

# **Knowledge Co-creation Program**

**(Group & Region Focus, Young Leaders/Country Focus)**

## **For your successful programs in Japan**

What you should know, how to prepare, and how to manage  
your comfortable stay in Japan



Training Program Division, JICA

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Video links of JICA's Knowledge Co-Creation Program (KCCP)

### Video Links for Pre-departure Briefing

- [JICA Predeparture Briefing / English \(youtube.com\)](#)
- [JICA Predeparture Briefing / French \(youtube.com\)](#)
- [JICA Predeparture Briefing / Spanish \(youtube.com\)](#)
- [JICA Predeparture Briefing / Russian \(youtube.com\)](#)
- [JICA Predeparture Briefing / Arabic \(youtube.com\)](#)

# 1.Preparation and Arrival in Japan




## (1) Things to bring

ITEMS	DO NOT put the following items in check-in baggage
▪ <b>Passport and Visa</b>	Entry visa for Japan. Entry visa for Transit country If necessary.
▪ <b>Flight Ticket</b>	Receive your air-ticket from JICA overseas office.
▪ <b>Cash</b>	(Recommended) Some cash for first three days. *Note : Expenses such as food which you pay after arrival in Japan until when you receive your "living allowance" in JICA Center .
▪ <b>ID photo</b>	45 mm X 35 mm size, two or three copies. *For administrative purpose.
▪ <b>KENSHU-IN GUIDEBOOK</b>	<a href="#">The Knowledge Co-Creation Program (KCCP)   Our Work   JICA</a>

# 1.Preparation and Arrival in Japan



## (1) Things to bring

ITEMS	
<ul style="list-style-type: none"><li>• <b>Medication</b></li></ul>  <div>IMPORTANT</div>	<ul style="list-style-type: none"><li>• Bring medications currently being treated for at least one week in addition to the training period. <b>(Hand carry is highly recommended)</b></li><li>• Bring any regular medications that you are accustomed to taking (painkillers, stomach or cold medicine, etc.)</li></ul>
<ul style="list-style-type: none"><li>• <b>Smaller travel bag</b></li></ul>	For your short trip-outs of your course visits
<ul style="list-style-type: none"><li>• <b>Clothes</b></li></ul>	Warm Clothes( * ), Underwear, pajamas, socks, etc. ( * )The air-conditioning could be very strong during summer, so it is recommendable to bring something slip-on.
<ul style="list-style-type: none"><li>• <b>Others</b></li></ul>	Laptop, computer devices (i.e. smartphone) to communicate with JICA.*100V. <b>plug type A</b> Stationery such as writing instruments Toiletries and sanitary items etc.

\*In addition to the above items, other necessary items may be specified in the GI according to the content of the course.

**NOTE :** The total weight of your suitcases and hand-carry luggage should be below the upper limit weight specified on your E-Ticket or the airline's website. If you exceed the upper limit and incur additional charges, you will be responsible for covering those extra fees yourself.

# 1.Preparation and Arrival in Japan

CAUTION

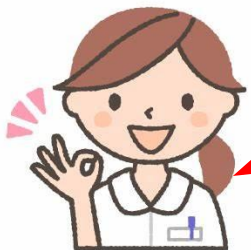


BIOHAZARD

## (2) Medical wastes

- Japan's Waste Disposal and Public Cleansing Law strictly prohibits the disposal of medical waste in all but a few specific places.
- If medical supplies (injection needles, syringes, etc.) are to be brought into Japan, you must be declared in advance.

Please consult with JICA medical coordinator or JICA staff about medical waste and how to dispose.



**IMPORTANT**



# 1.Preparation and Arrival in Japan



**IMPORTANT!!**

## (3) Departure to Japan

Your round-trip flight 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.

- ✓ Arrive your international airport building **3 hours prior to** departure time, secure enough time for your checking-in.
- ✓ If your flight is cancelled, or for any other reason which makes you unable to take the designated flight, report to the JICA staff in your country immediately.
- ✓ Be aware of the Articles prohibited/restricted to enter Japan.

If you miss your flights, or for any emergencies during your journey, contact to:

- ①The office staff in JICA overseas office
- ②The office staff in JICA domestic center

### (4) Transit (\*Only for those with transit)

- ✓ Check your onward boarding pass.
- ✓ For transits, follow directional sign to departure level for boarding gates, and go through security check.
- ✓ Check your departing gate number/time and be there around your boarding gate area 1 hour prior to departure time.
- ✓ Adjust your watch to local time.
- ✓ JICA pays Stop-Over Allowance to the participants who need to stay over, either to apply for the Japanese visa or the flight connection schedule.  
(In some cases, it is required to submit receipts of accommodation to JICA domestic center.)

# 1.Preparation and Arrival in Japan



## (5) Arrival at Japanese Airport

- ◆ You can register your immigration and customs declaration information at “Visit Japan Web” (VJW): <https://vjw-lp.digital.go.jp/en/> or QR code
  - \* Registration on VJW is not mandatory, but optional.



### **Immigration Declaration**

Those who need to submit a disembarkation card for foreigner at the immigration can alternatively register their disembarkation card on VJW and then submit the information to the immigration using the QR code displayed on the immigration screen.

\*A paper disembarkation card for foreigners can also be submitted. The card will be distributed on the plane.

### **Custom Declaration**

After registering customs declaration information on the VJW, you can use the electronic declaration terminal installed at the customs inspection area at the airport. With the customs declaration QR code and passport, you can smoothly pass the customs inspection by going through the electronic declaration gate.

\*A paper custom declaration can also be submitted. The card will be distributed on the plane.



# 1.Preparation and Arrival in Japan



## (6) After Arrival



**IMPORTANT**

The travel agent (KSA) will meet and take you to your accommodation.

Upon your first arrival in Japan, the meeting point is in the arrival gate lobby.

All fees are pre-arranged by JICA and **Do NOT take buses/trains/taxies on your own.**

# 1.Preparation and Arrival in Japan

## (6) After Arrival



**IMPORTANT**

At the airport in Japan, someone pretended to be a JICA staff member and tricked participants. To prevent such incidents, participants are required to do as follows.

- 1.To ensure that the meeting staff, who should be holding a 'JICA' / 'KSA' plate and wearing a neck strap with 'KSA' written on it.  
(\*If there are many arrivals of JICA participants at the same time, the meeting staff may ask one of the participants to confirm the staff him/herself by showing his/her neck strap of "KSA" or lists of participants. )
2. To check if your name is on the list.
3. Not to tell them your name until you check whether or not your name is on the list. If they don't have a list, they might not be the authorized meeting staff.
4. To remain in the arrival lobby if you are unable to meet the staff.
5. To check the meeting point in the arrival lobbies for Narita International Airport (Terminal 1 and 2), Haneda International Airport (Terminal 2 and 3), and Kansai International Airport (Terminal 1) as the letter which KSA provided.

# 1.Preparation and Arrival in Japan



## (6) After Arrival - Connecting domestic flight

IMPORTANT

When arriving in Japan, some participants will have to take connecting domestic flights. The procedure upon arrival is different depending on domestic flight connections.

The travel agent designated by JICA will meet and take you to your accommodation from the destination airport.

Please check the information sheet sent with your flight ticket.

