

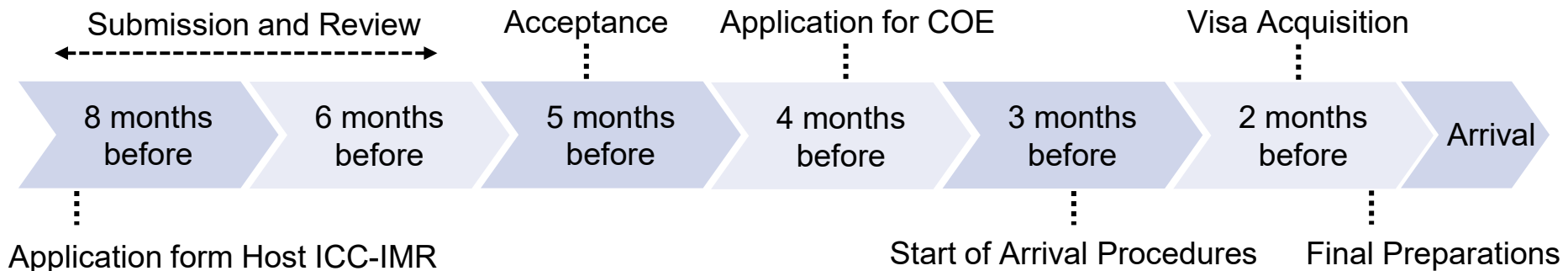
Institute for Materials Research(IMR) invites about 10 visiting professors from overseas each year to promote international collaborative research and international exchange.

**Eligibility:** Professors, Associate Professors, Lecturers, Assistant Professors, or Equivalent Researchers.

**Full-time:** Continuous stay of 1-3 months.

**Part-time:** Multiple visits within one year with a cap by budget.

- Apply through a Host laboratory at the IMR.
- A professor visa is required.
- Applications: 4 times a year (November, February, May and August).
- It takes 8 months from application to arrival to Japan



# Flow of Procedures from Application to Appointment

1. Application preparation and Submission	Select Full-time or Part-time, Determine the schedule, Prepare application forms and submit to ICC-IMR.
2. Accommodation	Reserve UH Katahira, Sanjo International Guest House or a private apartment.
3. Export control	Start the process right after application
4. Visa application	After receipt of the COE, applicant applies for a Professor visa at the Embassy or Consulate of Japan.
5. Flight Ticket arrangement	Arranged through IMR or by yourself Preparation of Travel Plan
6. Pre-Appointment Procedures	Prepare documents for Appointment and Stay in Japan. Confirmation of accommodation move-in date
7. Arrival Procedures	Move into accommodation Submission of documents on Appointment
8. Post-Return Procedures	Submission of Travel report and Ticket copies
9. Report and Presentation	Submission of Activity Report (within 4 Months) and publish an article within Three Years

# 1. Application Preparation and Submission

## 1. Select Full-time or Part-time

Type	Support	Period
Full-time	Salary and Travel expenses	Continuous stay of 1-3 Months
Part-time	Salary and Travel expenses (Total, up to 1 million yen)	Multiple visits within one year Total stay $\geq 1$ month required Budget cap

## 2. Determine the schedule

## 3. Preparation and submission of Application Documents

Form Download  $\Rightarrow$

[Application Form](#)



- 1) ICC Application Form for Visiting Professors (Type G: Form8)
- 2) Full CV (Include nationality, affiliation and address, Ph.D. qualified date, academic record, work experience, paper list, invited lectures at international conferences, and awards)
- 3) Attach Web of Science or Scopus Citation Report

**Submit documents to ICC-IMR through the host laboratory**

## 2. Accommodation Arrangement

1. UH Katahira and Sanjo International House are available

Check website ⇒

[1\) UH Katahira](#)

[2\) Sanjo International House](#)

2. After ICC-IMR committee approval, the host book it at Tohoku University International Support Center (TUS)

Check website ⇒

[Application Form](#)

	Internet	Bedding Rental
Application	Apply by the Form from TUS	Apply by the Form from TUS
Payment	Resident pays by mailed Invoice	Pay with Accommodation Fee
Check Out	Resident applies for the check out date by the Form in the documents given at check in	Manager arranges it based on the Check out date

### 3. Security Export Control Procedures

1. Confirm the procedures using the Checklist & Flow Diagram and Prepare the “Export Control Sheet” Right After the Submission
2. Preparation should be made with ample time, as Pre-Screening may take several months in some Country or Organization.
3. Once permission is obtained, report ICC-IMR the Export Control Number.
4. Prior to the End of the appointment, submit the “Pre-End Confirmation Sheet.”

