

# **International Center & Center for Japanese Studies**

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## **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 of 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 those 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 vacations, and runs International Center Courses taught in English. Furthermore, it coordinates and promotes activities together with the Center for Japanese Studies and assists international students and scholars/researchers coming to Japan in both their academic and daily lives by providing valuable information on accommodation, scholarships, and other services to make life in Japan more fulfilling.

<http://www.ic.keio.ac.jp/en/index.html>

For the offices of the International Center on each campus, please 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 independent of the International Center to comprehensively coordinate and promote Japanese language education. Since then, the Japanese Language Program and Japanese language pedagogy 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 in the Japanese Language Program, academic transcripts or other certificates, changes to your address or other important information, 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).

<http://www.ic.keio.ac.jp/nncenter/index.html>

### 3 Offices

Office at Each Campus	Office Location	Office Hours (Mon. to Fri.)
Mita Campus		
Office of Student Services -International Exchange Services Group -Student Life Services Group (Accommodation) -Scholarship and Financial Assistance group -Japanese Language Program	B1F, South School Bldg.	8:45–16:45
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	8:45–16:45
Yagami Campus		
Office of Student Services (International)	1F, Room 110, 25 <sup>th</sup> Bldg.	8:45–11:30 12:30–16:45
Shonan Fujisawa Campus (SFC)		
Academic Affairs Office	1F, Alpha Bldg.	9:15–16:50
Shinanomachi Campus		
Office of Student Services (International)	1F, Koyo-sha	8:30–17:00
Shiba-Kyoritsu Campus		
Office of Student Services	1F, Bldg. No. 1	9:00–11:20 12:20–17:30

Note:

Offices are closed on the days and dates below:

Saturdays, Sundays, and national holidays

The Founder's Birthday (January 10), Keio Foundation Day (April 23 but offices will be open in 2014)

Summer vacation: August 11–17

Hiyoshi Campus (except Graduate Schools): August 23 – 29

Shinanomachi Campus may have to close due to planned blackouts. If a blackout is scheduled, it will be announced accordingly on the website and bulletin boards.

Winter vacation: December 29 – January 5

Shinanomachi Campus: December 30 – January 4

## 4 Bulletin Boards, Website & Gakuji Web System

### 1. Undergraduate/Graduate 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 Internet at the website "For Keio Students", or the Gakuji Web System listed below. Information for KBS/SDM/KMD students on Hiyoshi Campus will be announced on the website for each graduate school. 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 on them. We also recommend that you access the International Center's website regularly for important information.

For Keio Student Website: <http://www.gakuji.keio.ac.jp/en/>  
Gakuji Web System: [http://gakuji2.adst.keio.ac.jp/index\\_br\\_top.html](http://gakuji2.adst.keio.ac.jp/index_br_top.html)  
Keio University International Center: <http://www.ic.keio.ac.jp/en/index.html>

### 2. Japanese Language Program Students

Important information regarding class cancellations and makeup classes will be posted on the Gakuji Web System and information displays in each school building. Make sure to always check this information. 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.

Center for Japanese Studies: <http://www.ic.keio.ac.jp/nncenter/index.html>  
Gakuji Web System: [http://gakuji2.adst.keio.ac.jp/index\\_br\\_top.html](http://gakuji2.adst.keio.ac.jp/index_br_top.html)

## 5 Student Lounges

There are several student lounges throughout the campuses which can be used by international students.

Campus	Mita	Hiyoshi	Yagami	Shinanomachi
Location	1F, South School Bldg., Student Lounge/ International Exchange Corner	B1F, Independence Wing, Hiyoshi Communication Lounge,	Room 124, 23 <sup>rd</sup> Bldg.	1F, Lounge, Institute of Integrated Medical Research
Hours	Mon. – Fri.	9:00–21:00	9:00–18:00	8:30–20:00
	Sat. & Sun.	—	—	6:00–23:00 (Sat. only)