

Ukrainian Student Admission Guide



2022

Foreword

In response to the Russian invasion of Ukraine that began on February 24, 2022, Kyoto University of Advanced Science (KUAS) launched the “Ukraine Support Project” to provide learning opportunities for Ukrainian students and researchers who were displaced by the war. The stated goal of the Project is to invite approximately 30 Ukrainian students to KUAS in Kyoto, Japan.

As of this writing, all Ukrainian men between the ages of 18 and 60 are subject to strict emergency ordinances that prevent them from crossing Ukraine's borders into Western Europe. This has confounded the efforts of many Japanese educational institutions who are attempting to evacuate Ukrainian students.

In addition, the chaos of war has led to the closure of many offices of the Ukrainian government as well as the Japanese embassy in Kyiv. Therefore, accurate information about various emigration procedures and documents remains difficult to obtain. Japanese government institutions are also unable to provide this information.

The purpose of this Guide is to share the findings of Kyoto University of Advanced Science’s Ukraine Support Project (which successfully evacuated male students from Ukraine) with other Ukrainian students who are seeking to continue their studies in Japan as well as Japanese schools who wish to invite Ukrainian students to Japan.

This report was created with the aid of Ukrainian students who provided their first-hand insight on the inner workings of Ukrainian’s wartime laws, government institutions, and emigration procedures.

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Important Laws and Customs in Japan

1) The Legal Drinking and Smoking Age in Japan is 20 Years

The Japanese police are very strict about underage drinking and smoking, and foreign students who break this rule are subject to expulsion from KUAS (leading to revocation of visa and deportation). Don't drink or smoke in Japan before you are 20. Also, don't encourage underage people to drink.

2) All drugs are illegal in Japan

Unlike some western countries, all recreational drugs are illegal in Japan. Getting arrested with drugs or under their influence will result in jail time and deportation. Avoid drugs at all costs.

3) Fake Documents are Easily Detected; Don't Use Fake Documents in Japan

If you have a fake national ID, fake passport, fake money, fake certificate of COVID-19 vaccination, etc., do not use them in Japan. The Japanese authorities are very good at detecting fraudulent documents. Getting caught with fake documents can have serious repercussions.

4) Japan is Clean; Don't Litter

The Japanese dislike litter, and try their best to keep their cities clean. Please avoid littering, and follow the posted rules when disposing rubbish.

5) The Japanese Value Quiet; Don't Disturb Others

The inside of Japanese trains, buses, elevators, etc. are usually quiet. In crowded places, the Japanese stay quiet so as not to disturb others. Avoid talking loudly in these places.

At night especially, avoid speaking loudly when walking on the street, outside the dormitory, etc.

6) Piracy is Illegal in Japan; Don't Download Media Illegally

Japanese internet providers cooperate with corporations and the police to find and punish persons who pirate software, music, movies, etc. Avoid pirating anything.

7) Japanese and Ukrainian Laws are Different

In Japan, not knowing about Japanese laws does not absolve you from obeying them. (In other words, "I didn't know that was illegal in Japan!" will not save you if you are caught breaking the law.)

If you are not sure if something is legal or appropriate, ask the staff at your university and inform yourself about Japanese laws and social customs.

Chapter 1: Application & Entrance Exam Flow

Application

Due to the dire circumstances faced by many Ukrainian students, Kyoto University of Advanced Science has opted for a “highly expedited” Application and Entrance Exam workflow. This means that many steps in a typical Japanese university entrance exam are skipped; only the most critical matters are confirmed with as few steps as possible.

When a Ukrainian student contacts the KUAS Ukraine Support Project support desk, they are prompted to provide the following information. This exchange of information constitutes the entire “application process.”

1. Name
2. Birthday
3. Nationality
4. Name of current school / university
5. Name of current department / faculty / specialization
6. Current year of school
7. English level (**Just a rough estimation is OK for now**)
8. Emergency contact (Whatsapp, etc.)
9. Current location
10. Closest Japanese embassy (**Can you travel there?**)
11. What family members are with you now?
12. Are those family members dependent on you? (**In other words, would they need to come to Japan with you?**)
13. Approximately how much money do you have available / on your person?
14. Do you have your international passport (the "blue book") with you?
15. If you have your international passport, can you take a picture and send it to us?
16. Can you take a picture of your Student ID on "Diia" (Дія)*, or send us a picture of your Student ID from your school?

17. How did you hear about our support for Ukrainian students? **(That is, what website, etc?)**

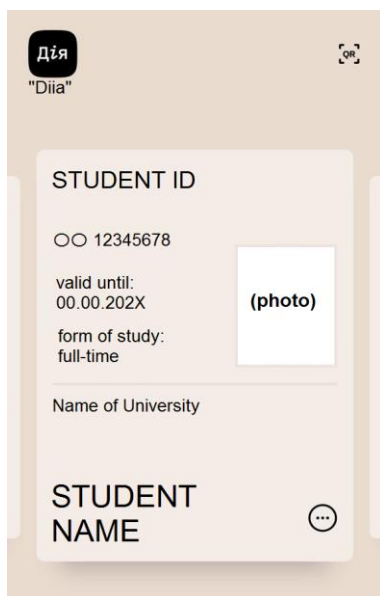
About “Diia” (Дія)

Diia (Дія) is a smartphone app and personal ID and document registry created by the national Ukrainian government. All Ukrainian students who are university students should be able to access their Diia account no matter where they are. From their Diia app, they should also be able to take a screenshot of their student ID, which can be used as proof that they are currently a university student in Ukraine.

The Diia student ID page includes information such as the student’s name, the name of their university in Ukraine, and a date indicating when their student ID will expire.

Note: The information on Diia will be written in Ukrainian. University admissions officers can easily confirm the contents by taking a picture of the screenshot with Google Translate.

<Diia (Дія) Screenshot>



Note: The appearance of Diia will differ slightly depending on the type of smartphone used by the student. Generally speaking, it will look like the image on the left after it has been translated into English by means of Google Translate.

Entrance Exam

Similar to the application process, the KUAS entrance exam for Ukrainian refugees is highly expedited.

Applicants are sorted based on their affinity with the programs available at the university. Applicants who are not good matches (because they wish to study a subject not provided by the university, etc.) are provided with information about other universities. Applicants who are good matches are provided with an interview appointment as soon as possible.

In the interview, a panel of professors check the applicant's academic aptitude and English language skills by means of an oral exam. For example, in the case of the KUAS Faculty of Engineering, applicants are asked questions related to mathematics and physics. Applicants are also asked to provide information about their background and circumstances, to evaluate their English proficiency.

This interview constitutes the entire "entrance exam" procedure. Successful students are notified within 10 days, and provided with the documents necessary to travel to Japan (see Chapters 2 & 3).

Chapter 2: Documents Prepared by the Student

Due to the war in Ukraine, all Ukrainian men between the ages of 18 and 60 are subject to potential enlistment in the Ukrainian army. Therefore, in order to exit Ukraine, all men who fall within this age range must receive a deferment of their military service from the Ukrainian military recruitment authorities (“Commissariat”).

Luckily, Ukrainian men may receive a deferment if they have been invited to study at a school outside of Ukraine.

To receive a deferment, both the student and their university must prepare several documents. Below is a comprehensive list of all the documents that the student must prepare on their own.

Each entry includes the following information:

#) The name of the document

1. The purpose of the document
2. What institution issues the document
3. How long it takes to get the document (timeframe)
4. Documents required to obtain
5. Who the document is submitted to

<A picture / template of the document>

1) International Passport

1. Purpose: Identification for international travel
2. Issued by: Center of Administrative Services, or “CNAP”. A CNAP office can be found in every major Ukrainian city.

List of the cities and websites where you can find a CNAP office:

- Kyiv: <https://kyivcnap.gov.ua/>
- Lviv: <https://city-adm.lviv.ua/services/>
- Odessa: <https://cnap.odessa.ua/>
- Ivano-Frankivsk: <https://cnap.if.ua/>
- Kharkiv: <https://dozvil.kh.ua/> (Temporarily Closed)
- Ternopil: <https://cnap.rada.te.ua/>
- Khmelnytskyi: <https://cnap.khm.gov.ua/>

3. Timeframe: 10-20 business days.
4. Documents required to obtain this document
 - Ukrainian National ID.
5. Shown to: The Ukrainian border guards, Japanese immigration, etc.

<Example Ukrainian Passport: Cover & First Page>



2) Ukrainian National ID (AKA, “Passport of the Citizen of Ukraine”)

1. Purpose: Identification for domestic procedures
2. Issued by: Center of Administrative Services “CNAP”. A CNAP office can be found in every major Ukrainian city.
3. Timeframe: 10-20 working days.
4. Documents required to obtain this document:
 - International passport, or birth certificate
 - Certificate of current residence
 - Photo (3x4cm)
5. Shown to: The military commissar at the local Military Recruitment Office

<Example Ukrainian National ID>



3) Notarized Translation of Letter of Invitation from the University (in Ukrainian)

1. Purpose: Proof of acceptance to a school outside Ukraine. Two copies are required.
2. Issued by: Any legal notary (translator) office in Ukraine.
3. Timeframe: 1-2 working days.
4. Documents required to obtain this document:
 - PDF of English-language Letter of Invitation from the university (See Chapter 3).
5. Submitted to:
 - The Ukrainian Military Recruitment Office (one copy)
 - The Ukrainian border guards (one copy)

<Translation of Letter of Invitation & Appended Notary Certificate>

<Переклад з англійської мови на українську мову>

Логотип:



2021 р.

ЛІСТ-ЗАПРОШЕННЯ

Для подання за місцем вимоги:

ЦИМ ЗАСВІДЧУЄТЬСЯ, ЩО власника цього листа, пана [REDACTED], було офіційно зараховано студентом денної форми навчання на інженерний факультет (кафедра інженерії механічних та електричних систем) Київського університету передових наук 2021 року.

Тривалість навчання в нашому університеті становитиме [REDACTED] роки [REDACTED]

Тому Київський університет передових наук просить пана [REDACTED] якомога швидше прибути до нашого кампусу в місті Кіото, Японія, аби він міг розпочати своє навчання у зазначеному університеті і стати інженером світового класу, який зможе зробити свій внесок у перебудову України у процвітаючу націю.

Слава Україні!

/підпис/

[REDACTED]

Ректор [REDACTED] університету [REDACTED]

Печатка.

Підпис

Всього [redacted] пронумеровано
і скріплено печаткою [redacted]
Приватний нотаріус [redacted]



я, [REDACTED] приватний
 нотаріус Київського міського нотаріального округу, засвідчую справжність підпису
 перекладача [REDACTED], який зроблено в моїй присутності.
 Особу перекладача встановлено, його дієздатність та кваліфікацію перевірено.

Зареєстровано в реєстрі за №



P. 12

1. Purpose: Proof of deferment of military service.
2. Issued by: Military Recruitment Offices found in every Ukrainian city.
3. Timeframe: Highly variable.
4. Documents required to obtain this document.
 - A "Form 20" Certificate, issued by Ukrainian universities.
5. Submitted to: The Ukrainian border guards.

<Example "Form 20" Certificate>

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
 ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ
 ІМЕНІ В.Н. КАРАЗІНА


«___» _____ 20__ р.
 № _____
 61022, м. Харків, майдан Свободи, 4

ДОВІДКА

Видана _____ в тому,
 що він (вона) є студентом (студенткою) _____ курсу денної форми навчання інституту (факультету) _____
 Харківського національного університету імені В.Н. Каразіна IV (четвертого) рівня акредитації.
 Термін навчання за освітньо-кваліфікаційним рівнем _____ з «___» _____ 20__ р.
 по «___» _____ 20__ р.
 Довідка видана для подання до _____

Проректор з НПР
проф. І.І. Попов

<Military Registration Document - Front & Back>

Призовник 19____ року народження _____ _____ (прізвище, ім'я, по батькові) Народився _____ _____ (область, місто, район, село) Приписаний до _____ _____ (назва та адреса військкомату)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Постановка та зняття з військового обліку</th> <th style="text-align: center;">Постановка та зняття з військового обліку</th> </tr> <tr> <td style="text-align: center;"> прийнятий на військовий облік на військовий облік призовників РТЦК та СП у м. Києві 20____ р. </td> <td style="text-align: center;"> знятий з військового обліку </td> </tr> </table>	Постановка та зняття з військового обліку	Постановка та зняття з військового обліку	прийнятий на військовий облік на військовий облік призовників РТЦК та СП у м. Києві 20____ р.	знятий з військового обліку	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">Постановка та зняття з військового обліку</th> <th style="text-align: center;">Постановка та зняття з військового обліку</th> </tr> <tr> <td style="text-align: center;"> прийнятий на військовий облік </td> <td style="text-align: center;"> знятий з військового обліку </td> </tr> </table>	Постановка та зняття з військового обліку	Постановка та зняття з військового обліку	прийнятий на військовий облік	знятий з військового обліку	Результати призову <div style="border: 1px solid black; padding: 5px; text-align: center;"> Зв. ст. як студент ВУЗу до Пр. № _____ (підпис)  </div>
Постановка та зняття з військового обліку	Постановка та зняття з військового обліку										
прийнятий на військовий облік на військовий облік призовників РТЦК та СП у м. Києві 20____ р.	знятий з військового обліку										
Постановка та зняття з військового обліку	Постановка та зняття з військового обліку										
прийнятий на військовий облік	знятий з військового обліку										

ОБОВ'ЯЗКИ
 громадян України, приписаних до призовних ділянок, та їх відповідальність за порушення правил військового обліку

ПРАВИЛА ВІЙСЬКОВОГО ОБЛІКУ

1. а) всі військовозобов'язані і призовники піддаються військовому обліку;
- б) для постановки на військовий облік всі призовники та військовозобов'язані повинні в семиденний строк особисто прийти в військовий комісаріат за місцем постійного чи фактичного проживання;
- в) при виїзді в іншу місцевість (адміністративну територіальну одиницю) України або за межі України на постійне чи тимчасове проживання в строки більше трьох місяців (зарядження, навчання, відпустки, ділові виїзди і т. д.) особисто з'явитися в військомат та подати письмову заяву про зняття з військового обліку;
- г) при зміні сімейного стану, стану здоров'я, адреси місця проживання, освіти, місця роботи та посади не пізніше ніж в семиденний строк особисто сповістити про це військово-обліковий орган (РВК);
- д) після оголошення Указу Президента України про черговий призов кожний призовник, в тому числі той який перебуває на тимчасовому обліку, зобов'язаний прийти в пункт і строк вказаний в повісті;

е) в разі, якщо з будь-яких обставин повністю не надійшла, призовники зобов'язані прийти до призовної ділянки в місячний термін з дня оголошення Указу;

ж) громадяни призовного віку, що не пройшли строку служби, а також такі, що тимчасово виїхали з постійного місця проживання в іншу місцевість і не стали там на військовий облік, повинні з'явитися до РВК за місцем проживання в семиденний строк;

з) поважними причинами звільня призовника до призовної ділянки в строк, встановлений комісаріатом, які підтверджуються відповідними документами, визнаються:

- перебіг стійкого характеру, хвороба призовника або інші обставини, що позбавляють його можливості з'явитися у вказаний пункт чи термін;
- смерть або тяжку хворобу близького родича (батька, сестри, брата, жінки, діти);
- зміна місця військового обліку призовниками, що досягли 18-річного віку і старшими, дозволена до отримання Указу Президента про черговий призов.

2. Відвідування лікувально-профілактичних та лікувальних установ згідно з рішенням комісії з питань приписки (призову) для громадян є обов'язком.

3. Призовники, яким надана відстрочка, повинні щорічно до 1-го жовтня особисто надати до військомату документи, що підтверджують їх право на відстрочку.

4. Студентам, що навчаються у вищих навчальних закладах, незалежно від власності, а також у вищих та окремих духовних навчальних закладах відстрочка від призову надається один раз на період навчання.

Особи, відраховані за неусвідомленість та недисциплінованість, втрачають вказане право на відстрочку від призову.

5. Студенти, не атестовані до офіцерського складу після закінчення курсу військової підготовки по програмі офіцерів запasu і які не пройшли строкову військову службу підлягають призову на строкову військову службу.

ВІДПОВІДАЛЬНІСТЬ ЗА ПОРУШЕННЯ ПРАВИЛ:
 - в разі виходу за межі РВК за порушення правил військ. обліку, за кримінальні злочини або неохайне збереження посвідчення про приписку, що привело до його втрати, чи несвочасне надходження в обліковий орган про зміну адреси, місця проживання привагється до адмін. стягнення згідно Закону України.

ОЗНАЙОМЛЕНИЙ _____ (підпис)



МО України


**ПОСВІДЧЕННЯ
ПРО ПРИПISКУ**

№ _____

5) Certificate for Students Traveling Abroad

1. Purpose: Confirmation of study at an international university.
2. Issued by: Military Recruitment Offices found in every Ukrainian city.
3. Timeframe: About 1 week.
4. Documents required to obtain this document:
 - Notarized Translation of Letter of Invitation from university (in Ukrainian).
 - Registration Certificate from Military Recruitment Office.
5. Submitted to: The Ukrainian border guards.

<Example Certificate for Students Traveling Abroad>



МІНІСТЕРСТВО ОБОРОНИ
УКРАЇНИ

РАЙОННИЙ УМОВНИЙ
ТЕРИТОРІАЛЬНИЙ
ЦЕНТР КОМПЛЕКТУВАННЯ
ТА СОЦІАЛЬНОЇ ПІДПІВІДНОСТІ
КОД 00000000

№ _____

ДОВІДКА

для виїзду за кордон здобувачів фахової передвищої та вищої освіти,
асистентів-стажистів, аспірантів та докторантів, які навчаються за денною або
дуальною формами здобуття освіти

Видана _____
(ПІБ військовозобов'язаного)

Військово-обліковий документ: серія _____ номер _____
(дата видачі та ким видано)


_____ року народження в тому, що відповідно до абз.2 частини 3 ст.23
Закону України «Про мобілізаційну підготовку та мобілізацію»
має право на відстрочку від призову на військову службу за призовом під час
мобілізації, на особливий період.

Заперечень щодо його виїзду з України у встановленому порядку для
продовження навчання за кордоном не має.

Довідка дійсна протягом 6 (шести) місяців з дати її видачі.

Начальник _____
районного центру Київського територіального центру комплектування
та соціальної підтримки

полковник



6) Parental Consent Letter (IF STUDENT IS 17 YEARS OF AGE OR LESS)

1. Purpose: Proves that the student's parents permit them to study in Japan.

2. Issued by: Student's parents.
3. Timeframe: Varies.
4. Documents required to obtain this document: None.
5. Submitted to: The Japanese embassy in Europe & Japanese immigration authorities after arrival in Japan.

<Example of Parental Consent Letter> ([Download Template](#))

(Name of Applicant / 申請者名 / Ім'я заявника) (Student's Name)

To: The Staff of the Relevant Embassy & Immigration Authorities of Japan

I, the parent / guardian of the above-named applicant, hereby give my consent for the applicant to travel to Japan to pursue higher education for four years at the Kyoto University of Advanced Science Faculty of Engineering, Department of Mechanical and Electrical Systems Engineering, (Nagamori Gakuen Educational Foundation, 18 Gotanda-cho, Yamanouchi, Ukyo-ku, Kyoto-shi, Kyoto, Japan).

日本国在外公館・出入国在留管理局関係者 殿

私は、上記申請者の保護者として、申請者が日本へ渡航し、学校法人 永守学園 京都先端科学大学(京都府京都市右京区山ノ内五反田町 18)の工学部 機械・電気システム工学科において、4年間の高等教育を受けることを承諾致します。

Кому: Співробітникам відповідного посольства та імміграційних органів Японії

Підписуючи цей документ, я, батько/опікун вищезазначеного заявника, даю свою згоду на те, що заявник поїде до Японії, щоб отримати чотирирічну вищу освіту за спеціальністю “Інженер” в Кіотському університеті передових наук, Освітній фонд Нагаморі Гакуен (18 Готанда-чо, Яманучі, Укіо-ку, Кіото-ші, Кіото, Японія).

(Name of Guardian / 保護者氏名 / Прізвище опікуна) (Parent/Guardian's Name)

(Signature of Guardian / 保護者署名 / Підпис опікуна) (Parent/Guardian's Signature)

(Relationship to Applicant / 申請者との関係 / Відношення до заявника) (Father, Mother, etc.)

(Date / 記入日 / Дата) (Date of signature)

Chapter 3: Documents Prepared by the University

To facilitate a Ukrainian student's rapid evacuation to Japan, the university must prepare several documents. Additionally, if the student is male, the university must prepare a Letter of Invitation so that the student may request a deferment of military service in the Ukrainian army.

Below is a comprehensive list of all the documents that the university must prepare and send to the student after they are accepted. Depending on the student's situation (how dangerous their current circumstances are), it may be necessary to issue these documents with extreme haste.

Each entry includes the following information:

#) The name of the document

1. The purpose of the document
2. Who the document is submitted to

<A picture of the document (template)>

1) Letter of Acceptance

1. Purpose: Proof of Acceptance to the University.
2. Submitted to: The student, for their own academic record-keeping purposes.

<Example Letter of Acceptance>

UNIVERSITY LETTERHEAD

Month XX, 202X

Dear XXXXXXXX,

Congratulations! XXXXXXXX University is honored to offer you admission into its Department of XXXXXXXX of the Faculty of XXXXXXXX.

Please confirm the offer details below, and indicate your decision via the reply form in your notification e-mail.

All of the following school fees will be waived:

- Admission fees
- Tuition, Facility and Laboratory fees
- Dormitory fees (for the first year)

Furthermore, our University offices will contact you very shortly with more information about additional financial aid that is customized to your needs.

Congratulations on your successful application, and we look forward to seeing you at KUAS as soon as possible.

Yours sincerely,

President's Signature

XXXXXXXXXXXX XXXXXXXXXXXXXXXX

President

XXXXXXX University

2) Letter of Invitation

1. Purpose: Proof of male student's acceptance to overseas school.
2. Submitted to: The student. See Chapter 2, Section 3 for more details about the ultimate destination of this document.

<Example Letter of Invitation (English Version)>

UNIVERSITY LETTERHEAD

Month XX, 202X

LETTER OF INVITATION

To Whom It May Concern:

LET IT BE KNOWN THAT the Holder of this letter, Mr. XXXXXXXX, was formally accepted as a full-time student to the Faculty of XXXXXXXX at XXXXXXXX University on Month XX, 202X.

The length of their studies at our University will be X years.

Therefore, XXXXXXXX University invites Mr. XXXXXXXX to come to our campus in XXXXXXXX, Japan as soon as possible, so that they may begin their studies and, some day, contribute to the rebuilding of Ukraine into a prosperous nation.

Glory to Ukraine.

President's Signature

XXXXXXXX XXXXXXXX

President

XXXXXXXX University



(←President's Official Seal)

3) Visa Request Letter

1. Purpose: Cover letter for Letter of Guarantee, to be submitted to the Japanese embassy when requesting an emergency visa.
2. Submitted to: The student, who must then submit it to the nearest Japanese embassy after exiting Ukraine.

<Example Cover Letter (English and Japanese)>

UNIVERSITY LETTERHEAD

Month XX, 202X

VISA ISSUANCE REQUEST LETTER
ビザ発給依頼書

To the Staff of the Relevant Embassy of Japan:

LET IT BE KNOWN THAT the Holder of this letter, XXXXXXXX, was formally accepted as a full-time student to the Faculty of XXXXXXXX at XXXXXXXX University on Month XX, 202X.

The length of their studies at our University will be X years.

Therefore, for humanitarian purposes, we formally request that XXXXXXXX be issued a visa so that they may travel to Japan as soon as possible. It is our hope that they will one day use this knowledge of engineering to rebuild Ukraine into a prosperous nation.

日本大使館関係各位

〇〇氏は、2022年4月27日に〇〇大学〇〇学部にて正規学生として入学することが認められました。

本学での在学期間は4年間とします。

日本での就学を円滑に開始できるよう、また、人道的な観点からも、関係各所におかれましてはビザを発給頂きたい、何卒よろしくお願い申し上げます。

本学で学んだ知識を活かし、ウクライナ復興に役立てることを期待しています。

以上

President's Signature

XXXXXXXX

President

XXXXXXXXX University

〇〇大学

〇〇〇〇

学長



(←President's Official Seal)

4) Letter of Guarantee (in Japanese)

3. Purpose: To be submitted to the Japanese embassy by the student when requesting a visa. In the case of KUAS, the Dean of the relevant Faculty acts as the “Guarantor” on this document.
4. Submitted to: The student, who must then submit it to the nearest Japanese embassy after exiting Ukraine.

<Letter of Guarantee Form>

身元保証書	
令和 年 月 日	
在 日本国	大使 <input type="checkbox"/> 殿 総領事 <input type="checkbox"/>
<div style="border: 1px solid black; display: inline-block; padding: 2px;">ビザ申請人</div> <p style="font-size: small;">※氏名は必ず旅券上のアルファベット表記で記載してください。申請人が複数の場合には代表者の身分事項を以下に記入の上、申請人名簿を添付してください。</p>	
国 籍	
職 業	
氏 名	性別 男 <input type="checkbox"/> ・ 女 <input type="checkbox"/> ほか 名
生 年 月 日	西暦 年 月 日生 歳
<p>上記の者の本邦入国に関し、以下の事項について保証します。</p> <ol style="list-style-type: none"> 1 滞在費 2 帰国旅費 3 法令の遵守 <p>上記のとおり相違ありません。</p>	
<div style="border: 1px solid black; display: inline-block; padding: 2px;">身元保証人</div> (注)	
住 所	〒 -
職 業	
氏 名	
生 年 月 日	西暦 年 月 日生 歳
電 話 番 号	(内線)
F A X 番 号	
申請人との関係	
<p>【以下は、会社・団体が招へいする場合に記入してください】</p>	
担当者所属先名	
担 当 者 氏 名	
担当者電話番号	(内線)
F A X 番 号	

(注) 会社・団体等が招へいする場合には会社・団体名及び役職名を記入してください。

Chapter 4: Leaving Ukraine & Crossing the Ukrainian Border

NOTE to students: This section is based on the personal experiences of individual Ukrainians, and that outcomes may vary from person to person.

First of all, **it is extremely important to obtain all documents listed in Chapters 2 and 3.**

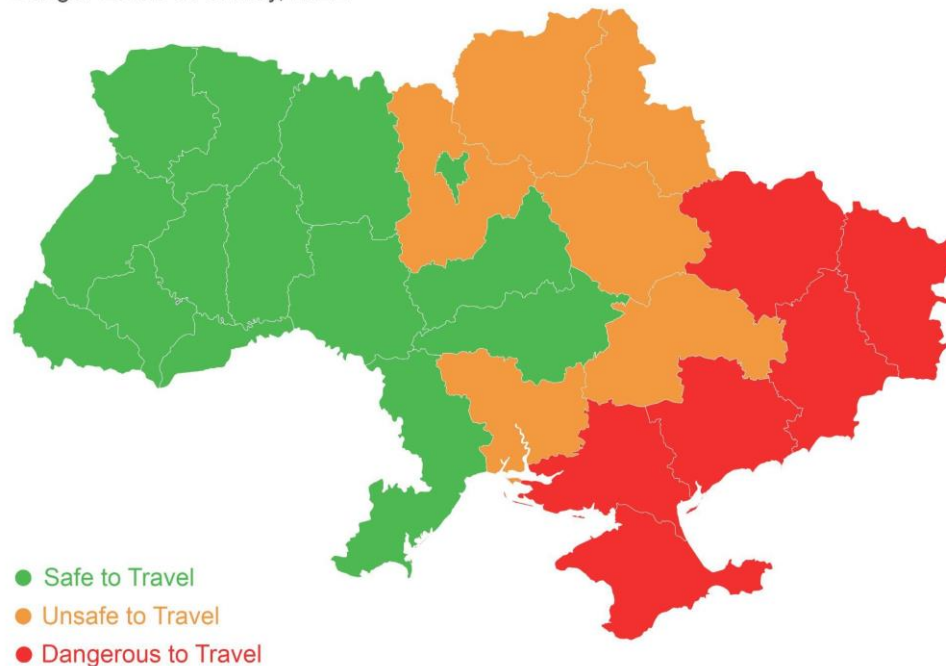
Military staff and border guards are very strict and, at the time of this writing, tend to oppose any attempts to leave Ukraine.

Based on personal experiences, it is better to obtain all required documents in your hometown, as it adds legitimacy to your petition. If it is not possible to obtain the documents in your city of residence due to the war, find the closest CNAP office to register yourself as a “temporarily displaced person,” then visit the regional military recruitment office to process your request to leave the country.

1) Reaching the Border Safely

The safest and most viable means of travel is believed to be by train, followed by bus and finally by car. From the information available, some regions are relatively safe to travel through, while others are not, the map below is an approximate representation of the situation.

Danger Zones as of May, 2022



2) Submitting Documents at the Border Crossing

1. The documents are submitted in the following order:

- a) International passport.
- b) Military registration certificate.
- c) Certificate for students traveling abroad.
- d) Notarized Translation of Letter of Invitation from University.

2. Who the documents are submitted to:

Depending on how you travel to the border, the rank of the border guard may vary. In most cases, it's a Private's job to check the documents of citizens traveling via bus or car, while train passengers usually get checked by a Corporal. Please note that some of the border guards might be misinformed about the documents required for men to cross the border, and some of them do not want to take responsibility for the decision. If such a situation occurs, immediately ask for consultation with their Sergeant Major.

3) Border Guard FAQ:

1. Who will ask you questions?

In most cases, the sergeant-major in charge of the checkpoint asks questions. In some cases, you may be questioned by a Private or a Corporal. Please note that the lower-ranking soldiers may not be well-informed. If you are in doubt, immediately ask to speak with their sergeant-major.

2. What questions are often asked by border guards?

- a) Were you a student at a Ukrainian university before enrolling in the university you are being invited to overseas?
- b) What is the duration of your study program overseas?
- c) When will your study program begin?
- d) Have you enrolled as a full-time student?
- e) What do you need to do next, after you cross the border?

3. How long does the entire border crossing process take?

The amount of time required depends entirely on how you travel to the border. In the case of a bus and a car, it takes about 2 hours, while a train full of people can take up to 3 hours.

Chapter 5: Japanese Embassy, COVID Procedures & Leaving Europe

1) Visiting the Japanese Embassy & Applying for a “Temporary Visitor” Visa

1. Making an Appointment to Visit the Japanese Embassy

We recommend visiting the Japanese embassy in Poland if possible, because their staff speak Ukrainian, and they have increased their staff to help Ukrainian refugees. In the case of the Japanese Embassy in Poland, it is not necessary to make an appointment. Instead, it is recommended that you simply visit the embassy in person and request guidance.

2. Visa Application Form <[Download PDF here](#)>

At the Embassy, the staff will ask you to fill out a Visa Application Form. If you are not sure how to fill out this form, and the staff at the embassy cannot provide an adequate explanation, ask the university staff for assistance.

See the next page for an example of how to fill it out.

3. Documents for Entering Japan

The staff at the Embassy will likely provide you with an explanation about the various COVID-19 procedures that you need to follow when entering Japan. Please see the next section of this chapter for more details about these procedures.

<Example of How to Fill Out the Visa Application Form>

PRINT

VISA APPLICATION FORM TO ENTER JAPAN

EXAMPLE

*Official use only

(Paste photo here)

45mm x45mm

or 2in x2in

Surname (as shown in passport) (Your Last Name)

Given and middle names (as shown in passport) (Your First Name)

Other names (including any other names you are or have been known by) _____

Date of birth DD/MM/YYYY Place of birth Kyiv City Kyiv Oblast Ukraine
(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male ☐ Female ☐ Marital status: Single ☐ Married ☐ Widowed ☐ Divorced ☐

Nationality or citizenship Ukraine

Former and/or other nationalities or citizenships _____

ID No. issued to you by your government 000000000

Passport type: Diplomatic ☐ Official ☒ Ordinary ☐ Other ☐

Passport No. XX000000

Place of issue (Ask the Japanese Embassy Staff)

Date of issue DD/MM/YYYY
(Day)/(Month)/(Year)

Issuing authority (Ask the Japanese Embassy Staff)

Date of expiry DD/MM/YYYY
(Day)/(Month)/(Year)

Purpose of visit to Japan Evacuation

Intended length of stay in Japan 90 days

Date of arrival in Japan (Estimated day of arrival)

Port of entry into Japan Narita Name of ship or airline (It is OK to leave this blank)

Names and addresses of hotels or persons with whom applicant intends to stay

Name Osamu Tabata Tel. _____

Address 18 Yamanouchi Gotanda-cho, Ukyo Ward, Kyoto City 615-8577

Dates and duration of previous stays in Japan _____

Your current residential address (if you have more than one address, please list them all)

Address (Your address in Ukraine)

Tel. (Your telephone #)

Mobile No. (Your mobile #)

Current profession or occupation and position _____

Name and address of employer

Name _____ Tel. _____

Address _____

2) Preparing for COVID-19 Immigration Procedures

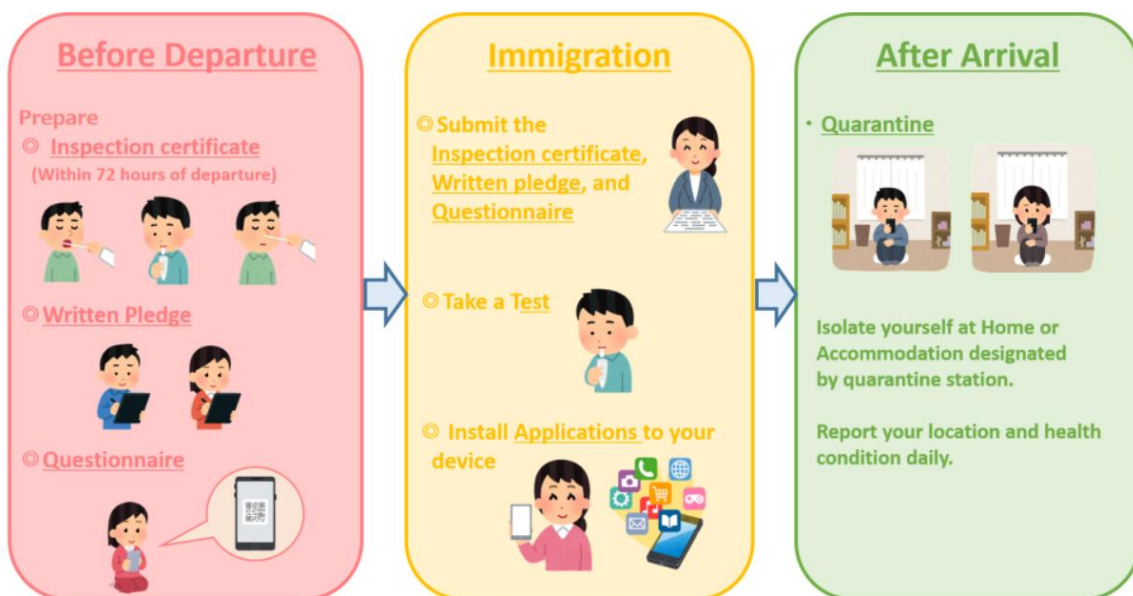
In order to fly to Japan, it is necessary to go to a COVID-19 testing lab and receive a PCR test within 72 hours before your departure to Japan. After your PCR test, the doctor will provide you with a digital copy of your results, called an **Inspection Certificate**.

Next, it is necessary to install an app called “MySOS” on your smartphone and fill out a quarantine pre-registration form. (See below.)

Finally, it is also necessary to fill out a **Written Pledge** and a **Questionnaire**. These documents may be provided to you at the Japanese embassy, at the airport, or on the airplane (See below.)

The Inspection Certificate, MySOS app, Written Pledge and Questionnaire are all shown/submitted to Japanese Immigration after you get off the airplane.

<Example Flowchart of Japanese COVID-19 Immigration Procedures>



1. Make an appointment at a PCR testing lab

In Poland, the following lab provides the [type of PCR test accepted by Japanese immigration services](#).

DIAGNOSTYKA Laboratory

(Website available in Polish, English, Russian and German).

Test Fee: 350 PLN (Approximately 10,500 Yen / 72 Euros)

Choose a testing site to visit [here](#).

After your PCR test, the doctor will provide you with a digital copy of your PCR test results (AKA, **Inspection Certificate**). You will need to submit this certificate to immigration services when you arrive in Japan.

<Example of COVID-19 Inspection Certificate, Filled out by Doctor>



Quarantine Station,
Ministry of Health, Labour and Welfare, Japanese Government

Sample

COVID-19 に関する検査証明
Certificate of Testing for COVID-19

交付年月日
Date of issue _____

氏名 _____ パスポート番号 _____
Name _____ Passport No. _____
国籍 _____ 生年月日 _____ 性別 _____
Nationality _____ Date of Birth _____ Sex _____

上記の者の COVID-19 に関する検査を行った結果、その結果は下記のとおりである。
よって、この証明を交付する。
This is to certify the following results which have been confirmed by testing
for COVID-19 conducted with the sample taken from the above-mentioned person.

採取検体 Sample (下記いずれかをチェック /Check one of the boxes below)	検査法 Testing Method for COVID-19 (下記いずれかをチェック/Check one of the boxes below)	結果 Result	①結果判明日 Test Result Date ②検体採取日時 Specimen Collection Date and Time	備考 Remarks
<input checked="" type="checkbox"/> 鼻咽頭ぬぐい液 Nasopharyngeal Swab	<input type="checkbox"/> 核酸増幅検査 (RT-PCR 法) Nucleic acid amplification test (RT-PCR)	<input checked="" type="checkbox"/> 陰性 Negative	① Date (yyyy / mm / dd) 2021 / 4 / 2	
<input type="checkbox"/> 鼻腔ぬぐい液 ^{※2} Nasal Swab	<input checked="" type="checkbox"/> 核酸増幅検査 (LAMP 法) Nucleic acid amplification test (LAMP)	<input type="checkbox"/> 陽性 Positive → 入国不可 No entry into Japan	② Date (yyyy / mm / dd) 2021 / 4 / 1 Time AM/PM 2 : 30	
<input type="checkbox"/> 唾液 Saliva	<input type="checkbox"/> 核酸増幅検査 (TMA 法) Nucleic acid amplification test (TMA)			
<input type="checkbox"/> 鼻咽頭ぬぐい液と咽頭 ぬぐい液の混合 Nasopharyngeal and oropharyngeal swabs	<input type="checkbox"/> 核酸増幅検査 (TRC 法) Nucleic acid amplification test (TRC)			
	<input type="checkbox"/> 核酸増幅検査 (Smart Amp 法) Nucleic acid amplification test (Smart Amp)			
	<input type="checkbox"/> 核酸増幅検査 (NEAR 法) Nucleic acid amplification test (NEAR)			
	<input type="checkbox"/> 次世代シーケンス法 Next generation sequence			
	<input type="checkbox"/> 抗原定量検査 ^{※1} Quantitative antigen test (CLEIA/ECLIA)			

※1 抗原定性検査ではない。

Not a qualitative antigen test.

※2 鼻腔ぬぐい液検体は核酸増幅検査のみ有効

Nasal Swab is valid when the test method is Nucleic acid amplification test.

医療機関名 Name of Medical institution _____

住所 Address of the institution _____

医師名 Signature by doctor _____

印影

An imprint of a
seal

2. Installing MySOS Application & Quarantine Pre-registration

After receiving the results of the PCR test, it is strongly recommended to install the MySOS application and go through the quarantine pre-registration procedure inside the app. See below.

Response entry information

Confirm your response details, and then revise any mistakes.

Background red items are mandatory. Please correct.

1. Information on the person entering Japan

Date of arrival in Japan YYYY/MM/DD	Check your E-Ticket
Airline company name	Check your E-Ticket
Flight number	Check your E-Ticket
Seat number	
Crew member	X

FIRST MIDDLE NAME First Name	
LAST NAME Last Name	
Nationality Ukraine	
Gender Check your passport	
Date of birth YYYY/MM/DD	Check your passport

2. Information on staying in Japan

Postal code (-: none) 6048411
Prefecture KYOTO FU
Municipality (including ordinance-designated cities) KYOTO SHI NAKAGYO KU
Town JURAKUMAWARI MINAMIMACHI
Chome address 25-5
Detached house Multiple-dwelling complex (condominium, apartment building, etc.) Lodging or destination facility (hotel, etc.)
room number

Planned departure date
Departure airport name
Departure flight number
Departure port name
Departure ship name

3. Information on staying in infected regions

Regions 1 Check a stamp in your passport
Regions 2
Regions 3

4. Information on your physical condition

In the last 14 days, have you been in contact with someone who had a symptom such as a fever or coughing? X/✓
In the last 14 days, have you been in contact with an infected patient (or is it possible that you have been)? X/✓
In the last 14 days, have you had a symptom such as a fever or coughing? X/✓
In terms of your current physical condition, is there anything wrong? X/✓
If something is wrong, select all your symptoms from the list below.
Are you using an antipyretic, cold medicine, painkiller, or other medication? X/✓

5. Follow-ups

Email address intl@kuas.ac.jp
Phone number (-: none) 81754966221
Other telephone number

BACK

COMPLETE
RESPONSE

3. Written Pledge & Questionnaire

In addition to the PCR Inspection Certificate, there are two more items the student must prepare for COVID-19 procedures. These items are submitted to immigration upon arrival in Japan.

a. Written Pledge

This document will be given to you at the embassy (or, potentially, in the airport or on the airplane). Fill this out with the address of the place where you will quarantine after arriving in Japan, along with the telephone number of your emergency contact at your university, your passport number, your name and the date.

<Example of How to Fill Out Pledge>

2. Personal information of the traveler.

Name (write in alphabet)	Age	Nationality	Country/countries/region(s) where you have been during 14 days prior to entering Japan
LASTNAME Firstname	XX	UKRAINIAN	(Answer Honestly)
Name of legal representative (if the pledger is a minor)	Address (of the quarantine location after entering Japan.) Please enter the complete address accurately, including street address, building or apartment name, unit or number (if staying at home) and building name (if staying at accommodation facilities).		
(If you are 17 years old or younger, write the Dean's name.)	25-5 Jurakumawari Minamimachi, Nakagyo ku, Kyoto, 604-8411		
Passport number	Mobile phone number available in Japan * (The pledger must be available at this number for the duration of quarantine period)		
(Your passport number)	070 - 1519 - 9826		
E-mail*		Emergency contact telephone number	
(Your email address) @ gmail.com		075 - 496 - 6221	

***The e-mail address and smartphone number will be used for contact from the Health Monitoring Center for Overseas Entrants (HCO). They must be operable in Japan. They must also be identical to information provided to the Japanese quarantine officer in the questionnaire completed upon entry.**

***Even if you are with your family or a group, include one e-mail address for each person.**

If you are 12 years old or younger and do not have your own e-mail address, you may include your parent or guardian's e-mail address.

b. [Questionnaire](#)

Read the instructions on the government website and fill out the questionnaire. Contact the KUAS International Office staff if you are not sure how to fill out any of the questions.

3) **E-ticket**

After you have received your visa from the Japanese embassy, the university will email you an e-ticket for your flight. We ask that students please fly from their closest international airport to Tokyo Narita (NRT) or Kansai International Airport (KIX).

Important:

- **Be absolutely sure to complete your PCR test within 72 hours before your flight departs.**
- **Arrive at the airport at least 3 hours before your flight departs. International flights require long waits.**
- **Be absolutely sure to install and fill out the “[MySOS](#)” app before you go to the airport.**

Chapter 6: Entering Japan & What Comes Next

1) “Disembarkation Card” for Foreign Nationals

Foreign nationals are required to submit a “disembarkation card” at immigration when entering Japan. You will typically be asked to fill out this card during your plane ride.

<Example of How to Fill Out Disembarkation Card - Front & Back>

外国人入国記録 DISEMBARKATION CARD FOR FOREIGNER			
英語又は日本語で記載して下さい。 Enter information in either English or Japanese.			
【 ARRIVAL 】			
氏名 Name	Family Name		Given Names
生年月日 Date of Birth	日 Day 月 Month 年 Year	現住所 Home Address	国名 Country name 都市名 City name
渡航目的 Purpose of visit	<input type="checkbox"/> 観光 Tourism <input type="checkbox"/> 商用 Business <input type="checkbox"/> 親族訪問 Visiting relatives <input type="checkbox"/> その他 Others ()		航空機便名・船名 Last flight No./Vessel
日本の連絡先 Intended address in Japan	日本滞在予定期間 Intended length of stay in Japan		
裏面の質問事項について、該当するものに記号を記入してください。 Check the boxes for the applicable answers to the questions on the back side.			
1. 日本での退去強制歴・上陸拒否歴の有無 Any history of receiving a deportation order or refusal of entry into Japan		<input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No	
2. 有罪判決の有無(日本での判決に限らない) Any history of being convicted of a crime (not only in Japan)		<input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No	
3. 規制薬物・銃砲・刀剣類・火薬類の所持 Possession of controlled substances, guns, bladed weapons, or gunpowder		<input type="checkbox"/> はい Yes <input type="checkbox"/> いいえ No	
以上の記載内容は事実と相違ありません。 I hereby declare that the statement given above is true and accurate.			
署名 Signature _____			

【質問事項】 [Questions]
1. あなたは、日本から退去強制されたこと、出国命令により出国したこと、又は、日本への上陸を拒否されたことがありますか？ Have you ever been deported from Japan, have you ever departed from Japan under a departure order, or have you ever been denied entry to Japan?
2. あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか？ Have you ever been found guilty in a criminal case in Japan or in another country?
3. あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制薬物又は銃砲、刀剣類若しくは火薬類を所持していますか？ Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substance, swords, explosives or other such items?
官用欄 Official Use Only

2) Immigration

At immigration, you will need to submit the documents you prepared before leaving Europe (See Chapter 5).

- Inspection Certificate (COVID-19 PCR test results)
- Written Pledge
- Questionnaire
- Disembarkation Card

Immigration will also provide you with [this packet of documents](#). Please familiarize yourself with their contents during your airplane ride, etc.

3) On-arrival COVID-19 Testing & Quarantine

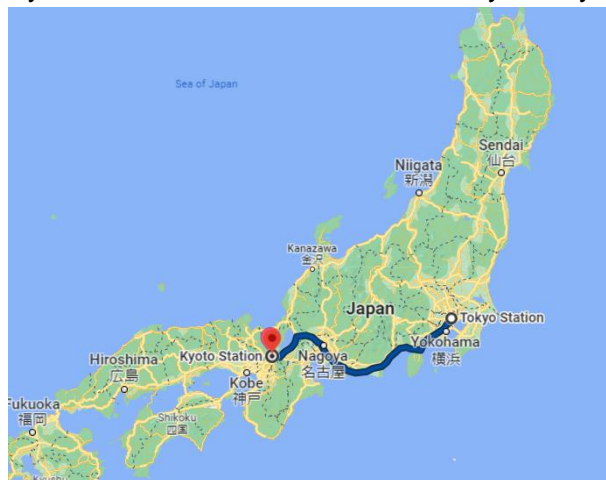
When you arrive, you may be required to do some or all of the following:

1. Take an on-arrival COVID-19 test.
2. Quarantine in a special hotel.
3. Quarantine in the dormitories after you arrive at KUAS.
4. Install an app on your smartphone to track your location during your quarantine period.

Follow the instructions of the immigration officers. They will tell you what to do. If you begin to feel sick after entering Japan, contact KUAS immediately.

4) After Immigration

1. When you exit Immigration, a guide (hired by KUAS) will be waiting for you. The guide will take you from Narita Airport to Tokyo Station.
2. At Tokyo Station, the guide will help you board the Bullet Train (Shinkansen) for Kyoto. The shinkansen ride from Tokyo to Kyoto takes approximately 2.5 hours.



3. Once you arrive at Kyoto Station, and exit the Shinkansen gates, a different guide will take you to your designated quarantine hotel.
4. After spending 1 to 8 nights in quarantine (depending on whether you are COVID-19 negative, what country you have been in, etc.), KUAS staff will pick you up at the hotel and bring you to campus.

5) What comes next?

Once you are safely in Japan, a few tasks remain. The most important ones are listed below.

- Ukrainian students arriving in Japan with temporary visas will need to visit the Japanese Immigration Bureau to receive a long-term visa.
- Ukrainian students arriving with nearly-expired passports will need to visit the Ukrainian embassy to have their passports renewed.
- Arriving Ukrainians will need to register with the Japanese healthcare system, register their place of residence with the local Japanese government office, create a Japanese bank account, and obtain a cellphone. The university will assist with these tasks.
- Male Ukrainian students may need to periodically submit a letter to the Ukrainian military to prove that they are still studying in Japan. The student should ask the university to issue this letter, then send it to Ukraine themselves.
- Vaccinations are available in Japan, but they are not required by law in order to attend school. **If you have obtained a fake vaccination certificate in Ukraine, please delete/dispose of it and do not use it in Japan.**

Chapter 7: Additional Resources

The following resources are provided by the Japanese national government, the local Kyoto government, and various other institutions to help Ukrainians settle in Japan and receive the support they need.

Each entry below includes contact information and the type of support provided. Please make use of these resources freely.

1) Ukraine-Kyoto Citizens' Integration and Support Network

1. Type of Support Provided: volunteer & interpretation translation services (Japanese⇔Ukrainian)
2. Contact (Telephone): 075-752-3511
3. Hours: 9:00 - 21:00 (Closed Mondays)

2) FRESC (Japan Ministry of Immigration - Info for Ukrainians Residing in Japan)

1. Type of Support Provided: Useful information (newsletters) for Ukrainians
2. Contact: ukraine_support@i.moj.go.jp
3. Hours: 24 hours

3) [KUAS International Student Dormitory Rulebook](#)