2650 Maputo, Mozambique TEL 258-21-486357/8
Niger	Association Nigerienne des Anciens Stagiaires l'Education au Japon (ANASEJ)	C/O JICA NIGER OFFICE BP10036 Niamey, Niger
Nigeria	JICA Alumni Association of Nigeria	P.M.B.12973, Wuse-Abuja, Nigeria Tel 01-4825706
Senegal	Amicale Des Anciens Stagiaires Et Etudiants Senegalais Du Japon (A.S.E.J.)	C/O JICA SENEGAL, P.O.BOX 3323 Dakar, Senegal <a href="http://www.dalaronline.com/jaawa">http://www.dalaronline.com/jaawa</a>
Seychelles	JICA Ex-Participants Alumni Association of Seychelles (Jepas)	Jepas P.O.Box885, Victoria, Mahe Seychelles
South Africa	JICA Alumni Association of South Africa (Jaasa)	MS T.MOKGOHLA P.O.Box 14068, Hatfield, Pretoria 0028, South Africa
South Sudan	JICA Alumni Association South Sudan (JAASS).	C/O JICA South Sudan office, Plot No. 300 Block 3-K South, First Class, Thongpiny, Juba South Sudan
Tanzania	JICA Alumni Association of Tanzania (Jata)	C/O Jica Tanzania Office, P.O.Box 9450, Dar Es Salaam, Tanzania Tel 254-2-2113727
Uganda	Uganda JICA Ex-Participants Association (Ujepa)	P.O.Box 26794, Kampala, Uganda Tel 256-41-342222
Zambia	Zambia JICA Association (Zajifa)	C/O Jica Zambia Office P.O.Box 30027, Lusaka, Zambia
Zimbabwe	Zimbabwe Japan Friendship Association (ZIMJIFA)	C/O JICA Zimbabwe Office, P.O.Box 4060, Harare,
Swaziland	JICA Alumni Association of Swaziland JAASWA, Contact Ms. Lencama	MTHEMBU, Ministry of Agriculture, Swaziland Tel +268 61 59128 or +268 404 2737/8; e-mail <a href="mailto:mthembele@gov.sz">mthembele@gov.sz</a>
Lesotho	JICA Alumni Association of Lesotho JAAL, Contact Mr. Thabo	TSASANYANE, Ministry of Tourism and Culture, Lesotho Tel +266 22311767 or +266 580 35830; e-mail <a href="mailto:tsasanyanetk@hotmail.com">tsasanyanetk@hotmail.com</a>



LATIN AMERICA and the CARIBBEAN		
Argentina	Asociacion De Becarios de japan en Argetina (ABJA)	Maipú 1300 piso 21 - (C1006ACT), Ciudad de Buenos Aires, Argentina Tel 9-11-4425-8685 <a href="http://www.abja.org.ar">http://www.abja.org.ar</a>
Bolivia	Asociacion de Ex Becarios Bolivianos en el Japon. Sede Nacional	Edificio Barcelona piso 5, Plaza Espana, Sopocachi Tel 591-2-2416420 e-mail <a href="mailto:aebj@jica-bo.org">aebj@jica-bo.org</a>
Brazil (Porto Alegre)	Associação Sul Brasileira de Bolsistas do Japão - ASBBJ	Rua Machado de Assis, nº 259, Bairro Partenon Tel: 55-51-3315-4496 or 55-51-9958-3539 E-mail: <a href="mailto:mondadorivalle@yahoo.com.br">mondadorivalle@yahoo.com.br</a> / <a href="mailto:valle@bm.rs.gov.br">valle@bm.rs.gov.br</a>
Brazil (Brasilia)	ABRAEX-Associação Brasiliense de Ex-Bolsistas Brasil-Japão	SCN Qd.02 Bl. A Ed. Corporate Financial Center, 4º andar sala 402 70712-900-Brasilia/DF Tel 55-61-3321-6465 Fax 55-61-3321-7565 e-mail <a href="mailto:contato@abraex.org.br">contato@abraex.org.br</a> <a href="http://www.abraex.org.br">http://www.abraex.org.br</a>
Brazil (Curitiba)	Associacao Paranaense de Ex-Bolsistas Brasil-Japao-APAEX	Av.Comendador Franco, 871 Jardim Botânico 80215-090-Curitiba/PR Tel 55-41-3029-6343 Fax 55-41-3363-3090 e-mail <a href="mailto:apaex@apaex.org.br">apaex@apaex.org.br</a> <a href="http://www.apaex.org.br">http://www.apaex.org.br</a>
Brazil (Recife)	Associacao Nordestina dos Ex-Bolsistas e Estagiarios no Japao-ANBEJ	Estrada do Arraial, 3344, Sala 112, Casa Amarela Empresarial Sitio da Trindade Tel & Fax 55-81-3267-2556 Recife-PE BRASIL 52051-380 e-mail <a href="mailto:anbej@anbej.org.br">anbej@anbej.org.br</a> / <a href="mailto:anbej@hotmail.com">anbej@hotmail.com</a> <a href="http://www.anbej.org.br">http://www.anbej.org.br</a>
Brazil (Minas Gerais)	Associação de Cooperação em Ciência e Tecnologia BRASIL/JAPAO -ACCTBJ	Address: Rua Paraiba, 1352 Sala 1301, Bairro Funcionários 30130 141 Belo Horizonte, MG Tel:(31)3657-4811 or (31) 3657-4813 HONORARY CONSULATE OF JAPAN IN BELO HORIZONTE e-mail: <a href="mailto:presidencia@acctbj.com.br">presidencia@acctbj.com.br</a> <a href="http://www.acctbj.com.br">http://www.acctbj.com.br</a>

Brazil (São Paulo)	Associação dos Bolsistas JICA-ABJICA	<a href="http://www.abjica.org.br">http://www.abjica.org.br</a> e-mail : <a href="mailto:abjica@gmail.com">abjica@gmail.com</a> Address:Alameda Santos, 700-Ed. TRI- ANON CORPORATE 15o. Andar, Cer- queira César 01401-100-São Paulo/SP Tel.-55-11-3251-2655 Fax-55-11-3251-1321
Chile	Asociacion Chilena De Ex- Becarios En Japon (Abeja)	Seminario Nro.15, Providencia, Santiago e-mail <a href="mailto:abejapon@yahoo.com">abejapon@yahoo.com</a>
Colombia	Asociacion Colombiana De Ex-Becarios Del Japon (Nikkoryukai)	Calle 74 No.15-80, Int. 2 Oficina 712, Edificio Osaka Trade Center, Bogota D.C., Colombia Tel 3455642 <a href="http://nikkoryukai.blogspot.com">http://nikkoryukai.blogspot.com</a>
Costa Rica	Asociacion Costarricense De Exbecarios Y Amigos De Japon	Apartado 7884-1000, San-Jose, Costa Rica
Dominica	JICA Alumni Association of Dominica	C/O JICA Dominica Office P.O.Box 163, Roseau, COMMONWEALTH OF DOMINICA, W.I. Tel 1-767440-3184 Fax 1-767440-3185
Dominican Republic	Asociacion Dominicana De Ex-Becarios Del Japon (Adeja)	C/O Jica Dominican Republic Office P.O.Box 1163, Santo Domingo, Republica Dominicana Tel 809-381-0005 Fax 809-381-0048
Ecuador	Asociacion Ecuatoriana De Ex-Becarios Del Japon	Calle Daniel Hidalgo 132 Y Av.10 De Agosto, Edificio Maldonado Oficina 503 Quito-Ecuador Tel 02-2542-544 Fax 02-2571-174
El Salvador	Asociacion Salvadoreña De Ex-Becarios Del Japon (Aseja)	Blvd Los Heroes #1148, edificio Sarah 20 nivel No.7 San Salvador, Tel 2226-8288/2531-6272 <a href="http://www.gratisweb.com/aseja">http://www.gratisweb.com/aseja</a>
Guatemala	Asociacion Guatemalteca De Exbecarios De Japon (Aguabeja)	18, Calle 5-56, Zona 10 Edificio Unicentro Nivel 12 Oficina 12-03, Guatemala Tel 502-2381-9400 <a href="http://www.aguabeja.org.gt/">http://www.aguabeja.org.gt/</a>
Honduras	Asociacion Hondureña De Becarios Del Japon (Ahbeja)	P.O.Box 1752 Tegucigalpa, M.D.C., Honduras, Centro America Tel 504-221-1618 <a href="http://www.ahbeja.org.hn">http://www.ahbeja.org.hn</a>

