

2022

International Student Handbook

留学生ハンドブック

Keio University

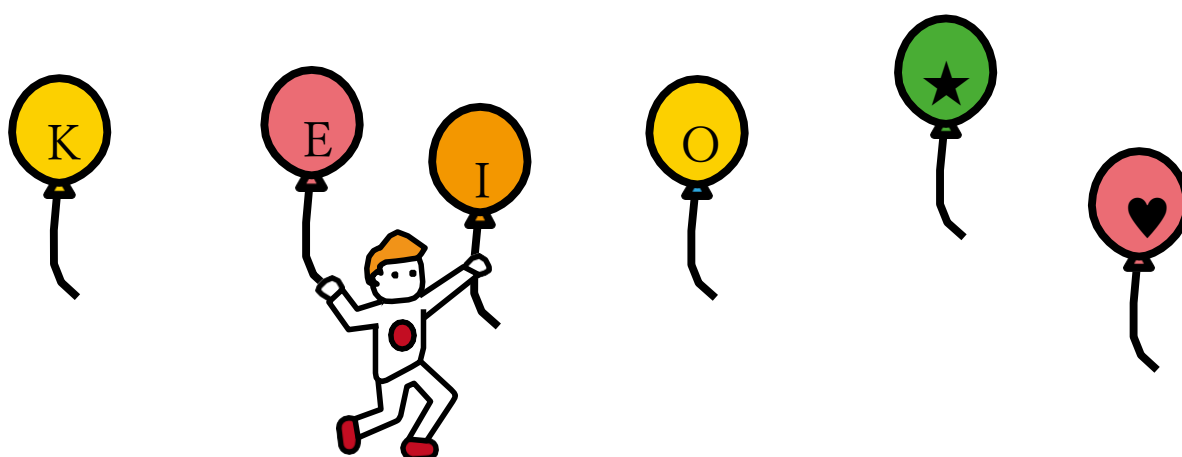


Keio University International Center

慶應義塾大学 国際センター

How to use this handbook	1
1 International Center & Center for Japanese Studies	2
1 The International Center	
2 The Center for Japanese Studies	
3 Offices	
4 How to Give the Notice/Information to International Students	
5 Student Lounges	
2 Status of Residence	5
1 What is Status of Residence?	
2 Residence Card and Residency Management System	
3 Extension of Period of Stay	
4 Changing Your Status of Residence	
5 Leaving Japan Temporarily (Re-entry Permits)	
6 Bringing Your Family (Dependent Visas)	
7 Part-time Work (Permission to Engage in an Activity other than that Permitted under the Status of Residence Previously Granted)	
8 Temporary Leave of Absence, Returning to Study, Withdrawing from the University	
9 Status of Residence after Graduation	
10 Immigration Bureau Offices in the Greater Tokyo Area	
3 Accommodation Arranged Through Keio University	17
1 Accommodation for International Students	
2 Company Housing (<i>Shain-ryō</i>)	
3 Kyōsai-bu	
4 Other Student Housing, Apartments, and Guarantors (Arranging Your Own Accommodation)	18
1 Finding Accommodation in Japan	
2 Accommodation Information and Referral Services	
3 Using a Real Estate Agent	
4 Guarantors, Comprehensive Renter's Insurance for Foreign Students Studying in Japan	
5 Things to Do When Moving	
5 Scholarships	21
1 Undergraduate/Graduate Students	
2 Japanese Language Program Students	
6 University Regulations and Classes	22
1 Regulations at Keio University	
2 Information about Class Cancellations, Makeup Classes, Classroom Changes, and Examinations (Web System)	
3 Class Schedules	
4 Classes on the Day of Keio-Waseda Baseball Games	
5 Classes During Mita Festival (<i>Mita-sai</i>)	
6 Classes During Times of Emergency	
7 Tuition & Other Fees	
7 Campus Facilities and Services	26
1 Media Center (Library)	
2 Computer/Network Facilities	
3 Health Center (Keio Gijuku Clinic)	
4 Training Room	
5 Student Counseling Room/Wellness Center/Office of Mental Health	
6 Harassment	
7 Tutorial Services	
8 Student ID Cards, Certificates and Notifications	33
1 Student ID Card	
2 Certificates of Enrollment, Academic Transcripts, Certificates of Graduation (Expected Graduation), etc.	
3 Student Travel Fare Discount Certificate (<i>Gakuwari</i>)	
4 Certificate of Annual Health Examination	
5 Scholarship Certificates	
6 Notifications	

9 Career Support	39
1 Career Support	
2 Japan Student Services Organization (JASSO) Job Hunting Guide for International Students	
3 Working in Japan (Obtaining a Working Visa)	
4 Seeking Employment in Japan after Graduation	
10 Graduation/Completion of Studies and Preparing to Leave Japan	40
1 Before Leaving Japan	
2 Forwarding Address, Contact, and Careers Information 3 After Graduation	
11 Living in Japan	44
1 Social Security and Tax Number System (“My Number” system)	
2 Student Commuter Passes (Not applicable for Research Students)	
3 Post Offices	
4 Opening a Bank Account	
5 Telephone Services	
6 Internet	
7 Electricity	
8 Gas	
9 Water	
10 Garbage Disposal	
12 Emergencies (Sudden Illness, Fire, Theft, Traffic Accidents, and Earthquakes)	49
1 Numbers to Call in Case of Emergency	
2 Earthquakes	
13 Medical Care and Health	52
1 National Health Insurance (NHI or <i>Kokuho</i>)	
2 Keio University Student Health Care Mutual Aid Association (<i>Gakuseikenpo</i>) Medical Care Benefit System	
3 Personal Accident Insurance for Students Pursuing Education and Research	
4 National Pension	
5 Locating Medical Facilities in Your Area	
6 Calling an Ambulance	
14 International Student Support Groups (Approved by the Keio University International Center)	56
1 Support Groups Run by Students	
2 Support Groups Run by Alumni	
15 Campus Access Information	57



How to use this handbook

This handbook summarizes helpful information that you will need while studying at Keio University as an international student. You can find the latest information on bulletin boards, the Keio University Student website, keio.jp, and in the course registration guides distributed by your faculty, graduate school, or campus using the terms in this handbook as keywords.



1 International Center & Center for Japanese Studies

1 The International Center

Founded in 1964, the International Center acts as a hub to coordinate and promote international activities at Keio University. It facilitates active exchanges for students, faculty, and administrative staff of Keio University and those from partner universities and institutions around the world under established agreements.

The International Center's administrative office is located in the Office of Student Services on Mita Campus. The Office of Student Services supports the academic and daily lives of international students studying at Keio University, and aids students seeking opportunities to study abroad. Specifically, the Office of Student Services manages student/faculty exchange programs with overseas universities and institutions, organizes short-term study abroad programs during the spring and summer breaks, and runs International Center Courses taught in English. Furthermore, it coordinates and promotes activities together with the Center for Japanese Studies and provides valuable information on accommodation, scholarships, and other services to make life in Japan a more fulfilling experience.

For information on the International Offices on each campus, see the table under "3 Offices" on the following page.

2 The Center for Japanese Studies

Japanese language education at Keio University started in the 1950s. In 1990, the Center for Japanese Studies was established independently of the International Center to comprehensively coordinate and promote Japanese language education. Since then, the Japanese Language Program and Japanese language education at the undergraduate and graduate levels have been administered by the Center for Japanese Studies.

The administrative office of the Center for Japanese Studies is located in the Office of Student Services (Japanese Language Program) on Mita Campus. If you have any questions about campus life, classes on the Japanese Language Program, academic transcripts or other certificates, changes to your address or related queries, applications for an extension to your period of stay, or any other concerns, feel free to stop by the Office of Student Services (Japanese Language Program).

3 Offices

International offices at Keio campuses		Location	Office hours (Mon. to Fri.)
Mita Campus	Office of Student Services	B1F, South School Bldg.	8:45-16:45
	- International Exchange Services Group		
	- Scholarships and Financial Assistance Group		
	- Japanese Language Program		
	Office of Housing Coordinator	2F,Mita Information Plaza	
Hiyoshi Campus	Office of Student Services (International)	1F, Fourth Bldg., Independence Wing	8:45-16:45
	Office of Student Services (Graduate Schools)	2F, Collaboration Complex	
Yagami Campus	Office of Student Services (International)	1F, Room 110, 25th Bldg.	8:45-16:45
Shinanomachi Campus	Office of Student Services (Academic Affairs, Student Life Services)	1F, Koyosha	8:45-16:45
	International Office	8F South, Bldg. 2	
Shonan Fujisawa Campus (SFC)	Academic Affairs Office (Policy Management / Environment and Information Studies / Media and Governance)	1F, Alpha (Main) Bldg.	9:15-16:50
	Administration Office (Nursing and Medical Care, Health Management)	1F, Faculty of Nursing and Medical Care Bldg.	
Shiba-Kyoritsu Campus	Office of Student Services	1F, Bldg. No. 1	8:45-11:20 12:20-16:45

*In the event of the spread of COVID-19 and/or a declaration of a state of emergency, some campuses may change their office hours. For the latest information, please refer to the [Keio University Student Website](#).

Note: Offices are closed on the days and dates below:

-Saturdays, Sundays, and national holidays

-Founder's Birthday (January 10)

For further notifications on office closures, refer to the "[Offices Guide](#)" page on the Keio University Student Website.



4 How to Give Notices/Information to International Students

With the exception of the graduate schools on Hiyoshi Campus, nearly all important communication to international students will be posted on the bulletin boards of the Office of Student Services at each campus/SFC Academic Affairs Office, and on the Keio University Student Website or keio.jp. Information for KBS/SDM/KMD students on Hiyoshi Campus will be announced on keio.jp or the website for each graduate school.” For Web System offered by Keio, refer to “6-2: Information about Class Cancellations, Makeup Classes, Classroom Changes, and Examinations (Web System) . It is your responsibility to check these bulletin boards and websites regularly, as important information—including about scholarships, accommodation applications, and various events for international students—will be posted there. We also recommend that you visit the [International Center website](#) regularly.

Note for Japanese Language Program Students

Important information regarding class cancellations and makeup classes will be posted on keio.jp. Information on various events for international students and scholarships will be posted on the Japanese Language Program bulletin board. Information concerning paperwork and student life is also available on the [website of the Center for Japanese Studies](#).

5 Student Lounges

There are several on-campus student lounges which can be used freely by international students.

Campus		Mita	Hiyoshi	Yagami	Shinanomachi
Location		International Center Global Lounge: 1F, South School Bldg.	Hiyoshi Communication Lounge: B1F, Independence Wing	Room 201, 2F, 12th Bldg.	1F, Institute of Integrated Medical Research
Hours	Mon.–Fri.	9:00～21:00	9:00～18:00	8:30～20:00	6:00～23:00
	Sat. & Sun.	—	—	8:30～20:00 (Sat. only)	6:00～23:00

****Due to the ongoing COVID-19 situation, facilities may be subject to closure. For the latest on the availability of these facilities, check the appropriate websites, bulletin boards, etc.**

2 Status of Residence

1 What is Status of Residence?

All foreign nationals entering and staying in Japan are assigned a Status of Residence at their port of entry and may engage in activities permitted under that Status of Residence. Your maximum period of stay in Japan is determined by your Status of Residence. International students in either undergraduate or graduate programs are expected to have the Status of Residence of “Student.” If you do not have the appropriate Status of Residence, this may preclude you from enrolling at Keio. Individual applications to extend a period of stay are either approved or rejected after examination by the Immigration Bureau according to each applicant’s situation.

You should carefully read both this chapter and the information of the [website](#) and make sure that you do not neglect to complete any procedures and applications necessary to maintain your Status of Residence.

2 Residence Card and Residency Management System

(1) Residence Card

A Residence Card will be issued at the airport of disembarkation (New Chitose, Narita, Haneda, Chubu, Kansai, Hiroshima, or Fukuoka Airport) to mid- to long-term residents who have landing permission for Japan. If you land at any other Port of Entry, a Residence Card will be issued and mailed to you upon completion of the necessary residency procedures at your local city office. You should carry your Residence Card at all times. You will need to show your Residence Card when asked to do so by an immigration officer or guard, a police officer, or other official concerned. If you are found not to be carrying your Residence Card you may be required to pay a fine of up to 200,000 yen; if you fail to show your card, you may be sentenced to up to one year’s imprisonment or required to pay a fine of up to 200,000 yen.

(2) Once you have found a place of residence in Japan

You must notify your local City (Ward) Office of your place of residence within 14 days of the place of residence being finalized. Be sure to take your Residence Card when you go to the City (Ward) Office. If you fail to give notification of your place of residence without a justifiable reason or if you submit a false notification, your Status of Residence may be revoked.

(3) Changes to Registered Information

The office at which you will be required to complete notification procedures and deadlines may vary depending on the information you need to change.

