

2014

外国人留学生ハンドブック International Student Handbook

Keio University



慶應義塾大学 国際センター

Keio University International Center

はじめに

本ハンドブックは、留学生が慶應義塾大学で留学生活を送るにあたって参考となる項目を取り上げ、その概略についてまとめたものです。それぞれの項目の詳細や最新情報については、本ハンドブックに記載されている用語やキーワードを参考に、所属する学部・研究科や各キャンパスで配布される履修案内や塾生向けウェブサイト、掲示板等で確認してください。

また、学部への新入留学生は、入学前に送付された「塾生案内（CLAMVS GLADIO FORTIOR）2014」も必ずよく読んでください。

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, websites for Keio University students, and in the course registration guides distributed by your faculty, graduate school, or campus using the terms in this handbook as keywords.

Freshmen must also read “Student Information: CLAMVS GLADIO FORTIOR 2014” carefully. A copy has been sent to you by the Keio University Admissions Center.

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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 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 th 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

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

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 rd Bldg.	1F, Lounge, 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

Status of Residence

1 What is Status of Residence?

All foreign nationals entering and staying in Japan are given a status of residence at their port of entry and are allowed to engage in activities permitted under that status of residence. Your period of stay in Japan is determined by your status of residence. 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.

2 The Residence Card and Residency Management System

1. Residence Card

A residence card will be issued at the airport of disembarkation (Narita, Haneda, Chubu or Kansai Airports) to mid- to long-term residents who have landing permission in Japan. If you landed at any other port of entry, a residence card will be issued and mailed to you upon completion of the residency procedure at your city office of residency. If you have registered as a mid- to long-term resident before July 8, 2012, and therefore hold a Certificate of Alien Registration, you do not need to change your certificate to the residence card until the expiration date of your period of stay. Your certificate is deemed equivalent to the residence card. You will be asked to exchange your certificate for a residence card when filing for applications such as extension of your period of stay or changing your status of residence. You can exchange your certificate for a residence card at your own request at the Immigration Bureau Office. Until then, you must continue to carry your certificate with you at all times.

2. Once you have found a place of residence in Japan

You must notify your local city office of your place of residence within 14 days of deciding on a place of residence. Please make sure to bring your residence card when you go to the city office. **If you fail to give notification of your place of residence without a justifiable reason or submit a false notification, your status of residence may be revoked.**

3. Changes to Registered Information

Depending on the information you need to change, the offices you must notify and the deadlines may vary.

Information	Office of Notification	Deadline
Address	City office Moving-out: City office in the area of former residence. Moving-in: City office in the area of new residence. *If you change your address in Japan, you must give notice of moving out and moving in at each city office.	Within 14 days of moving to the new residence
Name, Birthday, Gender, Nationality/Region	Regional Immigration Bureau/District Immigration Office	Within 14 days of the change
Organization *		

*If you 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).

4. Application for Re-issuance of a Residence Card

If your residence card is lost or stolen, please 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 for Status of Residence, etc. (*Jumin-hyō*)

A “Certificate of Residence” (*jumin-hyō*) is a document that proves the validity of the information registered on your residence card. It is necessary when applying for scholarships and you may also be asked to present it by the Immigration Bureau or by the University to confirm your status of residence. A copy of your Certificate of Residence can be issued at the city office upon request. Please make sure to take your Residence card when you go to your local city office.

6. Leaving Japan

You are required to return your residence card to an immigration officer at the airport of departure when you leave Japan, unless you have received a re-entry permit or leave on a special re-entry permit.

For more details, refer to the Immigration Bureau’s website below:

<http://www.immi-moj.go.jp/english/index.html>

Important Notice

If you fail to carry out the necessary notification procedures, you may be sentenced to a fine of up to 200,000 yen. If you submit a false notification you may be sentenced to up to 1 year of imprisonment or a fine of up to 200,000 yen. If you fail to give notification of your address or submit a false notification, **your status of residence may be revoked. If you are sentenced to imprisonment for false notification, you may be deported.**

3 Activities Not Permitted Under “Student” Status of Residence (Part-time Work)

Students who hold the status of residence of “Student” are allowed to stay in Japan for study and research purposes alone. Therefore, you are not allowed to work under “Student” status. **If you wish to engage in secondary activities aside from your studies, such as a part-time job, you must obtain a permit from the Immigration Bureau beforehand.**

With this permit, students are allowed to work for up to 28 hours a week—up to 8 hours a day during summer, winter, and spring vacations—as long as the work is not deemed to be socially immoral. Part-time work is forbidden at places which are part of, or are connected to, the entertainment and amusement industries. For example, no matter the position, you are not allowed to work in establishments such as bars, cabarets, clubs, or pachinko or mah-jongg parlors. Since it takes the Immigration Bureau approximately two weeks to a month to issue a permit, those thinking of working should apply as soon as possible. (It may take more than one month during busy times.)

If you engage in part-time work without a permit, or work outside the scope of activities or hours permitted by the permit, you will be deemed to have worked illegally. In this case, you could be sentenced to up to 1 year of imprisonment; up to 1 year of imprisonment with labor; a fine of up to 2,000,000 yen; or a combination of imprisonment and a fine. You may also be subject to deportation. Please refer to the Immigration Bureau’s website for details.

<http://www.immi-moj.go.jp/english/tetuduki/index.html>

Please 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*) (Available on the Ministry of Justice’s website)
<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/09.html>
 - ② Passport
 - ③ Residence card (or Certificate of Alien Registration)
 - ④ A document which specifies the content of the work you will engage in (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.
After you receive this permit, please make a copy of it and submit it to the International Center at your main campus/Office of Student Services (Japanese Language Program).

Note:

If you are enrolled in levels 1 to 3 of the Japanese Language Program, you should consult with your class coordinator before you apply for permission to engage in a part-time job. Level 2 is so intensive that it is necessary to spend a considerable amount of time each day preparing and reviewing for classes.

4 Changing Your Status of Residence

If you are studying as an undergraduate, graduate, Japanese Language Program (JLP) student or Keio International Program (KIP) student at Keio University, you must in principle obtain a status of residence of “Student.” If you entered Japan under a different status of residence and were planning to change it, you should change your status of residence at the Immigration Bureau in the area where you live immediately after enrollment. Most applications for scholarships or accommodation for international students are available only to those holding a status of residence of “Student.” The following documents will be required when you change your status of residence, although they may also be subject to change. Check in advance with the Immigration Bureau, the International Center in 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’s website):

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>

*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. Fill in your name and your residence card number (or Certificate of Alien Registration number) and submit the forms to the designated office as follows:

Student Status	Office in Charge
Undergraduate/Graduate/ Research/Non-degree students	The Office of Student Services/SFC Academic Affairs Office (Academic Services) at your main campus
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 (or Certificate of Alien Registration, if applicable)
- ④ Written statement of the reason for change (No set format for this statement but must be written by you)
- ⑤ A copy of your Certificate of Admission or Certificate of Enrollment
Available at the Certificate Issuing Machine located near the Office of Student Services (Academic Services).
- ⑥ Certificate of Course Registration/Course Registration Sheet
- ⑦ 1 photo (4cm×3cm) 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

After the change in your status of residence is complete, please make a copy of your residence card or passport (if your granted permission to stay is for less than three months) and submit it to the International Center at your main campus/Office of Student Services (Japanese Language Program) to update the changes.

5 Extension of Period of Stay

The possible periods of stay for a student with status of residence of “Student” are from three months and extend up to a maximum of four years and three 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 apply for an extension from three months prior to the expiration date of your status of residence.

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 allowed 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.

After approval of your extension, please submit a copy of your new or updated residence card or passport (if your granted period of stay is less than three months) to the International Center at your main campus Office of Student Services.

Application documents are as follows, although they may differ depending on each applicant’s situation. Please check with the Immigration Bureau in advance.

- ① Application for Extension of Period of Stay (available on the Ministry of Justice’s website):

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/03.html>

*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. Fill in your name and your Certificate of Alien Registration number, and submit the forms to the designated office as follows:

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

- ② Certificate of Enrollment
- ③ Certificate of Course Registration and Transcript of Academic Record (These are not necessary for doctoral students of the Graduate School of Science and Technology.)
- *You will need a Course Registration Confirmation Sheet if there is no record of the registered courses you are currently taking on your Transcript of Academic Record.
- *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 your research and indicate the duration of time devoted to the research (more than 10 hours per week).
- *Those who are enrolled in JLP should obtain the “Academic Transcript with Attendance Record”.
- ④ Passport
- ⑤ Residence card (or Certificate of Alien Registration, if applicable)
- ⑥ 1 photo (4cm × 3cm) taken within 3 months of submission and pasted onto your application form
- ⑦ The designated “Certificate for Payment of Fee” with a 4,000-yen revenue stamp (*inshi*) attached
- You can purchase revenue stamps at either a post office or the Immigration Bureau.