Jamaica	JICA Alumni Association in Jamaica	P.O. Box 3437, Kingston 8, Jamaica, W.I Tel 876-977-4067 Fax 876-927-2101 <a href="https://www.jica.go.jp/jamaica/jaalumni.html">https://www.jica.go.jp/jamaica/jaalumni.html</a>
Mexico	Asociacion De Ex-Becarios De Mexico En Japon	Av. H. Ejercito Nacional 904 Piso 16B (oficina adjunta) Col. Palmas Polanco; CP 11560 Mexico DF Tel 55800136 (ext.130) <a href="http://www.asemeja.org">http://www.asemeja.org</a>
Nicaragua	Asociacion Nicaraguense De Ex-Becarios De Japon (Aneja)	C/O Oficina Jica-Jocv-Nicaragua P.O.Box 509 Managua Nicaragua Tel 505-22707229 Fax 505-22707242 <a href="https://www.facebook.com/pages/ANEJA/391192570971516">https://www.facebook.com/pages/ANEJA/391192570971516</a> <a href="http://anejanica.tripod.com">http://anejanica.tripod.com</a> Email: <a href="mailto:anejanicaragua@gmail.com">anejanicaragua@gmail.com</a>
Panama	Asociacion Panameña De Ex-Becarios De Jica (Apejica)	Japan International Cooperation Agency(Jica)Attn:Asociacion De Exbecarios (Apejica) 0832-00900, World Trade Center Panama Panama, Rep. De Panama
Paraguay	Asociacion De Ex-Becarios Paraguayos En El Japon	Julio Correa Y Domingo Portillo, Asuncion, Paraguay Tel & Fax 595-21-622424 <a href="http://www.aebpj.org.py">http://www.aebpj.org.py</a>
Peru	Asociacion Peruana De Ex-Becarios Del Japon (Apebeja)	Av. Canaval Moreyra 380, Piso 21, San Isidro, Lima, Peru Tel 221-2433 <a href="http://www.apebeja.com">http://www.apebeja.com</a>
Uruguay	Asociacion Uruguayo-Japonesa De Cooperacion Tecnica	P.O. Box 12214-Of. 4 Montevideo, Uruguay
Venezuela	Asociacion Venezolana De Ex-Becarios En Japon (Avexja)	C/O Oficina de JICA Edificio Letonia Piso10 Ofic 10-1 Ave Principal la Castellana Chacao Caracas Venezuela Tel 58-212-267-7372 Fax 58-212-267-4625

OCEANIA		
Fiji	JICA Alumni Association of Fiji	C/O JICA FIJI Office, Private mail Bag, Suva, Fiji Islands Tel & Fax 679-3309904
Marshall Island	JICA Alumni Association of The Marshall Islands	P.O.Box 1251, Majuro, Marshall Islands, 96960
Micronesia	JICA Alumni Association of the Federated States of Micronesia (JAAFSM)	C/O JICA Micronesia Office P.O.Box G, Kolonia, Pohnpei 96941, The Federated States of MICRONESIA
Palau	JICA Alumni Association of The Republic of Palau (JAARP)	P.O.Box 1521, Koror, Palau, 96940
Papua New Guinea	Png-JICA Alumni Association	P.O.Box 1660, Port Moresby, NCD, Papua New Guinea
Samoa	Samoa JICA Alumni Association	C/O JICA Samoa Office, P.O.Box 1625, Apia, Samoa Tel 22572
Solomon Islands	Solomon-Nihon (JICA) Alumni Association	C/O JICA Solomon Islands Office P.O.Box 2046, Honiara, Solomon Islands
Vanuatu	Vanuatu Nippon JICA Alumni Association	C/O JICA Vanuatu Office, PMB 9005, Port Vila, Vanuatu

EUROPE		
Albania	JICA Alumni association Albania	Druga e Kavajes Nr. 116 (GURTEN Bussines Center Office Nr 106), 1001 Tirane - Albania, Tel/fax 355 42 259 561 <a href="http://jicaalumni-albania.org.al/">http://jicaalumni-albania.org.al/</a>
Bosnia and Herzegovina	JICA Alumni Association in Bosnia and Herzegovina	C/O JICA Sarajevo Office Bistrik 9, 71000 Sarajevo, Bosnia and Herzegovina Tel 387-33-220-190/1 <a href="http://www.jicaalumni.ba">http://www.jicaalumni.ba</a>

Bulgaria	JICA Alumni in Bulgaria	Interpred WTC-Sofia Bldg., B1-A, 9th Fl., office 901, 36 Dragan Tsankov Blvd., Sofia 1057, Tel 359-2-971-2170 Fax 359-2-971-2131 <a href="http://www.jicabg.org">http://www.jicabg.org</a>
Czech Republic	JICA Alumni Association Czech Republic(JASCZ)	Air Products sopl.s.r.o., Ustecka 30, Desin 5, 405 30 Prague, Czech Republic Tel 420-412-703-370 e-mail <a href="mailto:kadlecm@apci.cz">kadlecm@apci.cz</a>
Hungary	JICA Hungarian Alumni Association	Veresegyhazy Robert, 1330 Budapest. P.O. Box 100 Tel 36-1-230-6986
Kosovo	JICA Alumni Association Kosovo	St. Afrim Zhitija, Bl.3, H.2, No.11., 10 000 Pristina, Kosova Tel 377 44 213 963 <a href="http://www.jaak-kosova.org">http://www.jaak-kosova.org</a>
Macedonia	JICA Alumni Association of Macedonia	C/O JICA Skopje Office, Petar Popov Arsov 16/5, 1000 Skopje, Republic of Macedonia, Tel 389 23 215 685 <a href="http://www.mak-jams.mk">http://www.mak-jams.mk</a>
Poland	JICA Alumni Association in Poland	Ul. Koszykowa 86, 02-008 Warsaw, Poland Tel 48-22-621-0372 <a href="http://www.jaap.pjwstk.edu.pl">http://www.jaap.pjwstk.edu.pl</a>
Romania	JICA Alumni - Romania	Al. Alexandru #9A, Et. 3, Sect. 1, Bucuresti, Romania <a href="http://www.geocities.com/jicaalumniro">http://www.geocities.com/jicaalumniro</a>
Serbia	JICA Alumni Association Serbia	C/O JICA Balkan Office, Poslovni Center Usce, 17. sprat, Bulevar Mihajla Pupina 6, 11070 Novi Beograd, Tel 381 11 2200 750 <a href="http://www.jica-alumni.org.rs">http://www.jica-alumni.org.rs</a>
Slovak Republic	JICA Alumni Association in the Slovak Republic	Hlavne namestie 2, 81327 Bratislava <a href="http://www.jaa.sk">http://www.jaa.sk</a>

## EMBASSIES OR CONSULATES

Source: MOFA→[http://www.mofa.go.jp/about/emb\\_cons/protocol](http://www.mofa.go.jp/about/emb_cons/protocol)

Note: The information provided here is to be occasionally updated.

Please visit the Website and check the current details as needed.

### [EMBASSIES]

#### ASIA

Afghanistan	Embassy of Islamic Republic of Afghanistan in Japan 2-2-1, Azabudai, Minato-ku, Tokyo 106-0041 [Tel] (03) 5574-7611
Armenia	Embassy of the Republic of Armenia in Japan 1-11-36 Akasaka, Minato-ku, Tokyo 107-0052 [Tel] (03) 6277-7453
Azerbaijan	Embassy of the Republic of Azerbaijan in Japan 1-9-15, Higashigaoka, Meguro-ku, Tokyo 152-0021 [Tel] (03) 5486-4744
Bangladesh	Embassy of the People's Republic of Bangladesh in Japan 4-15-15, Meguro, Meguro-ku, Tokyo 153-0063 [Tel] (03) 5704-0216
Bhutan	→See Consulate (P115~P120)
Brunei	Embassy of Brunei Darussalam in Japan 6-5-2, Kita-Shinagawa, Shinagawa-ku, Tokyo 141-0001 [Tel] (03) 3447-7997
Cambodia	Royal Embassy of Cambodia in Japan 8-6-9, Akasaka, Minato-ku, Tokyo 107-0052 [Tel] (03) 5412-8521/2
China	Embassy of the People's Republic of China in Japan 3-4-33, Moto-Azabu, Minato-ku, Tokyo 106-0046 [Tel] (03) 3403-3388

Georgia	Embassy of Georgia in Japan Residence Viscountess #220, 1-11-36, Akasaka, Minato-ku, Tokyo 107-0052 [Tel] (03) 5575-6091
India	Embassy of India in Japan 2-2-11, Kudan-Minami, Chiyoda-ku, Tokyo 102-0074 [Tel] (03) 3262-2391/7
Indonesia	Embassy of the Republic of Indonesia in Japan 5-2-9, Higashi-Gotanda, Shinagawa-ku, Tokyo 141-0022 [Tel] (03) 3441-4201
Kazakhstan	Embassy of the Republic of Kazakhstan in Japan 1-8-14, Azabudai, Minato-ku, Tokyo 106-0041 [Tel] (03) 3589-1821/6
Korea	Embassy of the Republic of Korea in Japan 1-2-5, Minami-Azabu, Minato-ku, Tokyo 106-0047 [Tel] (03) 3452-7611-9
Kyrgyz	Embassy of Kyrgyz Republic in Japan 5-6-16, Shimo-Meguro, Meguro-ku, Tokyo 153-0064 [Tel] (03) 3719-0828
Laos	Embassy of the Lao People's Democratic Republic in Japan 3-3-22, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 5411-2291/2
Malaysia	Embassy of Malaysia in Japan 20-16, Nanpeidai-cho, Shibuya-ku, Tokyo 150-0036 [Tel] (03) 3476-3840
Maldives	Embassy of the Republic of Maldives in Japan Ikura IT Building 8F, 1-9-10, Azabudai, Minato-ku, Tokyo 106-0041 [Tel] (03) 6234-4315

