

# 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



# CONTENTS



## **1. Preparation and Arrival in Japan**

- (1) Things to bring
- (2) Departure to Japan
- (3) Transit (Only for those with transit)
- (4) Arrival at Japanese Airport
- (5) After arrival

## **2. Rules for Participants of JICA Courses**

- (1) Articles prohibited/restricted to enter Japan
- (2) Rules and Regulations
- (3) Sexual harassment

## **3. Living in Japan**

- (1) Briefing Session
- (2) Medical care certificate
- (3) Allowance during your stay
- (4) Those whose period of stay in Japan for more than 180 days

## **4. Return Home**

- (1) Before you leave Japan

## **5. Health Care**

- (1) Before you travel
- (2) On the flight
- (3) For the first few days upon arrival
- (4) Infection Prevention Measures
- (5) If you are symptomatic...

## **Appendix**

Video links of tips for staying in Japan

**Subscribe**

[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) Things to bring**

| <b>ITEMS</b>                 | <b>DO NOT put the following items in check-in baggage</b>   |
|------------------------------|---|
| ▪ <b>Passport and Visa</b>   | Entry visa for Japan.<br>Entry visa for Transit country If necessary.   |
| ▪ <b>Flight Ticket</b>       | Receive your air-ticket from JICA overseas office.  |
| ▪ <b>Cash</b>                | (Recommended)<br>Some cashes for first three days.<br>*Note : Expenses such as for food which you paid 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.<br>*For administrative purpose.  |
| ▪ <b>KENSHU-IN GUIDEBOOK</b> | If you have a printed booklet.<br><a href="#">The Knowledge Co-Creation Program (KCCP)   Our Work   JICA</a>  |

# 1.Preparation and Arrival in Japan

## (1) Things to bring

| ITEMS                       |  |
|-----------------------------|--|
| ▪ <b>Medication</b>         | Medication which you are used to taking. (Hand carry is highly recommended)<br>Surgical masks (Recommended)  |
| ▪ <b>Smaller travel bag</b> | For your short trip-outs of your course visits   |
| ▪ <b>Clothes</b>            | Warm Clothes ( * ), Underwear, pajamas, socks, etc.<br>( * ) The air-conditioning can be very strong even in summer, so recommend that bring something to slip on. |
| • <b>Others</b>             | Laptop computer devices (i.e. smartphone) to communicate with JICA. *100V. plug type A<br>Stationery, writing instruments<br>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



## (2) Departure to Japan



**IMPORTANT!!**

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.

- ✓ 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 cannot take the designated flight, report to the JICA national office staff immediately.
- ✓ Be aware of the Articles prohibited/restricted to enter Japan.

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

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

## (3) 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.
- ✓ According to the regulations, JICA pays Stop-Over Allowance to the participants who need to stop-over, either to apply for a Japanese visa or as a result of the flight schedule.  
(In some cases, it is required to submit receipts of accommodation to JICA domestic center.)

# 1.Preparation and Arrival in Japan



## (4) 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.

## (5) After Arrival

  
Transportation  
arranged by JICA

IMPORTANT

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

Upon your first arrival in Japan, the meeting points are in the arrival gate lobby.

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



# 1.Preparation and Arrival in Japan

## (5) 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 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. Currently, only Narita and Haneda airports are supported. (As of 2024.Apr.17) .But the meeting staffs at all airport have a list of JICA participants.
2. To check if your name is on the list. If there are many arrivals, the representative may be asked to check the list.
3. Not to tell them your name until you check If 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 confirm 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

## (5) After Arrival - Connecting domestic flight

**IMPORTANT**

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. The travel agent designated by JICA will meet and take you to your accommodations.

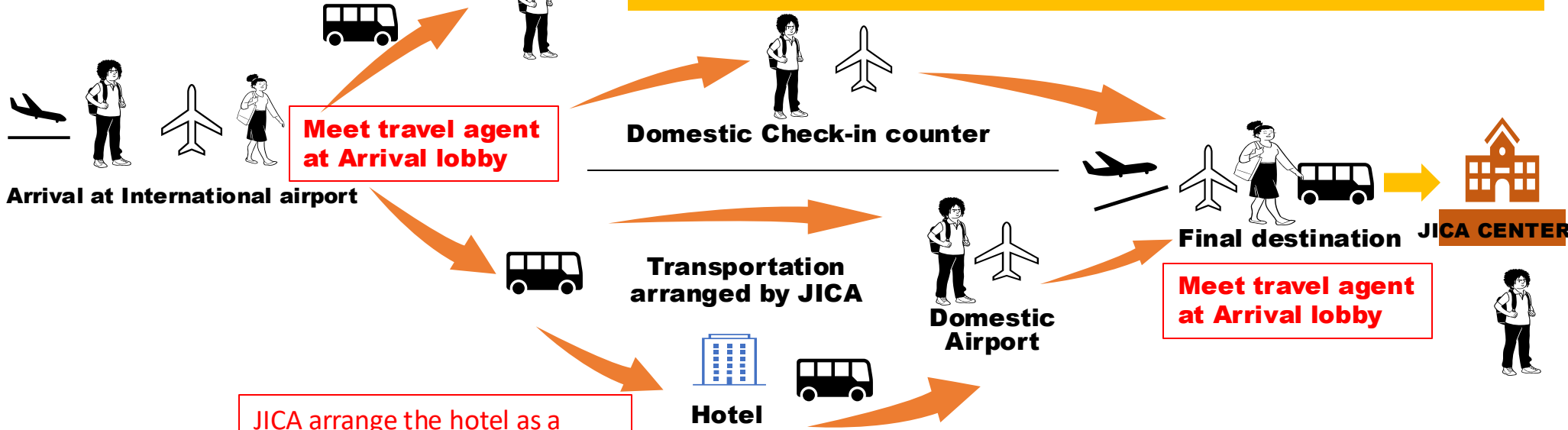
Please check the information sheet sent with your flight ticket.

**Transportation arranged by JICA**

Pattern 1 :No connecting domestic flight

**JICA CENTER**

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



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

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

- ✓ Strictly observe the course schedule. Not to change the course subjects or extend the course period.
- ✓ 100% of attendance to the course programs are required to receive your course completion certificate.
- ✓ Comply with the rules and regulations of the program implementing partners or institutions.
- ✓ NOT to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves.
- ✓ NOT to bring or invite any family members (except for programs longer than one year)
- ✓ NOT to engage in political activities, or any form of employment for profit.
- ✓ NOT to drive a car or motorbike, regardless of having an international driving license.
- ✓ Respect the rules and regulations of the place of accommodation.  
(Smoking, Disposing of Disposing of Recyclables and Garbage etc.)
- ✓ Staying overnight outside your reserved accommodation is NOT allowed. (except in case of emergency)

#### IMPORTANT

**Follow the instructions provided on your “Kenshu-in Guidebook” [guide\\_2024\\_en.pdf \(jica.go.jp\)](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html).**

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)

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.

## 2. Rules for Participants of JICA Courses

### (3) 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 visit the following URL or scan QR code to watch it before coming to Japan.

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

⇒ Please watch through JICA-VAN's LMS after receiving an email with instructions from JICA.

( \* JICA will check your viewing history.)

- **Other participants**, JICA Scholars and other concerned persons :

⇒ Please watch YouTube from the following URL or QR code.

[English](https://youtu.be/m3QIPf3ILic) <https://youtu.be/m3QIPf3ILic>

[French](https://youtu.be/Poyll0btDAY) <https://youtu.be/Poyll0btDAY>

[Spanish](https://youtu.be/ZPMW5wdzK88) <https://youtu.be/ZPMW5wdzK88>

[Portuguese](https://youtu.be/6O549CiKyvM) <https://youtu.be/6O549CiKyvM>

\*Click [HERE](#) for the QR code.

### (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 life 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.



## 3.Living in Japan



### (2) Medical Care certificate

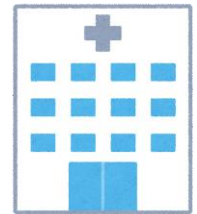
You are eligible for JICA medical services for the full period of their stay in Japan **from the arrival until the departure.**

(For round trip travel to and from Japan, It is recommended to buy traveler's insurance by yourself)

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

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

- (1) Medical treatment for illness or injury caused by willful misconduct.
- (2) Medical treatment of pre-existing illness.
- (3) Corrective surgery that is not immediately required.
- (4) Cosmetic surgery
- (5) Immunization, or routine medical examinations and vaccinations.
- (6) Any medical treatments related to and resulting from pregnancy and/or childbirth
- (7) Dental treatments that are not immediately required.
- (8) Purchase or repair of corrective eyeglasses.
- (9) Medical treatment over 180days commencing from the date of the accident or the date of commencing medical treatment.



### (3) Allowances during your stay

Your allowances in cash includes:

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

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

The fund will be transferred to your temporal SMBC account two business days after of your arrival. Therefore, **please bring Japanese yen in cash, necessary for you to survive for the first few days until the fund is deposited.** You can withdraw your fund at any SMBC bank ATMs, using the cash card provided by JICA staff upon your arrival.

#### IMPORTANT

*For more details, please refer to the “Kenshu-in Guidebook” [guide\\_2024\\_en.pdf \(jica.go.jp\)](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html).*

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)

## 3.Living in Japan



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

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

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

#### ✓ Resident registration(Jumin Toroku)

Please register your address at the municipal office where your address is located.