The Immigration Bureau has tightened its examination of applications from students with status of residence of “Student” who apply for a change of status of residence, an extension of period of stay, or permission to engage in activities other than those permitted under their status of residence. Due to this, you may now be requested to submit the following documents in addition to the above:

- ① A document certifying remittance from your financial supporter to you
- ② A document clarifying the method of support to meet your expenses
- ③ Documents clarifying the situation of your activities other than those permitted under your status of residence (e.g., details of any part-time jobs)

Note:

Permission from Keio University to advance in academic year or to extend enrollment in your academic program does not guarantee that the Immigration Bureau will approve an extension to your period of stay.

6 Re-entry Permits

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

(1) When re-entering Japan within one year of the day of departure (Regulations concerning the re-entry permit)

When leaving Japan, please take your 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 a column of indication of intent concerning the Special Re-entry Permit placed in the “Embarkation-Disembarkation (ED) Card” for re-entry and present your residence card at departure.**

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

(2) When re-entering Japan over one year since the day of 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

You can download the application form from the Ministry of Justice’s website:

<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/06.html>

② Passport

③ Residence card (or Certificate of Alien Registration, if applicable)

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:

- (1) Please be sure to return to Japan before the expiration date on your re-entry permit expires.
- (2) Please inform your academic advisor, class coordinator, and guarantor of your dates of departure and return if you intend to leave Japan temporarily during a semester.

7 Bringing Your Family (Dependent Visas)

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

- (1) **Family Visa:** Your spouse and children may obtain family visas. Those who hold family visas are not allowed 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 (available for download on the Ministry of Justice's website):
<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/01.html>
- 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 Paste a photo (4cm × 3cm) onto application form ①
- ⑥ A copy of your residence card (or Certificate of Alien Registration, if applicable) or passport
- ⑦ A self-addressed stamped envelope (simplified registered mail, *kan-i kakitome* in Japanese)

The Immigration Bureau may ask for additional documents. Please 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 only for the purpose of having your spouse or children live with you. If you want to invite your family members (except for 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 Foreign Ministry's website at: http://www.mofa.go.jp/j_info/visit/visa/index.html.

The cost of living in Japan, especially in Tokyo, is very high. Make sure you have the means to support your family members and prepare accommodation ready for them before they arrive in Japan.

If you or your partner has given birth, you will need to report the birth to your local city office within 14 days. Additionally, if your baby will stay in Japan more than 60 days after the date of birth, you will need to obtain status of residence for your baby within 30 days

8 Temporary Visa 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 a temporary visa to prepare for your departure. The following documents are required to apply for this visa:

- ① Application for Change of Status of Residence (available on the Ministry of Justice's website):
<http://www.immi-moj.go.jp/english/tetuduki/kanri/shyorui/02.html>
- ② Passport
- ③ Residence card (or Certificate of Alien Registration, if applicable)
- ④ Return air ticket from Japan
- ⑤ Certificate of Graduation/Completion, or Certificate of Expected Graduation/Completion
- ⑥ Transcript of Academic Record
- ⑦ A Certificate for Payment of Fee, with a 4,000-yen revenue stamp attached
(You can purchase revenue stamps at either a post office or the Immigration Bureau.)

Note:

Once your status of residence has been changed to a temporary visa, you are not allowed to change your status of residence again to any other type.

9 Immigration Bureau Offices in the Tokyo Area

Immigration Bureau website:

<http://www.immi-moj.go.jp/english/index.html>

Foreign Residents Information Center:

Phone: 0570-013904 / 03-5796-7112

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/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) / 03-5796-7253 (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 Kamiaso, Aso-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

Accommodation Arranged Through Keio University

Keio University arranges the following accommodation for students. However, we cannot guarantee all applicants accommodation in these facilities as the number of rooms is limited.

1 Accommodation for International Students

In addition to Shimoda Student Village, owned by Keio University, we lease approximately 250 rooms to international students through housing management companies. Please refer to the International Center's website for further information at: http://www.ic.keio.ac.jp/en/life/housing/ryu_boshu.html

*Japanese students live in Shimoda Student Village and other accommodations operated by housing management companies as Resident Assistants (RA) to support various aspects of international students' lives in Japan.

2 Kishukusha (First-Year Undergraduate Male Students Only)

- Location: Hiyoshi Campus
Office: 1-11-19, Minowa-cho, Kohoku-ku, Yokohama
(A 10-minute walk from Hiyoshi Station on the Tokyu Toyoko/Meguro Line or Yokohama Municipal Subway Green Line)
- Room size: Approx. 19 m² (Three students per room.)
Monthly rent: 17,000 yen (Light, heating and water utility costs and network fees are included.)
Monthly Board: About 12,000yen. Breakfast and dinner are served on week days during regular academic semester.
- Admission fees: 17,000yen (One-time nonrefundable)
Application: Application forms and details are available at the Kishukusha office, the security offices on Mita and Hiyoshi Campuses, and the Office of Student Services at Hiyoshi campus. Only first-year undergraduate students may apply. For further information, please refer to the website below.
<http://www.hiyoshiryo.com/> (Only available in Japanese)

3 Company Housing (*Shain-ryō*)

Some private companies in Tokyo and the surrounding areas offer some of the rooms in their company housing establishments for use by privately financed international students. These rooms are available under almost the same conditions as for company employees. Vacancy and application information will be posted on the International Center bulletin board. You can also check for information on the following website.

http://www.ic.keio.ac.jp/intl_student/housing/company_housing.html (Only available in Japanese).

4 Kyōsai-bu

The Kyōsai-bu is an independent co-operative student organization. They have a list of private accommodation available for Keio students and can introduce students to rooms and apartments. If you wish to actually see a property beforehand, you will need a reference letter from the Kyōsai-bu. Every year the Kyōsai-bu introduces accommodation information to new students between late February and late March (open every day – including Saturdays, Sundays and national holidays – except Wednesdays).

Kyōsai-bu locations:

Mita Campus: Student Club Room 37, West School Building TEL: 03-3453-2400

Hiyoshi Campus: Room 101, 1F, Student Union Building (*Jukusei kaikan*) TEL: 045-561-3102

Apartment, Guarantor (If You Plan to Arrange on Your Own)

1 How to Find Accommodation in Japan

If you are not living in accommodation arranged by Keio University, you will need to find accommodation and a guarantor on your own with the help of the people around you. You should know what type of accommodation suits your needs before you begin searching (distance from the university, budget, etc.). When students seek private accommodation in Japan, they are generally required to have a guarantor. Usually students are also required to pay a rental deposit, key money and a real estate commission. This means, essentially, that students need to prepare at least six months' rent in advance to be able to move in. In the downtown area, accommodation tends to be quite expensive, so most students prefer to live in more affordable areas about an hour away from campus.

2 Accommodation Information and Referral Services at the International Center

1. Private Student Housing

Information about private student housing offered by companies which specialize in student housing (*gakusei-kaikan*) and short-term accommodation will be posted on the International Center bulletin board. Applicants should contact student centers directly.

2. Homestay

We do not introduce any host families to international students, 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. Please refer to the International Center bulletin board or website below.

Throughout the year, particularly during vacation periods, short-term homestay programs (ranging from 2-3 days to 1-2 weeks) for international students are carried out by various organizations in both urban and rural 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, please refer to the International Center bulletin board or website below.

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

3 Using a Real Estate Agent

Japanese students often use real estate agencies, read accommodation information magazines and search one of Japan's apartments 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 someone who can communicate in Japanese should accompany you to facilitate the negotiation process.

For students with limited Japanese ability, the Office of Student Services (Student Life Services Group) also introduces real estate agencies which have English, Chinese and Korean websites and agencies which can be accessed from overseas. Realtors can often provide you with various plans, including housing which does not require a guarantor or short-term, furnished rooms, etc.

For more information, please send the following information by e-mail to: ic-housing-student@adst.keio.ac.jp.

We will reply with information about available agencies.

- ① Your name and sex
- ② Student ID number (If unknown, indicate your period of study abroad at Keio and faculty or graduate school)
- ③ Your desired language (English, Chinese, or Korean)

4 Keio University as a Guarantor

When renting accommodation in Japan, you are often required to have a guarantor (*rentai hoshōnin*). Please find a guarantor on your own. If you cannot find anyone, Keio University can become your guarantor.