<b>Mongolia</b>	Embassy of Mongolia in Japan 21-4, Kamiyama-cho, Shibuya-ku, Tokyo 150-0047 [Tel] (03) 3469-2088
<b>Myanmar</b>	Embassy of the Republic of the Union of Myanmar in Japan 4-8-26, Kita-Shinagawa, Shinagawa-ku, Tokyo 140-0001 [Tel] (03) 3441-9291/4
<b>Nepal</b>	Embassy of the Federal Democratic Republic of Nepal in Japan Fukukawa House B, 6-20-28, Shimo-Meguro Meguro-ku, Tokyo 153-0064 [Tel] (03) 3713-6241/2
<b>Pakistan</b>	Embassy of the Islamic Republic of Pakistan in Japan 4-6-17, Minami-Azabu, Minato-ku, Tokyo 106-0047 [Tel] (03) 5421-7741
<b>Philippines</b>	Embassy of the Republic of the Philippines in Japan 5-15-5, Roppongi, Minato-ku, Tokyo 106-8537 [Tel] (03) 5562-1600
<b>Singapore</b>	Embassy of the Republic of Singapore in Japan 5-12-3, Roppongi, Minato-ku, Tokyo 106-0032 [Tel] (03) 3586-9111/2
<b>Sri Lanka</b>	Embassy of the Democratic Socialist Republic of Sri Lanka in Japan 2-1-54, Takanawa, Minato-ku, Tokyo 108-0074 [Tel] (03) 3440-6911/2
<b>Tajikistan</b>	Embassy of the Republic of Tajikistan in Japan 3-5-22, Hiroo, Shibuya-ku, Tokyo 150-0012 [Tel] (03) 6427-2625
<b>Thailand</b>	Royal Thai Embassy in Japan 3-14-6, Kami-Osaki, Shinagawa-ku, Tokyo 141-0021 [Tel] (03) 5789-2433



Timor-Leste	Embassy of the Democratic Republic of Timor-Leste 8-9, Fujimi 1-chome, Chiyoda-ku, Tokyo 102-0071 [Tel] (03) 3238-0210/5
Turkmenistan	Embassy of Turkmenistan in Japan 2-6-14, Higashi, Shibuya-ku, Tokyo 150-0011 [Tel] (03) 5766-1150
Uzbekistan	Embassy of the Republic of Uzbekistan in Japan 2-1-52, Takanawa, Minato-ku, Tokyo 108-0074 [Tel] (03) 6277-2166/3442
Viet Nam	Embassy of the Socialist Republic of Viet Nam in Japan 50-11, Moto-yoyogi-cho, Shibuya-ku, Tokyo 151-0062 [Tel] (03) 3466-3311/3/4

## MIDDLE EAST

Algeria	Embassy of the People's Democratic Republic of Algeria in Japan 2-10-67, Mita, Meguro-ku, Tokyo 153-0062 [Tel] (03) 3711-2661
Bahrain	Embassy of the Kingdom of Bahrain in Japan Residence Viscountess #710, 1-11-36, Akasaka, Minato-ku, Tokyo 107-0052 [Tel] (03) 3584-8001
Egypt	Embassy of the Arab Republic of Egypt in Japan 1-5-4, Aobadai, Meguro-ku, Tokyo 153- 0042 [Tel] (03) 3770-8022/3
Iran	Embassy of the Islamic Republic of Iran in Japan 3-13-9, Minami-Azabu, Minato-ku, Tokyo 106-0047 [Tel] (03) 3446-8011/5
Iraq	Embassy of the Republic of Iraq in Japan Vavien Palace Shoto, 14-6, Kamiyama-cho, Shibuya-ku, Tokyo 150-0047 [Tel] (03) 5790-5311

Israel	Embassy of Israel in Japan 3, Niban-cho, Chiyoda-ku, Tokyo 102-0084 [Tel] (03) 3264-0911
Palestine	The Permanent General Mission of Palestine in Tokyo CTS Kojimachi Bldg. 7F, 2-12-1, Kojimachi, Chiyoda-ku, Tokyo 102-0083 [Tel] (03) 5215-8700
Jordan	Embassy of the Hashemite Kingdom of Jordan in Japan 39-8, Kamiyama-cho, Shibuya-ku, Tokyo 150-0047 [Tel] (03) 5478-7177
Kuwait	Embassy of the State of Kuwait in Japan 4-13-12, Mita, Minato-ku, Tokyo 108-0073 [Tel] (03) 3455-0361
Lebanon	Embassy of the Republic of Lebanon in Japan Residence Viscountess #410, 1-11-36, Akasaka, Minato-ku, Tokyo 107-0052 [Tel] (03) 5114-9950
Libya	Libyan Embassy 10-14, Daikanyama-cho, Shibuya-ku, Tokyo 150-0034 [Tel] (03) 3477-0701
Morocco	Embassy of the Kingdom of Morocco in Japan 5-4-30, Minami-Aoyama, Minato-ku, Tokyo 107-0062 [Tel] (03) 5485-7171
Oman	Embassy of the Sultanate of Oman in Japan 4-2-17, Hiroo, Shibuya-ku, Tokyo 150-0012 [Tel] (03) 5468-1088
Qatar	Embassy of the State of Qatar in Japan 2-3-28, Moto-Azabu, Minato-ku, Tokyo 106-0046 [Tel] (03) 5475-0611/3
Saudi Arabia	Royal Embassy of Saudi Arabia in Japan 1-8-4, Roppongi, Minato-ku, Tokyo 106-0032 [Tel](03)3589-5241

Syria Embassy of the Syrian Arab Republic in Japan  
Homat-Jade, 6-19-45, Akasaka, Minato-ku,  
Tokyo 107-0052  
[Tel] (03) 3586-8977/8

Tunisia Embassy of the Republic of Tunisia in Japan  
3-6-6, Kudan-Minami, Chiyoda-ku,  
Tokyo 102-0074  
[Tel] (03) 3511-6622/5

United Arab Emirates Embassy of the United Arab Emirates in Japan  
9-10, Nanpeidai-cho, Shibuya-ku,  
Tokyo 150-0036  
[Tel] (03) 5489-0804

Yemen Embassy of the Republic of Yemen in Japan  
No. 38 Kowa Bldg. 8F #807, 4-12-24,  
Nishi-Azabu, Minato-ku, Tokyo 106-0031  
[Tel] (03) 3499-7151/2

## **AFRICA**

Angola Embassy of the Republic of Angola in Japan  
2-10-24, Daizawa, Setagaya-ku,  
Tokyo 155-0032  
[Tel] (03) 5430-7879

Benin Embassy of the Republic of Benin in Japan  
2-3-26 Kudan-minami, Chiyoda-ku,  
Tokyo 102-0074  
[Tel] (03) 6268-9360

Botswana Embassy of the Republic of Botswana in Japan  
Kearny Place Shiba Bldg. 6F, 4-5-10, Shiba, Minato-ku,  
Tokyo 108-0014  
[Tel] (03) 5440-5676

Burkina Faso Embassy of Burkina Faso in Japan  
Ota-House 45-24 Oyamacho Shibuya-ku,  
Tokyo 151-0065  
[Tel] (03) 3485-1930

Cameroon Embassy of the Republic of Cameroon in Japan  
3-27-16, Nozawa, Setagaya-ku,  
Tokyo 154-0003  
[Tel](03)5430-4985

Central Africa	→See Consulate (P115～P120)
R. of Congo	Embassy of the Republic of Congo in Japan 2-7-16, Hiroo, Shibuya-ku, Tokyo 150-0012 [Tel] (03) 6427-7858
D.R. of Congo	Embassy of the Democratic Republic of Congo in Japan 1-2F, 5-8-5, Asakusabashi, Taito-ku, Tokyo 111-0053 [Tel] (03) 5820-1580/1
Côte d'Ivoire	Embassy of the Republic of Côte d'Ivoire in Japan 2-19-12, Uehara, Shibuya-ku, Tokyo 151-0064 [Tel] (03) 5454-1401/2/3
Djibouti	Embassy of the Republic of Djibouti in Japan 5-18-10, Shimo-Meguro, Meguro-ku, Tokyo 153-0064 [Tel] (03) 5704-0682
Eritrea	Embassy of the State of Eritrea in Japan #401, 4-7-4, Shirokanedai, Minato-ku, Tokyo 108-0071 [Tel] (03) 5791-1815
Ethiopia	Embassy of the Federal Democratic Republic of Ethiopia in Japan Takanawa-Kaisei Bldg. 2F, 3-4-1, Takanawa, Minato-ku, Tokyo 108-0074 [Tel] (03) 5420-6860/1
Gabon	Embassy of the Gabonese Republic in Japan 1-34-11, Higashigaoka, Meguro-ku, Tokyo 152-0021 [Tel] (03) 5430-9171
Ghana	Embassy of the Republic of Ghana in Japan 1-5-21, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 5410-8631/3
Guinea	Embassy of the Republic of Guinea in Japan 12-9, Hachiyama-cho, Shibuya-ku, Tokyo 150-0035 [Tel] (03) 3770-4640

Kenya	Embassy of the Republic of Kenya in Japan 3-24-3, Yakumo, Meguro-ku, Tokyo 152-0023 [Tel] (03) 3723-4006/7
Lesotho	Embassy of the Kingdom of Lesotho in Japan U&M Akasaka Bldg. 3F, 7-5-47, Akasaka, Minato-ku, Tokyo 107-0052 [Tel] (03) 3584-7455
Liberia	Embassy of the Republic of Liberia in Japan Shirokane. k.House, 4-14-12 Shirokane, Minato-ku, Tokyo 108-0072 [Tel](03) 3441-7720
Madagascar	Embassy of the Republic of Madagascar in Japan 2-3-23, Moto-Azabu, Minato-ku, Tokyo 106-0046 [Tel] (03) 3446-7252/4
Malawi	Embassy of the Republic of Malawi in Japan Takanawa Kaisei Bldg. 7F, 3-4-1, Takanawa, Minato-ku, Tokyo 108-0074 [Tel] (03) 3449-3010
Mali	Embassy of the Republic of Mali in Japan 3-12-9, Kami-osaki, Shinagawa-ku, Tokyo 141-0021 [Tel] (03) 5447-6881
Mauritania	Embassy of the Islamic Republic of Mauritania in Japan 5-17-5, Kita-Shinagawa, Shinagawa-ku, Tokyo 141-0001 [Tel] (03) 3449-3810
Mauritius	→See Consulate (P115～P120)
Mozambique	Embassy of the Republic of Mozambique in Japan Shiba Daisan Amerex Bldg. 6F, 3-12-17, Mita, Minato-ku, Tokyo 108-0073 [Tel] (03) 5419-0973
Namibia	Embassy of the Republic of Namibia in Japan AMEREX Building, 3-5-7, Azabudai, Minato-ku, Tokyo 106-0041 [Tel] (03) 6426-5460
Niger	→See Consulate (P115～P120)