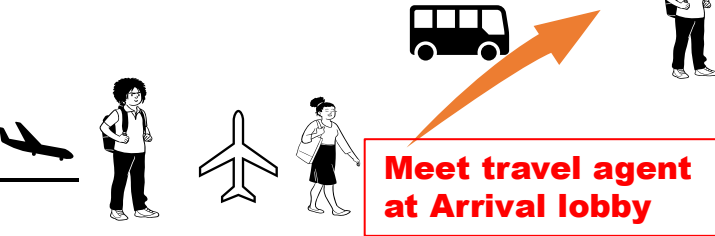


Transportation  
arranged by JICA



Pattern1 :No connecting domestic flight

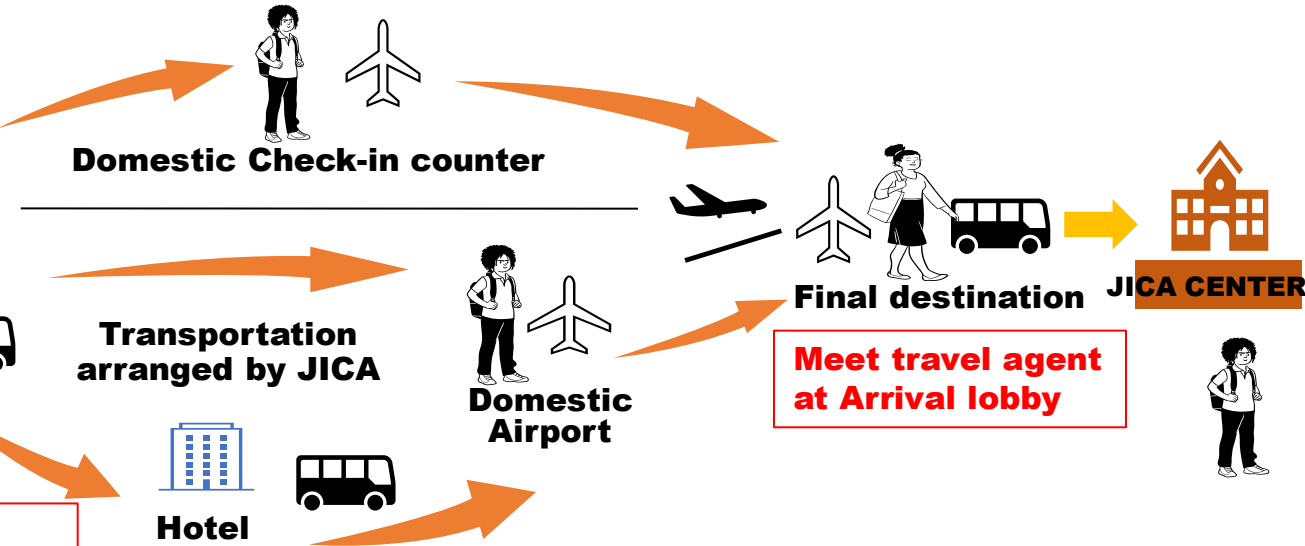
JICA CENTER



You are NOT allowed to purchase or receive SIM card at the airport due to the time constraint for transportation

JICA arrange the hotel as a results of the flight schedule.

Pattern 2: Connection from international to domestic flights at the same airport.



Pattern 3:Connection from international to domestic flights at different airports.

### **(1) Articles prohibited/restricted to enter Japan**

#### **■ Prohibited Articles**

The following articles are prohibited from entry by law:

1. Heroin, cocaine, MDMA, opium, cannabis, stimulants, psychotropic substances, and other narcotic drugs (excluding those designated by Ministry of Health, Labor and Welfare Ordinance);
2. Firearms (pistols, etc.), ammunition (bullets) thereof, and pistol parts;
3. Explosives (dynamite, gunpowder, etc.) ;
4. Precursor materials for chemical weapons;
5. Counterfeit, altered, or imitation coins, paper money, bank notes, or securities, and forged credit cards;
6. Books, drawings, carvings, and any other article which may harm public safety or morals (obscene or immoral materials, e.g., pornography);
7. Child pornography; and
8. Articles which infringe upon intellectual property rights.

### **(1) Articles prohibited/restricted to enter Japan**

#### **■ Restricted Articles**

Some other goods are restricted by other laws and regulations. When you import such goods, permits and approval under laws and regulations other than the Customs Law are required, or the goods must be examined by a government agency, as the case may be.

Major restricted items are listed below:

1. Plants and animals must be presented to the plant or animal quarantine officer for quarantine inspection prior to Customs examination.
2. There are quantity restrictions on the import of medicine and cosmetics.  
(e.g., for pharmaceutical products: amount for use for a period of 2 months; quasi-drugs: amount for use for a period of 2 months; cosmetics: 24 applications) Web-site of the Ministry of Health, Labour and Welfare.
3. No person shall bring hunting guns, air guns, swords, etc. into Japan without a permit to possess.

