

Guide for ISS Visiting Research Fellows

Institute of Social Science
The University of Tokyo

The Institute of Social Science (ISS) accepts researchers and doctoral students from abroad as Visiting Research Fellows, as part of our efforts to strengthen international academic exchanges. If you intend to apply for affiliation with ISS in this category, please refer to the following requirements before filing your application form.

Please note that our ability to accept your application is conditional on the availability of resources and office space during your desired timing of affiliation.

1. Eligibility

You must be serving as:

- (1) A researcher at a research institute, university, or an equivalent organization outside of Japan
- (2) A doctoral student or an equivalent status at a university or an equivalent organization outside of Japan

A Japanese national is eligible insofar as s/he falls within one of these categories.

2. Period of Acceptance

In principle, the initial maximum term of acceptance is one year, extendable up to one additional year. Should you wish to extend the term of acceptance, however, you must report to your host professor at least three months before the end of your term, in order to obtain formal approval from the Institute.

3. Host Professor

Before applying for your affiliation with ISS, you need to find a host professor from among our research staff members. Only full or associate professors can serve as hosts. For the list of our research staff, please visit our website.

<http://www.iss.u-tokyo.ac.jp/division/index.html> (in English)

<http://jww.iss.u-tokyo.ac.jp/mystaff/index.html> (in Japanese)

Host professors: please contact the Office of the ISS Director *before the applicant submits his/her application materials*, to ensure that office space and resources are available.

4. Application Procedure

- (1) Your prospective Host Professor asks the ISS Director's Office to send the formal Application Form to you.
- (2) You must submit all application materials to Director's Office by Email (secretary@iss.u-tokyo.ac.jp), at least three months before your requested start date.

The application materials include:

- a) Application Form
- b) CV in English or Japanese
- c) Research proposal (approximately 300 words)

d) Letter of confirmation from your institution (if you are eligible under 1.1 above), or a letter of recommendation from your supervisor (if you are eligible under 1.2 above). **NOTE:** This letter is to confirm that your institution understands your application to the Institute of Social Science.

(3) Your application will be discussed at the ISS Faculty Meeting held every month except August.

5. Visa

After your application is accepted, you must obtain an appropriate visa for your stay in Japan. For the latest information on Japanese visas, please consult the Japanese Ministry of Foreign Affairs' website:

https://www.mofa.go.jp/j_info/visit/visa/index.html

6. Research Facilities

- (1) You share one office room with other Visiting Research Fellows. A desk is provided for each person.
- (2) You are provided with part of a bookcase, a locker in your room, and an individual mailbox.
- (3) We recommend that you bring your own computer if you need to use one.

7. Libraries

Access to the ISS library (as well as all other libraries within the University of Tokyo) is available upon application according to the rules of each library. ISS librarians welcome any questions as to the use of the ISS library and other libraries within the university.

8. Participation in the Institute's Activities

- (1) You can attend all seminars held at and sponsored by ISS. If you are interested in participating in any other events held at ISS, you can attend them with the consent of your host professor.

For further information on ISS seminars, please visit the following website or contact the organizer, whose contact information you can find at the webpage of each seminar.

ISS seminars: <http://jww.iss.u-tokyo.ac.jp/research/monthly/index.html>

- (2) You are eligible to submit a paper for publication in our English-language journal *Social Science Japan Journal*, our Japanese journal *Shakai Kagaku Kenkyu*, or our Discussion Paper series (in English or Japanese). All manuscripts submitted for the first two are refereed. It is also necessary to follow the procedure for publication in the Discussion Paper series.

1) *Social Science Japan Journal*: <http://ssjj.iss.u-tokyo.ac.jp/>

2) *Shakai kagaku kenkyu*: <http://jww.iss.u-tokyo.ac.jp/jss/index.html>

3) Discussion Paper: <http://jww.iss.u-tokyo.ac.jp/publishments/dp/index.html>

You may directly submit your paper to 1) above.

If you wish to submit your paper to 2) and 3) above, please consult your host professor.

9. Research Grants, Scholarships, etc.

The Institute does not offer any research grants or scholarships. As such, any costs associated with your stay at ISS must be funded by your institution or an external

grant organization. If you are still in the process of applying for research funds, you must inform your host professor of the status of your application. In this case, your application to ISS as a Visiting Research Fellow will only be conditionally accepted, until we receive confirmation that your fund application is successful or that you can bear the full cost of your stay.

10. Accommodation

- (1) The Institute does not arrange accommodations for Visiting Research Fellows.
- (2) However, for your information, please consult the link below for the University of Tokyo Housing Office.

<http://www.u-tokyo.ac.jp/en/administration/housing-office/info.html>

11. Health Insurance

We recommend that you arrange for health insurance.

- (1) In case your visa is valid for fewer than three months after your arrival in Japan, it is advisable to buy traveller's insurance before leaving your home country or country of residence, since medical costs can be expensive without any medical insurance.
- (2) All those who will stay in Japan for 3 months or longer must join the National Health Care Insurance (NHCI). The cost is around 4,000 yen/month (depending on your income in Japan during the last fiscal year). As NHCI is subject to frequent revision, please check the latest information by visiting your local city/ward office in Japan or at the following website which is organized by the University of Tokyo. http://www.ic.u-tokyo.ac.jp/ic/info/info03_02_01_j.html

12. Contact Person for Application

If you have any questions about this application, please contact the Secretary of the Director of our Institute (Email: secretary@iss.u-tokyo.ac.jp) or your host professor.

13. Research Report

For the enhancement of the ISS researchers'/alumni's network, we ask you to submit a brief research report to your host professor and the Director's Office (Email: secretary@iss.u-tokyo.ac.jp) BEFORE leaving ISS. The form will be emailed to you by the Director's Office.

14. Inquiries during Your Stay

The Research Support Section of the Institute (kenkyu-kikaku@iss.u-tokyo.ac.jp) oversees visiting research fellows. If you have any problems regarding the use of ISS facilities, please consult with this Section. For academic questions, please consult your host professor.

15. For more information

For more useful information on living in Japan, please visit the following websites

- 1) The International Center Advising Room, The University of Tokyo

http://www.ic.u-tokyo.ac.jp/ic/index_e.html

- 2) Tokyo International Communication Committee, Comprehensive Living Guide for Foreign Residents in Japan

https://www.tokyo-icc.jp/guide_eng/index.html

3) Japan National Tourism Organization

<http://us.jnto.go.jp/top/index.php>

4) Japan National Tourism Organization, Visit Japan

<http://www.visitjapan.jp/en/>