Nigeria	Embassy of the Federal Republic of Nigeria in Japan 3-6-1, Toranomon, Minato-ku, Tokyo 105-0001 [Tel] (03) 5425-8011
Rwanda	Embassy of the Republic of Rwanda in Japan Annex Fukazawa #A, 1-17-17, Fukazawa, Setagaya-ku, Tokyo 158-0081 [Tel] (03) 5752-4255
Senegal	Embassy of the Republic of Senegal in Japan 1-3-4, Aobadai, Meguro-ku, Tokyo 153-0042 [Tel] (03) 3464-8451
Seychelles	→See Consulate (P115～P120)
Sierra Leone	→See Consulate (P115～P120)
South Africa	Embassy of the Republic of South Africa in Japan Hanzomon First Building 4F., 1-4 Kojimachi, Chiyoda-ku, Tokyo 102-0083 [Tel] (03) 3265-3366/9
Sudan	Embassy of the Republic of the Sudan in Japan 4-7-1, Yakumo, Meguro-ku, Tokyo 152-0023 [Tel] (03) 5729-6170, 2200, 2201
Tanzania	Embassy of the United Republic of Tanzania in Japan 4-21-9, Kami-Yoga, Setagaya-ku, Tokyo 158-0098 [Tel] (03) 3425-4531
Togo	Embassy of the Republic of Togo in Japan 2-2-4, Yakumo Meguro-ku, Tokyo 152-0023 [Tel] (03) 6421-1064
Uganda	Embassy of the Republic of Uganda in Japan 9-23, Hachiyama-cho, Shibuya-ku, Tokyo 150-0035 [Tel] (03) 3462-7107
Zambia	Embassy of the Republic of Zambia in Japan 1-10-2, Ebara, Shinagawa-ku, Tokyo 142-0063 [Tel] (03) 3491-0121/2

Zimbabwe Embassy of the Republic of Zimbabwe in Japan  
5-9-10, Shirokanedai, Minato-ku,  
Tokyo 108-0071  
[Tel] (03) 3280-0331/2

## **LATIN AMERICA AND THE CARIBBEAN**

Argentina Embassy of the Argentine Republic in Japan  
2-14-14, Moto-Azabu, Minato-ku,  
Tokyo 106-0046  
[Tel] (03) 5420-7101/5

Belize Embassy of Belize in Japan  
4-9-7, Nishi-Shinjuku,  
Shinjuku-ku, Tokyo 160-0023  
[Tel] (03) 5365-3407

Bolivia Embassy of the Plurinational State of Bolivia in Japan  
No. 38 Kowa Bldg. 8F #804, 4-12-24,  
Nishi-Azabu, Minato-ku, Tokyo 106-0031  
[Tel] (03) 3499-5441/2

Brazil Embassy of the Federative Republic of Brazil in Japan  
2-11-12, Kita-Aoyama, Minato-ku,  
Tokyo 107-8633  
[Tel] (03) 3404-5211

Chile Embassy of the Republic of Chile in Japan  
Nihon Seimei Akabanebashi Bldg. 8F, 3-1-14,  
Shiba, Minato-ku, Tokyo 105- 0014  
[Tel] (03) 3452-7561/2,7585

Colombia Embassy of the Republic of Colombia in Japan  
3-10-53, Kami-Osaki, Shinagawa-ku,  
Tokyo 141-0021  
[Tel] (03) 3440-6451

Costa Rica Embassy of the Republic of Costa Rica in Japan  
No. 38 Kowa Bldg. 9F #901, 4-12-24,  
Nishi-Azabu, Minato-ku, Tokyo 106-0031  
[Tel] (03) 3486-1812

Cuba Embassy of the Republic of Cuba in Japan  
1-28-4, Higashi-Azabu, Minato-ku,  
Tokyo 106-0044  
[Tel] (03) 5570-3182

Dominican Republic	Embassy of the Dominican Republic in Japan No. 38 Kowa Bldg. 9F#904, 4-12-24, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 3499-6020
Ecuador	Embassy of the Republic of Ecuador in Japan No. 38 Kowa Bldg. 8F#806, 4-12-24, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 3499-2800
El Salvador	Embassy of the Republic of El Salvador in Japan No. 38 Kowa Bldg. 8F #803, 4-12-24, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 3499-4461
Guatemala	Embassy of the Republic of Guatemala in Japan No. 38 Kowa Bldg. 9F #905, 4-12-24, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 3400-1830
Haiti	Embassy of the Republic of Haiti in Japan No. 38 Kowa Bldg. 9F #906, 4-12-24, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 3486-7096
Honduras	Embassy of the Republic of Honduras in Japan No. 38 Kowa Bldg. 8F #802, 4-12-24, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 3409-1150
Jamaica	Embassy of Jamaica in Japan Toranomon Yatsuka Bldg. 2F, 1-1-11, Atago, Minato-ku, Tokyo 105-0002 [Tel] (03) 3435-1861
Mexico	Embassy of the United Mexican States in Japan 2-15-1, Nagata-cho, Chiyoda-ku, Tokyo 100-0014 [Tel] (03) 3581-1131/5
Nicaragua	Embassy of the Republic of Nicaragua in Japan No. 38 Kowa Bldg. 9F #903, 4-12-24, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 3499-0400
Panama	Embassy of the Republic of Panama in Japan 2-21-7, Higashi-Azabu, Minato-ku, Tokyo 106-0044 [Tel] (03) 3585-3661



<b>Paraguay</b>	Embassy of the Republic of Paraguay in Japan Ichibancho TG Bldg. Nr.2 7F, 2-2, Ichibancho, Chiyoda-ku, Tokyo 102-0082 [Tel] (03) 3265-5271
<b>Peru</b>	Embassy of the Republic of Peru in Japan 2-3-1, Hiroo, Shibuya-ku, Tokyo 150-0012 [Tel] (03) 3406-4243/49
<b>Uruguay</b>	Embassy of the Oriental Republic of Uruguay in Japan No. 38 Kowa Bldg. 9F #908, 4-12-24, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 3486-1888
<b>Venezuela</b>	Embassy of the Republic of Venezuela in Japan No. 38 Kowa Bldg. 7F #703, 4-12-24, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 3409-1501/4

## **OCEANIA**

<b>Australia</b>	Australian Embassy in Japan 2-1-14, Mita, Minato-ku, Tokyo 108-8361 [Tel] (03) 5232-4111
<b>Fiji</b>	Embassy of the Republic of Fiji in Japan Noa Bldg. 14F, 2-3-5, Azabu-dai, Minato-ku, Tokyo 106-0041 [Tel] (03) 3587-2038
<b>Marshall Islands</b>	Embassy of the Republic of the Marshall Islands in Japan Meiji Park Height 1F #101, 9-9, Minami-Motomachi, Shinjuku-ku, Tokyo 160-0012 [Tel] (03) 5379-1701
<b>Micronesia</b>	Embassy of the Federated States of Micronesia in Japan Reinanzaka Bldg. 2F, 1-14-2, Akasaka, Minato-ku, Tokyo 107-0052 [Tel] (03) 3585-5456
<b>New Zealand</b>	New Zealand Embassy in Japan 20-40, Kamiyama-cho, Shibuya-ku, Tokyo 150-0047 [Tel] (03) 3467-2271

Palau	Embassy of the Republic of Palau in Japan 1-1-201, Katamachi, Shinjuku-ku, Tokyo 160-0001 [Tel] (03) 3354-5500
Papua New Guinea	Embassy of Papua New Guinea in Japan 5-32-20, Shimo-meguro, Meguro-ku, Tokyo 153-0064 [Tel] (03) 3710-7001
Samoa	Embassy of the Independent State of Samoa in Japan Seiko Building, 3rd Floor, 2-7-4 Irifune, Chuo-ku, Tokyo 104-0042 [Tel] (03) 6228-3692
Solomon Islands	→See Consulate (P115~P120)
Tonga	Embassy of the Kingdom of Tonga in Japan Ikura IT Building, 2F, 1-9-10, Azabudai, Minato-ku, Tokyo 106-0041 [Tel] (03) 6441-2481

## EUROPE

Albania	Embassy of the Republic of Albania in Japan Hokkoku Shinbun Bldg. 4F, 6-4-8, Tsukiji, Chuo-ku, Tokyo 104-0045 [Tel] (03) 3543-6861
Bosnia and Herzegovina	Embassy of Bosnia and Herzegovina in Japan Gardenia Bldg. 2F/3F, 5-3-29, Minami-Azabu, Minato-ku, Tokyo 106-0047 [Tel] (03) 5422-8231
Bulgaria	Embassy of the Republic of Bulgaria in Japan 5-36-3, Yoyogi, Shibuya-ku, Tokyo 151-0053 [Tel] (03) 3465-1021/22/23/24/26/28/30
Croatia	Embassy of the Republic of Croatia in Japan 3-3-10, Hiroo, Shibuya-ku, Tokyo 150-0012 [Tel] (03) 5469-3014
Czech Republic	Embassy of the Czech Republic in Japan 2-16-14, Hiroo, Shibuya-ku, Tokyo 150-0012 [Tel] (03) 3400-8122/3/5