#### ✓ National Health Insurance.

You are required 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 covered by the National Pension system, and must pay contributions by law. If you have financial difficulty in contribution payments, however, you may apply for contribution exemption system or payment postponement system for each year.

\*For further information, please contact JICA Center.

## 4.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.

## 5. Health Care



### (1) Before your travel

#### Refrain from traveling if you have...

- ✓ Fever of 37.5°C or higher
- ✓ Cough, sore throat
- ✓ Extreme exhaustion
- ✓ Other flu symptoms



### (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.

## 5. Health Care

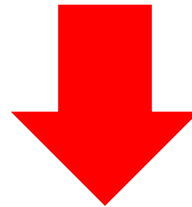


### (3) After Arrival

If you feel ill or have any suspicious symptoms of COVID-19, Mpox or other infectious diseases at your arrival in Japan,  
Symptoms: cough, sore throat, other flu symptoms, extreme exhaustion, skin rash, blisters, swollen lymph nodes, pain in the anus

- ✓ Fever of 37.5°C or higher
- ✓ Cough, sore throat
- ✓ Extreme exhaustion
- ✓ Other flu symptoms

OR



- ✓ Rash
- ✓ Blisters
- ✓ Swollen lymph nodes

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

If some symptoms appear during your stay in Japan, please contact JICA staff.

# 5. Health Care



## (4) Infection Prevention Measures:

You are recommended to check your health conditions every morning.



Most important for you to stay healthy and enjoy your program in Japan 100%.  
**Wash your hands, gargle often, wear your mask** when you are in high risk areas, and keep the area well ventilated.



## (5) Infection Prevention Measures Wash your hands

Wash your hands frequently with running water and soap.

In places where you cannot wash your hands, you can use antiseptic solution instead to sanitize your hands.

### 1. Washing hands

#### Correct way to wash hands.



After thoroughly wetting your hands with running water, apply soap and rub the palms well.



Wash between your fingers.



Rub the back of your hands up and down.



Twist and wash your thumbs with the palms of your hands.



Thoroughly rub the fingertips and nails.



Don't forget to clean your wrists.

#### Before washing hands

- Keep your fingernails short.
- Remove wristwatches and rings.

After cleaning with soap thoroughly rinse with water and wipe dry with a clean towel or paper towel.



# 5. health Care

## (6) Infection Prevention Measures - Effective Mask Use

Wearing masks is up to your own decisions. However, JICA requests you to wear masks when the host organizations requires us to do so. Below are the recommended situations to wear masks in order to avoid any risks:

- 1) When visiting **medical institutions** and nursing homes where people at high risk of more severe disease lives.
- 2) When in **crowded settings** such as crowded trains and buses.
- 3) When people at **high risk of severe illness** go to crowded places.

## Mask Use Guidance Starting From 13 March 2023

Mask Use Will Largely Depend On Personal Choice  
instead of current general requirements

Mask use will be recommended for:



Medical institutions  
and nursing homes



In crowded trains or buses

Mask use will provide protection for:

People who have a higher risk of serious illness  
(\*Especially in crowded settings)



Elderly People



People with underlying  
medical conditions

Chronic liver disease  
Cancer  
Cardiovascular illness  
etc.



Pregnant  
women

Please remember to be understanding and respectful of personal choices  
not to force someone to wear or take off their masks

\*The operators are permitted to enforce certain regulations for its users and employees on its premises

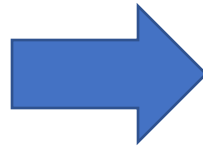


# 5.health Care



## (7) If you are symptomatic...

- ✓ Sore throat
- ✓ Headache
- ✓ Stomachache
- ✓ Dizzy, extreme exhaustion
- ✓ Sick
- ✓ Leg pain and numbness
- ✓ Fever upper than 37.5C
- ✓ tested PCR positive
- etc.



■ Please report to JICA staff, Coordinator, or Course Leader immediately and return to your room . The earlier, the better, since it is very hard to make doctor appointments in Japan.

■ Stay in your room even if the symptoms are mild.

■ Avoid crowded settings and wear a mask when you meet people or visit a hospital.



## 5. Health Care



### (8) For the first few days upon arrival

Get rid of your jet lags and adjust your body to Japan time, during this period

Ensure that the environment is properly managed in accordance with healthcare considerations.

Visit our medical coordinator, if necessary, to prepare yourself in good condition to start 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**



Please visit our medical coordinator to consult, if necessary.

## Video links of tips for staying in Japan

### **1. General Orientation Video for JICA participants ( Prohibits transfer to others! )**

JICA provides videos on the following topics to help participants gain a basic understanding of Japan. KCCPGRF participants can view them from the JICA-VAN LMS, which will be emailed separately. Other participants can obtain the URL information for viewing from the JICA office.

### **2. Others**

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>

**Enjoy your stay in Japan!**

Any questions:

