

HIF 2013

Japanese Language and Japanese Culture Program

General Information

Contents

Specific Schedule of the first 3 days.....	1
Anticipated Expenses	2~4
Other Information	5~6
Personal Conduct and Legal Issues	7



Specific Schedule of the first three days



June 13 (Thu)	Arrive at Hakodate and meet HIF staff members at the Hakodate Kokusai Hotel. 14:00~ Placement Test(1) Essay, and Listening comprehension 15:10~ Japanese Harp Concert 16:00~ Orientation and hotel room key distribution * Packed lunches (<i>obentou</i>) will be provided for all participants. * Dinner is not included.
June 14 (Fri)	Walk to HIF 10:00~ Placement Test (2) Kanji & Vocabulary, Grammar, Reading, Listening. Oral proficiency interview 14:45~ Orientation by Sensei, and the HIF office *Breakfast and lunch are included. *Dinner is not included.
June 15 (Sat)	Check out after breakfast 10:00~ Opening ceremony 10:45~ Meet your host family and begin homestay
June 17 (Mon)	8:30 Announcement of your class enrollment at the HIF bulletin board 9:00~ Start of regular classes

Hakodate Kokusai Hotel <http://www.hakodate-kokusai.jp/>

HIF will reserve rooms for participants in this hotel for two nights. Rooms for HIF Summer Program are double or triple occupancy. Your stay at this hotel on June 13th and June 14th is compulsory. Please note that you are not allowed to stay with your host family before the opening ceremony on June 15, 2013.

HIF Placement Test

All participants must take both components of the Placement Test, the oral proficiency interview and written examination upon arrival at Hakodate. The total score of both components will help to determine your enrollment in one of the six classes. Remember that HIF's definitions of class levels are different from those at your home institutions, and you may or may not be placed in your desired class once we have assessed your placement test.

Please note we do not answer to any questions regarding the contents of the placement tests.



Anticipated Expenses



This section outlines approximate costs you will incur while living in Hakodate. At minimum, take *at least* **¥100,000** with you for miscellaneous personal expenses. Further information on cash or credit card transactions is found in the *Banking and Credit Card* section on page 4.

Baggage Delivery.....about ¥2,500 (¥4,300 express) per suitcase

You may wish to send your luggage from Narita International Airport to Hakodate Kokusai Hotel, where you will stay on June 13 and June 14. A door-to-door courier service is available. It will take three days for your luggage to arrive in Hakodate.

Cash in Case

Upon entering Japan (Immigration and Customs check), you should carry at least ¥10,000~¥20,000 in cash for immediate travel expenses. You may change at International airports.

Cultural Classes

HIF facilitates cultural activities that may interest you. These are optional, and you may be charged a fee to participate in some of these activities. The optional activities and fees are listed here:

Optional Cultural Classes:	Calligraphy	¥500
	Flower Arrangement	¥1,250
	Japanese cooking	¥1,000
	Tea Ceremony	¥500
	Traditional Confectionery Making	¥250
	Kimono Culture/Etiquette	Free
	Igo	Free
	Japanese Dance	Free

Transportation costs: Daily Commute.....up to ¥8,000 for 2 months

Public transportation is relatively expensive in Japan. Most participants will need to use public transportation to commute to HIF. If you commute from distant areas, HIF will subsidize the remainder of your commuting expenses that exceed ¥4,000 per month. Further information will be posted at the bulletin board at HIF.

Transportation costs: Extracurricular Activities

Locations for extracurricular activities like *judo* and *kyudo* are far away from HIF, and tram fares cost a minimum of ¥220, one way.

Daily Lunch¥20,000 ~ ¥40,000 for 2 months

The school cafeteria will be open during the program. The daily lunch special (main dish, rice and soup) is ¥550. If you are interested in having your lunch at a nearby restaurant, it may cost you ¥800 or more. Lunch boxes costing about ¥400 or more can be purchased at supermarkets and convenience stores near HIF.

Daily Commodities

Prices of toiletries and consumable goods in Japan vary according to quality. Many goods are available at 100yen shops.