Estonia	Embassy of the Republic of Estonia in Japan 2-6-15, Jingumae, Shibuya-ku, Tokyo 150-0001 [Tel] (03) 5412-7281
France	Embassy of France in Japan 4-11-44, Minami-Azabu, Minato-ku, Tokyo 106-8514 [Tel] (03) 5798-6000
Hungary	Embassy of Hungary in Japan 2-17-14, Mita, Minato-ku, Tokyo 108-0073 [Tel] (03) 5730-7120
Kosovo	Embassy of the Republic of Kosovo in Japan MG Atago Bldg. 10F 3-13-7 Nishi-Shinbashi, Minato-ku, Tokyo 105-0003 [Tel] (03) 6809-2577
Former Yugoslav Republic of Macedonia	Embassy of the Former Yugoslav Republic of Macedonia in Japan 5-16-17, Higashi-Gotanda, Shinagawa-ku, Tokyo 141-0022 [Tel] (03) 6868-7110
Montenegro	→See Consulate (P115~P120)
Moldva	Embassy of the Republic of Moldva in Japan 3 <sup>rd</sup> Floor, Kagurazaka Enoki building. 72, Enoki-cho, Shinjuku-ku, Tokyo 162-0816 [Tel] (03) 5225-1622
Poland	Embassy of the Republic of Poland in Japan 2-13-5, Mita, Meguro-ku, Tokyo 153-0062 [Tel] (03) 5794-7020
Russian Federation	Embassy of the Russian Federation in Japan 2-1-1, Azabu-Dai, Minato-ku, Tokyo 106-0041 [Tel] (03) 3583-4224
Serbia	Embassy of the Republic of Serbia in Japan 4-7-24, Kita-Shinagawa, Shinagawa-ku, Tokyo 140-0001 [Tel] (03) 3447-3571/2

Slovak Republic	Embassy of the Slovak Republic in Japan 2-11-33, Moto-Azabu, Minato-ku, Tokyo 106-0046 [Tel] (03) 3400-8122
Slovenia	Embassy of the Republic of Slovenia in Japan 7-14-12, Minami-Aoyama, Minato-ku, Tokyo 107-0062 [Tel] (03) 5468-6275
Turkey	Embassy of the Republic of Turkey in Japan 2-33-6, Jingumae, Shibuya-ku, Tokyo 150-0001 [Tel] (03) 6439-5700
Ukraine	Embassy of Ukraine in Japan 3-5-31, Nishi-Azabu, Minato-ku, Tokyo 106-0031 [Tel] (03) 5474-9770
United Kingdom	Her Britannic Majesty's Embassy in Japan 1, Ichiban-cho, Chiyoda-ku, Tokyo 102-8381 [Tel] (03) 5211-1100

## **NORTH AMERICA**

Canada	Embassy of Canada in Japan 7-3-38, Akasaka, Minato-ku, Tokyo 107-8503 [Tel] (03) 5412-6200
United States of America	Embassy of the United States of America in Japan 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420 [Tel] (03) 3224-5000

## **[CONSULATES]**

### **ASIA**

Bhutan	Honorary Consulate-General of the Kingdom of Bhutan in Tokyo 3-2 Kanda-nishiki-cho, Chiyoda-ku, Tokyo 101-0054 [Tel] (03)3295-9288
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China	Consulate-General of the People's Republic of China in Sapporo 5-1, Nishi 23-chome, Minami 13-jo, Chuo-ku Sapporo-shi, Hokkaido 064-0913 [Tel] (011) 563-5563
	Consulate-General of the People's Republic of China in Nagoya 2-8-37, Higashisakura, Higashi-ku, Nagoya-shi, Aichi-ken 461-0005 [Tel] (052) 932-1098
	Consulate-General of the People's Republic of China in Osaka 3-9-2, Utsubo-Honmachi, Nishi-ku, Osaka-shi, Osaka 550-0004 [Tel] (06) 6445-9481
	Consulate-General of the People's Republic of China in Fukuoka 1-3-3, Jigyohama, Chuo-ku, Fukuokashi, Fukuoka-ken 810-0065 [Tel] (092) 713-1121
	Consulate-General of the People's Republic of China in Nagasaki 10-35, Hashiguchi-machi, Nagasaki-shi, Nagasaki-ken 852-8114 [Tel] (095) 849-3311
India	Consulate-General of India in Osaka Semba I.S. Bldg. 10F, 1-9-26, Kyutaro-machi, Chuo-ku, Osaka-shi, Osaka 541-0056 [Tel] (06) 6261-7299
Indonesia	Consulate-General of the Republic of Indonesia in Osaka Nakanoshima Intes Bldg. 22F, 6-2-40, Nakanoshima, Kita-ku, Osaka-shi, Osaka 530-0005 [Tel] (06) 6449-9898, 9882~90
Philippines	Consulate-General of the Republic of the Philippines in Osaka-Kobe Twin 21 MID Tower 24F., 2-1-61 Shiromi, Chuo-ku Osaka-shi, Osaka 540-6124 [Tel] (06) 6910-7881

Singapore      Honorary Consulate-General of the Republic of  
Singapore in Osaka  
3-77 Oimatsu-cho, Sakae-ku, Sakae-shi  
Osaka 590-8577  
[Tel] (072) 223-6911

Thailand      Royal Thai Consulate-General in Osaka  
Bangkok Bank Bldg. 4F, 1-9-16,  
Kyutaro-machi, Chuo-ku, Osaka-shi,  
Osaka 541-0056  
[Tel] (06) 6262-9226/7

## **AFRICA**

Central Africa      Honorary Consulate-General of the Republic of  
Central Africa in Tokyo  
4-38-9, Nakamachi, Setagaya-ku,  
Tokyo 158-0091  
[Tel] (03)3702-8808

Mauritius      Honorary Consulate of the Republic of Marutius  
in Tokyo  
6-1-1, Heiwajima, Ota-ku,  
Tokyo 143-6556  
[Tel] (03)3767-1130

Niger      Honorary Consulate of the Republic of Niger in Tokyo  
2-6-15, Shibakoen, Minato-ku, Tokyo 105-0011  
[Tel] (03)5405-3687

Seychelles      Honorary Consulate-General of the Republic of  
Seychelles in Tokyo  
Chancery: Rm. 2902, Hotel New Otani,  
GardenTower 9F, 4-1 Kioi-cho, Chiyoda-ku,  
Tokyo 102-8578  
[Tel] (03)5211-0511

Sierra Leone      Honorary Consulate-General of the Republic of  
Sierra Leone in Tokyo  
c/o Office IJIMA, Mori Building No 33,  
3-8-21 Toranomom, Minato-ku,  
Tokyo 105-0001  
[Tel] (03)6895-8555

## **LATIN AMERICA AND THE CARIBBEAN**

- Brazil** Consulate-General of the Federative Republic of Brazil in Nagoya  
Shirakawa Daihachi Bldg. 2F, 1-10-29,  
Marunouchi, Naka-ku, Nagoya-shi,  
Aichi-ken 460-0002  
[Tel](052) 222-1106
- Mexico** Honorary Consulate of the United Mexican States in Osaka  
Sekisui House Group, Umeda Sky Bldg.  
Tower East 23F, 1-1-88, Oyodonaka, Kita-ku,  
Osaka-shi, Osaka 531-6023  
[Tel]. 06-6440-3870
- Panama** Honorary Consulate of the Republic of Panama in Kobe  
Yamamoto Bldg. 7F, 71, Kyo-machi, Chuo-ku,  
Kobe City, Hyogo-ken 650-0034  
[Tel] (078) 392-3361

## **OCEANIA**

- Australia** Australian Consulate in Sapporo  
Sapporo Center Bldg. 17F, 6-2, Nishi,  
Kita-Gojo, Chuo-ku, Sapporo-shi,  
Hokkaido 060-0005  
[Tel] (011) 242-4381
- Australian Consulate-General in Osaka  
Twin 21 MID Tower 16F, 2-1-61,  
Shiromi, Chuo-ku, Osaka-shi, Osaka 540-6116  
[Tel] (06) 6941-9271
- Australian Consulate-General in Fukuoka  
Tenjin Twin Bldg. 7F, 1-6-8, Tenjin,  
Chuo-ku, Fukuoka-shi, Fukuoka-ken 810-0001  
[Tel] (092) 734-5055
- Solomon Islands** Honorary Consulate of Solomon Islands in Tokyo  
Kitano Construction Corp. Tokyo Head office 7F 1-9-  
2, Ginza, Chuo-ku,  
Tokyo 104-8116  
[Tel] (03) 3562-7490

## EUROPE

France	Consulate-General of France in Kyoto 8, Izumiden-cho, Yoshida, Sakyo-ku, Kyoto-shi, Kyoto 606-8301 [Tel] (075) 761-2988
Former Yugoslav Republic of Macedonia	Honorary Consulate-General of the Former Yugoslav Republic of Macedonia in Saitama 4-5-20, Suzuya, Chuo-ku, Saitama-shi, Saitama 338-0013 [Tel] (048) 853-5408
Montenegro	Honorary Consulate of Montenegro in Tokyo c/o Niigata Nippo Tokyo office Nippon Press Center Bldg. 2F, 2-2-1 Uchisaiwai-cho, Chiyoda-ku, Tokyo 100-0011 [Tel] (03) 5510-5511
Russian Federation	Consulate-General of the Russian Federation in Sapporo 2-5, Nishi 12-chome, Minami 14-jo, Chuo-ku, Sapporo-shi, Hokkaido 064-0914 [Tel] (011) 561-3171/2  Consulate-General of the Russian Federation in Niigata Bandaijima Bldg. 12F, 5-1, Bandaijima, Niigata-shi, Niigata-ken 950-0078 [Tel] (025) 244-6015  Consulate-General of the Russian Federation in Osaka 1-2-2, Nishi-Midori-ga-Oka, Toyonaka-shi, Osaka 560-0005 [Tel] (06) 6848-3451/2
United Kingdom	British Consulate-General in Osaka Epson Osaka Bldg. 19F, 3-5-1, Bakurou-machi, Chuo-ku, Osaka-shi, Osaka 541-0059 [Tel] (06) 6120-5600



