



JASSO Orientation

Steps Required to Receive the Scholarship

Division of Student Exchange

Overview of JASSO



Each JASSO program may specify required courses, activities or assignments. Please follow the program coordinator's instructions.



The JASSO program period is stated on your provided certificate. If the program end date changes due to any reasons, please be sure to contact your program coordinator and the Division of Student Exchange.



The number of payments is determined by the program period. Changing the program period may result in a reduction in the number of payments.

Step.1 Go to Tsukuba City Hall






Visit Tsukuba City Hall and Register your address in Japan



Your address will be printed on the back side of your residence card.
(If not, you **CANNOT** open your bank account)

Step2. Open a Bank Account



Feature	Japan Post Bank (Yucho Bank) 	JOYO Bank 
Platform	Mobile App "Yucho Tetsuzuki" 	In-Person Branch Visit ✗Advance reservation required ✗VERY LIMITED Daily capacity!
Bank book	Virtual/Bankbook-free	Physical Paper Bankbook
Personal Seal (hanko)	Not Required	Required
Phone Number	Not strictly Required	Required
Support & Setup	Support available : April 8, 2026 10:00 am to 12:00 am @Student Commons (1A bld. 203)	Make web reservation and visit bank in person with your tutor

**Required to Bring (Both Banks):
Residence Card, Student ID, Passport, Certificate of Scholarship**

Step3. Register Account Information



Once you have opened an account,
Register your bank account information with the system.



※For tutors, please assist with the registration.

Access the Registration System

URL : <https://fu-shinsei.sec.tsukuba.ac.jp/mng/mypage/login>



Login

筑波大学
University of Tsukuba

University of Tsukuba
Payee Information, etc. Application system 2026/03/12 16:32

Login

Please Use Your Unified Authentication System

Please Use Your Unified Authentication System

Login

Change the Language

your account of Unified
Authentication System

Step3. Register Account Information



Frequent Mistake



Transfer Category

Agree or Not *

I Agree to the Direct Transfer of My Salaries, Travel Expenses, Honoraria, etc. to My Bank Account.

Transfer Category *

- Salaries Only
- Salaries, Travel Expenses, Honoraria, etc.
- Travel Expenses, Honoraria, etc. Only

⚠ For Short-Term Employment, TA/TF, and RA, Please Select "Salaries Only" basically. If you are plan to be paid travel expenses ,honoraria etc as well, Please select "Salaries, Travel Expenses, Honoraria, etc".

Transfer Category

Select the middle one

Salaries, Travel Expenses, Honoraria, etc.

(給与および旅費・謝金等)

Step3. Register Account Information

口座番号/Bank Account Number



Who opens at Japan Post Bank

Payee Information

Financial Institution *

Japan Post Bank

Other Financial Institutions

Branch Number *

例) 12345 ◀ **5 digits**

Account Code *

例) 12345678 ◀ **8 digits**

Bank Code

9900

Branch Code

Who opens at Jojo Bank

Financial Institution *

Japan Post Bank

Other Financial Institutions

Bank Name *

常陽 ◀ **Only in Japanese**

Branch Name *

研究学園都市 ◀ **Only in Japanese**

Bank Code

0130

Branch Code

104

Deposit Type

Step4. Submit Bankbook photocopy

Submit the copy of your bank book by UTOS or In-Person (1A101)



Yucho Bank (App)	Virtual Bankbook image ※It can be issued via Yucho Direct	A square QR code with a black and white pixelated pattern, used for linking to the virtual bankbook image.
Joyo Bank	口座番号連絡書 (Account Information) ※It will be issued by the bank	

UTOS will be provided after this orientation by e-mail.

File name : your name_JASSO e.g. TSUKUBA TARO_JASSO

Step4. Deadline of Registration and Submission



If you cannot meet this schedule, please contact us immediately.

Start Month	Registration and Submission Deadline
April 2026	April 24 th (Friday)
May	May 29 th (Friday)
June	June 26 th (Friday)
July	July 24 th (Friday)
August	August 28 th (Friday)
September	September 25 th (Friday)
October	October 23 rd (Friday)
November	November 27 th (Friday)
December	December 25 th (Friday)
January 2027	January 22 nd (Friday)
February	February 26 th (Friday)

Step 5. Monthly Enrollment Confirmation

Every month, visit our office and sign in person during designated period.



- If you are unable to sign within the month for any reason, payment for the month will not be made.
- Only the scholarship recipient can sign



Where

1A building 1st floor Room101

Division of Student Exchange
Student Support Center

When

During the Designated period

Office Hour
9:00 am – 0:15 pm, 1:15 pm – 5:00 pm

What to Bring

- Residence Card
- Student ID

※If you forget, you cannot sign.

What to Say

At the counter, please tell the staff
“JASSO exchange program”

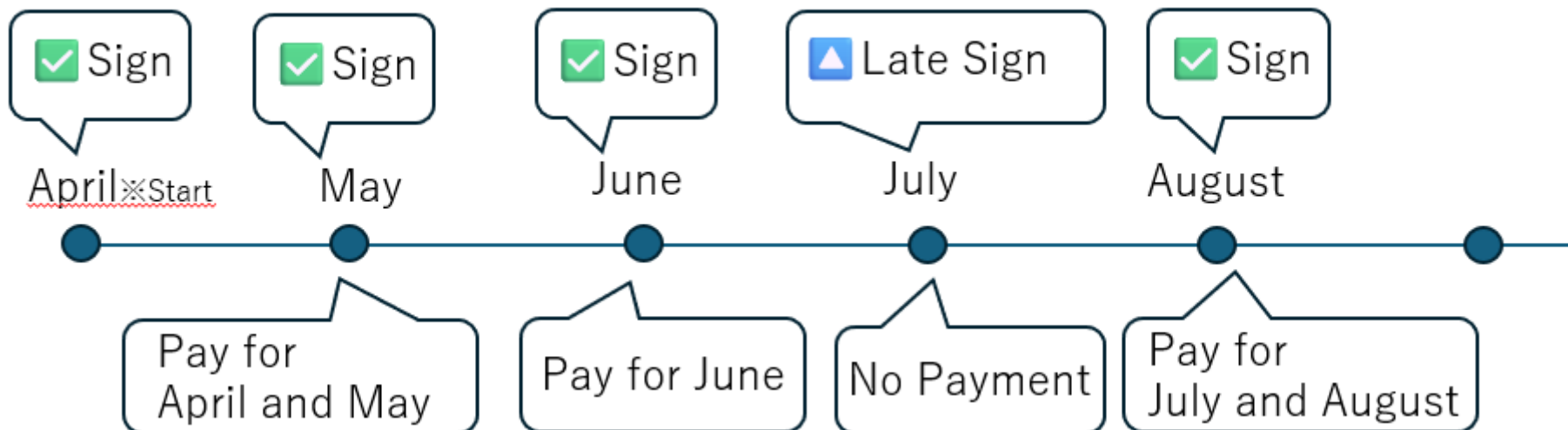
Step 6. Payment



- ▶ First month → **4th Friday of the following month**
- ▶ Afterwards → **4th Friday** of the month



If you sign after the signing period, the stipend will be paid on the 4th Friday of the following month.



Step 5. Monthly Enrollment Confirmation

Please check here for the signing Period and Payment Date for each month.



<https://ssc.sec.tsukuba.ac.jp/content/uploads/sites/37/2026/03/Scholarship-Schedule-2026-2027.pdf>

Step 7. Before the program ends



Task1. Close Your Bank Account



Do not close your bank account before you receive your final payment.

If you leave before your final payment, please contact us as soon as possible.

Task2. Submit JASSO Questionnaire



Did you fill out the “pre-arrival” section?

Before program ends, fill out the “After” section and submit the **completed form** to us by e-mail.

Frequent mistake - Pre-arrival and After, Language section

If you have not taken Japanese language exams,

Please write “not taken the exam”. Do not leave it blank!

Please enter the exam(s) and its(their) score/level if you have taken any of the certified tests to measure your Japanese level such as Japanese-Language Proficiency Test (JLPT) and Examination for Japanese University Admission for International Students (EJU) within a year. If you have not taken the exam(s), please write "not taken the exam."	Fill in Maximum number of characters is 1000	
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Step 8. After the program ends



Upon completion of the credit transfer process at your home university,
Please submit the Credit Transfer Report.

The format will be provided as the program nears its end.
For Exchange Research Student, please put “0” in the box.

筑波大学で取得した単位に対して、所属大学から付与された単位数 Credits awarded by the home university for courses earned at the University of Tsukuba.	
	単位 (CREDITS)
上記のうち、所属大学での卒業要件に含まれる単位数 From the credits above, the number of credits recognized as requirements for graduation.	
	単位 (CREDITS)

Important Notes



Please read the following Important Notes carefully.



<https://ssc.sec.tsukuba.ac.jp/content/uploads/sites/37/2025/08/0d134206256a217e5cb41d2c6691c816.pdf>