Dictionaries

You can purchase dictionaries at HIF. *Furigana English Japanese Dictionary* ¥3800. *Furigana Japanese English Dictionary* ¥3700. *A Dictionary of Basic Japanese Grammar* ¥2946 (Intermediate ¥3885 and Advanced ¥3990).

Extra Travel Costs

If you are planning to travel before or after the program or during the 4-day semester break, be aware that the cost for travel inside Japan (transportation, accommodation, meals), tend to be very expensive.

Indemnity

You will be liable for intentional or unintentional damage or destruction of property or possessions belonging to your host family. For example, if you break a host family's bicycle, lose the house key, you have to repair or pay for the cost.

Please report any incident involving loss, damage, or destruction to the HIF office immediately. HIF insures each Summer Program participant for up to ¥1,000,000 for indemnity liability. This liability insurance also covers damage or destruction of goods displayed in places of business. Disbursement amounts will be assessed by Tokio Marine Nichido Insurance Company.

Medical Fees

If you visit a doctor while you are staying in Japan, you will be liable for the full cost even if you are insured in your home country. A typical visit may cost between ¥6,000 and ¥10,000. You may request reimbursement from your insurance provider once you return to your home country. We suggest that you take an extra ¥20,000~¥30,000 in case of illness or injury during your stay.

HIF insures all participants as follows *in the event of injuries due to accidents*.

Hospital visits/day	Hospital stays	Surgery	Disability or death
¥ 3,000	¥ 5,000 / day	A maximum of ¥ 200,000	¥ 8,000,000

At hospital, you pay the full cost of the medical services you receive. When you return to your home country, please contact your insurance company to receive reimbursement for the cost of the treatment.

International delivery service

From Japan to USA 10kg: ¥17,650 by air ¥6,750 by sea 20kg: ¥27,150 by air ¥10,250 by sea

For more specific information <http://www.post.japanpost.jp/english/index.html>

Return Tickets

We strongly advise that you purchase your return tickets from Hakodate to your port of departure before you leave Japan. August is the busiest travel season in Japan and air tickets may be difficult to obtain at short notice. If you cannot purchase domestic tickets before your arrival in Japan, please make sure to purchase them at your earliest convenience once you have arrived in Hakodate. Please note that seasonal charges may apply.

Air Fare:	Hakodate - Tokyo (one way)	~ ¥31,570
JR Train Fare:	Hakodate - Tokyo (one way)	¥19,140 ~

Telephone Calls

At your host family's house, you must use prepaid cards for local, long distance and international calls. Remember that local telephone calls are also charged in Japan. (Local Calls: ¥10/minute, Long Distance/International Calls: ¥110/minute or more).

Mobile phone

Foreigners who stay in Japan **less than 90 days are not allowed to purchase** mobile phones in Japan by law: 「携帯電話不正利用防止法」 in force from April 1, 2006. If you wish to bring your own mobile phone with you, you will need a global roaming device, or you may rent a mobile phone. One Japanese mobile phone company provides special rental prices exclusively for the HIF Summer Program participants. Please check the HIF website for updated information in early May.

【Banking and Credit Card】

- Credit Cards: In Japan, credit cards are NOT as widely used as in the U.S. and may NOT be accepted in many supermarkets, clinics or definitely not on local transportation.
- Bankcards: Most ATMs in Japan DO NOT accept foreign bankcards.
- Traveler's Checks: These are NOT convenient in Japan because you can cash them only at banks, you CANNOT use them in shops. We do not recommend bringing travelers' checks to Japan.
- Personal Checks: You CANNOT cash personal checks in Hakodate.
- ATMs: The credit cards listed below may be used to make cash withdrawals in Japanese yen from your overseas account at most Japan Post ATMs (09:00 ~ 17:00, depending on the location) and Seven Bank ATMs (located in Seven Eleven convenience stores where you see the Seven Bank ATM sign). There is a Japan Post ATM a five-minute walk away from HIF. Seven Bank ATMs are located in some Seven Eleven convenience stores. Daily withdraw limits, transaction charges, as well as other service conditions are different for each credit card company. *Please check this information with your credit card company before you arrive in Japan.* The transaction charge is about ¥500 for each ¥10,000 withdrawal.