Information	Office at which to complete notification	Deadline
Address	City/Ward Office Moving out: City/Ward Office in the area of former residence. Moving in: City/Ward Office in the area of new residence. *If you change your address in Japan, you must give notice of both moving out and moving in at the respective City/Ward Offices.	Within 14 days of moving to the new residence
Name, Date of Birth, Gender, Nationality/Region	Regional Immigration Bureau /District Immigration Office	Within 14 days of the change
Affiliation*	Regional Immigration Bureau/District Immigration Office in person, through the online Immigration Services Agency's e- Notification System, or by postal mail	Within 14 days of the change

*If you have already obtained, or are permitted to obtain, the Status of Residence of “Student,” you must notify the Regional Immigration Bureau or District Immigration Office if your affiliated organization changes (e.g., you enter Keio University after graduation from another school in Japan, or enter a graduate school at another university after graduating from an undergraduate program at Keio). For more details, refer to the [Ministry of Justice website](#).

(4) Application for Re-issuance of Residence Card

If your Residence Card is lost or stolen, apply for re-issuance at the Regional Immigration Bureau or District Immigration Office within 14 days of discovering the loss or theft.

(5) When you need a Certificate of Residence (*Jūmin-hyō*), etc.

A “Certificate of Residence” (*jūmin-hyō*) is a document that attests to the validity of the information registered on your Residence Card. It is required when applying for scholarships, and you may also be asked to present it by the Immigration Bureau or university to confirm your Status of Residence. A copy of your Certificate of Residence may be obtained at the City (Ward) Office upon request. Please be sure to take your Residence Card when you go to your local City (Ward) Office.

(6) Submitting Information on Your Status of Residence

Based on Article 19-17 of the Immigration Control and Refugee Recognition Act, Keio University manages your status of Residence and also regularly give updates to the Ministry of Education, Culture, Sports, Science and Technology (MEXT: *Monbukagakusho*) and the Immigration Services Agency.

All international students are required to submit a copy of their Residence Card to the International Office of their main campus in the following scenarios:

1. When you enter Keio University
2. When the extension of your period of stay is approved and you obtain a new Residence Card
3. When a change in your Status of Residence is approved and you obtain a new Residence Card
4. When you newly obtain “Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted”

Note:

- Please submit a two-sided copy of your Residence Card and make sure that the 12-digit Residence Card Number is clearly visible.
- You must submit the copy:
 - 1: by the deadline designated by the university.
 - 2-4: within 14 days after the change is approved.
- If you are a short-term visitor and will be staying in Japan for three months or less, you will be required to submit a copy of the ID page of your passport, and the page with the seal accepting your entry into Japan.
- Applications are accepted three months before the expiration of your period of stay. You will be considered an illegal immigrant if you overstay your period of stay by even just one day, so if you wish to apply for an extension, make sure to do so as early as possible.

3 Extension of Period of Stay

The minimum possible period of stay for a student with Status of Residence of “Student” is 3 months and extends up to a maximum of 4 years and 3 months. If you wish to remain in Japan as a student beyond your designated period of stay, you must apply for an extension of your period of stay at the Immigration Bureau with jurisdiction over your area of residence. You may start applying for an extension from 3 months, but no later than 10 days, prior to the expiration date of your Status of Residence.

Application documents are as follows, although they may differ depending on each applicant’s situation. You should check with the Immigration Bureau in advance. See the following link for details: <https://www.isa.go.jp/en/applications/procedures/16-3.html>

(1) Application for Extension of Period of Stay (available on the [Immigration Services Agency of Japan website](https://www.isa.go.jp/en))

*The forms named “For organization, part 1” and “For organization, part 2” should be filled in and certified by Keio University as part of your application package. Contact the designated office as follows

Student type	Office in Charge
Undergraduate/Graduate/ Research/Non-degree students	The Office of Student Services at your main campus/ SFC Academic Affairs Office (Academic Services)
JLP students	The Office of Student Services (Japanese Language Program) at Mita Campus

(2) Certificate of Enrollment

*If you took a leave of absence, you need a Letter of Reason and a Certificate of Leave of Absence.

*If you repeated a year level, or are currently in the same year level as the previous year, you need a letter of reason.



(3) Transcript of Academic Record* (or Certificate of Course Registration)

*In case you are a new student and have no record on your Transcript of Academic Record, you need a Certificate of Course Registration. Additionally, in cases where you are a new student and were previously attending a high school, other university, or Japanese language school in Japan, submit the Graduation Certificate and transcript of this school/university.

*Research students should submit a letter written by their academic advisor instead of the certificates indicated above. There is no fixed format, but the letter should include a description of and indicate the amount of time devoted to your research (which should be more than 10 hours per week).

(4) Passport

(5) Residence Card

(6) Documentation certifying your ability to cover all necessary financial expenses while staying in Japan

(7) 1 photo (4x3 cm) taken within 3 months of submission. Paste onto your application

(8) The designated "Certificate for Payment of Fee" with a 4,000 yen revenue stamp (*inshi*) attached

*You must pay the fee when your application is approved, and then you obtain a new Residence Card. You can purchase revenue stamps at either a post office or the Immigration Bureau.

The Immigration Bureau has tightened its screening process for applications from students. For the extension to be granted, you must prove that you have reasonable grounds for needing an extension to your period of stay to continue the activities permitted under your present Status of Residence. During the extension application process, your living conditions and financial situation in the previous year as a student will be examined. Your activities as an international student will be checked to make sure you did not engage in activities outside those permitted under your Status of Residence, as well as your capacity to pay academic fees and living costs. Due to this, you may now be requested to submit documents such as a document certifying remittance from your financial supporter or documents clarifying any activities other than those permitted under your Status of Residence (e.g., details of any part-time jobs) in addition to the above.

After your extension is approved, you must submit a copy of your new or updated Residence Card or passport (if your granted period of stay is less than 3 months) to the International Office at your main campus or the Office of Student Services (Japanese Language Program).

Note: Permission from Keio University to advance to the next year level or to extend enrollment in your academic program does not guarantee that the Immigration Bureau will approve an extension to your period of stay. In the event that your academic transcript is deemed unsatisfactory or you have insufficient course credits and are required to repeat an academic year, an extension to your period of stay may not be approved. You are thus requested to remain diligently engaged in your university studies.

4 Changing Your Status of Residence

Generally, international students studying as an undergraduate, graduate, Japanese Language Program (JLP), or Keio International Program (KIP) student at Keio University are granted a Status of Residence of “Student.” Most applications for scholarships or accommodation for international students are available only to those holding a Status of Residence of “Student.” If you entered Japan under a different Status of Residence and were planning to change it, you should immediately change your Status of Residence at the Immigration Bureau in the area where you live (with the exception of changing your Status of Residence from “Temporary Visitor”). The following documents will be required when you change your Status of Residence, although these may also be subject to change. Check in advance with the Immigration Bureau and the International Office at your main campus/Office of Student Services (Japanese Language Program).

The documents needed to change your Status of Residence are as follows:

- (1) Application for Change of Status of Residence (available on the [Ministry of Justice website](#))

*The forms titled “For organization, part 1” and “For organization, part 2” must be filled in and certified by Keio University as part of your application package. Contact the designated office as follows:

Student type	Office in Charge
Undergraduate/Graduate/ Research/Non-degree students	The Office of Student Services at your main campus/ SFC Academic Affairs Office (Academic Services)
JLP students	The Office of Student Services (Japanese Language Program) at Mita Campus
KIP students	The Office of Student Services (International Exchange Services Group) at Mita Campus

- (2) Passport

- (3) Residence Card

- (4) Written statement of the reason for change (There is no set format for this statement, but you must write it yourself)

- (5) A copy of your Certificate of Admission or Certificate of Enrollment

- (6) Certificate of Course Registration/Course Registration Sheet

- (7) Documentation certifying your ability to cover all necessary financial expenses while a resident in Japan

- (8) 1 photo (4x3 cm) taken within 3 months of submission. Paste onto your application

- (9) The designated “Certificate for Payment of Fee” with a 4,000 yen revenue stamp (*inshi*) attached

*You must pay the fee when your application is approved and only then will you receive your new Residence Card. You can purchase revenue stamps at either a post office or the Immigration Bureau.

After the change in your Status of Residence is completed, please ensure that you make a copy of your Residence Card or passport (if the duration of stay for which permission is granted is for less than 3 months) and submit it to the International Center at your main affiliated campus/Office of Student Services (Japanese Language Program) to update the changes.

Note: If you are currently in Japan with the Status of Residence of “Temporary Visitor,” as a general rule, you will need to leave Japan to apply for a Certificate of Eligibility. You could be subject to punishment for illegal residence if you repeatedly leave and reenter Japan on a “Temporary Visitor” visa to study at Keio University.

5 Leaving Japan Temporarily (Re-entry Permits)

If you intend to return temporarily to your home country or travel abroad during a break or at any other time, you must obtain a re-entry permit prior to departure. If you depart without obtaining a re-entry permit, you will be obliged to apply for a new visa when returning to Japan.

(1) When re-entering Japan within 1 year of the day of departure

(Regulations concerning re-entry permits)

When leaving Japan, make sure to bring a valid passport and Residence Card. As a general rule, you will not be required to apply for a re-entry permit when re-entering Japan within 1 year of departure. You must check the box indicating your intent concerning the Special Re-entry Permit on the “Embarkation- Disembarkation (ED) Card” for re-entry and present your Residence Card at departure.

If your permitted period of stay is due to expire within 1 year of your departure, please ensure that you re-enter Japan before the expiration of your period of stay.

(2) When planning to re-enter Japan more than 1 year after the day of departure

If you plan to return to Japan after more than one year after departure, you must visit the Immigration Bureau to obtain a re-entry permit prior to departure.

The following documents are necessary when applying for a re-entry permit:

1. [Application for Re-entry Permit](#)
2. Passport
3. Residence Card
4. Certificate for Payment of Fee and a revenue stamp, available for purchase at post offices or the Immigration Bureau:

Single re-entry permit:	3,000 yen revenue stamp
Multiple re-entry permit:	6,000 yen revenue stamp (May not be granted)

Note:

- Please ensure that you return to Japan before the expiration date on your re-entry permit.
- Inform your academic advisor, class coordinator, and guarantor of your dates of departure and return if you intend to leave Japan temporarily during the semester.

6 Bringing Your Family (Dependent Visas)

If you have family members from your home country who will live with you in Japan, it is necessary for them to have one of the visas given below.

(1) Family Visa:

Your spouse and children may obtain family visas. Those who hold family visas are not permitted to work in Japan. They must obtain permission from the Immigration Bureau if they wish to work in Japan. You must go to the Immigration Bureau and apply on behalf of your family member(s) for a Certificate of Eligibility.

The following documents are required to apply for a family visa:

1. [Application for Certificate of Eligibility](#)
2. Certificate stating the relationship between you and your family member(s)
(e.g., family register, marriage certificate, birth certificate, proof of marriage registration, etc.)
3. Document certifying financial support (scholarship certificate or balance statement from your bank)
4. Certificate of Enrollment
5. 1 photo (4x3 cm) taken within 3 months of submission. Paste onto your application
6. A copy of your Residence Card or passport
7. A self-addressed stamped envelope (simplified registered mail, “*kan-i kakitome*” in Japanese)

The Immigration Bureau may ask for additional documents. Contact the Immigration Bureau directly for more information.

(2) Temporary Visas (for visiting relatives):

Your parents, brothers and sisters may obtain visas as temporary visitors. A family visa is solely for the purpose of having your spouse or children live with you. If you want to invite other family members (besides your spouse and children) from countries which have not signed the Visa Exemption Agreement with Japan, they must apply for a Temporary Visa (for visiting relatives) in person at the Japanese Embassy or Consular Office in their countries.

For more details, refer to the [Ministry of Foreign Affairs of Japan website](#).

(3) If you or your partner has given birth:

You will need to report the birth to your local City (Ward) Office within 14 days. Additionally, if your baby will remain in Japan for more than 60 days after the date of birth, you will need to obtain a Status of Residence for your baby within 30 days.



7 Part-time Work

(Permission to Engage in an Activity other than that Permitted under the Status of Residence Previously Granted)

Students who hold the Status of Residence of “Student” are permitted to stay in Japan for study and research purposes only. This means that persons whose Status of Residence is “Student” are not permitted to work. If you wish to engage in secondary activities aside from your studies, such as part-time work, you must obtain a “Permission to Engage in an Activity other than that Permitted under the Status of Residence Previously Granted” from the Immigration Bureau beforehand.

After obtaining this permit, students are permitted to work for up to 28 hours a week, and 8 hours a day (40 hours a week) during the summer, winter, and spring breaks—as long as the work is not deemed to be socially immoral. Part-time work is not permitted at places which are part of, or are connected to, the entertainment and amusement industries. For example, no matter the position, you are not permitted to work in establishments such as bars, cabarets, clubs, or pachinko or mahjong parlors. Since it can take the Immigration Bureau from approximately 2 weeks to 2 months to issue a permit, those thinking of working should apply as soon as possible. (It may take more than 1 month during busy periods.)

If you engage in part-time work without a permit, or work outside the scope of activities or hours designated under the permit, you will be deemed to have worked illegally. In this case, you could be sentenced to imprisonment, imprisonment with labor, and/or a fine. You may also be subject to deportation.

Follow the steps below when applying for a permit:

- (1) Submit the following to the Immigration Bureau with jurisdiction over your area of residence (free of charge).
 1. [Application for Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted](#) (*shikakugai katsudō kyōka*)
 2. Passport
 3. Residence Card
 4. A document outlining the specifics of the work in which you will engage (e.g., a copy of your employment agreement). Submit only if you have already secured a job.
- (2) If your application is approved, a seal indicating permission will be affixed to your passport, and an entry will be made on your Residence Card if you have been issued one.
- (3) After you receive this permit, please ensure that you make a copy and submit it to the International Office at your main campus/Office of Student Services (Japanese Language Program).

Note: In some study levels of the Japanese Language Program, classes are so intensive as to necessitate a considerable amount of time each day to prepare for and review classes. Consult with the academic advisors if you are not sure whether you will have the time and energy for part-time work.

8 Temporary Leave of Absence, Returning to Study, Withdrawing from the University

(1) Taking a leave of absence from the university

If taking a leave of absence from the university, you will not be able to remain in Japan with the Status of Residence of “Student.” In this case you are required to either leave Japan or have your Status of Residence changed as appropriate without delay.

Note:

1. You are required to return your Residence Card to an immigration officer at the airport of departure when you leave Japan during your leave of absence.
2. If you will continue to stay in Japan during your leave of absence, consult with the Immigration Bureau directly for more details on changing your status of Residence.
3. Before you reenroll at the university, refer to “(2) Returning to study after a temporary leave of absence.”

In the case that you do not engage in academic courses at the university despite your Status of Residence of “Student,” or that you continue to stay in Japan after withdrawal/expulsion/absence from the university, your Status of Residence will be subject to revocation.*Once your Status of Residence is revoked, you will be deported from Japan in malicious cases, and furthermore, you will be barred from entry to (and resuming studies in) Japan for a period of 5 years.

*If your reason to remain in Japan is justified, your Status of Residence will not be revoked. Whether that reason is acceptable shall be determined by the Immigration Bureau. The example they give is a case where a foreign student who needs long-term hospitalization for medical treatment and is forced to take a leave of absence from the educational institution, intends to resume his studies at the educational institution after being discharged from the hospital. If you would like to remain Japan during a temporary leave of absence, you must consult with the Immigration Bureau while keeping in mind that your justification may not be deemed satisfactory. Furthermore, activities such as part time work will not be permitted during the leave of absence.

(2) Returning to study after a temporary leave of absence

You are required to reapply for a Status of Residence appropriate for resuming your studies following a temporary leave of absence overseas. Before entering Japan, you must obtain a Certificate of Eligibility and apply for a “Student” visa at the Japanese Embassy in your current country of residence. Enquire at the International Office at your main affiliated campus on procedures to apply for a Certificate of Eligibility at least 4 months prior to returning to Japan. Refer to the [International Center website](#) for further information.

(3) Withdrawing from the university

If you withdraw from the university, you will not be able to remain in Japan with a Status of Residence of “Student.” Please submit the “Notification of the Accepting Organization (leave)” to the Immigration Bureau within 14 days after leaving Keio University and promptly leave Japan or have your status of residence changed as appropriate.

Note:

1. Please refer to the [Immigration Services of Japan website](#) in order to submit the “Notification of the Accepting Organization.”
2. You are required to return your Residence Card to an immigration officer at the airport of departure when you leave Japan after your withdrawal from Keio.
3. If you wish to continue to stay in Japan after your withdrawal from Keio, consult with the Immigration Bureau for more details about changing your Status of Residence.

If you do not engage in academic courses at the university despite your Status of Residence of “Student,” or you continue to stay in Japan after graduation/withdrawal/expulsion/absence from the university, your Status of Residence will be subject to revocation. Once your Status of Residence is revoked, you will be deported from Japan if done maliciously, and furthermore, you will be barred from entry to Japan for a period of 5 years.

9 Status of Residence after Graduation

The Status of Residence of “Student” is valid only during the period of your enrollment. If you graduate from the university, you will be required to leave the country even if there is time remaining on your status as a “Student.”

(1) Extension of Period of Stay/Changing Status of Residence to Prepare for Departure

If the period of stay of your Status of Residence expires just before your planned departure from Japan, you may apply for an extension of period of stay to prepare for your departure. The same documents indicated on “2-3 Extension of Period of Stay,” are required to apply for an extension.

If you wish to extend your stay to prepare for departure, you must promptly change your status to an appropriate Status of Residence (e.g., Short-term Stay). Staying on as a “Student” is illegal.

Note:

If you change your Status of Residence from “Student” to “Temporary Visa” to prepare for departure, you will no longer be considered a mid- to long-term resident. Ask the City (Ward) Office beforehand whether you will lose your right to receive benefits from the City (Ward) Office. If your period of stay already extends beyond the planned graduation/completion date to allow for a period of time to prepare to leave Japan, changing the Status of Residence to a “Temporary Visa” to prepare for departure will in principle not be permitted. Once your Status of Residence has been changed to a Temporary Visa, you will not be permitted to change your Status of Residence again to any other type.

(2) Working in Japan (Obtaining a Working Visa)

You are not permitted to work under the Status of Residence of “Student” and will thus be obliged to apply for the Status of Residence appropriate to your profession in the period between finding employment and starting work. Two such statuses are “Specialist in Humanities/International Services” or “Engineer.” If you are due to start work in April, the Tokyo Regional Immigration Bureau accepts applications for change of visa status from December of the previous year. It usually takes 1 to 2 months for applications to be processed. Make sure to apply in advance so that you have the appropriate Status of Residence by the time you start work.

You may be able to apply for the change of your Status of Residence to a “Designated Activities (for those who have a gap period before they actually start working).” In cases where you are granted this Status of Residence by the Immigration Bureau, it will allow you to remain in Japan during the gap period. To apply for the change, enquire at the company to which you have been accepted about the necessary procedures. Official documents from the company, such as a schedule for the period, are required for this application.

(3) Seeking Employment in Japan after Graduation

You are not permitted to seek employment with the Status of Residence of “Student” following graduation. Note that your Status of Residence will be rendered invalid at graduation even if your Residence Card states there is a period of time remaining until its expiry. If you wish to remain in Japan to seek employment after graduation, you must apply to change your Status of Residence to “Designated Activities,” which grants a 6-month period of stay. This Status of Residence may be extended one time, meaning that you will be permitted to stay for a period of up to 1 year after graduation to seek employment. (Degree-seeking students are eligible. Please note that non-degree-seeking students, such as JLP Students, Non-Degree Students, Research Students, and Short-term International Students are NOT eligible.) You will need a letter of recommendation from Keio University to obtain this Status of Residence. An interview will be carried out before a letter of recommendation is issued. For more information, contact the International Office at your main affiliated campus.



10 Immigration Bureau and Branch Offices in the Greater Tokyo Area

[Immigration Bureau of Japan website](#)

[Foreign Residents Information Center](#)

Phone: 0570-013904 / 03-5796-7112

Information concerning procedures for entry and stay for foreign nationals is given in various languages including English, Korean, Chinese, and Spanish.

Tokyo Regional Immigration Bureau

Address: 5-5-30 Konan, Minato-ku, Tokyo

Access: (1) Take the “Shinagawa Futo Junkan” or “Tokyo Nyukoku-kanrikyoku orikaeshi” bus from JR Shinagawa Station (Konan-guchi Exit / (East Exit) Higashi-guchi) to the “Tokyo Nyukoku kanrikyoku Mae” stop.

(2) A 15-minute walk from Tennozu Isle Station on the Tokyo Monorail, Tokyo Rinkai Line, or Saikyo Line.

Phone: 03-5796-7111 (Main) / 0570-034259 (Student Inspection Department)

Yokohama District Immigration Office

Address: 10-7 Torihama-cho, Kanazawa-ku, Yokohama-shi, Kanagawa

Access: Take the #61 bus from Shin-Sugita Station on the JR Negishi Line to the “Nyukoku kanrikyoku-mae” stop.

Phone: 045-769-1722 (Student and Trainee Inspection Department)

Kawasaki Branch Office

Address: 1F, Kawasaki West Joint Government Bldg., 1-3-14 Kamiasao, Asao-ku, Kawasaki-shi, Kanagawa

Access: A 3-minute walk from Shin-Yurigaoka Station on the Odakyu Line.

Phone: 044-965-0012

Saitama Branch Office

Address: 1F, Saitama Second Legal Affairs Joint Government Building, 5-12-1 Shimo-ochiai, Chuo-ku, Saitama-shi, Saitama

Access: A 10-minute walk from Yonohommachi Station on the JR Saikyo Line.

Phone: 048-851-9671

Chiba Branch Office

Address: 1F, Chiba Chuo Community Center, 2-1 Chiba-minato, Chuo-ku, Chiba-shi, Chiba

Access: (1) A 2-minute walk from Shiyakusho-mae Station on the Chiba Urban Monorail.

(2) A 10-minute walk from Chiba-Minato Station on the JR Keiyo Line.

Phone: 043-242-6597

Immigration and Visa Consulting Service

All enrolled international students, researchers, faculty and staff members, and Japanese students at Keio University, are eligible for free consultation on Japanese and U.S. visas, as well as a service for preparing Japanese visa (Status of Residence) applications on your behalf. For more details, refer to the [website](#).

3 Accommodation Arranged Through Keio University

Keio University has the following student accommodations available. However, as the number of rooms is limited, we cannot guarantee that all applicants will be accommodated at these facilities.

1 Accommodation for International Students

At Keio University, there are three dormitories for international students and eight international dormitories where Japanese students and international students live together. These include about 700 rooms leased to international students through the university.

Refer to the [Housing for International Students page](#) on the International Center website for further information.

*Japanese and international students also live in the accommodations as Resident Assistants (RA) to support various aspects of the international students' residence and life in Japan.

2 Company Housing (Shain-ryō)

Some private companies in Tokyo and the surrounding areas make some of the rooms in their company housing establishments available for use by privately-financed international students. These rooms are available under similar conditions as those for company employees. Vacancy and application information will be posted on the [International Center website](#).

3 *Kyōsai-bu*

The *Kyōsai-bu* is an independent co-operative student organization. They have a list of private accommodation available to Keio students and can introduce students to rooms and apartments. If you wish to have an advance viewing of their properties, you will need a reference letter from the *Kyōsai-bu*.

Kyōsai-bu locations:

Hiyoshi Campus: Room 102R, 1F, Student Union Building (*Jukusei Kaikan*)

Phone: 045-561-3102

E-mail: kyosaibu@gmail.com

4 Other Student Housing, Apartments, and Guarantors (Arranging Your Own Accommodation)

1 Finding Accommodation in Japan

If you do not intend to live in accommodation arranged by Keio University, you will need to find accommodation and a guarantor on your own or with the help of the people around you. You should decide the nature of the accommodation that would suit your needs before you begin searching (distance from the university, budget, etc.). Students seeking private accommodation in Japan are generally required to have a guarantor. Usually, students are also required to pay a rental deposit, key money, and agent's commission. This means, essentially, that students need to prepare at least 4–5 months' rent in advance to be able to move in. In the central areas, accommodation tends to be expensive, so most students prefer to live in more affordable areas within an hour's commute of campuses.

2 Accommodation Information and Referral Services

(1) Private Student Housing (*gakusei kaikan*)

Following companies manage Keio University student dormitories. If you could not secure the dormitory room through applying to Keio, they may be able to help you and also offer other accommodation options.

* [Kyoritsu Maintenance Co. Ltd.](#)

* [ITOCHU Urban Community Co. Ltd.](#)

Applicants are encouraged to contact companies including the above which specialize in student housing (*gakusei kaikan*) and short-term accommodation directly to obtain information. Each dormitory has its own eligibility criteria, so please ensure that you read the conditions when you apply.

(2) Homestay

We do not introduce international students to host families, but we sometimes offer information on events arranged by international student support groups. Many of these events include opportunities to visit a Japanese home or experience Japanese culture. Throughout the year, particularly during break periods, short-term homestay programs (ranging from 2–3 days to 1–2 weeks) for international students are offered by various organizations in both urban and rural areas of Japan. These kinds of programs are a great opportunity to learn more about local Japanese culture. Home visits to Japanese families are arranged by international student support groups established by alumni. If you are interested, refer to the [International Center website](#).

3 Using a Real Estate Agent

Japanese students often use real estate agencies, read accommodation information magazines, and search Japan's apartment listing websites for accommodation. Be sure to consult your friends and guarantor before visiting a real estate agency. The ability to communicate in Japanese can be crucial when you approach an agent, so if you don't have a high level of Japanese ability, bring someone who does to help facilitate the negotiation process.

For students with limited Japanese ability, the Housing Coordinator Office also introduces real estate agencies which have English, Chinese, and Korean websites as well as agencies which can be accessed from overseas. Those who wish to receive information on available agencies are requested to send the following information by e-mail to: keio_dormitory@info.keio.ac.jp.

- Your name, gender, and birthdate (mm/dd/yyyy)
- Your Student ID Number (if none, indicate your period of study abroad at Keio and affiliated undergraduate faculty or graduate school)
- Your desired language for communication (English, Chinese, or Korean)

4 Guarantor, Comprehensive Renter's Insurance for Foreign Students Studying in Japan

When renting an apartment, you need a guarantor to cosign the contract with you. It becomes the guarantor's responsibility to pay the rent on behalf of the tenant if the tenant is unable to do so. Japanese students usually ask their parents or close relatives to be the guarantor, but it is not easy for an international student to find someone who is willing to take on such a financial responsibility. When you cannot find a guarantor, there are two main options as follows:

(1) To use a rent guarantor company

A rent guarantor company will be your guarantor instead of a guarantor. In recent years, it is increasingly common for the use of a rent guarantor company to be obligatory.

(2) To ask the university to cosign / Comprehensive Renters' Insurance for Foreign Students Studying in Japan

When a cosigner cannot be found, it is possible for Keio University to cosign the lease for the period of study at Keio University. In order for university to cosign the lease, it is necessary for you to join Comprehensive Renters' Insurance for Foreign Students Studying in Japan.

【What is Comprehensive Renters' Insurance for Foreign Students Studying in Japan (commonly referred to as "Ryuhosho")?】

Please see the website of [Japan Educational Exchange and Services \(JEES\)](#). (Japanese language only)

There are some conditions to join this insurance plan. Since there is a possibility that your application might be rejected depending on various conditions, please seek out more information on the International Center website, and consult with us beforehand, at least two weeks before your preferred move-in date.

*Please note that we do not accept applications from overseas as an interview with the applicant is required in the screening process.

*If you use a rent guarantor company, Keio University cannot cosign the lease.

*International Center Page ["Guarantor, Comprehensive Renter's Insurance for Foreign Students Studying in Japan"](#)

*If you wish to ask the university to cosign, please contact us by e-mail in advance with the following information:

Your name, Faculty, Year, Student ID number, Keio ID (XXXXX@keio.jp)

- Direct inquiries to: Housing Coordinator, Mita Campus: keio_dormitory@info.keio.ac.jp

- For more details, inquire at the Office of Student Services (International) at your main affiliated campus

5 Things to Do When Moving

When moving, make sure to do the following:

- (1) Settle all outstanding bills at your previous accommodation such as rent, gas, electricity, water, and telephone bills
- (2) Notify the post office of your new address by filling out the designated change of address form. Your mail will be forwarded to your new address for one year.
- (3) You must also notify the City (Ward) Office in the areas of your previous and new addresses within 14 days of moving out (*tenshutsu*) and moving in (*tennyū*). Change the address written on your Residence Card (Certificate of Alien Registration is deemed to be equivalent to the Residence Card) and National Health Insurance Card at the City (Ward) Office of your new residence within 14 days of moving
- (4) Notify Keio university of your new address. Please refer to "8-6-(1) Notification of Change of Address (Student or Guarantor)".



5 Scholarships

1 Undergraduate/Graduate Students

Privately-financed international students enrolling at Keio University may apply for scholarships in the following 4 categories:

- (1) Keio University Scholarship/Keio Graduate School Scholarship/Keio University Degree Completion Scholarship/Donor Designated Scholarships
- (2) Scholarships offered by private organizations, available to both Japanese and international students
- (3) Yamaoka Kenichi Memorial Scholarship/Goldman Sachs Scholars Fund
- (4) Honors scholarships (*gakushū shōreihi*) and scholarships offered by private organizations that are only available to international students

The Student Affairs Center is in charge of applications for scholarships in categories (1) and (2).

The International Center is in charge of applications for scholarships in categories (3) and (4).

There are 2 types of scholarships in categories (2) and (4):

- a) Scholarships for which applicants must have a recommendation from Keio University
- b) Scholarships for which applicants must apply directly to the relevant foundation/organization/institution.

How to Apply:

1. Scholarship information will be posted on the International Center website. Some scholarship opportunities may be posted with very short notice. Be sure to check the [website](#) regularly.
2. The Scholarship Information Guidebook for International Students (*gaikokujin ryūgakusei taishō shōgakukin annai*) is available on the International Center website. It is available only in Japanese and contains information about the types of scholarships that students can apply for, eligibility requirements, and scholarship results from the previous year. Note that the application period for scholarships is subject to change from year to year.
3. International students who plan to apply for scholarships through Keio University have to complete the Scholarship Applicant Registration (*shōgakukin jukyū kibō tōroku*) at the beginning of every semester. The registration procedure is complete after students submit the designated scholarship applicant registration form (*shōgakukin jukyū kibō chōsa-sho*) and all other required documents. Detailed information about required documents and submission deadline will be posted on the International Center website.
4. When applying for scholarships, you may need to ask your academic advisor to write you a recommendation and complete a Scholarship Evaluation Form on your behalf. Make sure to give your academic advisor plenty of time. Inform your academic advisor if you are granted a scholarship.

2 Japanese Language Program Students

There are also scholarships available for students enrolled in the Japanese Language Program. However, the number of recipients and the scholarship amounts are extremely limited. Detailed information will be posted on the Japanese Language Program bulletin board and other places.

6 University Regulations and Classes

1 Regulations at Keio University

The university regulations of Keio University are defined in the booklets “Keio University Undergraduate Rules and Regulations” (*Keio gijuku daigaku gakubu gakusoku*), “Keio University Graduate Rules and Regulations” (*Keio gijuku daigaku daigaku-in gakusoku*), and “Japanese Language Program Regulations” (*bekka nihongo kenshū katei kisoku*). The booklets are only available in Japanese. For further details and information on academic regulations, inquire at the Office of Student Services/SFC Academic Affairs Office (Academic Services) or, if you are a Japanese Language Program student, at the Office of Student Services (Japanese Language Program).

2 Information about Class Cancellations, Makeup Classes, Classroom Changes, and Examinations (Web System)

Information regarding class cancellations, makeup classes, classroom changes, and examinations will be posted on the Keio University Student Website and at keio.jp, as well as on the bulletin board for the Office of Student Services on your campus. For details, please refer to the Course Registration Guide of your affiliated faculty/graduate school/Japanese Language Program/Keio International Program (KIP).

- [Keio University Student website](#)

This is a website that provides information relevant to Keio University students.

- [keio.jp](#)

keio.jp is an authentication system to safely and conveniently use the various web services that Keio University provides. The latest information for students, including messages and calls from the Office of Student Services, event notifications, etc., will be posted here, so you are required to access and check keio.jp on a daily basis.

<Web services provided on keio.jp >

1. K-LMS: Course descriptions, syllabi, test timetables, etc.
2. Cancellation / Supplementary Class Information: Notice of Cancellation / Supplementary Class Information
3. Messages / News: The most up-to-date notifications will be posted here.

For details regarding the Web System, refer to the [Keio University Student Website](#).

Undergraduate/Graduate

Information will be posted on the bulletin board at the Office of Student Services on your campus and on keio.jp.

Information about class cancellations and makeup classes will not be posted on the bulletin boards at Mita Campus, at SFC, or at Hiyoshi Campus for KBS, SDM and KMD. Please ensure that you check for this information on keio.jp. Information for KBS/SDM/KMD students at Hiyoshi Campus will be announced on the website for each graduate school.

Japanese Language Program

Information regarding class cancellations and makeup classes will be posted on keio.jp. Classroom changes will be posted at both the originally-assigned classroom and the newly-assigned classroom. Information about examinations will be posted on the Japanese Language Program bulletin board. Some notifications will be sent out by e-mail.

International Center Courses

Information regarding class cancellations and makeup classes will be posted on keio.jp.

3 Class Schedules

Campus	Mita/Hiyoshi/ Yagami/ Shinanomachi	SDM (Hiyoshi)	SFC	Shiba-Kyoritsu
1st period	9:00–10:30	9:00–10:30	9:25–10:55	9:00–10:30
2nd period	10:45–12:15	10:45–12:15	11:10–12:40	10:45–12:15
3rd period	13:00–14:30	13:00–14:30	13:00–14:30	13:00–14:30
4th period	14:45–16:15	14:45–16:15	14:45–16:15	14:45–16:15
5th period	16:30–18:00	17:15–18:45	16:30–18:00	16:30–18:00
6th period	18:10–19:40	19:00–20:30	18:10–19:40	18:30–20:00
7th period	—	—	19:50–21:20	20:00–21:30

Note: Class schedules are subject to change during semester-end examination periods. Please be sure to check the bulletin boards, the keio.jp portal, etc., for details.

4 Classes on the Day of Keio-Waseda Baseball Games

The Keio-Waseda Baseball Games, known as *Keisō-sen* or *Sōkei-sen*, take place at Jingu Baseball Stadium in spring and fall. Some classes on the day of the game may be cancelled to give students the opportunity to support the Keio team. In cases when the game is held on a Monday or another weekday, instructions and decisions on which periods will be cancelled will differ depending on the faculty and graduate school. Confirm for yourself the details via the website of your campus or in your course registration handbook. If the games are canceled due to rain or for other reasons, classes will be held as usual.

An announcement will be made regarding the handling of classes at 9:00 on the day of a Keio-Waseda baseball game via the [Keio University Student Website](#).

For the game results, visit the [Tokyo Big6 Baseball League website](#)/

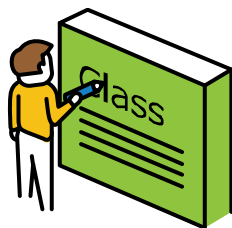
5 Classes During Mita Festival (*Mita-sai*)

Mita Festival (*Mita-sai*) is the Keio University festival held on Mita Campus in late November. In 2021, the festival will be held from the afternoon of November 18 until November 24. Classes will be canceled at most campuses but may still be held depending on the faculty or graduate school. Confirm with the Office of Student Services at your campus or the Academic Affairs Office (Academic Services) for SFC for information regarding class cancellations.

6 Classes During Times of Emergency

In the case of a natural disaster such as a typhoon, heavy rain, earthquakes, etc., if there is a suspension of public transportation due to a large-scale accident, or if there is any other emergency which forces the university to cancel classes, information will be posted on the [Keio University Student Website](#).

Note: If an emergency occurs during school hours, classes may be shortened or the university may close early. Please follow instructions as notified on the bulletin boards, school announcements, and the website above.



7 Tuition & Other Fees

(1) Undergraduate/Graduate Students

Payment of academic fees (tuition and other fees) must be made through a bank designated by the university. As a rule, payment requests and billing forms will be sent to your guarantor at the beginning of each semester. (The requests and forms will be sent directly to you if you are a student of the Graduate School of Business Administration [KBS], Graduate School of System Design and Management [SDM], Graduate School of Media Design [KMD], or Law School.) If a guarantor lives outside Japan, the bank transfer form will be sent to the student. This form is not available for those living in other countries. Payment deadlines are the end of April for the Spring Semester and the end of October for the Fall Semester. Please ensure that you retain the receipts of payment (*jūgyōryōtō furikomikin ryōshu-sho*) for safekeeping. Certificates and transcripts cannot be issued if your tuition fee for the previous semester has not been paid.

Note: Article 171 of the Undergraduate Rules and Regulations, Article 133 of the Graduate Rules and Regulations, and Article 32 of the Law School Rules and Regulations stipulate that “Failure to pay registration fees, tuition fees, and all other necessary expenses by the prescribed date will result in the student’s withdrawal from the University.”

(2) Japanese Language Program Students

Students who, at the time of admission, have only paid tuition and other fees for the first semester must pay the rest of their fees at a bank in Japan using a payment slip provided at the Office of Student Services (Japanese Language Program) before the second semester starts. Keio University cannot accept direct transfers from banks overseas. Information regarding payment for the second semester will be provided at the end of the first semester (in early July for the Spring Semester and mid-January for the Fall Semester). Please ensure that you keep the receipt of payment (*jūgyōryōtō furikomikin ryōshu-sho*) until the semester ends.

Note:

- Article 36 of the Japanese Language Program Regulations states, “Those who do not pay the required tuition fee and other fees by the deadline may be dismissed from the university.”
- Tuition and other fees are nonrefundable regardless of circumstances.



7 Campus Facilities and Services

1 Media Center (Library)

Libraries at Keio University are called “Media Centers.” All 6 campuses—Mita, Hiyoshi, Shinanomachi, Yagami, SFC, and Shiba-Kyoritsu—have a Media Center, where all kinds of written and electronic resources in fields corresponding to each campus’s specialty are collected and stored in order to provide students, faculty, and administrative staff with the information they require as and when needed.

The Media Centers hold and provide access to a total of about 5 million books, periodicals, and other printed materials and audiovisual resources. Students can use Keio’s online library catalog, called [KOSMOS](#), to find resources and request items from the Media Centers on any campus. In addition, Keio’s Media Centers have access to databases, electronic journals, and electronic books which have been made available for students to use.

When using the Media Centers:

- (1) Use your Student ID Card to enter the Media Center and when borrowing or returning books.
- (2) The loan period depends on your status and the call number of the item to borrow. If you return books past their due date, you will be charged a fine of 10 yen for each item per day, which will include days on which the Media Center is closed. If you lose, damage, or deface any borrowed materials, you must pay for all damages.
- (3) My Library on KOSMOS allows users to see and renew the items that they are currently borrowing. When renewing an overdue item, you are required to bring the item in question to the counter and pay the outstanding fine. Also, logging in to My Library allows users to place hold requests on items that are currently out on loan as well as request items from Media Centers on other campuses. Use your “Keio ID” to log in to My Library.
- (4) You require an ITC account to access the databases, electronic journals, or electronic books from computers on campus.

For further information about the Media Centers, visit the [website](#).

2 Information Technology Centers (ITC)

Information Technology Centers (ITC) providing computing and communications infrastructure, services, and support for Keio University's educational and research programs are located on each campus. For more information, visit the ITC website of your main affiliated campus.

Campus	URL
Mita	https://www.mita.itc.keio.ac.jp/
Hiyoshi	https://www.hc.itc.keio.ac.jp/
Shinanomachi	https://www.sc.itc.keio.ac.jp/
Yagami	https://www.st.itc.keio.ac.jp/
Shonan Fujisawa	https://www.sfc.itc.keio.ac.jp/
Shiba-Kyoritsu	https://www.skic.itc.keio.ac.jp/

3 Health Center (Keio Gijuku Clinic)

The Health Center provides services including health management, medical care, health education, provision of health information, and environmental hygiene. Keio students can use the facility to receive, among other services, medical care for internal medicine, first aid such as for injuries, and health advice. In addition, you can receive psychiatric consultations, although these require a reservation. When you feel unwell, please visit the clinic on any campus (you may also go directly to an external medical facility. Refer to "13-5 Locating Medical Facilities in Your Area". There is a Health Center on each campus. For details, please refer to the [Health Center website](#).

(1) Medical Treatment (Keio Clinics)

1. Undergraduate/Graduate Students

If you receive medical treatment at one of Keio's clinics, half of the cost of treatment and medication will be paid by the Student Health Insurance Union. You are liable for payment of the remaining amount.

2. Research Students, JLP Students, KIP Students, and Short-term International Students

If you receive medical treatment at one of Keio's clinics, you will be required to pay all medical fees.

Information on Keio Clinics can be found at the links below:

Japanese: <http://www.hcc.keio.ac.jp/>

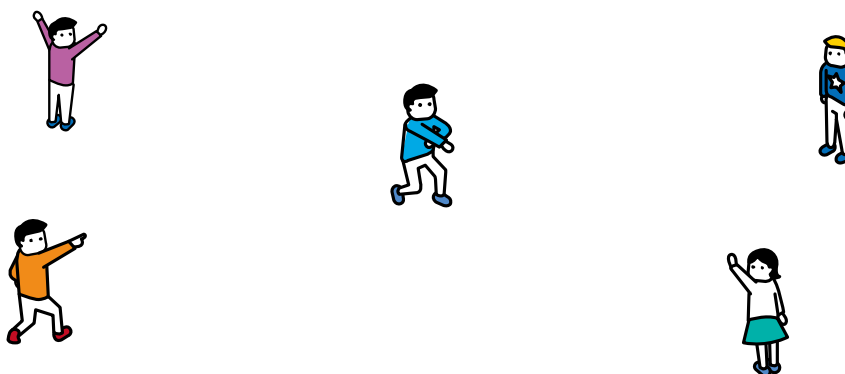
English: <http://www.hcc.keio.ac.jp/en/index.html> (Some information is in Japanese language only)

Campus	Location	Health Center Office hours	Clinic Office Hours ※Check the website for the doctor's schedules.
Mita	1F, North Bldg.	Monday to Friday 8:30–17:00	8:45–11:30/13:00–16:15
Hiyoshi	Building on the Athletics Field side of the ginkgo-lined avenue	Monday to Friday 8:30–17:00	8:45–11:30/13:00–16:15
Yagami	3F, Bldg. 16-A	Monday to Friday 8:30–17:00	8:45–11:30/13:15–16:15
Shonan Fujisawa	2F, Alpha Bldg.	Monday to Friday 9:00–17:30	9:15–12:00 /13:00–16:15
Shinanomachi	2F, Bldg. No. 2	Monday to Friday 8:30–17:00	These services are available for the 2nd–6th-year students of the School of Medicine, students of the Graduate School of Medicine, and 3rd-year students of the
Shiba- Kyoritsu	1F, Bldg. No. 2	Monday to Friday 8:30–17:00	The Health Center on Shiba-Kyoritsu Campus does not have a clinic, so students cannot receive medical treatment there. Check the schedule on

Note: Keio clinics do not accept National Health Insurance Cards.

(2) Use of Over-the-Counter Medicine at the Health Center for First Aid

The Health Center may provide over-the-counter medicine for first aid if students request them. In such cases, the Keio University Health Center will not normally confirm that consent was obtained from a guardian, even if the person that will take the medicine is a minor. If you have any drug allergies, your skin is sensitive to certain medicine, or you do not wish to use a particular medicine for any other reason, you must directly inform the staff member at the Health Center when you visit. If you are suffering from a chronic illness such as headaches, menstrual pain, asthma, or food allergies, or are receiving treatment for another disease, it is recommended that in the event of a medical emergency, you carry your household medicines or any medication you require on your person at all times.

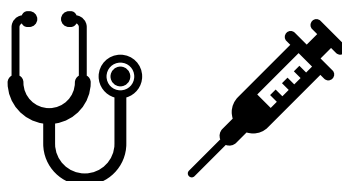


(3) Annual Health Checkup (for Regular Students)

Please be sure to undergo the annual health checkup, which is conducted once a year to review whether any considerations are necessary for students when they attend university. You are required to take the annual health checkup under the School Health and Safety Act and in accordance with the Keio University Rules and Regulations. Results of the health checkup are not posted individually. Please check them by accessing your keio.jp account. (Select “Services” from “Display by category” on the top screen and open “Notification of results of health check.”) If you do not take the health check, you will not be permitted to take physical activity courses nor will you be eligible for a Student Travel Fare Discount Certificate (*Gakuwari*). Furthermore, “Certificate of Annual Health Checkup” will not be issued. Please refer to the booklet titled “Events and various procedures after enrollment” which was distributed at the time of admission for the dates and venues of the health checkup.

(4) Prevention of Infectious Diseases

There have been reports of infectious diseases such as measles, rubella, mumps, chickenpox, whooping cough, influenza, and COVID-19 in Japan. Students who are suffering from an infectious disease specified in the School Health and Safety Act are not to attend university according to this act. Students who have these infectious diseases should immediately report this to the university by filling out the applicable form on keio.jp. When students come downloaded from the Keio University Health Center website at to the university, they must ensure they have a medical certificate stipulating the day they can return to university or a Permission of Return to Campus certificate that has been filled out by their doctor (this can be downloaded from the [Keio University Health Center website](#)). Once allowed to attend the university again, students must first report to the Health Center.



4 Training Room

(1) Hiyoshi Campus, 1F, Student Union Building

The Training Room is funded by the Student Health Insurance Union to promote good health and physical fitness. The Training Room is equipped with a variety of training machines, and a professional instructor is available on-site to offer training advice.

When using the training room, you need to bring your student ID card, training wear, socks, indoor training shoes, and a towel.

Training Room Opening Hours:

Open: 10:30–19:30 on regular class days from April to December

Monday to Friday, 10:30–17:00 at other times

* Open on a reservation basis as of April 2022. Please confirm the website or Twitter for details of how to reserve.

Closed: Saturdays, Sundays, national holidays, Keio University holidays, and during Mita Festival (*Mita-sai*), the entrance examination period and Hiyoshi Campus closed period, etc.

Fee: Undergraduate/Graduate students: 200 yen per visit

JLP students/KIP students/research students: 300 yen per visit

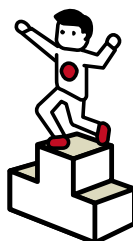
When using the Training Room:

1. Make a reservation from the website
2. Purchase a ticket at the entrance (use the automated machine)
3. Submit your student ID card and exchange the entrance ticket for a locker key at reception
4. Make sure to change into appropriate footwear
5. Go to the locker room and change into appropriate clothing (jeans and chinos are not allowed)
6. After your workout, return the locker key to reception to retrieve your student ID card

*Opening dates and times are subject to change to prevent the spread of COVID-19. In addition, we have stopped using the shower room. Please check the website and Twitter for the latest information and reservation methods.

[Keio Student Health Care Mutual Aid Association](#) (*Gakuseikenpo*) (Japanese language only)

[Twitter](#)



(2) SFC Training Room and Tennis Courts

There is a training room in the Gamma Building: Gymnasium. Please ensure that you wear clothing and shoes appropriate for training. Reservations are not required. You can use the training room during the facility hours.

If you would like to use the tennis courts, you need to make a reservation at the Student Life office on the 1st floor of Alpha building no later than the day before you plan to use it. Bring a copy of the registration form when you go to use the tennis courts. Make sure to wear tennis shoes.

Usage Time: <https://www.students.keio.ac.jp/sfc/life/facility/>

Fee: Free

Contact: sl@sfc.keio.ac.jp

5 Student Counseling Room/Wellness Center/Office of Mental Health

The Student Counseling Rooms (*gakusei sōdan-shitsu*) (Mita, Hiyoshi, Yagami, and Shiba-Kyoritsu Campuses), Wellness Center (SFC), and Office of Mental Health (Shinanomachi Campus) offer personal counseling for a wide variety of concerns. Whatever your concerns, feel free to come and talk to a counselor. If you wish, you may also bring friends or family members. Consultations are confidential. Referrals to other departments/offices on campus may be made if necessary.

Consultation areas: Academic and extracurricular activities, career, interpersonal issues, family issues, physical and mental health, daily living, or any other concerns you may have.

Consultations are in principle by appointment only. Appointments can be made by phone or directly in person during the opening hours of the Student Counseling Room on each campus. A counseling session is usually from around half an hour to an hour. Please check the website for the latest information.

Student Counseling Rooms

Campus	Mita	Hiyoshi	Yagami	Shiba-Kyoritsu
Location	B1F, South School Bldg.	1F, 4th Bldg., Independence Wing (Dokuritsukan)	Room 101, 1F, 26th Bldg.	1F, Bldg. No. 2
Office Hours	Monday to Friday 9:30–16:30	Monday to Friday 9:30–16:30	Monday to Friday 10:00–17:00	Refer to website

*The schedule will be posted on the [Student Counseling Room website](#).

*If you have any questions in English, call the Mita Student Counseling Room.

Wellness Center

Campus	SFC
Location	2F, Alpha Bldg.
Office Hours	Monday to Friday 9:00–12:00 13:00–16:00

Office of Mental Health

Campus	Shinanomachi
Location	2F, Bldg. No. 2
Office Hours	Tuesday and Thursday 10:00–17:00 Reservations: (direct) 03-5363-3214 (ext.) 64328

*Counseling in English is available upon request.

6 Harassment

Generally, if you feel that you are being harassed, you probably are. Harassment is not the victim's fault; responsibility lies solely with the harasser. It is important not to blame yourself or to tolerate the harassment, but to act to find a solution before the situation gets any worse. If you have experienced harassment or have something that is bothering you, please do not choose to suffer alone. Talk with someone who you can trust as soon as possible and feel free to consult the following people on campus:

- (1) Class instructors
- (2) Your academic advisor
- (3) [Keio University Harassment Prevention Committee](#)

7 Tutorial Services

Tutorial services are intended to aid international students in their specific field of study.

For further information about tutorial services (application period, procedure, etc.) refer to the [International Center website](#).



8 Student ID Cards, Certificates and Notifications

1 Student ID Card

Your student ID card certifies that you are a student of Keio University and gives you entry into the Media Centers. (For regular undergraduate and graduate students, it is also your Student Health Care Mutual Aid Association [*gakusei kenkō hoken gojo kumiai*] card). You will need it until you graduate or complete your studies, so be sure not to lose it. Always carry your student ID card with you when you are on campus. It is not permitted to loan or transfer your student ID card to others and you must present it at the following times:

- When requested by a faculty or staff member of Keio University (when making inquiries at a campus office);
- When taking receipt of academic records, certificates, or a Student Travel Fare Discount Certificate (*Gakuwari*);
- When taking major exams; and
- When asked by a public transportation official at time of purchase of a student commuter pass or tickets using your student discount, or when using public transportation with that pass or ticket.

(1) Renewing the Registration Sticker on the Reverse of Your Student ID Card

Undergraduate/Graduate Students

Please refer to the instructions from the Academic Affairs Office at the Office of Student Services/Academic Affairs Office at respective campuses for details of when and where to renew your student ID card. From the 2022 academic year registration stickers on the reverse of regular student ID cards will not be renewed each year. For students whose stickers expire due to reasons such as taking a leave of absence, studying abroad, or repeating a year, stickers with updated expiration dates will be issued before the expiration date.

Japanese Language Program/Keio International Program (KIP) Students

Your student ID card is valid until the date printed on the sticker affixed to the back of your card. Typically, validity is for a single semester.

(2) Reissuing a Student ID Card

If you lose or damage your student ID card, you must apply for a new one at the office indicated below. It costs 2,000 yen to reissue, and you must bring a recent photograph (glossy, color, 3x4 cm, and taken within the past three months). Note that student ID cards cannot always be reissued on the same day as the request.

Student type	Office in Charge
Undergraduate/graduate/ research/non-degree students	The Office of Student Services at your main campus/ SFC Academic Affairs Office (Academic Services)
JLP students	The Office of Student Services (Japanese Language Program) at Mita Campus
KIP students	The Office of Student Services (International Exchange Services Group) at Mita Campus

(3) Returning a Student ID Card

When the lost student ID card is found after a new one has been issued, you must return it to the Office of Student Services/SFC Academic Affairs Office (Academic Services)/Office of Student Services (Japanese Language Program)/Office of Student Services (International Exchange Services Group).

When you complete your studies, graduate, or withdraw from an enrolled program, you must follow the instructions on what to do with your student ID by the Office of Student Services/SFC Academic Affairs Office (Academic Services)/Office of Student Services (Japanese Language Program)/Office of Student Services (International Exchange Services Group).



2 Certificates of Enrollment, Academic Transcripts, Certificates of Graduation (Expected Graduation), etc.

(1) Undergraduate/Graduate Students

Certificates are issued either by the Office of Student Service /SFC Academic Affairs Office (Academic Services) or at the Certificate Issuing Machines located near those offices. Fees apply. Certificates cannot be issued if your tuition fee for the previous semester has not been paid.

<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>

(2) Japanese Language Program/Keio International Program (KIP) students

You can obtain certificates at a cost of 300 yen per copy at the Office of Student Services (Japanese Language Program)/Office of Student Services (International Exchange Services Group) by filling out an application form. Make sure to bring your student ID card when you come to the office. It usually takes 3 business days for certificates to be issued. Please note that applications cannot be processed on weekends or on national holidays. For more details, see the website below.

A Certificate of Completion (*shūryō-shō*) for the Japanese Language Program will be sent after the end of each semester. This certificate cannot be re-issued.

[Japanese Language Program](#)

[Keio International Program \(KIP\)](#)

3 Student Travel Fare Discount Certificate (*Gakuwari*)

If you travel a long distance via JR railways (more than 101 km one way), you are eligible for a 20% discount by presenting your “Student Travel Fare Discount Certificate” (*Gakuwari*) and student ID card when purchasing railway tickets. (This does not apply to express and limited express fares.) Research students are not eligible for *Gakuwari*.

You can obtain a *Gakuwari* at the Certificate Issuing Machine located near the Office of Student Services/SFC Academic Affairs Office (Academic Services) at each campus. It is recommended that you obtain certificates as soon as possible as the machines are invariably very busy before the start of long vacations. *Gakuwari* are valid for 3 months from the date of issue.

Gakuwari will not be issued to undergraduate/graduate students who do not undertake the annual health checkup.

Note:

Gakuwari are strictly administered and monitored by JR railways. If your *Gakuwari* is used illegally, you will be penalized, and legal action may be taken to bar all Keio University students from using the discount. Be aware of the potential repercussions if you misuse your *Gakuwari*.

4 Certificate of Annual Health Examination

Students who have a health checkup during the scheduled period can obtain a Certificate of Annual Health Examination from June 10, 2022, for the 2022 academic year.

Undergraduate/Graduate Students

You may obtain your health certificate in Japanese from the Certificate Issuing Machines located near the Office of Student Services/SFC Academic Affairs Office (Academic Services). The Health Center (Wellness Center at SFC) can issue a health certificate in English.

<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>

Japanese Language Program/Keio International Program (KIP) Students

Japanese Language Program students and KIP students do not receive a health certificate because they normally do not have a health checkup. If you have had a health checkup, a certificate can be issued; please contact the Health Center directly. You will need your student ID card to have it issued.

5 Scholarship Certificates

You are requested to enquire at the Office of Student Services/SFC Academic Affairs Office (Scholarships) or the appropriate office on your campus for information about scholarship certificates.

6 Notifications

(1) Notification of Change of Address (Student or Guarantor)

You are required to notify the Office of Student Services (Academic Services or International Exchange Services Group) if there is a change in your or your guarantor's address, telephone number, or e-mail address. If your guarantor's address changes, you must submit a Certificate of Residence indicating his/her new address. Failing to notify the university may cause serious delays in receiving important documents and information. If you change address, you will also need to add your new address to the address column on the back of your student ID card.

Refer also to "4–5 Things to Do When Moving".

Undergraduate/Graduate Students

If there is a change in your address, telephone number, or e-mail address, log into keio.jp and register this on the Academic Affairs Web System. If there is a change in your guarantor's information, notify the Office of Student Services/SFC Academic Affairs Office (Academic Services). In order to change the travel section of your commuter pass, notify the Office of Student Services/SFC Academic Affairs Office (Academic Services) after your registration is approved.

Research Student/Short-term International Students/Non-degree Students

Notify any changes to the Office of Student Services/SFC Academic Affairs Office (Academic Services).

Japanese Language Program/Keio International Program (KIP) students

If you are a Japanese Language Program student, you are requested to log into keio.jp to register changes in your address, telephone number, or e-mail address

For KIP students, if there are any changes, promptly notify the Office of Student Services (International Exchange Services Group).

(2) Other Notifications

Undergraduate and Graduate Students/Keio International Program (KIP) Students

Ask at the Office of Student Services (Academic Services or the International Exchange Services Group) at your main campus for information regarding other notifications on such matters as extended absence, temporary leave of absence, returning to study, or withdrawal from the university.

Japanese Language Program Students

- Notice of Extended Absence (*chōki kesseki todoke*)

If you cannot attend classes for more than 2 weeks because of an illness or for other unavoidable reasons, inform your class coordinator and submit a "Notice of Extended Absence" (*chōki kesseki todoke*) to the Office of Student Services (Japanese Language Program). A medical certificate from a doctor must be attached if your absence is due to illness.

- Application for Temporary Leave of Absence (*kyūgaku negai*) and Notification of Returning to Study (*shūgaku todoke*)

If you wish to take a leave of absence from the Japanese Language Program for an entire semester due to an illness or other unavoidable circumstances, you are requested to submit the "Application for Temporary Leave of Absence" (*kyūgaku negai*) with your signature and the signature of your guarantor to the Office of Student Services (Japanese Language Program). Note that you must pay tuition and other necessary fees even while you are absent from the university.

Documents to be submitted:

Application for Temporary Leave of Absence (*kyūgaku negai*)

(Approval from an academic advisor is needed before submission.)

A medical certificate from a doctor (If your absence is due to illness)

Submission deadlines: May 31 for Spring Semester/November 30 for Fall Semester

The request will be examined by the committee of the Center for Japanese Studies, and their decision will be forwarded to you with information about procedures for resuming attendance. When you wish to resume attendance, you should submit a Notification of Returning to Study (*shūgaku todoke*). If your absence is due to illness, you are requested to also provide a medical certificate from your doctor verifying that you are physically ready to resume your studies.

- Notification of Withdrawal (*taigaku todoke*)

If you would like to leave the Japanese Language Program permanently, you must state your reasons for leaving on the Notification of Withdrawal (*taigaku todoke*). Both your signature and the signature of your guarantor must be on the form, which you must then submit along with your student ID card to the Office of Student Services (Japanese Language Program). Tuition and any other fees already paid are nonrefundable.



9 Career Support

1 Career Support

Keio University provides career support to international students at all campuses except Shinanomachi Campus. Ask at the following office in charge at your main campus for more details.

Campus	Office in charge
Mita	Office of Student Services (Placement and Career Services)
Hiyoshi	Office of Student Services (Note: only for graduate school students)
Yagami	Office of Student Services (Career Service)
Shonan Fujisawa	Office of Career Development Program
Shiba-Kyoritsu	Office of Student Services

Information on employment opportunities, careers seminars, and internships are posted on keio.jp or the Office of Student Services (Placement and Career Services) website. Various information including that on events, will also be posted on the bulletin boards of the offices in charge at each campus.

Note on internships:

If you intend to pursue a paid internship, it is necessary to obtain a permit from the Immigration Bureau to engage in part-time work. You are permitted to work on a paid internship for up to 28 hours per week (or up to 8 hours per day during summer, winter, and spring breaks). Before you start your internship, it is your responsibility to check in advance about the duration of the internship and whether you will be compensated. If you will not receive compensation for the internship, you do not need to apply for this permit.

2 Japan Student Services Organization (JASSO) “Job Hunting Guide for International Students”

For detailed information about employment, refer to the “Job Hunting Guide for International Students” on the [Japan Student Services Organization \(JASSO\) website](#).

3 Working in Japan (Obtaining a Working Visa)

Refer to “2-9-(2) Working in Japan (obtaining a working visa)”.

4 Seeking Employment in Japan after Graduation

Refer to “2-9-(3) Seeking employment in Japan after graduation”.

10 Graduation/Completion of Studies and Preparing to Leave Japan

1 Before Leaving Japan

It is important to do the following before leaving Japan:

- (1) Check the information provided by the Office of Student Services/SFC Academic Affairs Office (Academic Services) and International Office on your main campus (or the Office of Student Services for students on the Japanese Language Program). Do not forget to return your student ID card.
- (2) Complete all the necessary paperwork to terminate your accommodation contract, and ensure to pay all outstanding rent and utility bills. Inform your property owner of your departure date 1 or 2 months in advance.
- (3) Cancel your phone service (including mobile phone) and Internet provider contract.
- (4) Cancel any credit cards issued in Japan.
- (5) Close your bank account after making sure all bank transfers and payments are complete. Take note of the date of direct debit from your account if you have used a credit card.
- (6) File a moving-out notice (*tenshutsu-todoke*) at your City/Ward Office.
- (7) Return your National Health Insurance Card (*kokumin kenkō hoken-shō*) to the City/Ward Office and settle any outstanding payments.
*City/Ward Offices may require proof that you are leaving Japan (usually your return flight ticket will suffice)
- (8) Return any library books or other materials you have borrowed.
- (9) You must return your Residence Card at the airport immigration upon departure.

2 Forwarding Address, Contact, and Careers Information

Undergraduate and Graduate Students

If you are studying as a regular undergraduate or graduate student, submit your forwarding address, contact, and information on your employment status at the time of completion of your studies. Keio University retains this information following graduation. These will enable us to send you various university publications and announcements as well as to facilitate support for alumni activity.

1. Address Registration after Graduation or Completion of Studies

Register your address after graduation either using the registration form available on the *Jukuin* (alumni) website or by registering this via “Keio Online.”

Address Registration Form: <http://www2.jukuin.keio.ac.jp/address/index.html>

(Japanese language only)

E-mail: infoalumni@info.keio.ac.jp

2. Submission of “Plans After Graduation” (*Shinro-todoke*)

Submit a “Plans After Graduation” (*Shinro-todoke*) form with details of employment status after graduation. For further information, ask at the Placement and Careers Services desk at each campus or check the [Keio University Student Website](#).

Japanese Language Program Students

If you are studying as a Japanese Language Program student, you do not need to register your address or submit a “Plans After Graduation” (*Shinro-todoke*) form after completion of your studies.

3 After Graduation

(1) Services and events for *Jukuin*

Graduates from degree programs at Keio are referred to as *jukuin* (alumni). *Jukuin* are invited to contact the Office of Alumni Affairs, located on the second floor of the North Building on Mita Campus, for all matters related to the university following graduation.

Website for Keio Alumni (*Jukuin*): <http://www2.jukuin.keio.ac.jp/> (Japanese language only)

1. Keio Online (Website Service)

Keio Online is a website to help Alumni, or *jukuin*, keep in contact with each other after graduation. To date, over 90,000 *jukuin* have registered with this service. This service enables you to register a forward-only e-mail address, receive e-mail magazines, and search for other registered alumni. Additionally, members can create and participate in alumni communities based on hobbies and topics of common interest. Register for this service from the URLs below.

<https://www.jukuin.keio.ac.jp/kol/html/login/Login.html> (Japanese language only)

https://www.jukuin.keio.ac.jp/kol/html/login/Manual_en.html
(registration manual in English)

2. *Jukuin* Reunions

Every year, reunions are held for 25th anniversary *jukuin* at Spring Commencement, and for 50th anniversary *jukuin* at the Spring Entrance Ceremony. In addition, there are reunions held for *jukuin* who have graduated 51 years ago or earlier.

Learn more about the relationship between Keio and *Jukuin*:

<http://www2.jukuin.keio.ac.jp/about/index.html> (Japanese language only)

(2) *Mita-kai* (alumni of undergraduate and graduate schools)

Many *jukuin*, or Keio alumni, talk of how the true value of Keio University is only understood after graduation in recognition of the extensive and robust connections that are formed by alumni. At Keio University, alumni associations are traditionally called “*Mita-kai*.” These organizations are an important and notable feature of the Keio community, and the active interaction and exchange they facilitate is a major factor why the university is held in such high regard by graduates. The *Mita-kai* are divided into four categories based on the graduation year, region (both in Japan and overseas), company or occupation, and groups such as student clubs and seminars. We recommend all graduates join a *Mita-kai* as a platform for exchanging information.

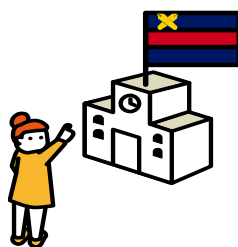
Although independent of the *Mita-kai*, Keio University offers support for *Mita-kai* activities that encourage and enhance interactions among *jukuin*. When requested by a *Mita-kai*, and upon screening and completion of the prescribed procedures, the Office of Alumni Affairs can distribute announcements and help initiate events with the organizers. To do this, in principle, the Office of Alumni Affairs requires a hard copy of the relevant information from organizers (e.g., names, addresses, places of employment, and e-mail addresses). Your cooperation and understanding are appreciated. For more information, check out the following links (Japanese language only):

[What is a *Mita-kai*?](#)
[Personal Information Policy](#)

(3) Keio Rengo *Mita Kai*'s annual festival

These *Mita-Kai* are part of the *Keio Rengo Mita Kai* (Keio Alumni Association), which is operated independently of Keio University. Each fall, Keio Rengo *Mita Kai* (Keio Alumni Association) holds a festival called “homecoming day” at Hiyoshi campus for alumni (similar to the Mita Festival [*Mita-sai*] held by undergraduate and graduate students). Every year, approximately 20,000 alumni and their families participate in this big event managed by the *Mita-kai* of the 10th, 20th, 30th, and 40th year after graduation. All Keio alumni and their families are welcome to attend.

[Keio Rengo *Mita-Kai* festival website:](#) (Japanese language only)



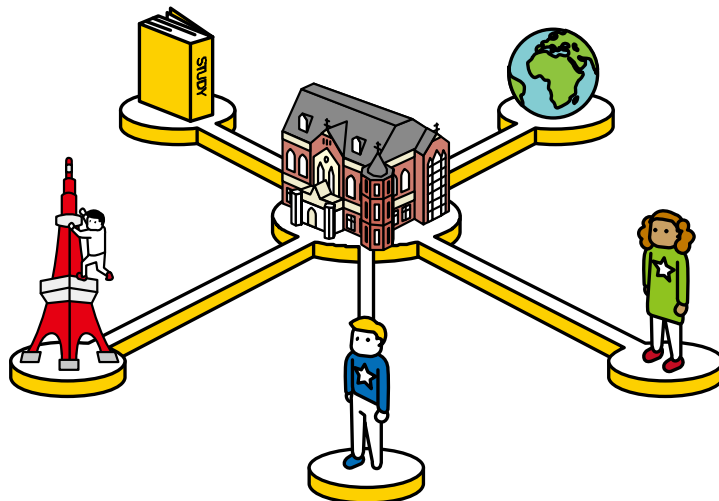
(4) Information for overseas readers

Keio University provides information in English on its research and education, the activities of its students, faculty members, and alumni, and upcoming events and admissions on multiple platforms, including Keio's official website, social media, and a monthly e-Newsletter.

On the [Keio University Facebook page](#), you will find the latest news related to Keio, as well as information regarding upcoming admissions, and profiles of the educational programs at Keio.

[The Keio University Global Instagram](#) focuses more on student life in Japan and at Keio with snapshots from across Keio's campuses through the seasons. [The Penmark](#), our monthly e-newsletter, highlights the latest research coming out of Keio. [To subscribe](#) to The Penmark, sign up using the link below.

Official website: <https://www.keio.ac.jp/en/news/>



11 Living in Japan

1 Social Security and Tax Number System (“My Number” system)

From October 2015, the Japanese government started issuing unique Individual Numbers under the new Social Security and Tax Number System (or the “My Number” system). This also applies to foreign nationals who are registered as residents in Japan (international students staying in Japan for more than 3 months, Special Permanent Residents, etc.).

Municipal offices will send a notification card to your registered address. After you receive it:

- Keep the card in a safe place
- Do not tell or show the card number to others; although when required, you must provide your number to your employer or municipal offices.

Your Individual Number is valid for life, so please ensure that you exercise due caution about sharing your number and take care to not lose any documents on which your number is shown.

Read the following website thoroughly. The information is available in 27 languages.

<https://www.cao.go.jp/bangouseido/foreigners/index.html>

2 Student Commuter Passes (Not applicable for Research Students)

Students can purchase a student commuter pass (tsūgaku teiki-ken). Research students cannot purchase student commuter passes but are eligible for a regular commuter pass (tsūkin teiki-ken). Instructions on how to purchase student commuter passes are given below. Note also that the procedures for purchasing student commuter passes will change from the 2022 academic year. You are requested to have a hard copy “student commuter certificate” issued according to the below procedure in advance of purchasing a student commuter pass.

1. Log in to the certificate generator (access through the “Keio Student website” → “Individual Procedures” → “Certificates” → “Certificate Generator” drop-down menus), and apply for a “Student commuter certificate.”

[Issuance of student commuter certificate](#)

2. Print the "Student commuter certificate" at a convenience store or a certificate issuing machine on campus.

**While there are no transaction fees for generating a "Student commuter certificate," printing the certificate costs 60 yen at convenience stores.

(1) Trains and Subways

1. Write the shortest route (departure and destination stations) from the station closest to your current residence to the station closest to your main university campus in the section provided on the student commuter certificate.
2. Fill out the required information on the "Application to purchase a student commuter pass" available at each station. Show your student ID card and submit the completed request form at the station window before purchasing your student commuter pass.

*IC commuter passes (Suica/PASMO):

Even if you use multiple railway lines (JR, Tokyo Metro, or other railway companies) to commute to the university, one IC card ([Suica](#) or [PASMO](#)) is sufficient to cover all transfers involved in your commute.



(2) Buses

1. Write the required information on the Student Commuter Certificate. Write the shortest route from the bus stop closest to your current residence to the bus stop closest to your main university campus in the section provided on the Student Commuter Certificate.
2. Fill out the required information on the "Application to purchase a student commuter pass" available at the bus company. Show your student ID card and "Student Commuter Certificate," and submit the completed form at the ticket counter or information counter of the bus company.

- There is no service charge for issuance of the "Student Commuter Certificate," but if you print it out at a convenience store, a printing fee of 60 yen will be charged.
- The "Student Commuter Certificate" contains your address. If there is a change in your address, register this through [keio.jp](#).
- The new address will be reflected on the Student Commuter Certificate after 7:00 a.m. on the day after you receive an e-mail approving the change of address request.

3 Post Offices

Japan Post is responsible for handling and delivering mail and also provides savings accounts, insurance, and other services.

Regular Business Hours

Postal Service: Weekdays 9:00–17:00 (Some larger post offices close at 19:00)

Savings Accounts (Foreign Exchange & Remittances): Weekdays 9:00–16:00

*ATM (Automatic Teller Machine) operating times vary according to the branch.

Japan Post has large post offices called *honkyoku* throughout Japan. These post offices offer postal services 24 hours a day, including on weekends and national holidays.

Postage stamps can also be bought at convenience stores and shops displaying the Japanese postal mark (〒).

If you change your address in Japan, go to your local post office and fill out and submit a “Notification of Change of Address” form. Your mail will then be forwarded to your new address for one year.

Japan Post (JP) also has a bank called Japan Post Bank (*Yūcho-ginkō*) that allows you to deposit money and make payments at post offices and ATMs throughout the country. To open a bank account at a post office you will need your passport, Residence Card, student ID card, and a personal name seal (*inkan*) if you have one (alternatively, you may use your signature).

[Japan Post Postal Service](#)

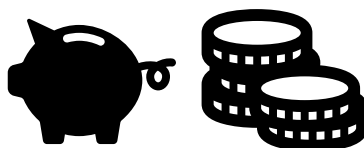
[Japan Post Bank \(*Yūcho-ginkō*\)](#)

4 Opening a Bank Account

Scholarship payments will be made via direct deposit. Therefore, we recommend that you open a bank account as soon as possible. You will need your Passport, Residence Card, student ID card, and a personal name seal (*inkan*) if you have one (alternatively, you may use your signature) to open an account. At some banks, your period of stay must be over 6 months to open an account. Check with the bank in advance for detailed information.

Regular Business Hours: Weekdays 9:00–15:00

*ATM (Automatic Teller Machine) operating times may vary according to location.



5 Telephone Services

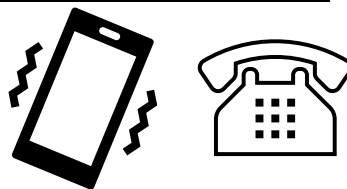
If you would like a new telephone line installed in your home, call NTT by dialing 116 or visit your nearest NTT office.

[NTT EAST \(Telephone Service\)](#)

If you would like to purchase a mobile phone, you can purchase one from the phone company of your choice. You will need to present your Residence Card and student ID card (personal identification).

Listed below are the some of the major mobile phone companies in Japan and their land-line phone numbers.

au	https://www.au.com/english/
docomo	https://www.docomo.ne.jp/english/
SoftBank	https://www.softbank.jp
Y!mobile	https://www.ymobile.jp



6 Internet

Availability and internet speeds will vary according to a number of factors including your local communications environment and the type of line (optical line, cable TV, etc.). Select an Internet provider and direct your inquiries to them at your own discretion.

7 Electricity

If a circuit shorts or you use more electricity than the electrical capacity of your residence, the circuit breaker will trip and your electricity supply will be automatically cut. If this happens, reduce the number of electrical appliances you are using before resetting the circuit breaker. Find out the electrical capacity of your residence and try not to use too much electricity at any one time. In case of emergencies or other problems, call the electricity company at the phone number indicated on your electricity bill. Make sure to keep your bills and receipts for reference. Call the electric power company to cancel your electricity service when you move.

e.g., [Tokyo Electric Power Company \(TEPCO\)](#)

8 Gas

There are 2 common types of gas used in Japan. One is natural gas (toshi gas), and the other is propane gas (LP gas). When you move into a new residence, find out which type of gas is used and call the gas company. A representative will come to open the main gas line, for which you must be present.

e.g., [Tokyo Gas](#)

9 Water

Contact your local water company office to have your water turned on. You must notify them of the date you wish to start using water. A bill will be mailed to you every other month.

e.g. [Bureau of Waterworks, Tokyo Metropolitan Government](#)
[Yokohama Waterworks Bureau](#)

*Note on paying bills:

You can pay your telephone, electricity, gas, and water bills, TV charges, and other fees at convenience stores, banks, and post offices. Alternatively, you can arrange for payment via direct debit (ginkō kōza hikiotoshi) from your bank account. Ask each business operator for details.

10 Garbage Disposal

Household garbage (gomi) is collected by the city. Separate your garbage and put it out according to the specified day, time, and location for your area. Collection days, times, and locations differ from area to area.

You are expected to observe all rules and regulations concerning garbage disposal and recycling in your city.

Combustibles	Usually twice a week
Non-combustibles	Usually once a week or once every 2 weeks
Recyclables	Usually once a week or once every 2 weeks
Oversized garbage tables, chairs, futons, heating appliances, bicycles, etc.	Contact your City (Ward) Office to request disposal of items. You will be charged a small fee for collection of these items.

Note:

The following 7 types of appliances cannot be collected as oversized garbage: air-conditioners, televisions, refrigerators, freezers, washing machines, clothes dryers, and computers.

Under the Home Appliance Recycling Act, you must contact the store where you purchased the appliance or the store where you plan to purchase a new appliance to request the disposal of the old one. If you do not remember where you bought the item and do not plan to replace it, contact your local City (Ward) Office.

12 Emergencies (Sudden Illness, Fire, Theft, Traffic Accidents, and Earthquakes)

1 Numbers to Call in Case of Emergency

Ambulance/ Fire: Call “119”

Sudden Illness/Serious Injury

If you have been injured or fall suddenly ill (especially during night hours), the telephone number to call an ambulance is 119 throughout Japan. Since 119 is the emergency number for both fire departments and ambulances, you must state which service you require when you call.

Fire

It may be impossible for you to put out a fire by yourself. In the event of a fire at your own residence or one nearby, first alert people around you by yelling “Fire!” (“*Kaji da!*”), then immediately call the fire department by dialing the emergency number 119. Since the number is the same for both fire engine and ambulance services, you must clearly state that there is a fire (“*Kaji desu!*”), and then tell them your address.



Police (Crimes/ Traffic Accidents): Call “110”

Theft

If you have been robbed or had valuable belongings stolen, dial 110 or go directly to a police station or police box (*kōban*). Clearly state your name and address and report the incident. If this happens on campus, report it to the Office of Student Services/SFC Academic Affairs Office (Student Life Services) or International Office. During nighttime hours, contact the Security Office on campus. If your bank card or credit card was stolen, notify the bank or credit card company immediately so they can prevent any unauthorized transactions. It is important to keep your PIN separate from these cards and not to share it with others.

Traffic Accidents

If you are involved in a traffic accident, contact the police immediately by dialing 110. If anyone has injuries, dial 119 for an ambulance. Even if you believe you have only a minor injury, some injuries may become more serious with time. Do not try and evaluate yourself and tell people you are fine. Consult a doctor as soon as possible, as the onset of pain may be delayed or there may be other complications later on. Always record the names and addresses of the other parties involved, including the car owner, even if there is only little damage and you do not need to call the police. Record the license plate numbers of all vehicles involved. You might also want to record the names and addresses of witnesses who happened to be there. You may need this information for verification purposes regarding the accident with the insurance company. You are requested to inform the Office of Student Services/SFC Academic Affairs Office (Student Life Services) and the International Office at your main campus/Office of Student Services (Japanese Language Program) about any accident.

Note: When you need to call “119” or “110,” try to stay calm and inform the operator of the situation (a fire or other emergency) and location (including any nearby landmarks). When you hear the siren of the approaching fire engine, ambulance, or police car, you should wait outside and guide it to the site. There is no charge for dialing the emergency numbers from a public telephone booth.

2 Earthquakes

Earthquakes (*jishin*) occur on a regular basis in Japan and you should prepare accordingly. In the event of an earthquake, you should above all protect your own safety and try not to panic.

If you are indoors at the time of an earthquake:

Do not rush outside in a panic. It is safer to remain inside.

- (1) Protect yourself: Quickly duck under a sturdy table or desk, or go to a room with less furniture to protect yourself from falling objects. If there is nothing to hide under, protect your head with a cushion or book.
- (2) Secure a safe exit: Doors and windows may not open due to becoming misshapen from strong tremors, so you may find yourself confined in a room. During a strong earthquake, open a door or window to secure a way out only if it is safe to do so.
- (3) Put out any flames: In case of a major tremor that causes a fire, put out any flames after the shaking subsides. Make sure to close all gas valves even if there is no fire. To prevent a fire after electricity is restored, switch off the circuit breakers and any appliances.
- (4) Be aware of aftershocks: There may be aftershocks after a big earthquake, so maintain caution around objects such as drawers, bookshelves, and refrigerators that are tilting or may be unstable. These may fall over during an aftershock. Turn on a radio to listen to the Emergency Broadcast System and follow instructions. Avoid making phone calls.

If you are outdoors at the time of an earthquake:

Stay away from narrow streets, walls, cliffs, and riverbanks. Beware of falling objects if you are near buildings. Protect your head (by holding something like a bag over your head if you are carrying one) and quickly flee to a safe area.

[Natural Disaster and Emergency Pocketbook](#)

Refer to the Pocketbook to learn how to protect yourself in case of a major earthquake.

Disaster Safety Measures:

Avoid placing objects on the tops of cabinets, shelves, or other tall furniture. Secure furniture to the walls, ceiling, or floor using safety devices which can be found at home centers. (You must ask the owner of your apartment as installation may involve alterations.)

Make sure you know the location of the emergency exit of your apartment along with public evacuation areas and shelters (*hinanjyo/hinanbasho*—usually parks or schoolyards) closest to your home and university. Be sure you know how to get to these locations!

We recommend deciding on a common meeting spot with your family beforehand to avoid being split up during an emergency.

- ✧ [Tokyo Metropolitan Government Disaster Prevention Website](#)
- ✧ [Kanagawa Prefectural Government \(K.P.G.\) Information to Support Foreign Residents at the Time of Disaster](#)
- ✧ Smartphone apps for disaster information: Safety tips (14 language versions)



If an earthquake occurs:

1. Protect yourself
2. Secure a safe exit
3. Put out any flames
4. Stay alert for aftershocks



Always be prepared for disaster:

In case of an emergency, please ensure that you have a disaster preparedness kit including the following items: a first-aid kit, bottled water, canned or packaged foods (with can opener), a portable radio (with working batteries), a flashlight, spare batteries, a copy of your ID card/passport, cash (including coins), savings passbook, medicine, and a list of emergency contacts.

13 Medical Care and Health

In Japan, there are health insurance systems which alleviate the cost of medical care. Foreign nationals living in Japan for more than 3 months are required to join one of the following insurance systems:

1. Employees' Health Insurance (generally covers individuals who are employed by a company.)
2. National Health Insurance (covers individuals who are not eligible to join employees' health insurance.) In addition, insurance is provided by mutual aid associations to persons who work for public schools or the government. Most international students are required to join the National Health Insurance scheme unless they are covered by the Employees' Health Insurance of a family member who lives and works in Japan.

1 National Health Insurance (NHI or Kokuho)

National Health Insurance (NHI)—*kokumin kenko hoken*, often abbreviated as *Kokuho* in Japanese—is one of the health insurance systems in Japan that help to alleviate the financial concerns of the insured in receiving medical attention when ill or injured, with medical care expenses partially covered by the local or national government. Full-time international students who will be studying in Japan for more than 3 months must join the NHI unless otherwise covered by the insurance plan of a family member who lives in Japan. Overseas medical insurance is not accepted. With NHI, approximately 70% of your medical expenses will be covered when you receive treatment at hospitals or clinics that are NHI medical service providers (most hospitals in Japan accept NHI). You pay the remaining 30%.

Note: National Health Insurance does not cover expenses for cosmetic surgery, orthodontics, or normal childbirth.

Joining the National Health Insurance (NHI)

Complete the necessary procedures at the NHI counter at your local City (Ward) Office. You will need to bring your Residence Card, student ID card, and personal stamp (*inkan*) if you have one. Your National Health Insurance Card will be issued at a later date.

Note:

If you move, you must take your National Health Insurance Card to the City (Ward) Office of the municipality of residence prior to moving, and visit your new local City (Ward) Office to update your National Health Insurance Card within 14 days of moving. You also need to update your card within 14 days of changing names or if the head of your household changes. If you are returning permanently to your home country, you need to return your card to the NHI counter at your local City (Ward) Office before you leave.

Payment of Insurance Premiums

The monthly premium for NHI varies slightly depending on the city where you live. If the NHI recognizes that your income is below a certain threshold, a reduction to your insurance premiums will be applied (scholarships are not counted as income). Some local authorities have special subsidy systems for international students. For more information, contact the NHI counter at your local City (Ward) Office.

If your monthly premium goes up significantly, the international student discount may not have been applied. In this case, you will need to go to your local ward office to complete adjustment procedures.

2 Keio University Student Health Care Mutual Aid Association (*Gakuseikenpo*) Medical Care Benefit System

The Medical Care Benefit System is a scheme that allows for reimbursement of a portion of the co-payment that you paid at medical facilities for medical treatments that are covered by your insurance (excluding certain treatments). Only students who have gone through the application procedures during the prescribed period will receive this medical care benefit.

For more information, see the "Guidebook for the Keio University Student Health Care Mutual Aid Association (*Kenpo-no-tebiki*)."

International students must be enrolled in Japan's National Health Insurance.

Note:

- This medical care benefit system is a scheme run by the Keio University Student Health Care Mutual Aid Association using the annual fee collected as part of the tuition of full-time undergraduate and graduate degree students.
- As Japanese Language Program students, Keio International Program (KIP) students, research students, and other students who are not full-time degree students are not eligible to join the Keio University Student Health Care Mutual Aid Association, they do not qualify to receive payments under this medical care benefit system.



3 Personal Accident Insurance for Students Pursuing Education and Research

Keio University is a member of Japan Educational Exchanges and Services (JEES), through which Keio pays for “Personal Accident Insurance for Students Pursuing Education and Research,” an insurance plan that covers students who suffer physical injury from an unforeseen accident in the course of their educational and research activities. This insurance is for regular undergraduate and postgraduate students, research students, and short-term international students (MEXT scholarship students and designated exchange students only), Japanese Language Program students, and Keio International Program (KIP) students. “Educational and research activities” means regular curricular activities on- and off-campus, participation in university events, and extracurricular activities (advance notification to the university is required for off-campus activities). Accidents that occur on the way between a student’s residence and the university, and while traveling between university facilities, are also covered. However, “illness” is not covered by this insurance. In addition, depending on the number of hospital visits it takes to recover, you may not qualify for this insurance.

If you have suffered any physical injury while engaged in the activities described above, visit the Office of Student Services (Student Life Services).

4 National Pension

All registered residents of Japan aged 20 or over must be enrolled in and are thus covered by the National Pension system. Students whose income is less than a certain amount may be permitted to postpone contributions if their application is approved. Check with your local City (Ward) Office if you wish to determine your eligibility to postpone payments.



5 Locating Medical Facilities in Your Area

Few hospitals have doctors and staff who can speak English on permanent duty in Japan. However, many international clinics and general hospitals offer medical consultations in English. If you can attend with an interpreter, you may be able to consult at clinics in your locality. Contact the Tokyo Metropolitan Health and Medical Information Center below or enquire directly with the medical institution you wish to attend in advance. Please ensure to bring your National Health Insurance Card when attending.

If you are suffering from an infectious disease such as measles, rubella, mumps, chickenpox, whooping cough, or influenza, COVID-19, you must report this to the university (refer to 7-3-(4) Prevention of Infectious Diseases).

- (1) [Tokyo Metropolitan Health and Medical Information Center \(Himawari\)](#)
Search medical facilities in Tokyo. English/Chinese/Korean 03-5285-8181 (9:00–20:00)
- (2) [Japan National Tourism Organization \(JNTO\)](#) Search for Medical Institutions
- (3) [AMDA International Medical Information Center](#)
AMDA introduces medical facilities with staff who speak the patient's language as well as offering explanations about the Japanese healthcare system.
English/Chinese/Korean/Thai/Spanish/Portuguese/Tagalog 03-6233-9266
(10:00–15:00 on weekdays)
- (4) [Yokohama City Yakan Kyubyou Center](#) (Open 24 hours) (Japanese language only)
If you are unsure as to whether to visit a hospital/medical institution directly or call for an ambulance, you can phone this number for advice.
#7119 or 045-232-7119 (Japanese)

6 Calling an Ambulance

Make an emergency call by calling 119 (the same number in the case of a fire) to ask for an ambulance in cases of sudden illness or injury.

Keio University has various support groups for international students which are officially approved by the International Center. These groups are organized by current students and alumni to help you with life in Japan on- and off-campus. The groups also arrange parties, events, and various opportunities to experience Japanese culture and tradition throughout the year. For event information, check the bulletin boards at the International Center or with the office in charge on your campus, or visit the [event page](#) on the International Center website:



14 International Student Support Groups (Approved by the Keio University International Center)

1 Support Groups Run by Students

KOSMIC (Keio Organization of Student Members of the International Center) is run by Keio University students and facilitates opportunities for international students to receive support from fellow students. It promotes exchange with international students through welcome parties, arranging conversation partners and Japanese speech contests, as well as various other activities and events.



Facebook group
KOSMIC-official fb group



Instagram account
keio_kosmic



Line official account
@293wrboj

2 Support Groups Run by Alumni

(1) [Nihongo Club](#)

Nihongo Club organizes Japanese classes for international students and visiting researchers and their families at the Mita and Shinanomachi Campuses, free of charge. It also introduces them to Japanese culture and traditions through various events and excursions.

(2) [Keio Welcome Net](#)

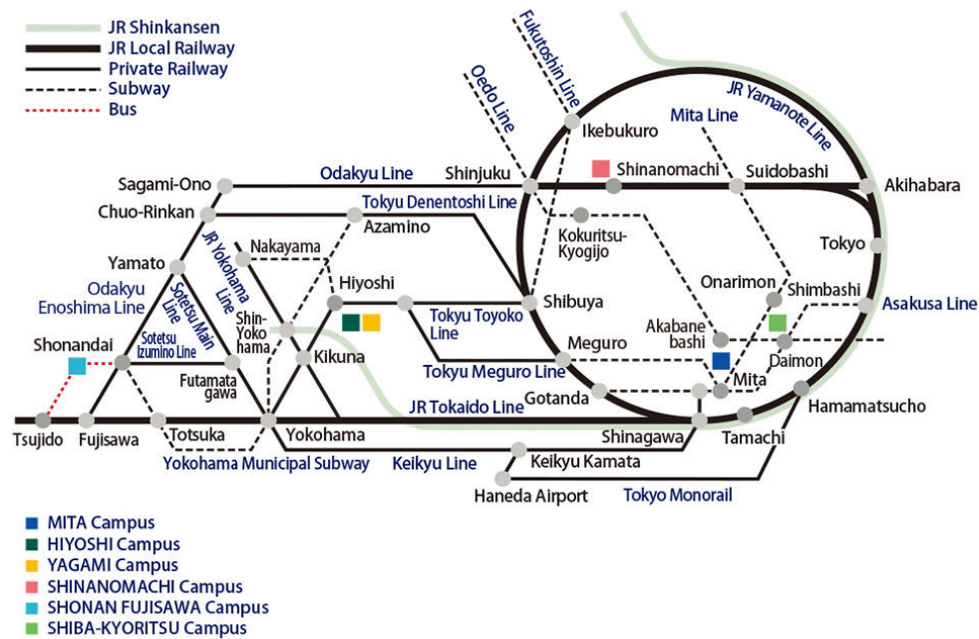
Keio Welcome Net helps international students and researchers settle into life in Japan through various activities such as providing them with electronics and household appliances, and accompanying them to hospitals if needed.

(3) [Tokyo Mita Club](#)

Tokyo Mita Club was founded in 1974 by Keio alumni. Tokyo Mita Club organizes various events and welcome parties to promote exchange with international students.



15 Campus Access Information



* Access maps for respective campuses are available at:

<https://www.keio.ac.jp/en/maps/>