To apply for this service, you must meet the following conditions:

- ① You are unable to find a guarantor on your own;
- ② You must hold a status of residence of “Student”;
- ③ You must join the insurance program specified by Keio University;
- ④ You must submit both the rental agreement from the real estate agent and the contract form specified by Keio University;
- ⑤ Your property owner and real estate agent must approve articles 3 and 4 above;
- ⑥ Tenants may only include you, your family members, and/or other international students of Keio University who hold the status of residence of “Student”;
- ⑦ You must have been deemed to possess the financial ability to pay your rent by the International Center.

We advise you to consult the housing coordinator in the International Center at your main campus before applying.

5 Things to Do When Moving

When moving, make sure to do the following:

- ① Settle all outstanding bills, such as rent, gas, electricity, water, and telephone bills of your previous accommodation.
- ② Notify the post office of your new address by filling out the designated form. Your mail will be forwarded to your new address for one year.
- ③ You must also notify the city offices in the areas of your previous and new addresses within 14 days of moving of moving out (*tenshutsu*) and moving in (*tenmyū*). 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 office of your new residence within 14 days of moving.
- ④ Notify the one of the offices below of your new address:

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

Scholarships

Scholarships

1. Undergraduate/Graduate Students

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

- ① Keio University Scholarship/Keio Graduate School Scholarship/Keio Emergency Scholarship for International Students
- ② Scholarships offered by private foundations, available to both Japanese and international students
- ③ Yamaoka Kenichi Memorial Scholarship/AEON Scholarship/Goldman Sachs Scholars Fund Scholarship
- ④ Honors scholarships (*gakushū shōreihi*) and scholarships offered by private foundations that are only available to international students

The Student Affairs Office 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 two types of scholarships under categories ② and ④:

- a) Scholarships for which applicants must have a recommendation from Keio University; and
- 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 bulletin boards of the Office of Student Services /SFC Academic Affairs Office (Scholarships and Financial Assistance) at each campus and on the International Center's website.

Some scholarship opportunities may be posted with very short notice. Be sure to check the website and respective bulletin boards regularly.

<http://www.ic.keio.ac.jp/en/life/scholarship/application.html>

- (2) The Office of Student Services/SFC Academic Affairs Office (Scholarships and Financial Assistance Group) at each campus distributes a scholarship information guidebook for international students (*gaikokujin ryūgakusei taishō shōgakukin annai*) is available in Japanese and contains information about the types of scholarships that students can apply for, eligibility requirements, and scholarship results from the previous year. Please note that the application period for some scholarships may change from year to year.
- (3) An international student who wishes to apply for scholarships through Keio University must complete the scholarship applicant registration (*shōgakukin jukyū kibō tōroku*) at the beginning of every semester. The registration procedure is complete after a student submits the designated scholarship applicant registration form (*shōgakukin jukyū kibō chōsa-sho*) and all other required documents. Detailed information about required documents and submission deadlines will be posted on the bulletin board.
- (4) You must ask your academic advisor to write you a recommendation and complete a scholarship evaluation form for you. Make sure to give your academic advisor enough time to do this for you. Please 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 very limited. Detailed information will be posted on the Japanese Language Program bulletin board.

University Regulations and Classes

1 University Regulations at Keio University

The university regulations of Keio University are defined in the booklets “Undergraduate Faculty Regulations” (*Keio gijuku daigaku gakubu gakusoku*), “Graduate School 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, please 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

1. Undergraduate/Graduate

Information will be posted on the bulletin board at the Office of Student Services on your campus, the SFC Academic Affairs Office (Academic Services), and on the Gakuji Web System.

Gakuji Web System: http://gakuji2.adst.keio.ac.jp/index_br_top.html

On Mita Campus and SFC, information about class cancellations and makeup classes will not be posted on the bulletin boards. Please check this information on the Gakuji Web System. On Mita Campus, you can check information about class cancellations and makeup classes on the day on the campus display panels.

2. Japanese Language Program

Information regarding class cancellations and makeup classes will be posted on the Gakuji Web System. 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.

3. International Center Courses

Information regarding class cancellations and makeup classes will be posted on the Gakuji Web System. Other information will be posted on the International Center’s bulletin board in the West School Building and will also be posted on the International Center’s website.

<http://www.ic.keio.ac.jp/>

3 Class Schedules

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

Note: Class schedules are subject to change during semester-end examination periods. Please check the bulletin boards 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 the 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 the case that a game is held on or after Monday, decisions on which periods will be cancelled or instructions differ depending on faculty and graduate school. Please check the details on 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.

Class cancellations will be announced at 9 am on the day of the game at the website below:

<http://www.gakuji.keio.ac.jp/en/>

For the game results, please check the Tokyo Big6 Baseball League website below:

<http://www.big6.gr.jp/>

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

Mita-sai (Mita Festival) is Keio University's festival held on Mita Campus in late November. In 2014, the festival will be held from the afternoon of November 19 until November 25. Classes are canceled at most campuses but may still be held depending on your faculty or graduate school. Please check with the Office of Student Services at your campus or the SFC Academic Affairs Office (Academic Services) for information regarding class cancellations.

6 Classes During Times of Emergency

If the Japanese government or Japan Meteorological Agency issues a Tokai earthquake warning, if public transportation becomes unavailable due to natural disasters or large accidents, and in other times of emergency, Keio will take the following measures concerning classes:

1. In the event of a Tokai earthquake warning

All classes will be canceled when a major earthquake is predicted in the Tokai area by the Japanese government or Japan Meteorological Agency. If the earthquake warning is canceled without there being an actual earthquake, please follow the instructions you receive from the university, which will be given via bulletin boards and the Keio University website.

2. In case of public transportation stoppages and other emergencies

If classes have to be canceled when transportation services are not available due to a serious accident or natural disaster such as a typhoon, heavy rain, heavy snow, or earthquake, or at other times of emergency, please follow the instructions you receive from the university, which will be given via bulletin boards and the Keio University website.

<http://www.gakuji.keio.ac.jp/> (Only available in Japanese)

Note:

If the situations described above occur after regular classes have started, classes may be shortened or dismissed earlier than usual. Please follow the instructions you receive from the university, which will be given via bulletin boards, the university public address system, and the Keio University 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 to you if you are a student of the Graduate School of Business, Graduate School of System Design and Management, Graduate School of Media Design or Law School). Payment deadlines are the end of April for the Spring Semester and the end of October for the Fall Semester (except for students admitted to Law School before 2010). Please make sure to keep the receipts of payment (*furikomikin ryōshu-sho*) just in case. Certificates and transcripts cannot be issued to you if your tuition fee for the previous semester has not been paid.

2. Japanese Language Program Students

Students who have only paid tuition and other fees for the first semester at the time of admission must pay the rest of the fees at a bank in Japan with 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 Spring Semester and mid-January for Fall Semester). Please be sure to keep the receipt of payment (*furikomikin ryōshu-sho*) until the semester ends.

Note:

- (1) The 36th article 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.”
- (2) Tuition and other fees are nonrefundable regardless of circumstance.

Campus Facilities and Services

1 Media Center (Library)

Libraries at Keio University are called “Media Centers.” All six campuses—Mita, Hiyoshi, Shinanomachi, Yagami, SFC, and Shiba-Kyoritsu—have a Media Center, which collects and stores all kinds of written and electronic, resources in specialties tailored to each campus in order to provide students, faculty, and administrative staff with the information they need at the right time.

The Media Centers hold and provide access to a total of over 4.8 million books, periodicals, and other printed materials, audiovisual resources, electronic journals and databases. Students can use Keio’s electronic library catalog, called KOSMOS, to find resources and order items from the media centers on each campus. Keio’s Media Centers have obtained access to paid databases and electronic journals, which have been made available for students to use.

When using the Media Centers:

- ① Use your student ID card to enter the library and borrow books.
- ② Borrowing limits and loan periods depend on which Media Center you use. If you return books past their due date, you will be charged a fine of 10 yen per item per day. If you lose or damage any borrowed materials, you must pay for them.
- ③ The “My Library” function on KOSMOS allows students to see items they are currently borrowing, renew those items, and order books from other campuses.
- ④ You need an ITC account (campus network account) to access the paid databases or electronic journals.

For further information about the Media Centers, please visit the following website:

<http://www.lib.keio.ac.jp/en/>

2 Computer/Network Facilities (ITC)

Information Technology Center (ITC) is located on each campus to provide computing and communications infrastructure, services, support, and innovation of Keio University’s educational and research programs. You are required to obtain an account in order to use the computers, printers, and various network services such as wireless LAN. For more information, please visit your campus’s ITC website.

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

3 Keio Health Centers/Clinics

Medical consultation and first-aid treatment are available for free at the Health Centers on each campus. Certificates of Health can also be issued at a Health Center if you take an annual health checkup. Clinics are located within the Health Centers on each campus with the exception of Shinanomachi and Shiba-Kyoritsu Campuses. These clinics offer medical diagnoses and treatment by a resident doctor during office hours. If students require further medical treatment, a referral to Keio University Hospital or another hospital will be given.

1. Medical Treatment

(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 responsible for 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.

The Health Center's website can be found at the links below:

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

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

Campus	Location	Health Center Office Hours	Clinic Office Hours
Mita	1F, North Bldg.	Monday to Friday 8:30–17:00	Monday to Friday 8:45–11:30/13:00–16:15
Hiyoshi	Building on the Athletics Field side of the tree-lined avenue	Monday to Friday 8:30–17:00	Monday to Friday 8:45–11:30/13:00–16:15
Yagami	3F, Bldg. 16-A	Monday to Friday 8:30–17:00	Monday, Wednesday, Friday 8:45–11:30/13:15–16:15 Please visit the Hiyoshi Clinic if the doctor at the Yagami Clinic is unavailable.
SFC	2F, Alpha Bldg.	Monday to Friday 9:00–17:30	Monday to Friday 9:15–12:00/13:00–16:15 To see a doctor, please check the schedule on the Health Center's website.
Shinanomachi	B1F, Center Wing	Monday to Friday 8:30–17:00	The Health Center on Shinanomachi Campus does not have a clinic. Be sure to bring your student ID card and health insurance card when coming to be diagnosed. The Health Center is open Monday from 8:45 to 11:15 and Tuesday through Friday from 13:00 to 16:00 to second- to sixth-year undergraduates in the School of Medicine, full-time students in the Graduate School of Medicine and third-year undergraduates of the Faculty of Nursing and Medical Care
Shiba-Kyoritsu	1F, Bldg. No. 2	Monday to Friday 9:00–17:30	The Health Center on Shiba-Kyoritsu Campus does not have a clinic, so students cannot receive medical treatment. To see a doctor for medical consultation, please check the schedule on the Health Center website.

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

2. Annual Health Checkup

Every year during April and May, the Health Center/Clinic carries out annual health checkups free of charge. The date of your checkup will depend on your faculty or graduate school, year, and sex. Please check the date on the bulletin board. Students taking this checkup can receive a Certificate of Health (200 yen per copy) throughout the academic year. If you receive a health checkup at another hospital or healthcare center, it will cost you 5,000–10,000 yen. Please note that you can only take this health checkup on the days scheduled.

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 shower rooms. A professional instructor is available onsite to give training advice.

Appropriate training clothing and shoes must be worn when using the Training Room.

Training Room Facility Hours:

Open: Monday to Friday, 10:30–17:30 (Last admission at 16:30)

(From April to December, facility hours are extended to 20:00 and last admission to 19:00, except during summer, and winter vacations.)

Closed: Saturdays, Sundays, national holidays, Keio University holidays, during *Mita-sai*, during the entrance examination period, and during semester-end examination periods*

*The Training Room may be open when classes are held during the spring and fall semester-end examination periods and on national and Keio University holidays.

Fee: Undergraduate/Graduate Students: 200 yen per entry

Japanese Language Program/Keio International Program Students/Research Students: 300 yen per entry

When using the Training Room:

- ① Purchase a ticket at the entrance (use the automated machine).
- ② Exchange your student ID card and the ticket for a locker key at reception.
- ③ Make sure to change into appropriate shoes.
- ④ Go to the locker room and change into appropriate clothing.
- ⑤ Begin your workout. After your workout, return the locker key to reception and receive your student ID card.

2. SFC Campus Training Room and Tennis Court

There is also a training room in the SFC gym. Please make sure to wear appropriate training clothing and shoes. Reservations are not required. You can use the training room during the facility hours listed below.

If you would like to use the tennis court, you need to make a reservation at the office by the day before you plan to use it. Please bring a copy of the user registration form when you use the tennis court. Make sure to wear tennis shoes.

Training Room: Monday to Sunday, 9:30–20:00

Tennis Court: Monday to Sunday, 9:30–19:00

Closed: University holidays

Fee: Free

5 Student Counseling Room/Wellness Center/Stress Management Office

The Student Counseling Rooms (*gakusei sōdan-shitsu*), Wellness Center, and Stress Management Office offer personal counseling for a wide variety of concerns. Whatever your concerns, please feel free to come and talk to a counselor. You may also visit together with friends and family. Consultations are strictly confidential. Referrals to other departments/offices on campus may be made if necessary.

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

Please feel free to visit the Student Counseling Rooms, the Wellness Center at SFC, or the Stress Management Office at Shinanomachi Campus, during office hours to consult a counselor about any concerns you may have. (You can also make appointments at Yagami Campus and Shiba-Kyoritsu Campuses.) Visits are in principle by appointment only; however, walk-ins may also be accepted. Appointments can be made by telephone. Counseling lasts from around half an hour to an hour. The counseling service is also available during summer vacation. In principle, office hours are listed below. There may be exceptions on days when there are university events or when the counselor is away.

Student Counseling Rooms

Campus	Mita	Hiyoshi	Yagami	Shiba-Kyoritsu
Location	B1F, South School Bldg.	1F, 4th Bldg., Dokuritsukan	Room 101, 1F, 26 th Bldg.	Room 465, 4F, Bldg. No. 2
Office Hours	Monday to Friday 9:30–11:30 12:30–16:30	Monday to Friday 9:30–11:30 12:30–16:30	Monday to Friday 8:45–16:45	Monday to Friday 9:00–16:45

*The schedule for the 2014 academic year will be posted on the Student Counseling Room's website.

<http://www.gakuji.keio.ac.jp/life/gakuseisodan2.html>

*English-speaking staff may be available depending on the day.

Wellness Center

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

Stress Management Office

Campus	Shinanomachi
Location	1F, Radiographic Diagnosis Center
Office Hours	Tuesday and Thursday 10:00–17:00 Reservation Call (direct) 03-5363-3214 (ext.) 64328

*Counseling in English is available upon request.

You can also talk to faculty and administrative staff members of the International Center and the Center for Japanese Studies. We can introduce you to appropriate specialists or organizations if needed.

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's bothering you, please do not suffer alone. Talk with someone whom you can trust as soon as possible and feel free to consult with the following people on campus:

- ① Class coordinators
- ② Your academic advisor (Japanese Language Program/International Center)
- ③ Administrative staff of the International Center
- ④ Keio Gijuku Harassment Prevention Committee
<http://www.harass-pco.keio.ac.jp/index-e.htm>
 Tel: 03-5427-1629
 Email: harass-pco@adst.keio.ac.jp

7 Tutorial Services

Tutorial services are intended to aid international students in their specific field of study. Please see the table below for detailed information and contact the International Center at your main campus for information on the application period and the procedure for receiving tutorial services.

Tutor Type	Individual Tutor	Japanese Language Tutor
Who is eligible for tutoring?	<ol style="list-style-type: none"> ① Full-time international graduate students who are enrolled in a degree program ② MEXT scholarship students enrolled as short-term international students in one of Keio's graduate schools 	<ol style="list-style-type: none"> ① Full-time international students who are enrolled in Levels 1 to 4 of the Japanese Language Program (JLP) ② MEXT scholarship students who are enrolled in JLP during their Japanese language training period
What kind of tutoring is available?	Individuals tutor the same field of study as the international student.	Japanese language tutors tutor the Japanese language.
What are the requirements to become a tutor?	Individual tutors must be full-time graduate students in the same academic field as the international student.	Japanese language tutors must be full-time graduate students who have completed the Program for Teaching Japanese as a Foreign Language at the Center for Japanese Studies or who are enrolled in or have completed the degree program of Japanese Language Education in the Graduate School of Literature.

Note: The term international student implies that the student's status of residence is "Student."

Student Identification Cards, Certificates and Notifications

1 Student ID Card

Your student ID card certifies that you are a student of Keio University, and allows entry into the Media Centers. (For regular undergraduate and graduate students it is also your Student Health Insurance Union [*gakusei kenkō hoken kumiai*] card). You will need it until you graduate or complete your studies, so be sure not to lose it. Please be sure to carry your student ID card with you when you are on campus. You must present your student ID card when:

- ① Asked by a faculty or staff member of Keio University (when making inquiries at a campus office);
- ② Receiving academic records, certificates, or a Student Travel Fare Discount Certificate (*gakuwari*);
- ③ Taking major exams; or
- ④ Asked by a public transportation official when buying a student commuter pass, or tickets with your student discount, or when using public transportation with that pass or ticket.