***VISA / MASTER / AMERICAN EXPRESS / JCB / DINERS CLUB INTERNATIONAL / DISCOVER
CIRRUS / PLUS / ELCTRON / MAESTRO / 中国銀聯***

【Wire Transfers to Hakodate】

HIF can accept wire transfers on your behalf while you are in Japan during the Summer Program. If you intend to receive funds from your home country via bank transfer, please refer to the HIF bank account in the HIF homepage 'payment information'. Upon receiving your funds, HIF will give it to you, together with a bank statement. Please notify HIF before you initiate a wire transfer.



Other Information

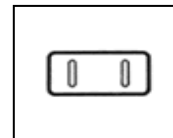


Academic Credits

HIF can provide official transcripts to participants who satisfactorily complete the Program. Be sure to consult your Academic Dean before arriving in Hakodate if you intend to transfer credits from this Program to your home institution. HIF will provide you with transcript request forms towards the end of the Program. If you would like us to post your transcript directly to your home institution, please provide us with the correct postal address of your university at the time you make your request.

Electrical Appliances

The voltage in Japan is 100-110VAC and 50Hz (in Hokkaido). The shape of electrical outlets is indicated in the figure at right. If you take electrical appliances with you, please make sure to purchase your own transformers, and converter plugs (for use in Japan) before you come to Hakodate.



Gifts and Something to Introduce Yourself

As a gesture of courtesy, it is a good idea to bring small gifts for your host family and friends. Make sure your gifts are not labeled “Made in Japan”. A box of cookies, stationery, T-shirts from your campus, or other local products are most welcome. You may also consider bringing items (such as photos, videos or brochures) with you that you can use to introduce yourself, your country, city or family to your host family.

Internet Access

There are 4 computers in the HIF lounge on the 4th floor. WIFI is available on the 1st floor and 4th floor of the HIF building. You may use these to access the Internet free of charge. Please note that not every family has broadband or WIFI Internet connection, and even if they do have it, you might not have Internet access in your room.

Mailing Address

Please send items in the post to your host family or to the HIF Office. If your family intends to send items in the post to you in Japan, please ask them to send it care of your host family. If only your name is written on the envelope, your mail may not be delivered to the address indicated.

Personal Notebook Computer

It is not required, but if you have one, please consider taking your own personal notebook computer with you. You may find it useful for PowerPoint presentations, homework assignments and WIFI Internet access.

Student Discount System

HIF does not issue ID cards for participants. However, we advise that you bring along your own student ID card. You may be able to use it to receive students discounts at some shops or other locations. International Student ID Card may also be useful at some hotels and shops. <http://www.isic.org/>

Talent Show

A talent show is scheduled during the group trip on June 29 and 30. If you wish to participate, please bring props, costumes or other items you need with you to Japan. If you plan to bring musical instruments or special equipment with you, these may incur extra luggage fees at the airport so please refer to information regarding on luggage limits for domestic flights (see page 11 of the Travel Information booklet).

Tattoos

Please be advised that some fitness clubs, swimming pools and public baths prohibit people with tattoos from using their facilities. When outdoors, please take care to wear clothes that do not expose your tattoos.

Text books and Dictionaries

If you have not finished your textbook at your home institution (*Nakama 2, second edition; An Integrated Approach to Intermediate Japanese, Revised Version; or Authentic Japanese: Progressing from Intermediate to Advanced*) please bring it with you. If you are enrolled in a class at HIF which uses the textbook you have, HIF will reimburse the cost of your textbook in Japanese yen. There is no reimbursement for workbooks.

Please bring a dictionary with you, at the very least an English-Japanese or Japanese-English dictionary. You may find it convenient to use an electronic dictionary.

Over-the-counter or Prescription Medication

We strongly recommend that you take a generous supply of over-the-counter remedies for headaches, colds or allergies to Japan with you, even if you don't anticipate that you will need them. It is highly unlikely that you will be able to find the same brands of over-the-counter or prescription medications that are found in your home country here in Japan. If you take prescription medication with you, you are required to bring the doctor's prescription with you.

USB Flash Memory

If you plan to print out your documents on the HIF Office Printer, you will need a USB flash memory drive to facilitate document uploads. We do not have WIFI printing facilities available.