## NORTH AMERICA

### United States of America

Consulate-General of the United States of America in Sapporo  
28 Nishi, Kita 1-jo, Chuo-ku,  
Sapporo-shi, Hokkaido 064-0821  
[Tel] (011) 641-1115/6/7

Consulate of the United States of America in Nagoya  
Nagoya International Center Bldg. 6F,  
1-47-1, Nakono, Nakamura-ku,  
Nagoya-shi, Aichi-ken 450-0001  
[Tel] (052) 581-4501

Consulate-General of the United States of America in Osaka-Kobe  
2-11-5, Nishitenma, Kita-ku, Osaka-shi,  
Osaka 530-8543  
[Tel] (06) 6315-5900

Consulate of the United States of America in Fukuoka  
2-5-26 , Ohori, Chuo-ku, Fukuoka-shi,  
Fukuoka-ken 810-0052  
[Tel] (092) 751-9331/4

Consulate-General of the United States of America in Naha  
2-1-1, Toyama, Urasoe-shi,  
Okinawa-ken 901-2104  
[Tel] (098) 876-4211

## INTERNATIONAL ORGANIZATIONS

Note: The information provided here is to be occasionally updated.

Please visit the Website of each organization and check the current details as needed.

### United Nations University (UNU)

5-53-70, Jingumae Shibuya-ku,

Tokyo 150-8925

[Tel] (03) 5467-1212

### United Nations Statistical Institute for Asia and the Pacific (SIAP)

3-2-2 Wakaba, Mihama-ku, Chiba-shi,

Chiba-ken 261-8787

[Tel] (043) 299-9782

### United Nations Centre for Regional Development (UNCRD)

1-47-1, Nagono, Nakamura-ku, Nagoya-shi,

Aichi-ken 450-0001

[Tel] (052) 561-9377

### United Nations Information Centre (UNIC)

UN House (United Nations University Bldg.) 8F,

5-53-70, Jingumae, Shibuya-ku, Tokyo 150-0001

[Tel] (03) 5467-4451

### UNICEF (United Nations Children's Fund) Tokyo Office

UN House (United Nations University Bldg.) 8F,

5-53-70, Jingumae, Shibuya-ku, Tokyo 150-8925

[Tel] (03) 5467-4435

### United Nations High Commissioner for Refugees (UNHCR) Representation in Japan

Wesley center, 6-10-11, Minami Aoyama, Minato-ku,

Tokyo 107-0062

[Tel] (03) 3499-2011

**UNDP (United Nations Development Programme)  
Representation Office in Tokyo**

UN House (United Nations University Bldg.) 8F, 5-53-70,  
Jingumae, Shibuya-ku, Tokyo 150-0001  
[Tel] (03) 5467-4751

**International Labour Organization (ILO) Tokyo Branch Office**

UN House (United Nations University Bldg.) 8F, 5-53-70,  
Jingumae, Shibuya-ku, Tokyo 150-0001  
[Tel] (03) 5467-2701

**Tokyo Office of the International Bank for Reconstruction and  
Development and the International Development Association (IBRD)**

Fukokuseimei Bldg. 10F, 2-2-2 Uchisaiwai-cho,  
Chiyoda-ku, Tokyo 100-0011  
[Tel] (03) 3597-6650

**Asian Productivity Organization (APO)**

Leaf Square Hongo Bldg.2F,  
1-24-1, Hongo, Bunkyo-ku,  
Tokyo 113-0033  
[Tel] (03) 3830-0411

**OECD Tokyo Centre**

Nihon Press Centre Bldg. 3F, 2-2-1, Uchisaiwai-cho,  
Chiyoda-ku, Tokyo 100-0011  
[Tel] (03) 5532-0021

**ASEAN Promotion Centre on Trade Investment and Tourism**

Shin Onarimon Bldg. 1F, 6-17-19, Shinbashi, Minato-ku,  
Tokyo 105-0004  
[Tel] (03) 5402-8118

**IAEA (International Atomic Energy Agency) Regional  
Office in Tokyo**

Seibunkan Bldg. 9F, 1-5-9, Iidabashi, Chiyoda-ku,  
Tokyo 102-0072  
[Tel] (03) 3234-7186

**IFC (International Finance Corporation) Tokyo Office**

Fukokuseimei Bldg. 10F, 2-2-2, Uchisaiwaicho, Chiyoda-ku,  
Tokyo 100-0011  
[Tel] (03) 3597-6657

**ITTO (International Tropical Timber Organization)**

Yokohama International Cooperation Centre 5F,  
Pacifico Yokohama, 1-1-1, Minatomirai, Nishi-ku,  
Yokohama-shi, Kanagawa-ken 220-0012  
[Tel] (045) 223-1110

**UNEP · IETC (United Nations Environment Programme  
International Environmental Technology Centre)**

2-110, Ryokuchi-koen, Tsurumi-ku, Osaka-shi,  
Osaka 538-0036  
[Tel] (06) 6915-4581

**ADB (Asian Development Bank) Japanese Representative Office**

Kasumigaseki Bldg. 8F, 3-2-5, Kasumigaseki, Chiyoda-ku,  
Tokyo 100-0011  
[Tel] (03) 3504-3160

**WFP (United Nations World Food Programme)  
Japan Relations Office**

Yokohama International Cooperation Center 6F,  
Pacifico Yokohama, 1-1-1, Minatomirai, Nishi-ku,  
Yokohama-shi, Kanagawa-ken 220-0012  
[Tel] (045) 221-2510

CHRONOLOGY OF JAPANESE HISTORY

Period	Year	Events
Diluvial	30000 BC	First human occupation in central Japan Old Stone Age
Jomon	10000 BC	New Stone (Jomon Pottery) Age
Yayoi	300 BC	Rice cultivation, bronze and iron introduced from the continent Yayoi Pottery
Kofun	300 538 604 607 708	Most of Japan united Buddhism introduced Seventeen-Article Constitution drafted Horyuji (Buddhist temple) constructed First coins minted
Nara	710 712 752	Capital moved to Heijokyo (now Nara) First official history compiled Todaiji Great Buddha completed First anthology of waka poetry compiled
Heian	794 1001	Capital moved to Heiankyo (now Kyoto) Tale of Genji written Ascendency of warrior class
Kamakura	1192  1274  1281 1333	Establishment of Kamakura Shogunate (government) Mongolians attempt to invade northern Kyushu Mongolians attempt at second invasion Fall of Kamakura Shogunate (government)
Muromachi	1338  1397 1489 1543 1549  1573	Beginning of Muromachi Shogunate (government) Kinkakuji built Ginkakuji built Guns introduced by Portuguese Arrival of St.Francis Xavier as Christian missionary End of Muromachi Shogunate(government)
Azuchi Momoyama	1590	Nation united by Toyotomi Hideyoshi

Period	Year	Events
Edo	1603	Establishment of Tokugawa Shogunate (government)
	1612	Christianity prohibited
	1639	National isolation policy (door closed to foreigners)
	1858	Unequal commercial treaty with United States of America signed, followed by similar treaties with Netherlands, Russia, Britain and France
Meiji	1868	Meiji Restoration
	1889	Constitution of the Empire of Japan Promulgated
	1894	Outbreak of Sino-Japanese War
	1904	Outbreak of Russo-Japanese War
Taisho	1914	Outbreak of First World War
Showa	1939	Outbreak of Second World War
	1941	Outbreak of Pacific War
	1945	Atomic bombs dropped on Hiroshima and Nagasaki
		Acceptance of terms of Potsdam Declaration and unconditional surrender
	1946	Constitution of Japan promoted
	1947	Agrarian land reforms instituted
	1950	Outbreak of Korean War
	1951	San Francisco Peace Treaty signed with 48 Nations
	1964	20th Olympic Games held in Tokyo
	1970	Expo'70 held in Osaka
	1985	The BUBBLE Economy started/It ended in 1991
	1989	End of the SHOWA Period (1926-1989)
Heisei	1989	The HEISEI Period Starts
		Introduction of Consumption Tax
	1995	Great Hanshin Earthquake
	2002	FIFA World Cup Japan/Korea
	2011	East Japan Great Earthquake Disaster

## NATIONAL HOLIDAYS

January 1	New Year's Day
January*	Coming-of-Age Day
February 11	National Foundation Day
March 21***or 20	Vernal Equinox Day
April 29	Day of Showa
May 1	Coronation Day
May 3	Constitution Memorial Day
May 4	Greenery Day
May 5	Children's Day
July**	Marine Day
August 11	Mountain day
September **	Respect-for-the-Aged Day
September 23 ***or 22	Autumnal Equinox Day
October*	Health-Sports Day
October 22	The core Enthronement Ceremony
November 3	Culture Day
November 23	Labor Thanksgiving Day

When a national holiday happens to fall on Sunday, a substitute holiday is given on the following Monday.

\* The date falls on the second Monday of the month.

\*\* The date falls on the third Monday of the month.

\*\*\* The date changes according to the solar calendar.

On Saturday, Sunday and public holiday, Bank, Post Office and company are closed but most of the department Stores and Shops are Open.

# POSTAL CHARGES

As of Jan. 2019

## 1) Overseas Rates

		Asia	Africa/ South America	Other Place
AIR MAIL	POST CARD	¥ 70		
	AEROGRAMME	¥ 90		
	LETTER ~25g	¥ 90	¥ 130	¥ 110
	~50g	¥ 160	¥ 230	¥ 190
	PRINTED ~20g	¥ 70	¥ 90	¥ 80
	MATTER/ ~25g	¥ 90	¥ 130	¥ 110
	SMALL ~50g	¥ 120	¥ 170	¥ 150
	PACKET (each additional 50g)	¥ 70	¥ 120	¥ 90
SAL	PARCEL ~1kg	¥ 2,050 ~ ¥ 4,600		
	~2kg	¥ 2,750 ~ ¥ 7,400		
	PRINTED ~20g	¥ 70	¥ 80	¥ 75
	MATTER/ ~50g	¥ 100	¥ 120	¥ 110
	SMALL ~100g	¥ 160	¥ 200	¥ 180
SEA MAIL	PACKET (each additional 100g)	¥ 80	¥ 120	¥ 100
	PARCEL ~1kg	¥ 1,800 ~ ¥ 3,400		
	~2kg	¥ 2,400 ~ ¥ 5,000		
	LETTER ~20g	¥ 90		
	~50g	¥ 160		
	PRINTED ~20g	¥ 70		
	MATTER ~50g	¥ 100		
	(up to 50g)			
	PRINTED ~100g	¥ 130		
	MATTER ~250g	¥ 220		
	(over 50g) ~500g	¥ 430		
	SMALL ~1kg	¥ 770		
	PACKET ~2kg	¥ 1,080		
	PARCEL ~1kg	¥ 1,650 ~ ¥ 2,200		
	~2kg	¥ 1,900 ~ ¥ 2,650		

## 2) Domestic Rates (in Japan)

POST CARD (standard size)	¥ 62
LETTER (standard size) ~25g	¥ 82
~50g	¥ 92
POST CARD / LETTER (non-standard size) ~50g	¥ 120
~100g	¥ 140
~250g	¥ 250
~500g	¥ 380



## COIN AND NOTES IN CIRCULATION



¥ 500 Cupro-nickel



¥ 100 Cupro-nickel



¥ 50 Cupro-nickel



¥ 10 Bronze



¥ 5 Brass



¥ 1 Aluminium



¥ 10,000



¥ 5,000



¥ 2,000



¥ 1,000

## Appendix 10

### CLIMATE of JAPAN Average Temperature & Precipitation in Major Cities:

#### Tokyo Temperature

	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
T(°C)High	9.8	10	12.9	18.4	22.7	25.2	29	30.8	26.8	21.6	16.7	12.3
T(°C)Low	2.1	2.4	5.1	10.5	15.1	18.9	22.5	24.2	20.7	15	9.5	4.6
P(mm)	48.6	60.2	114.5	130.3	128	164.9	161.5	155.1	208.5	163.1	92.5	39.6

#### Sapporo Temperature

	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
T(°C)High	-0.9	-0.3	3.5	11.1	17	21.1	25	26.1	22	15.8	8.1	2.1
T(°C)Low	-7.7	-7.2	-3.5	2.7	7.8	12.4	17.1	18.5	13.6	6.9	0.9	-4.4
P(mm)	110.7	95.7	80.1	60.9	55.1	51.4	67.2	137.3	137.6	124.1	102.7	104.8

#### Sendai Temperature

	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
T(°C)High	5.2	5.5	8.8	14.8	19.5	22	25.7	27.9	24.1	19.1	13.4	8.3
T(°C)Low	-2	-1.8	0.5	5.7	10.8	15.3	19.3	21.2	17.2	10.8	4.9	0.6
P(mm)	33.1	48.4	73	98.1	107.9	137.9	159.7	174.2	218.4	99.2	66.8	26.4

#### Nagoya Temperature

	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
T(°C)High	8.8	9.5	13.4	19.5	23.7	26.7	30.5	32.2	28	22.4	16.7	11.4
T(°C)Low	0.5	0.6	3.7	9.2	14	18.7	22.6	23.8	20	13.5	7.6	2.6
P(mm)	43.2	64.1	115.2	143.3	155.7	201.5	218	140.4	249.8	116.9	79.5	36.8

#### Osaka Temperature

	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
T(°C)High	9.3	9.6	13.3	19.6	24.2	27.4	31.4	33	28.7	23	17.3	12
T(°C)Low	2.5	2.5	5.2	10.5	15.2	19.8	24	25.1	21.1	15	9.5	4.7
P(mm)	43.7	58.7	99.5	121.1	139.6	201	155.4	99	174.9	109.3	66.3	37.7

#### Fukuoka Temperature

	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
T(°C)High	9.8	10.5	14	19.2	23.5	26.5	30.7	31.6	27.8	23	17.6	12.5
T(°C)Low	3.2	3.5	6.1	10.7	15	19.4	24	24.5	20.6	14.7	9.6	5.2
P(mm)												

#### Naha Temperature

	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
T(°C)High	19.1	19.2	21.3	24	26.4	29.2	31.3	30.9	29.9	27.5	24.2	20.9
T(°C)Low	14.3	14.3	16.2	18.9	21.5	24.6	26.4	26.1	25.1	22.7	19.5	16.1
P(mm)	114.5	125.2	159.6	180.7	233.8	211.6	176.1	247.2	200.3	162.9	124.1	100.7

Key: "T" stands for temperature in (F) Fahrenheit and (C) Celsius.

Please refer to Japan Meteorological Agency's website for updates of this information:  
<http://www.jma.go.jp/jma/indexe.html>

## CONSUMER PRICES IN JAPAN

Item	Quantity	Price (Yen)
(Food and Drink)		
1 Rice	10 kilograms	3,000~
2 Bread	1 loaf (400 grams)	150~
3 Beef	100 grams	250~
4 Pork	100 grams	130~
5 Chicken	100 grams	100~
6 Eggs	10 eggs	180~
7 Instant Ramen (instant noodle soup)	1 package	130~
8 Instant Coffee	100 grams	700~
9 Milk	1 bottle (1 liter)	180~
10 Fresh Juice	1 bottle (1 liter)	300~
11 Soft Drink	1 bottle (1.5 liters)	280~
12 Mineral Water	1 bottle (2 liters)	150~
13 Soda	1 bottle (500 milliliters)	130~
14 Beer	1 bottle (633 milliliters)	320~
15 Wine	1 bottle (720 milliliters)	700~
16 Whiskey	1 bottle (750 milliliters)	2,000~
(Dining out)		
17 Curry Rice	1 portion	700~
18 Fried Rice	1 portion	600~
19 Spaghetti	1 portion	700~
20 Fried Noodles	1 portion	600~
21 Noodle Soup	1 portion	550~
22 Beef Steak	1 portion (150 grams)	1,600~
23 Fried Chicken	1 portion	200~
24 Hamburger	1 hamburger	210~
25 Sandwich	1 pack	200~
26 Cake	1 slice	300~
27 Coffee, tea, (coffee shop)	1 cup	200~

Item	Quantity	Price (Yen)
(Dining out)		
28	Sushi (rice with raw fish on top)	1 portion 1,000~
(Clothes and Shoes)		
29	Men's Overcoat	1 20,000~
30	Women's Overcoat	1 20,000~
31	Men's Trousers (wool)	1 pair 10,000~
32	Men's Jacket (wool)	1 20,000~
33	Women's Jacket (wool)	1 20,000~
34	Skirt (wool)	1 10,000~
35	Men's Shirt	1 3,000~
36	Women's Blouse	1 3,000~
37	Trunks	1 pair 600~
38	Shorts	1 pair 350~
39	Men's Socks	1 pair 500~
40	Stockings	1 pair 350~
41	Men's Shoes (leather)	1 pair 8,800~
42	Women's Shoes (leather)	1 pair 5,000~
43	Men's Sneakers	1 pair 7,000~
44	Women's Sneakers	1 pair 4,000~
(Daily Goods)		
45	Toothbrush	1 150~
46	Toothpaste	1 tube (50g) 100~
47	Soap	1 bar 100~
48	Detergent	300 grams 180~
49	Shampoo	1 bottle (220 milliliters) 300~
50	Sanitary Napkins	11 pack of twenty 360~
51	Bath Towel	1 piece 2,000~
(Transportation)		
52	Train (local)	Minimum Fare 130~

Item	Quantity	Price (Yen)
(Transportation)		
53 Subway Metropolitan Area	Minimum Fare	170
54 Bus	Basic Fare	210
55 Taxi	Basic Fare	730
56 Train (Super-Express)	Tokyo to Kyoto (one way)	13,220
(Miscellaneous)		
57 Haircut (barber)	Once	4,000~
58 Haircut (beauty salon)	Once	4,000~
59 Dry Cleaning (suit)	1 suit	900~
60 Umbrella	1	500~
61 Eyeglasses	1 pair	10,000~
62 Ball Point Pen	1	100~
63 Writing Pad	1	200~
64 Calculator	1 unit	700~
65 CD Player/Radio	1 unit	20,000~
66 Movie Theater Ticket	1 adult	1,800~
67 Cigarettes	1 pack (20 cigarettes)	480~
68 Internet Cafe	1 hour (average)	500~
69 Digital Camera	1	20,000~
70 Electronic Media	1	1,000~