1. Renewing the Backside Registration Sticker on Your Student ID

(1) Undergraduate/Graduate Students

Refer to the information released by the Office of Student Services/SFC Academic Affairs Office (Academic Services) for the date and location for renewing your backside registration sticker. You will need the following documents:

- ① Student ID card (with your old backside registration sticker affixed to the back)
- ② Tuition fee payment receipt (if you are renewing after May 1)

Submit the above documents and you will receive a new backside registration sticker. Fill out the necessary information and affix it to the back of your student ID card (be sure to peel off the previous year's sticker before affixing the new one). If you are renewing the backside your registration sticker on your student ID card after May 1 and have lost your tuition fee payment receipt, you will have to apply for and receive a "Certificate of Payment for Tuition Fee" first.

(2) Japanese Language Program/Keio International Program Students

Your student ID card is valid until the date printed on the sticker attached to the back of your card, typically one semester. At the beginning of each semester, please obtain a new sticker at the Office of Student Services (Japanese Language Program) if you are a Japanese Language Program student, or the Office of Student Services (International Exchange Services Group) if you are a Keio International Program student.

2. Reissuing a Student ID Card

(1) Undergraduate/Graduate Students

If you lose or damage your student ID card, you must apply for a new one at the Office of Student Services/SFC Academic Affairs Office (Academic Services) on your campus. It costs 2,000 yen per reissue, and you must bring a recent photograph that meets the following requirements:

- ① 4cm × 3cm
- ② Color, gloss finish
- ③ Taken within last 3 months, of upper body and head from the front, no hats, plain background

(2) Japanese Language Program/Keio International Program Students

In the event that your student ID card is lost or damaged, you may request a new one at the Office of Student Services (Japanese Language Program)/Office of Student Services (International Exchange Services Group) (2,000 yen per reissue). Please note that the student ID card cannot always be reissued on the same day as the request.

3. Returning a Student ID Card

If you find your old student ID card after a new one has been reissued, you must return it to the Office of Student Services/SFC Academic Affairs Office (Academic Services)/(International Exchange Services Group)/Office of Student Services (Japanese Language Program). Student ID cards must also be returned when you complete your studies, graduate, or if you withdraw your enrollment.

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 Services/SFC Academic Affairs Office (Academic Services) at each campus, or the Certificate Issuing Machine located near the office at each campus. Fees will apply to issuing certificates. You will need your student ID card to have the certificates issued. Certificates will not be issued if your tuition fee for the previous semester has not yet been paid.

2. Japanese Language Program/Keio International Program Students

You can obtain certificates (200 yen per copy) at the Office of Student Services (Japanese Language Program)/Office of Student Services (International Exchange Services Group) by filling out the required 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 (applications cannot be processed on weekends or national holidays). We also accept application forms by mail. For more details, please see the website. One copy of your Transcript of Academic Record and official grade report in English will be sent to you at the end of each semester free of charge. If you need more copies, please request them at the relevant office.

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.

3 Student Travel Fare Discount Certificate (*Gakuwarisho*)

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

You can obtain *gakuwarisho* at the Certificate Issuing Machine located near the Office of Student Services/SFC Academic Affairs Office (Academic Services) at each campus. You will need your student ID card to obtain these certificates. It is recommended to obtain certificates as soon as possible since the machines are always very busy before a long vacation starts. *Gakuwari* are valid for three months from the date of issue.

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

Note:

Gakuwari are strictly supervised by JR railways. You will be penalized if your *Gakuwari* is used illegally, and legal action may be taken to ban all Keio University students from using the discount. Please be aware of these repercussions when using your *gakuwarisho*.

4 Certificate of Health

Students who have a health checkup during the scheduled period can obtain a Certificate of Health from June 9, 2014, for the 2014 academic year.

1. Undergraduate/Graduate Students

You may obtain your health certificate in Japanese from the Certificate Issuing Machine located near the Office of Student Services/SFC Academic Affairs Office (Academic Services) at each campus. The Health Center (Wellness Center at SFC) can issue a health certificate in English. You will need your student ID card to have the certificate issued.

2. Japanese Language Program/Keio International Program Students

You can obtain your health certificate at the Health Center. You will need your student ID card to have the certificate issued.

5 Scholarship Certificate

Please ask 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/Change of Guarantor

You are required to notify the Office of Student Services (Academic Services) or (International Exchange Services Group) if you or your guarantor make any changes to address, telephone number (including mobile phone), or email 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 your address, you will also need to add your new address to the address column located on the back of your student ID card.

Additionally, you will need to go to your local city office to change the address written on your resident card (or Certificate of Alien Registration, if applicable) and National Health Insurance Card within 14 days of any change. If you have a Resident Card, you will also need to go to your city office to notify them of your move.

Your mail will be forwarded to your new address for a year free of charge if you go to your local post office and fill out the change of address form.

(1) Undergraduate/Graduate Students

Please notify the Office of Student Services/SFC Academic Affairs Office (Academic Services).

(2) Japanese Language Program/Keio International Program Students

Please notify the Office of Student Services (Japanese Language Program) if you are a Japanese Language Program student, or the Office of Student Services (General Information Desk) if you are a Keio International Program student.

2. Change of Your Status of Residence

If your status of residence changes, please notify the International Center at your main campus (Student Life Section in the Academic Affairs Office at SFC) and submit a copy of both sides of your resident card to the office to confirm the change.

3. Other Notifications

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

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

(2) Japanese Language Program Students

① Notification of Extended Absence (*chōki kesseki todoke*)

If you cannot attend classes for more than 2 weeks because of an illness or other unavoidable reason, please inform your class coordinator and submit a "Notification 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.

② Application of 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 one whole semester due to an illness or other unavoidable circumstance, please submit the "Application of Temporary Leave of Absence" (*kyūgaku negai*) with your signature and the signature of your guarantor to the Office of Student Services (Japanese Language Program). Please note that you must pay tuition and other necessary fees even while you are absent from the university.

Documents to be submitted:

- "Application of 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 the results will be sent to you along with information about procedures for resuming attendance. When you wish to resume attendance, you should notify us by submitting the "Notification of Returning to Study" form (*shūgaku todoke*). If your absence is due to illness, please also provide a medical certificate from your doctor that verifies that you are physically ready to resume your studies.

③ Notification of Withdrawal (*taigaku todoke*)

If you would like to leave the Japanese Language Program permanently, please state your reasons for leaving on the "Notification of Withdrawal" (*taigaku todoke*). Please provide your signature and the signature of your guarantor and submit the notice with your student ID card to the Office of Student Services (Japanese Language Program). Tuition and any other fees already paid are nonrefundable.

Employment Support

1 Job Hunting/Working in Japan (Obtaining a Working Visa)

As an international student, your current status of residence is "Student", which allows you to study at university. You are not permitted to work under the status "Student" and therefore must apply for the appropriate status of residence for your profession after finding employment and before 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 one to two months for your application to be processed. Make sure to apply in advance so that you have the appropriate status of residence by the time you start work.

2 Seeking Employment in Japan after Graduation

The "Student" status of residence allows you to study at university, and under this status you are not allowed to seek employment after you have graduated, even if your period of stay is still valid. If you wish to continue to seek employment in Japan after graduation, you must apply to change your status of residence to "Designated Activities" which grants a six-month period of stay. This status of residence may be extended once, meaning that you will be allowed to stay for a period of up to 1 year after graduation to find employment.

If you wish to change your status of residence, first ask the International Center or corresponding office at your campus. You will need a letter of recommendation from Keio University to obtain this status of residence. An interview will be carried out before issuing the letter of recommendation.

Make sure to bring the following documents with you to the interview (you will also need these to apply to the Immigration Bureau):

- ① Request for recommendation letter (University-designated form)
- ② Questionnaire form (university-designated form)
- ③ Documentation certifying your ability to cover all necessary financial expenses while staying in Japan
- ④ Certificate of Graduation/Completion OR Certificate of Expected Graduation/Completion
- ⑤ Documentation from the University confirming that you are actively seeking employment
(This may be a written document indicating a list of companies you have visited so far or your future schedule of job hunting.)
- ⑥ Residence card (or Certificate of Alien Registration)
- ⑦ Documentation showing proof of employment (If you need to receive permission to continue part-time work you began as a student,)

3 Employment Support

Keio University provides employment support to international students at each of the following campuses: Mita, Yagami, SFC and Shiba-Kyoritsu. Ask at the Office of Student Services (Placement and Career Services) or the office in charge at your main campus for more details. We strongly recommend that you check their information at the Office of Student Services (Placement and Career Services) or the office in charge regularly as all internship and employment opportunities are gathered by these offices.

A 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 allowed 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 vacations). 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 or not. If you will not receive compensation for the internship, you do not need to apply for this permit.