Tohoku University Security Export Control Website  
<https://www.bureau.tohoku.ac.jp/export/>

Security Export Control Sheet Application System can be accessed through Tohoku University Groupware

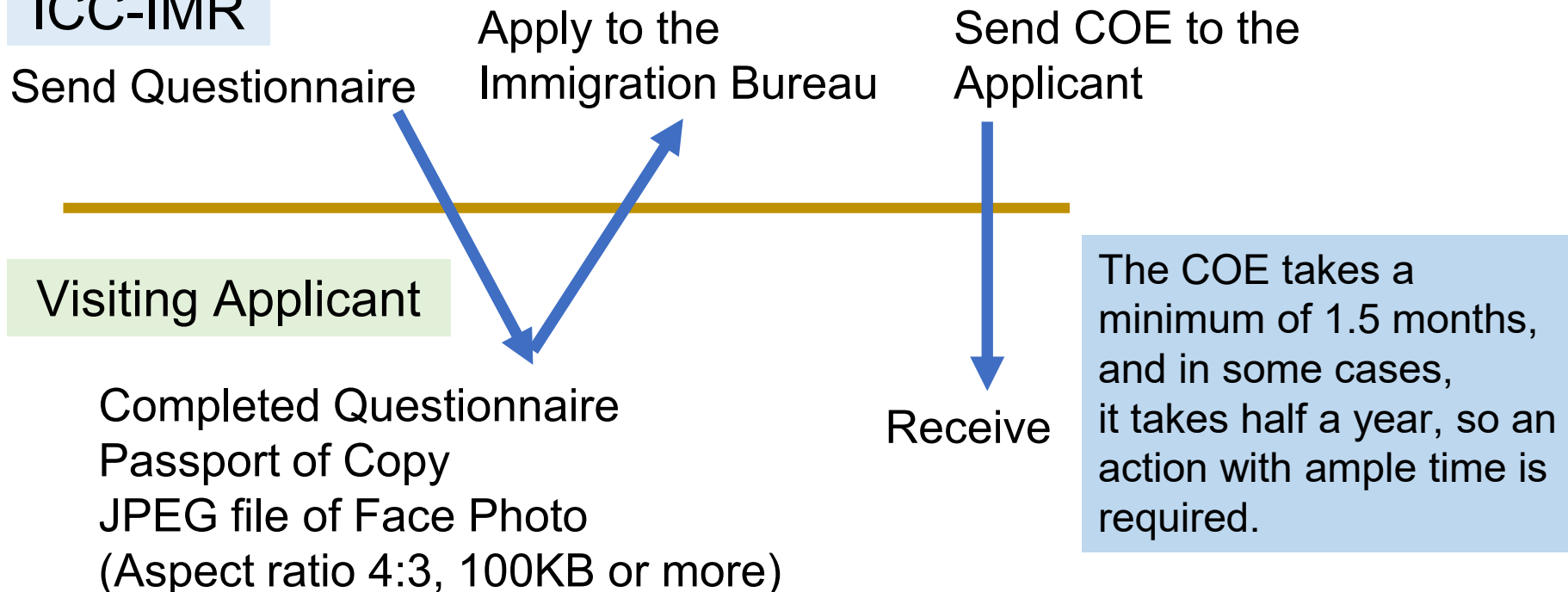
## 4. Obtaining a Professor VISA - 1. COE Application

### A Working Visa (Professor Visa) is Required

- Step 1. Apply for a Certificate of Eligibility (COE) to the Immigration Bureau.  
 Step 2. Apply for a visa at the Japanese Embassy with the COE.

Dependent visa should be applied for at the same time  
 (they must come to Japan together)

#### ICC-IMR



## 4. Professor VISA Acquisition - 2\_VISA Application

### ICC-IMR

Send a COE, Invitation Letter

Must arrive in Japan within 3 months of the COE and Visa Expiration Date.

Send a copy of the visa

**Applicant**

Family members visiting Japan for a short period must enter Japan with a Tourist Visa. There are restrictions on staying at the accommodation.

Visa published

Submit Documents to the Japanese Embassy or Consulate

Documents: Visa Application Form, COE, Invitation Letter, Passport

## 5. Flight Ticket Arrangement

1. Travel expenses for Visiting Professors are Tax-Exempt, allowing for your personal purchases with a proper Receipts
2. Purchase Economy Class Tickets that are Low-Cost.

Recommended: Purchase Tickets after Visa.  
If Purchased earlier, select a Flexible Ticket.

### Payment by a Travel Agency

- 1) Make a price check and obtain Approval from ICC before purchasing.
- 2) IACE (BTM system), Travel Coop, HIS, etc.
- 3) Note that Boarding may not be Possible if the Passport Information is Wrong.

### Personal Purchase (for coming to Japan with family)

- 1) Send the Schedule and Price to the Host at price check
- 2) Purchase After Confirmation by the host.  
Check the Date and Price carefully
- 3) Send the Receipt with the Payment Date to the Host After Purchase.

Arrival a few days before is acceptable, and a Daily Allowance and Accommodation Fee for 2 nights including the Arrival Date to be paid.