What to bring for your home stay

HIF host family will prepare for you your own room, bedding, desk, desk light, towel, bath towel.

Also they will allow you to use their washing machine & detergent, iron, hair dryer, etc.

So please bring / purchase in Japan for your personal use and necessity like toothpaste, shampoo, and any other consumable items.

What to Wear in Hakodate

The climate of Hakodate in the summer is relatively cool, especially in June and early July. The nights may be quite cold. Bring a warm sweater or jacket. In August, however, there may be some hot days. Prepare for rainy weather by taking a raincoat or an umbrella. The dress code is informal (casual), conservative and tidy. We discourage wearing clothing that is too revealing or having an untidy appearance. Please bring sneakers for outdoor activities such as cycling, nature walks, or group trips. The following table lists the average temperatures in Hakodate (data provided by the Hakodate Marine Meteorological Observatory in both Fahrenheit and Celsius).

Temperature in Hakodate for last 3 years

Fahrenheit	2010			2011			2012		
	June	July	August	June	July	August	June	July	August
Average	63.7 °F	72.3 °F	76.5 °F	61.5 °F	70.2 °F	73.4 °F	60.3 °F	69.3 °F	75.4 °F
Highest	84.4 °F	85.6 °F	91.4 °F	69.6 °F	77.5 °F	81.5 °F	78.8 °F	89.6 °F	89.6 °F
Lowest	43.7 °F	60.4 °F	60.8 °F	54.9 °F	64.9 °F	67.1 °F	46.0 °F	58.6 °F	59.0 °F
Celsius	2010			2011			2012		
	June	July	August	June	July	August	June	July	August
Average	17.6 °C	22.4 °C	24.7 °C	16.4 °C	21.2 °C	23.0 °C	15.7 °C	20.7 °C	24.1 °C
Highest	29.1 °C	29.8 °C	33.0 °C	20.9 °C	25.3 °C	27.5 °C	26.0 °C	32.0 °C	32.0 °C
Lowest	6.5 °C	15.8 °C	16.0 °C	12.7 °C	18.3 °C	19.5 °C	7.8 °C	14.8 °C	15.0 °C



Host Family Information



In early June, you will receive information about your host family at the e-mail address you indicated in the “Mailing Address” section of your application form. If you prefer to be notified through an alternate e-mail address, kindly inform us by May 8, 2013 (e-mail: jj@hif.or.jp).



Personal Conduct and Legal Issues



The HIF Japanese Language and Japanese Culture Program requires much more than attending in classes and speaking Japanese. Participants should regard themselves as official representatives of their universities and home countries. They are therefore expected to behave with appropriate decorum on the premises at HIF, with their host families, and in the community.

In addition to these issues, we must inform you of some important legal concerns. Once you enter Japan, you must abide by Japanese laws. The HIF Director General is the guarantor for participants from countries that require visas to enter Japan. These participants bear a reciprocal responsibility for their behavior in Japan. All participants must be scrupulous in observing the mores of the community, the rules of the program and the laws of Japan.

There are specific rules related to drugs, employment, driving, and personal identification. Failure to comply with these requirements may result in arrest, detention, and/or deport.

Driving a Car / a Motorbike

Driving a car or a motorbike is in all circumstances **prohibited** during the Program, even if you have the relevant licenses. HIF does not accept legal or financial liability for any accidents caused by, or injuries to participants who have violated this rule.

Drug Use and Possession

The use or possession of illegal drugs is a criminal offence in Japan. Participants in violation of Japanese law in this regard will be immediately dismissed from the HIF Summer Program. Participants who present with substance abuse or addiction problems (for example alcohol or over-the-counter medicines) may also be sent home.

Employment

It is illegal for visitors to Japan to undertake paid employment without a working visa or student visa. If you are caught engaging in paid employment, you will be exposed to criminal liability and you may be expelled from Japan. However, you may participate in unpaid volunteer work or internships.

Passport

Japanese immigration law (出入国管理外国人等力実務六法第 23 条) requires all non-Japanese residents to carry personal identification with them at all times. The police are authorized to immediately arrest any person who does not produce identification upon request. Therefore, you must have your passport with you at all times. It might be helpful for you to bring a neck pouch or money belt in with to carry your passport.