4 Japan Student Services Organization (JASSO) "Job Hunting Guide for International Students"

For detailed information about employment, please refer to "Job Hunting Guide for International Students" on the Japan Student Services Organization's (JASSO) website at: http://www.jasso.go.jp/job/guide_e.html.

Graduation/Completion of Studies, Preparing to Leave Japan

1 Before Leaving Japan

It is important to do the following before leaving Japan:

- ① Please check the notices from the Office of Student Services/SFC Academic Affairs Office (Academic Services) and International Center on your main campus or Office of Student Services (Japanese Language Program). Please do not forget to return your student ID card.
- ② Complete all the necessary paperwork for terminating your accommodation contract, and be sure to pay all outstanding rent and utility bills. Inform your property owner of the date you will leave one or two months in advance.
- ③ Cancel your phone service (including mobile phone) and Internet provider contract.
- ④ Cancel your credit card if you have made one in Japan.
- ⑤ Close your bank account after making sure all bank transfers and payments are complete. Make sure 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 office.
- ⑦ Return your National Health Insurance Card (*kokumin kenkō hoken-shō*) to your city/ward office and settle any outstanding payments.
*City offices may require proof that you are leaving Japan (usually your return flight ticket)
- ⑧ Return any library books or other materials you have borrowed.
- ⑨ **You must return your resident card (or Certificate of Alien Registration) at the airport upon departure.**

2 Forwarding Address and Employment Information

1. Undergraduate and Graduate Students

If you are studying as a regular undergraduate or graduate student, please submit your forwarding address and employment information at the time of completion of your studies. This will enable us to send you various university publications and announcements.

http://www.ic.keio.ac.jp/en/life/return_home/after_graduation.html

(1) Address Registration after Graduation or Completion of Studies

You can register your address after graduation on the registration form available on the Office of Alumni Affairs' (*Jukuin Center*) website.

<http://www2.jukuin.keio.ac.jp/address/index.html> (Only available in Japanese)

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

(2) Submission of "Notification of Plans After Graduation" (*Shinro-todoke*)

Submit a "Notification of Plans After Graduation" (*Shinro-todoke*) with details of employment information after graduation. For further information, please ask the Office of Student Services/SFC Academic Affairs Office (Placement and Career Services), or other appropriate office, or check the International Center's website at the following URL: http://www.ic.keio.ac.jp/en/life/return_home/after_graduation.html.

2. 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 "Notification of Plans After Graduation" (*Shinro-todoke*) after completion of your studies.

3 After Graduation

1. Service and Events for *Jukuin* (Undergraduate and Graduate Students Only)

Those who graduate from a degree course at Keio are called *jukuin* (alumni). After graduation, you can 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.

Website for Keio Alumni (*Jukuin*):

<http://www2.jukuin.keio.ac.jp/index.html> (Only available in Japanese)

(1) Keio Online Internet Service

Keio Online is a website to help *jukuin* keep in contact with each other after graduation. This service enables you to register a forward-only e-mail address and search for other registered alumni. Additionally, members can create and participate in alumni communities divided by interest and topic. Register for this service from the following URL: <https://www.jukuin.keio.ac.jp/> (Only available in Japanese).

(2) *Jukuin* Reunions

Reunions are held for 25th anniversary *jukuin* at Spring Commencement, and for 50th anniversary *jukuin* at the Spring Entrance Ceremony each year. As such, *jukuin* get to experience the thrill of each ceremony twice in their lives. In addition, there are reunions held for *jukuin* who have graduated 51 years ago or prior.

(3) Keio Rengō Mita Kai

In fall, Keio Rengō Mita Kai (Keio Alumni Association) holds a yearly festival for alumni, similar to the Mita Festival (*Mita-sai*) held by undergraduate and graduate students. Approximately 20,000 alumni and their families participate in this big event. For more information, please visit the Keio Rengō Mita Kai's website.

Keio Rengō Mita Kai: <http://www.rengo-mitakai.keio.ac.jp/> (Only available in Japanese)

2. Mita-kai (Undergraduate and Graduate Students Only)

The Mita-kai is an alumni association managed voluntarily by Keio alumni, or *jukuin*. The Mita-kai are divided into four types of alumni groups based on graduation year, region, company or occupation, or other factors (clubs, seminars, etc.). The Office of Alumni Affairs will provide you with relevant information on the Mita-kai after you have registered.

3. Keio Global

Keio Global is a platform for current and prospective students of Keio and Keio alumni who live and work globally. The Keio Global website provides up-to-date information about Keio, while our growing Facebook community offers a place for students and alumni alike to connect and reunite.

Alumni and students are also invited to keep in touch with Keio by registering in the Keio Global database. Members receive a globally-oriented quarterly e-newsletter featuring the latest news and events at Keio and may be invited to actively participate in Keio's international outreach activities. Sign up now and get involved in Keio's global community! Visit the website below for more information.

Keio Global: <http://www.global.keio.ac.jp/>

Living in Japan

1 Student Commuter Passes (Excluding 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 such passes are given below.

1. Trains and Subways

- ① Write the station closest to your current residence and the university via the shortest route in the section provided on the back of your student ID card.
- ② Fill out the required information on an “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 to purchase a commuter pass.

Suica/PASMO commuter pass:

Suica/PASMO is a convenient IC card for traveling by JR and other railway companies. As long as either the station where you get on or off is JR, you can use a Suica/PASMO commuter pass even if your trip uses multiple railway lines (JR and other railway companies).

JR: <http://www.jreast.co.jp/renrakuteiki/index.html> (Japanese only)

2. Buses

Request a “student commuter certificate” (*tsūgaku shōmei-sho*) at the Office of Student Services/SFC Academic Affairs Office (Academic Services) for undergraduate and graduate students, or at the Office of Student Services (Japanese Language Program)/Office of Student Services (International Exchange Services Group) for those enrolled in JLP or KIP. Make sure to bring your student ID card when you visit the office. Go to the ticket counter or information counter of the bus company you want to use and submit the student commuter certificate to purchase the commuter pass.

2 Post Offices

Japan Post handles mail and also provide banking, insurance and other services.

Regular Business Hours:

Postal Service:	Mon. to Fri.	9:00–17:00
Savings Accounts (Foreign Exchange & Remittances):	Mon. to Fri.	9:00–16:00
		(Some larger post offices close at 18:00.)

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

Japan Post has a large post office called the “*honkyoku*” in each area throughout the country. This post office offers postal services 24 hours a day, including weekends and national holidays. Apart from post offices, postage stamps (50 yen/80 yen) can also be bought at convenience stores and shops with 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 be forwarded to your new address for a year, free of charge.

Japan Post (JP) also has a bank called “*Yūcho-ginkō*” that allows you to save and withdraw money from post offices and ATMs throughout the country. You will need your resident card (or Certificate of Alien Registration, if applicable) and a personal name seal (*inkan*), if you have one, to open a bank account at a post office.

Japan Post Postal Service: <http://www.post.japanpost.jp/english/index.html>

Japan Post Bank (*Yūcho-ginkō*): http://www.jp-bank.japanpost.jp/en_index.html

3 Opening a Bank Account

Scholarship payments will be made via direct deposit. Therefore, we recommend that you open a bank account as early as possible. You will need your Residence card (or Certificate of Alien Registration, if applicable), your student ID card, and a personal name seal (*inkan*), if you have one, to open an account. At some banks, your period of stay must be over 6 months to open an account. Please check with the bank in advance for detailed information.

Regular Business Hours: Mon. to Fri. 9:00–15:00

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

4 Telephone Service

If you would like a new telephone line installed or an existing line moved, call NTT by dialing 116 or visit your nearest NTT office. If you would like to purchase a mobile phone or a PHS (Personal Handy-phone System), you can apply directly to the phone company of your choice or visit its nearest distributor. You will need to present your resident card (or Certificate of Alien Registration if applicable) and student ID card (personal identification). Listed below are the major mobile phone companies in Japan and their phone numbers from a fixed phone line.

au	http://www.au.kddi.com/english/index.html	Tel: 0077-7-111
Docomo	http://www.nttdocomo.co.jp/english/	Tel: 0120-800-000
Softbank	http://mb.softbank.jp/en/	Tel: 0800-919-0157
Willcom	http://www.willcom-inc.com/en/	Tel: 0120-921-156

5 Internet

The availability and speed of the Internet will vary according to a number of factors which include your local communications environment and the type of line (dial-up modem, ADSL, Cable TV). Please select an Internet provider and make inquiries with them. Listed below are the major Internet providers in Japan.

AOL	http://join.aolservice.jp/	Tel: 0120-275-265
Nifty	http://setsuzoku.nifty.com	Tel: 0120-50-2210
OCN	http://www.ocn.ne.jp/english/	Tel: 0120-506-506
So-net	http://so-net.ne.jp/access	Tel: 0120-117-268
Yahoo! BB	http://bbpromo.yahoo.co.jp	Tel: 0120-33-4546

6 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 cut automatically. 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 one time. In case of emergency or difficulties, call the electricity company using the phone number written on your electricity bill. Make sure to keep your bills and receipts for reference. Call Tokyo Electric Power Company (TEPCO) to cancel your electricity service when you move.

Tokyo Electric Power Company (TEPCO) <http://www.tepco.co.jp/en/index-e.html>

*Phone numbers vary according to your area of residence. Please check TEPCO's website for more information.

7 Gas

There are two 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 place, 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.

Tokyo Gas http://www.tokyo-gas.co.jp/index_e.html Tel: 0570-002211

8 Water

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

Bureau of Waterworks, Tokyo Metropolitan Government

<http://www.waterworks.metro.tokyo.jp/eng/index.html>

Yokohama Waterworks Bureau

<http://www.city.yokohama.lg.jp/suidou/langage/english/>

*Telephone numbers may vary according to the area you live in. Please check the websites for more information.

*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.

9 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

Combustible garbage	Usually twice a week
Non-combustible garbage	Usually once a week or once every two weeks
Oversized garbage tables, chairs, futons, heating appliances, bicycles, etc.	Please contact your city office for disposal of items. You will be charged a small fee for collection of these items.

Note: The following five appliances cannot be collected as oversized garbage: air-conditioners, televisions, refrigerators, washing machines, 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, please contact your local city office.

Emergencies (Sudden Illness, Fire, Theft, Traffic Accident or Earthquake)

1 Numbers to Call in Case of Emergency

Fire/Ambulance: Call “119”

Sudden Illness/Serious Injury

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

Fire

It may be impossible for you to put out a fire by yourself. In the event of a fire in your own residence or a residence near to yours, 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 engines and ambulances, you must clearly state that there is a fire (“*Kaji desu!*”), and then tell them your address.

Police (Traffic Accidents/Crimes): 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 it happened on campus, report it to the Office of Student Services/SFC Academic Affairs Office (Student Life Services) or Office of Student Services (International Exchange Services Group). During night 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 happen to be involved in a traffic accident, contact the police immediately by dialing 110. If anyone has been injured or wounded, dial 119 for an ambulance. Even if you feel all right at the time, never say that 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 so little damage that 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 to verify the accident with the insurance company. Please inform Office of Student Services/SFC Academic Affairs Office (Student Life Services) and the International Center at your main campus/Office of Student Services (Japanese Language Program) about the accident.

Note:

If you need to call “119” or “110,” please stay calm when informing 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, please wait outside and guide it to the site. There is no charge for dialing the emergency numbers from a public telephone booth.

2 Earthquakes

Japan is prone to earthquakes (*jishin*) and you should be prepared for when one happens. Protect yourself and try not to panic.

If You Are Indoors:

Strong tremors usually continue for only about one minute. Do not rush outside in a panic; it is safer to stay inside than rush outside.

- ① **Protect yourself:** Quickly duck under a sturdy table or desk to protect yourself from falling objects. If there is nothing to hide under, protect your head with a cushion or book. It may be wise to move to a room with less furniture.
- ② **Secure a safe exit:** Doors and windows may not open due to distortion from strong tremors, so you may end up trapped in a room. During a strong earthquake, open a door or window to secure a way out if it is safe to do so.
- ③ **Put out any flames:** In case of major tremors, put out any flames after the shaking subsides. Make sure to close all gas valves even if there is no fire. To avoid 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 be cautious around objects such as drawers, bookshelves, and refrigerators that are tilting or may be unstable. They may fall over if in an aftershock. Turn on a radio to listen to the Emergency Broadcast System and follow instructions. Avoid using the telephone.

If You Are Outdoors:

Stay away from narrow streets, garden 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 safe area.

If You Are On Campus:

Please access the “Earthquake Response Manual” published by Keio University from the link below.

Earthquake Response Manual: http://www.keio.ac.jp/en/about_keio/data_info/publications.html

Disaster Safety Measures:

Avoid placing objects on the tops of cabinets, shelves, or other tall furniture. Use tip-resistant safety devices, which you can find at home centers to secure furniture to the walls, ceiling, or floor.

(You need to ask the owner of your apartment as they may damage walls, ceilings, or floors.)

Make sure you know the location of the emergency exit of your apartment along with public evacuation areas and shelters (*hinan basho* — usually parks or schoolyards) closest to your home and university. BE SURE YOU KNOW HOW TO GET TO THESE LOCATIONS!

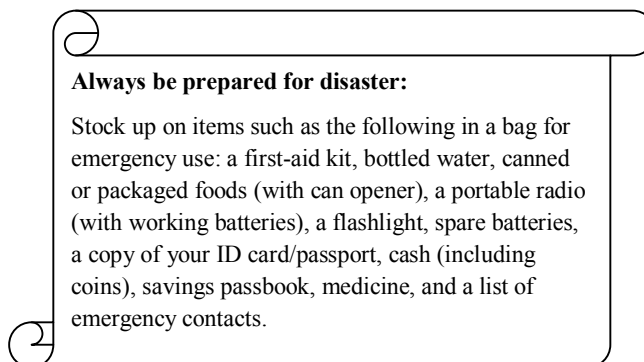
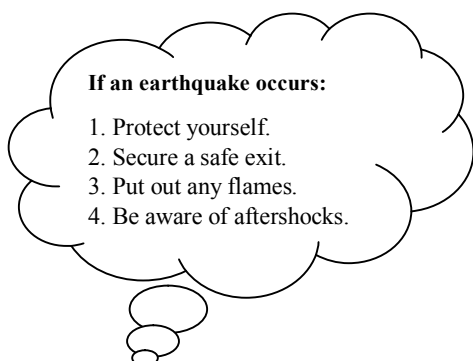
We recommend deciding on a common meeting spot with your family beforehand to avoid being split up during an emergency.

Tokyo Metropolitan Government Disaster Prevention Information:

<http://www.bousai.metro.tokyo.jp/english/index.html>

Kanagawa Prefectural Government (K.P.G.) Information to Support Foreign Residents at the Time of Disaster:

<http://www.pref.kanagawa.jp/cnt/p453450.html>



Medical Care and Health

In Japan, there are health insurance systems that help reduce the cost of medical care. Foreign nationals living in Japan for more than three 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 those who work for public schools or the government. Most international students are required to enter into National Health Insurance 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 kenkō hoken*, often abbreviated as *Kokuho* in Japanese—is one of the health insurance systems in Japan that allows the insured to receive medical care without financial concern when ill or injured by splitting the medical care expenses between the local or national government and the insured. Full-time international students who will be studying in Japan for more than three months must join NHI unless 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 National Health Insurance (NHI)

Please complete the necessary procedures at the NHI counter at your local city office. You will need to take your resident card (or Certificate of Alien Registration), 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 Insurance Card to the city office of the city you lived in before moving, and visit your new local city 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 before you leave.

Payment of Insurance Premiums

The monthly premium for NHI varies slightly depending on the city you live in. If the NHI counter recognizes that your income is below a certain amount, 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, please contact the NHI counter at your local city office.

2 The Student Health Insurance Union Medical Care Benefit System

As members of the Student Health Insurance Union (*gakusei kenkō hoken gojo kumiai*), regular undergraduate and graduate students at Keio University are eligible to apply for a partial reimbursement of medical expenses. After you have received medical treatment for an injury or illness, have the medical institution fill out a Certificate of Medical Expense Receipt (*iryō-hi ryōshū shōmei-sho*) where the medical institution has indicated the medical expense, or attach the original receipt from the medical institution and bring it to the Office of Student Services (Student Life Services Group). You must do this by the last day of the fourth month from the month in which you received medical treatment when counting that month as the first month. Then, the Student Health Insurance Union will transfer a partial reimbursement to your bank account for the amount of medical expenses that you personally paid. Treatment over the course of one month at the same medical facility and department is considered a single case. 1,000 yen will be withheld from each case as a co-payment. Maximum reimbursement limits are set for a single case and for the fiscal year. Medical treatment received at orthopedic clinics, osteopathic clinics, and acupuncture-moxibustion clinics is not covered. For more information, please see the “Guidebook for the Keio University Student Health Insurance Plan” (*Kenpo-no-tebiki*).

Note:

As Japanese Language Program students, Keio International Program students, and research students are not members of this insurance union, they are not eligible for this insurance coverage.

3 Personal Accident Insurance for Students Pursuing Education and Research

Keio University is a member of Japan Educational Exchanges and Services (JEES), and through it Keio pays for “Personal Accident Insurance for Students Pursuing Education and Research,” an insurance plan which covers students who suffer physical injury from an unexpected 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 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 received any physical injury while engaged in the activities described above, please 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 covered by the National Pension System. Students whose income is less than a certain amount may be allowed to postpone contributions if their application is approved. Please check with your local city office if you wish to determine your eligibility to postpone payments.

5 Medical Facilities near Keio University with English-Speaking Staff

Please note that the hospitals below may not have English-speaking doctors or staff on duty all the time. Before going, please call the hospital to check.

1. Tokyo

Hospital	Location	Telephone Number
Keio University Hospital*1	35 Shinanomachi, Shinjuku-ku	03-3353-1211
Saiseikai Central Hospital	1-4-17 Mita, Minato-ku	03-3451-8211
Toho University Omori Medical Center	6-11-1 Omori, Ota-ku	03-3762-4151
The Jikei University Hospital	3-19-18 Nishi-Shimbashi, Minato-ku	03-3433-1111
Juntendo University Hospital	3-1-3 Hongo, Bunkyo-ku	03-3813-3111
Kitasato University Kitasato Institute Hospital	5-9-1 Shirokane, Minato-ku	03-3444-6161
Denen Chofu Central Hospital*2	2-43-1 Den-en-chofu, Ota-ku	03-3721-7121
Seibo International Catholic Hospital*3	2-5-1 Naka-ochiai, Shinjuku-ku	03-3951-1111
Japan-China Friendship Clinic*4	KDX Yoyogi Bldg. 6F, 1-38-5 Yoyogi, Shibuya-ku	03-6276-9788

- *1 As a rule, you need to make an appointment and bring a medical referral letter from another medical facility. When visiting the Keio University Hospital, be sure to show your student ID card at the reception desk.
- *2 This hospital does not often have English-speaking staff on duty, so make sure to call the hospital to check before going.
- *3 This hospital has an information desk to assist foreign nationals. Members of the hospital's religious staff can also help with translation into English, French or Spanish.
- *4 This clinic has staff who speak Japanese, Chinese, and Korean.

2. Yokohama

Hospital	Location	Telephone Number
YOU Dermatology Clinic	Kojima Building 3F, 1-21-9 Hiyoshi-Honcho, Kohoku-ku, Yokohama-shi	045-561-8300
Keiyu Hospital	3-7-3 Minatomirai, Nishi-ku, Yokohama-shi	045-221-8181

3. Kawasaki

Hospital	Location	Telephone Number
Kawasaki Municipal Ida Hospital*5	2-27-1 Ida, Nakahara-ku, Kawasaki-shi	044-766-2188

- *5 English-speaking and Spanish-speaking doctors are available every day in the department of internal medicine. English-speaking doctors are available every day in the department of surgery.

4. Fujisawa

Hospital	Location	Telephone Number
Fujisawa City Hospital*7	2-6-1 Fujisawa, Fujisawa-shi	046-625-3111
Kobayashi International Clinic*8	3-5-6-110 Nishitsuruma, Yamato-shi	046-263-1380

- *6 Volunteer interpreters of English, Portuguese, Spanish, Chinese, Italian and French are available. Reservation required.
- *7 Consultations are possible in Tagalog (morning only), English, Korean, Thai and Spanish. An interpreter of Vietnamese comes once a month on Saturday.

Note:

Always take your National Health Insurance Card (*kokumin kenkō hoken sho*) when visiting medical facilities.

6 Medical Consultations in Foreign Languages

The following associations offer medical consultations in foreign languages.

1. NPO AMDA International Medical Information Center

Tel: 03-5285-8088

<http://eng.amda-imic.com/>

AMDA Center offers free medical consultations over the telephone in eight languages: English, Chinese, Spanish, Korean, Thai, Portuguese, Tagalog, and Vietnamese. Multilingual staff offer information about medical facilities, explain the Japanese health care system, and offer free interpreting services over the phone during consultations with medical professionals.

2. Tokyo Metropolitan Health and Medical Information Center

(1) Medical Information Service: Tel: 03-5285-8181 (Daily 9 a.m. — 8 p.m.)

This information center provides information about the Japanese medical system and medical institutions in Tokyo in five languages: English, Chinese, Spanish, Korean, and Thai.

(2) Search Site for Medical Institutions in Tokyo (English):

<http://www.himawari.metro.tokyo.jp/qq/qq13enmmlt.asp>

Support Groups for International Students (Approved by the Keio University International Center)

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 your 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 details about event information, please check the International Center notice boards, the office in charge on your campus, or the International Center website:

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

1 Support Groups Established by Students

KOSMIC (Keio Organization of Student Members of the International Center) is organized by Keio University students and provides support for international students from a student point of view. It promotes exchange with international students through welcome parties, conversation partners, Japanese speech contests, and various other activities and events.

<http://kosmic-english.blog.so-net.ne.jp/>

2 Support Groups Established by Alumni

1. Nihongo Club

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

<http://www.ic.keio.ac.jp/en/life/organization/nihongo.html>

2. Keio Welcome Net

Keio Welcome Net helps international students and researchers settle into life in Japan through various activities such as bazaars selling daily necessities and accompaniment to the hospital if needed.

<https://sites.google.com/site/welcomenethomepage/>

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.

<http://www.tmc.gr.jp/>

Campus Locations and Addresses

■ Mita Campus

Undergraduate Faculties of Letters, Economics, Law, and Business and Commerce
Graduate Schools of Letters, Economics, Law, Human Relations, Business and Commerce, and Keio Law School

2-15-45 Mita, Minato-ku, Tokyo 108-8345

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

8-minute walk from Tamachi Station (JR Yamanote Line/JR Keihin-Tohoku Line)

7-minute walk from Mita Station (Toei Asakusa Line/Toei Mita Line)

8-minute walk from Akabanebashi Station (Toei Oedo Line)

■ Hiyoshi Campus

Undergraduate Faculties of Letters, Economics, Law, Business and Commerce, Medicine, Science and Technology, and Pharmacy

4-1-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8521

Graduate School of Business Administration (KBS)

Graduate School of System Design and Management (SDM)/Graduate School of Media Design (KMD)

4-1-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8526

Tel: 045-564-2441 (KBS), 045-564-2518 (SDM), 045-564-2517 (KMD)

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

1-minute walk from Hiyoshi Station (Tokyu Toyoko and Meguro Lines/Yokohama Subway Green Line)

■ Yagami Campus

Undergraduate Faculty of Science and Technology

Graduate School of Science and Technology

3-14-1 Hiyoshi, Kohoku-ku, Yokohama, Kanagawa 223-8522

<http://www.st.keio.ac.jp/english/index.html>

15-minute walk from Hiyoshi Station (Tokyu-Toyoko and Meguro Lines/Yokohama Subway Green Line)

10-minute taxi ride from Shin-Kawasaki Station (JR Yokosuka Line)

■ Shinanomachi Campus

Undergraduate School of Medicine/Faculty of Nursing and Medical Care

Graduate School of Medicine

35 Shinanomachi, Shinjuku-ku, Tokyo 160-8582

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

1-minute walk from Shinanomachi Station (JR Sobu Line)

5-minute walk from Kokuritsu-Kyogijo Station (Toei Oedo Line)

■ Shonan Fujisawa Campus (SFC)

Undergraduate Faculty of Policy Management/Faculty of Environment and Information Studies

Graduate School of Media and Governance

5322 Endo, Fujisawa-shi, Kanagawa 252-0882

Undergraduate (Faculties of Nursing and Medical Care)

Graduate School of Health Management

4411 Endo, Fujisawa-shi, Kanagawa 252-0883

<http://www.sfc.keio.ac.jp/en/top.html>

15-minute bus ride from Shonandai Station (Odakyu Enoshima Line/Sagami-Tetsudo-Izumino Line/Yokohama Subway Blue Line) on bus bound for Keio Daigaku

25-minute bus ride from Tsujido Station (JR Tokaido Line) on bus bound for Keio Daigaku

■ Shiba-Kyoritsu Campus

Undergraduate (Faculty of Pharmacy)

Graduate School of Pharmaceutical Sciences

1-5-30 Shibakoen, Minato-ku, Tokyo 105-8512

<http://www.pha.keio.ac.jp/en/>

10-minute walk from Hamamatsucho Station (JR Yamanote Line/JR Keihin-Tohoku Line)

2-minute walk from Onarimon Station (Toei Mita Line)

6-minute walk from Daimon Station (Toei Asakusa Line/Toei Oedo Line)

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