## 6. Pre-Employment Procedures and Preparations

Tax Treaty	Salary is subject to Income Tax. If a Tax Treaty's Professor Article applies, Exemption may be possible. Confirm with accounting office in advance.
Social Insurance	Enroll in Social Insurance(Kyosai), if staying over 2 Months. Social Insurance Agreement may apply. Confirm with Accounting office. Exemption requires Certificate documents.
JISTEC Membership	For Stays of 2 Months or less, JISTEC Insurance will be provided Upon Request. If not enroll JISTEC, purchase Medical Insurance on Your Own.
Preparation of Travel Plan	The Host Laboratory Makes the Travel Plan on the Portal Site. Submitted as decision after ICC confirmation
Salary and Travel Expense Payment Method	<ol style="list-style-type: none"> <li>1. Bank Transfer to a Domestic Bank Account of Japan</li> <li>2. Cash Payment (Procedures Required up to 6 Weeks in Advance)</li> <li>3. Wire Remittance to Foreign Account: Submit Wire Transfer Information</li> </ol>
Submission of Pledge	Host sends, applicant Sign & Return Copy. Host pre-checks, applicant brings Original to Japan.
Rental Items	Reservation from the ICC-IMR Rental Site by Host ⇒ <a href="#">Kitchen utilities rental form</a>
Guest Room and Entry Card	Request for Asset Management Section

\*For details on JISTEC, please refer to P13.

### **Confirmation Items Before Arrival in Japan**

Host must communicate the following to applicants:

- 1) Obtain an Entry Stamp at the Immigration Counter at Airport.
- 2) Keep the Boarding Pass Stubs for travel expense reimbursement.
- 3) Ensure you have medical insurance, if IMR does not provide these.

Please Confirm if you have liability insurance or coverage by your home institute for working at laboratory.

### **Actions to be taken by Visiting Professor upon arrival**

- 1) Sign the Contract.
- 2) Submit the Original Pledge.
- 3) Submit the Boarding Pass Stubs.
- 4) Submit a Copy of the Visa and Entry Stamp on passport.
- 5) Submit the Tax Treaty document (Only if Eligible).
- 6) Submit the Social Insurance Documents (Only if Eligible).

## 7. Arrival Procedures - List of Required Documents

Personal Affairs Section	Contract
	Pledge
	Copy of Passport (Visa and Entry Stamp)
	Commuting notification
	Attendance Record Management
Accounting Section	Bank Transfer Application
	Social Insurance Documents
	Tax Treaty Documents
General Affairs Section	Original Airline Ticket Stubs
Asset Management Section 2	Copy of Travel Plan Invoices for Airline Ticket purchased by IMR, etc.
	Purchased Report for small Research Consumptions

Please add IMR to your affiliation at Conferences and Presentations during your stay at IMR.

### Host

- Submit Travel Report on behalf of the Visiting Professor.
- Submit the Copy of Airline Ticket Stubs (PDF).
- Submit the Purchased Item Report (If the Airline Ticket was purchased by IMR).
  - Consult with your host, if you have questions on payments internet & housing for check-out.

### Visiting Professor

- Email a Copy of the Return Airline Ticket Stubs.

### Visiting Professor's Obligations

1. Submit an Activity Report within 4 months  
\*The format will be sent from ICC-IMR.
2. Publish the Research Results within 3 Years. (Include IMR as your affiliations.)

**Insurance for Foreign Researchers:  
Science and Technology Exchange Center  
(JISTEC: Japan International Science and Technology Exchange Center)**

<https://www.jistec.or.jp/en/>

1. Insurance Type: Overseas Travel Comprehensive Insurance
  2. Eligible Persons: Full-time Visiting Professors, Employment within 2 Months. Part-time Visiting Professors are not eligible.
  3. Insurance Premium: paid by ICC-IMR
  4. Payment Methods at Hospitals:
    - 1) Invoice Payment with a Guarantee Certificate (Cashless Treatment Service).
    - 2) Host Pays in Advance and Claims Reimbursement from the Insurance Company (Currently the Mainstream Method).
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- a) After the Visiting Professor is approved, ICC-IMR will contact the Host about the JISTEC Insurance.
  - b) Medical and Accident Insurance must Cover Accidents During Work. Visiting Professor needs to confirm with their Home Institution whether their existing insurance covers this.

## Available Services

Check website ⇒

[TU Support](#)

COE Application	*1	Apply through the Web System, E-mail delivery from TUS to the Applicant
Accommodation/ Transportation Arrangements	*2	Arrangement of Accommodation & Facilities, Domestic transport after arrival
Airport Pick-up Support	*3	Purchase of train tickets at the arriving airport (Haneda/Narita) and guide for Train transfers
Arrival Information		Pick-up at Sendai Station or the Sendai Airport, Guide to Accommodation or the University (using public transportation)
Administrative Procedures/ Opening a Bank Account		Support for document preparation and submissions, Host accompaniment as needed

## Cautions for use

\*1 COE applications can be processed via TU Support, but it is recommended for applicants with ample time for processing. We recommend TU Support for international students.

\*2 Accommodation: Personal post-payment settlement, Transportation: Personal out-of-pocket payment.

\*3 Personal out-of-pocket payment