(Source) <http://www.customs.go.jp/english/summary/passenger.htm>

## 2. Rules for Participants of JICA Courses

### (2) Rules and Regulations

- to strictly observe the course schedule,
- not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- not to bring or invite any family members (except for programs longer than one year),
- 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,
- to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- not to engage in political activities, or any form of employment for profit,
- to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- not to drive a car or motorbike, regardless of an international driving license possessed,
- to observe the rules and regulations at the place of the participants' accommodation, and
- to refund allowances or other benefits paid by JICA in the case of a change in schedule.

#### IMPORTANT

***Follow the instructions provided on your “Kenshu-in Guidebook”***

KCCP: [https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

## 2. Rules for Participants of JICA Courses

IMPORTANT

### (3) Sexual harassment

#### ■ Sexual harassment is...

- ✓ Any unwelcome comments or actions of a sexual nature that make others feel uncomfortable, regardless of whether those comments or actions are directed at the recipient.
- ✓ Even if unintentional, such comments or actions can constitute sexual harassment whenever someone feels harassed. The point is how the recipient feels, not the intent of the offender.

- If a JICA participant is alleged to have committed sexual harassment and the allegations are proven to be true,
  - 1) JICA will require the participant to leave the training course and return to his/her home country immediately, even before the end of the course.
  - 2) If arrested by the police, he/she will be dealt with in accordance with Japanese law.

## Helpful Materials are provided in the JICA-VAN system

JICA provides you some of the materials which help you understand about Japan and prepare your stay in Japan. All the materials (Kenshu-in Guidebook, Sexual Harassment(video), General Orientation(video), Emergency Manual and Textbooks to learn Japanese) which explained in the following two pages are stored in the JICA-VAN system.

#### ■What is JICA-VAN?

JICA-VAN (JICA Virtual Academy & Network) is an initiative to promote the use of a platform that enables online learning and knowledge sharing for all stakeholders involved in JICA projects. By utilizing a Learning Management System (LMS) and Social Networking Service (SNS), it aims to foster the learning and networking of professionals engaged in international cooperation. It enables participants to continue learning anytime, anywhere, stay connected with JICA, and expand their networks.

#### ●Participants of **KCCP Group and Region Focus (GRF)** program (including additional allocation)

⇒Please log in **JICA-VAN's LMS after receiving an email** with instructions from JICA. (\*JICA will check your pageview logs.)

#### ●**Other participants**, such as JICA Scholars, participants of KCCP Country-Focus Program and others :

⇒Please access the JICA-VAN system CMS(Contents Management System) page.

(<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>)



#### (1) Kenshu-in Guidebook

IMPORTANT

This guidebook provides you with all the necessary information for your stay in Japan. We strongly recommend that you read through it before coming to Japan, so that you can prepare your stay in Japan and comprehend your responsibility as a JICA participant.

#### (2) Sexual harassment Video

IMPORTANT

We have produced a video of examples and points to note about sexual harassment, which tends to cause trouble due to differences in culture and customs. In order to ensure that KCCP Training is fruitful, please be sure to log in the JICA-VAN LMS or access the CMS page. **All participants are required to watch this video before coming to Japan.**

The video is translated into 15 languages (11 of which only the captions are translated), and all of them are available to watch in the JICA-VAN system.

- Full version (4 languages): English, French, Spanish, Portuguese
- Caption translated version (11 languages): Russian, Arabic, Vietnamese, Thai, Indonesian, Cambodian, Lao, Mongolian, Nepali, Serbian, Turkish

### 3. Helpful materials for your stay in Japan



#### **(3) General Orientation Video**

**IMPORTANT**

JICA provides videos on the following topics to help participants gain a basic understanding of Japan.

**All participants are recommended to watch these videos before leaving for Japan.**

1. Japanese Society and Culture
2. Japanese Administrative System and Social Structure
3. Education in Japan
4. Life in Japan

#### **(4) Emergency Manual**

This manual provides instructions on how to respond emergency situations(i.e. earthquake, fires, etc.) during your stay in Japan.

#### **(5) Textbooks to learn Japanese**

JICA provides you two types of textbooks.