## CLOTHING SIZES

## ● Women's Dresses &amp; Suits

Japanese	9	11	13	15	17	19	21
American	10	12	14	16	18	20	22
British	32	34	36	38	40	42	44
European	38	40	42	44	46	48	50

## ● Men's Shirts (Collar Sizes)

Japanese	36	37	38	39	40	41	42
American	14	14 $\frac{1}{2}$	15	15 $\frac{1}{2}$	16	16 $\frac{1}{2}$	17
British	14	14 $\frac{1}{2}$	15	15 $\frac{1}{2}$	16	16 $\frac{1}{2}$	17
European	36	37	38	39	40	41	42

## ● Women's Shoes

Japanese	23	23 $\frac{1}{2}$	24	24 $\frac{1}{2}$	25	25 $\frac{1}{2}$	26
American	6	6 $\frac{1}{2}$	7	7 $\frac{1}{2}$	8	8 $\frac{1}{2}$	9
British	4 $\frac{1}{2}$	5	5 $\frac{1}{2}$	6	6 $\frac{1}{2}$	7	7 $\frac{1}{2}$
European	36	37	38	38	38	39	40

## ● Men's Shoes

Japanese	24 $\frac{1}{2}$		26		27 $\frac{1}{2}$	28	29
American	5 $\frac{1}{2}$	6 $\frac{1}{2}$	7 $\frac{1}{2}$	8 $\frac{1}{2}$	9 $\frac{1}{2}$	10 $\frac{1}{2}$	11 $\frac{1}{2}$
British	5	6	7	8	9	10	11
European	39	40	41	42	43	44	45

# TABLES OF WEIGHTS AND MEASURES

## ● LENGTHS

cm	m	km	inch	foot	yard	mile
1	0.0100	—	0.3937	0.0328	0.0109	—
100	1	0.0001	39.370	3.2808	1.0936	0.0006
100000	1000.0	1	39370	3280.8	1093.6	0.6214
2.5399	0.0254	—	1	0.0833	0.0277	—
30.479	0.9144	—	12.000	1	0.333	—
91.440	0.9144	—	36.000	3.0000	1	—
—	1609.3	1.6093	—	—	—	1

## ● AREA

m <sup>2</sup>	km <sup>2</sup>	square inch	square foot	square yard	hectare	acre
1	—	1550.0	10.764	1.1960	—	—
—	1	—	—	—	100.00	247.11
0.0006	—	1	0.0069	0.0007	—	—
0.0922	—	144.00	1	0.1111	—	—
0.8360	—	1296.0	9.0000	1	—	—
—	0.0100	—	—	—	1	2.4711
—	0.0040	—	—	—	0.4047	—

## ● CUBIC VOLUME

m <sup>3</sup>	cubic inch	cubic foot	cubic yard	liter	English gallon	American gallon
1	61027	35.316	1.3080	1000.0	220.20	264.20
—	1	0.0005	—	0.0163	0.0035	0.0042
0.0283	1728.0	1	0.3703	283.10	62.338	74.867
0.7645	46656	27.000	1	764.52	168.34	202.17
0.0010	61.027	0.0353	0.0013	1	0.2202	0.2642
—	—	160.54	5.9460	4.5459	1	1.2010
—	228.61	0.1323	0.0049	3.7853	0.8327	1

● WEIGHTS

kg	pound	ounce
1	2.2046	35.270
0.4536	1	15.998
0.0283	0.0623	1



## TWENTY USEFUL JAPANESE EXPRESSIONS

### a. Greetings

- |                   |                             |
|-------------------|-----------------------------|
| 1) KONNICHIWA.    | 1) Good afternoon.          |
| 2) HAJIMEMASHITE. | 2) How do you do?           |
| 3) ARIGATO.       | 3) Thank you.               |
| 4) SUMIMASEN.     | 4) Excuse me. / I am sorry. |
| 5) SAYONARA.      | 5) Goodbye.                 |

### b. Introducing yourself

- |   |   |
|---|---|
| 1) WATASHI WA JICA NO<br>KENSUIN DESU.      | 1) I am JICA participant.                                     |
| 2) WATASHI NO NAMAЕ / KUNI<br>WA ____ DESU. | 2) My name / country is ____                                  |
| 3) KOKO E DENWA SHITE<br>KUDASI.            | 3) Please make a telephone call to<br>this number.            |
| 4) PASSPORT/ZAIRYU CARD<br>O WASUREMASHITA. | 4) I forgot to bring my passport /<br>Residence Card with me. |
| 5) NIHONGO WA WAKARI<br>MASEN.              | 5) I don't understand Japanese.                               |
| 6) EIGO DE ONEGAI SHIMASU.                  | 6) Please speak English to me.                                |

### c. Meal

- |  |                                    |
|--|------------------------------------|
| 1) BUTANIKU / GYUNIKU WA<br>DAME DESU. | 1) I don't eat pork / beef.        |
| 2) YASAI DAKE O ONEGAI<br>SHIMASU.     | 2) I want to have vegetables only. |

### d. Transportation

- |                                      |   |
|--------------------------------------|---|
| 1) TOKYO-EKI WA DOKO<br>DESU KA?     | 1) Where is Tokyo Station ?                   |
| 2) CHIZU O KAITE KUDASAI.            | 2) Please draw me a map.                      |
| 3) TOKYO-EKI MADE IKURA<br>DESU KA?  | 3) How much is it to go to<br>Tokyo Station ? |
| 4) TOKYO-EKI MADE ONEGAI<br>SHIMASU. | 4) Please take me to Tokyo Station.           |

e. Medical Care

1) **KIBUN GA WARUI DESU.**

1) I feel sick.

2) **BYOIN E IKITAI DESU.**

2) I want to go to a hospital.

f. Shopping

1) **KORE WA IKURA DESU KA?**

1) How much is this?

2) **KORE O KUDASAI.**

2) Give me this one.

f. Emergency

1) **TASUKETE KUDASAI.**

1) Please help.

2) **KEISATSU O YONDE KUDASAI.**

2) Call the police, please.

3) **KYUKYUSHA O YONDE  
KUDASAI.**

3) Call an ambulance, please.

<h1>PERSONAL</h1> <h2>おぼえ</h2>	
Your Name 研修員の氏名	
Nationality 国籍	Date of Birth 生年月日
	Blood Type 血液型
Passport No. 旅券番号	Residence Card No. 在留カード番号
Subject of Study 研修科目	
Main Place of Study 主な研修先  Phone: (       )	
Name of Program Officer 担当職員  Phone: (       )	
Name of Training Coordinator 担当研修監理員  Phone: (       )	
Duration of Study    From    To 研修期間	
Address in Japan. 日本での住所	

※この手帳の所持者は日本政府が海外から受け入れた技術研修員です。  
 万一この手帳を拾われた方は下記へご連絡くださるようお願い致します。

独立行政法人 国際協力機構（JICA）国内事業部  
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JICA Head Office  
 Japan International Cooperation Agency(JICA)  
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 102-8012, Japan Tel.(03) 5226-8714

# JICA Environmental Policy

## 1. Basic Concept

The greatest responsibility of humanity is to provide a rich and diverse global environment for the future generations.

The increasing scale and diversity of man's activities have resulted in several serious environmental issues, such as global warming, depletion of the ozone layer, air and waste pollution, soil contamination, deforestation, and desertification all of which risk the future of humanity.

Japan International Cooperation Agency (hereinafter referred to as JICA) is determined to protect our global environment that is extremely vital for the survival of mankind and natural life on earth.

It also seeks the balance among environmental conservation, social prosperity, and sustainable development.

## 2. Basic Policy Guidelines

As stated in the "Law on General Rules of Japan International Cooperation Agency," JICA's mission is to "contribute to the promotion of international cooperation and to the sound development of Japan and the international socioeconomy by contributing to the development or reconstruction of the economy and society, or economic stability of overseas regions which are in the developing stage," particularly to global environmental protection in compliance with environmental laws and regulations. Furthermore, in order to prevent and reduce negative environmental impacts that result from JICA's activities, JICA will utilize an environmental management system and shall work continuously to improve it. The system will be based on the following policies:

### (1) Promotion of environmental measures through international cooperation activities

Based on the Japanese government's Official Development Assistance (ODA) policies, JICA will promote cooperation activities for the protection and improvement of the environment. JICA will continue to:

- Promote international cooperation and projects that contribute to environmental protection in developing countries; and
- Mitigate any adverse environmental impacts of development programs and projects in accordance with the guidelines for environmental and social considerations.

### (2) Promotion of activities for general environmental awareness

With the aim of raising public awareness, JICA collects information about environmental issues. JICA will continue to:

- Carry out promotional and educational activities by introducing JICA's programs on environmental issues;
- Conduct surveys and research on environmental issues, and develop relevant proposals; and
- Implement continuous training through seminars and guidance programs for JICA all employees and personnel engaged in JICA's activities.

### (3) Promotion of environmentally friendly activities within JICA offices and other JICA facilities

JICA promotes environmental programs to reduce any negative impacts caused by its activities at offices and other facilities. JICA will continue to:

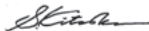
- Promote waste reduction, resource and energy conservation, recycling; and
- Procure environmentally friendly products based on the "Law on Promoting Green Purchasing" and other relevant laws and regulations.

### (4) Compliance with environmental laws and regulations

JICA will consistently adhere to relevant environmental laws and regulations.

This Environmental Policy will be communicated to all employees and personnel who work in or on behalf of JICA, and also be publicized.

1st October, 2015



Shinichi Kitaoka  
President

Japan International Cooperation Agency