1. SIMPLE CONVERSATION IN JAPANESE  
(English, French and Spanish, including audio materials)
2. SHIN NIHONGO 21  
(Arabic, Burmese, Cambodian, Dari, Indonesian, Lao, Mongolian, Nepali, Russian, Thai, Turkish, Vietnamese, textbook only)

### (1) Briefing Session

A briefing session will be held at the JICA Center the day after your arrival in Japan regarding the following matters.

- ✓ Receive **Medical Care Certificate** (to use when you visit hospitals when sick)\*See next page for the detail.
- ✓ Receive **Bank (cash) card**  
(can be used at SMBC bank cash dispensers. Return when departing Japan.)
- ✓ Receive **Name badge**
- ✓ Brief explanation about JICA and living in Japan etc.

Note: Please bring your ID photo (35 mm X 45 mm size, two or three copies). It will be attached to your Medical Care Certificate.

## 4.Living in Japan



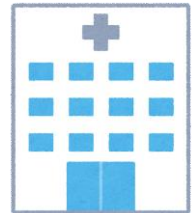
### (2) Medical Care certificate (Medical Card)

You are eligible for JICA medical services (insurance) for the full period of your stay in Japan from the date of arrival until the date of departure in Japan.

(During the period of traveling to and from Japan and your country is not covered by above insurance, It is recommendable to get traveler's insurance by yourself)

A Medical Card will be given to you at the JICA briefing session.

■ **NOTE** :The following medical expenses will NOT be covered by the medical card and must be borne by yourself.



- (1) Medical treatment for illness or injury caused by willful misconduct
- (2) Medical treatment of pre-existent illness
- (3) Corrective surgery that is not immediately required
- (4) Cosmetic surgery
- (5) Immunizations or routine medical examinations and vaccinations
- (6) Any medical treatments related to and resulting from pregnancy and/or childbirth
- (7) Dental treatment
- (8) Purchase or repair of corrective eyeglasses
- (9) Medical treatment over 180 days commencing from the date of the accident or medical treatment
- (10) Medical Checkup
- (11) Other some treatments defined by the insurance condition

## 4.Living in Japan



### (3) Allowances during your stay

Your allowances in cash includes:

- ✓ Meals (breakfast, lunch, dinner)
- ✓ Miscellaneous (living expense)

Accommodation and travel expense will be covered by JICA, separate to your allowances.

The allowance will be transferred to your temporal SMBC Bank account two business days after your arrival. Therefore, **please bring Japanese yen (or US dollars) in cash to spend for your meals and transportations (nearby) for the first few days until the allowance is deposited.** You can withdraw your money at any SMBC bank ATMs, using the cash card provided at the briefing session.

#### **IMPORTANT**

*For more details, please refer to the “Kenshu-in Guidebook”.*

KCCP:[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

## 4.Living in Japan



### (4)Those period of stay in Japan for more than 90 days,

#### ✓ Residence card (period of stay in Japan for more than 90days)

You will receive it at the airport and should be carrying it with you all the time while you are in Japan.

#### ✓ Resident registration(Jumin Toroku)

Please register your address in Japan at the municipal office where you are staying.

#### ✓ National Health Insurance.

You are obliged to join National Health Insurance even if you are not Japanese.

#### ✓ Application for National Pension Contribution Exemption

All people aged 20-59, regardless of nationality or length of stay, who have registered address in Japan must be enrolled in the National Pension system and must pay contributions by law. If you have financial difficulty of contribution payments, you may apply for contribution exemption system or payment postponement system for each year.



\*For further information, please contact JICA Center.

## 5.Return Home



### (1)Before you leave Japan

- ✓ Transportation from the accommodation to the airport on the day of departure arranged by JICA.
- ✓ Return to your home country on the flight designated by JICA.  
You are **not allowed to change the flight by yourself.**
- ✓ Return your bank card to JICA center before you leave.
- ✓ Pack your items (for checking in and carry-on)
- ✓ Return your Residence Card to the immigration inspector at the airport of departure.(only who stay for more than 90 days)

**IMPORTANT**

Any support you may need for your returning home, report to JICA staff, Coordinator, or Course Leader immediately.

# 6. Health Care



## (1) Before your travel

**Refrain from traveling if you are not feeling well**



## (2) On the flight

### **To prevent Economy Class Syndrome**

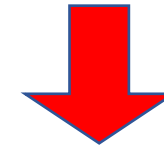
- Leg exercise
- Hydrate
- Deep breathe
- Avoid tight clothing

After a few days of your flight, If you have the leg pain or feeling of dyspnea etc., please report to JICA staff, Coordinator, or Course Leader immediately.

## (3) On Arrival

If you feel ill or have any suspicious symptoms of infectious diseases (COVID-19, Mpox or others) at your arrival in Japan, please check below symptoms.

- |                             |                       |
|-----------------------------|-----------------------|
| ✓ Fever of 37.5°C or higher | ✓ Rash                |
| ✓ Cough, sore throat        | ✓ Blisters            |
| ✓ Extreme exhaustion        | ✓ Swollen lymph nodes |
| ✓ Other flu symptoms        |                       |



**please go to the quarantine station at the airport where you arrive and inform your conditions.**

※If some symptoms appear when you arrive in Japan, please contact JICA staff.



## 6. Health Care

### (4)-1 After Arrival

#### For the first few days upon arrival

- ◆ Get rid of your jet lags and adjust your body to Japan time, during this period.
- ◆ Consult with the medical coordinator as necessary to ensure that you prepare yourself in good condition to take the course.

#### You could easily have a health problem because of

- ✓ **Jet lag and Lack of sleep**
- ✓ Culture Difference
- ✓ Environmental changes
- ✓ Weather Difference
- ✓ Food Difference
- ✓ Home Sick
- ✓ Heat stroke(in summer)
- ✓ **Influenza / Covid-19**

Please consult with medical coordinator or JICA staff, if necessary.



### (4)-2 After Arrival

- |                           |                         |
|---------------------------|-------------------------|
| ✓ Fever over 37.5 degrees | ✓ Stomach pain          |
| ✓ Sore throat             | ✓ Dizziness             |
| ✓ Cough, runny nose       | ✓ Fatigue               |
| ✓ Headache                | ✓ Pain or numbness etc, |

Whenever you feel unwell, contact to . . .



- ❑ Anyone with a fever or cold symptoms should report it immediately to the JICA staff, coordinator, or course leader.
- ❑ If you have symptoms of infection, please avoid crowded places and wear a mask.
- ❑ Wear a mask when meeting people or going to the hospital.

## 6. Health Care



### (5) Infection Prevention Measures:

Staying healthy is the key to enjoy your stay in Japan.

【prevent any infectious diseases...】



**Recommended to:**

① Wash your hands, ② Wear a mask(when you are high risk areas) , ③ Gargle often,



※JICA requests you to wear masks when the host organizations requires us to do so.

Please take good care of your health conditions during staying Japan.



**IMPORTANT**

### (6)Treatment for pre-existing medical conditions after arrival in Japan

- Any medical consultations, treatments or medications related to pre-existing conditions will be at your own expense. {At least : consultation fee from 3,500 yen, medication from 5,000 yen. Varies depending on the type of medication}.
- Prescriptions issued outside of Japan cannot be used in Japan.
- A prescription from a Japanese doctor is required to purchase prescription medicines at a pharmacy.
- Be sure to bring your regular medicines ⇒ Since many foreign medicines are not approved in Japan, you may not be able to obtain the same medicines that you normally take in your home country.
- If a new illness or pregnancy occurs after the declaration of medical history, it must be declared before coming to Japan.
- Please note that the medical card (P16) is basically not valid for dental treatment and pregnancy cases.

## **Video links of tips for staying in Japan**

JICA Channel

<https://www.youtube.com/user/JICAChannel02>

NHK World in Japan

<https://www.youtube.com/user/NHKWorld>

Japan guide.com

<https://www.youtube.com/channel/UCfFrsS14viloVm1dKqHSoxQ>

## **Video links of JICA's Knowledge Co-Creation Program (KCCP)**

JICA Channel (English)

<https://youtu.be/sBFDTeRUt1s>

JICA Channel (French)

<https://youtu.be/Wr3SnaFlktw>

JICA Channel (Spanish)

<https://youtu.be/qFyCpfIMlVY>

# **Enjoy your stay in Japan!**

Any questions:

