

# 1. Campus Information

## [1] International Education Center (C-Wing, 1 Floor. Bldg.1)

Please come to the International Affairs Department if you need help. (e.g. Academic schedules, class schedules, visa extension, scholarships, etc.).

\*Please notify us if you have any change in your name, phone, address or guarantor as soon as it occurs.

### Office Hours:

Weekdays 9:00 – 16:45

Saturday: 9:00 – 15:30

## [2] Library

The main library is located in Building No.4 and its hours of operation on weekdays is 9:00 - 22:00 ( - 19:00 on Saturdays). Branch libraries are located in Buildings No.11, No.12, No.13 and each specializes in a certain field. You will need your student ID to use the libraries.

\*You may check out up to five books at one time for two weeks. You can extend the deadline for an additional two weeks by applying at the library counter before the original deadline expires.

## [3] Global Agora (B-wing, 1<sup>st</sup> Floor, Building 1)

Global Agora offers Japanese and foreign exchange students a symbiotic space where they can learn from each other by conversing in English, other foreign languages and Japanese. It also includes a convenience store.



## 2. Campus Life

### [1] Things you will need to do:

#### 1) Student ID Card and ID Number

Your student ID card certifies that you are a student of Tokai University. You should remember the ID number since you will need it on various occasions.

\*Never peel off the sticker on the back of the student ID card by yourself.

If you did, please go to Student Service Department at Bldg. 4, 1F. (If you are a Japanese Language Course student, please come to International Affairs Department.)

#### 2) Classrooms

Please check your classroom locations before classes start.

#### 3) Homeroom teacher and academic adviser

A homeroom teacher is assigned to each class-level in the Japanese Language Course. You can talk to them if you need help with your studies or living conditions. Graduate and undergraduate students will be assigned to an academic adviser.

<Office Hours>

Please check the Office Hours of your teachers before visiting their office.

#### 4) Bicycle, motorbike and car

All students of Tokai University who use a bicycle on campus must buy liability insurance, attend a special lecture, and obtain permission from the university.

Students in the Japanese Language Course are not allowed to come to campus by motorbike or car.

Students enrolled in either the undergraduate or graduate school must apply for permission at the Student Services Department in Building No. 4. (For the details, please ask the Student Services Dept.)

#### 5) Class schedule and textbooks

Specifics will be announced at the orientation session (Guidance).

#### 6) Campus closures and class cancellations

Your class may be cancelled in the event of heavy storms, huge earthquakes, train strikes, or other emergency cases. We will provide you the information using the Campus Life Engine;

<https://cleweb.tsc.u-tokai.ac.jp>

Please register your email on this site so that you can receive messages from Tokai University.

#### 7) Vacations

- Summer Vacation: Early August to mid Sept.
- Winter Vacation: Late Dec. to early Jan.
- Spring Vacation: Early Feb. to the end of Mar.

\*The campus will be closed on Saturdays of Aug. and Sept., and Aug.12-16.

### [2] Changes in student registration:

Please go to the Student Services Department for the followings.

- 1) Changing your address, your name, your phone number, or the guarantor's information
- 2) Changing the enrollment status at the school  
(Leaving absence, re-enrolling, withdrawal, readmission, returning, transferring)

**[3] Certificates:**

Status	Type of certificate	Fee	Office in charge	Note
Regular Student	Student travel discount	Free	Academic Affairs Department and branch offices	Up to 10 times per year/person
	Commuting certificate			ID's back sticker
Undergraduate and Graduate student	Enrollment	Japanese document: ¥100	International Affairs Department	Issued on the same day
	Expected graduation			
	Graduation	English document: ¥400		
	Academic transcripts			
Japanese Language Course students	Enrollment	Japanese document: ¥100	International Affairs Department	3 days
	Completion			
	Expected Completion	English document: ¥400		
	Academic Transcripts			
	Receiving JASSO Scholarship	Free		
	Receiving Japanese Government Scholarship			
	Attendance records	Free		
Reason for extending the enrollment				
Regular Student	Certificate of tuition and fees	Free	Accounting Department	Issued on the same day If you need English version, contact them in advance

**[4] Chosa-sho (Student Information Sheet):**

We require Chosa-sho (Student Information Sheet) from every newly enrolled student to assist your study and life on campus. Please report any change of your address etc. to the International Affairs Department.

**[5] Let's take advantage of the website for international students:**

[http://www.u-tokai.ac.jp/english/campus/student\\_life/](http://www.u-tokai.ac.jp/english/campus/student_life/)

This website is full of helpful information for living in Japan that new students and current students can take advantage of. Downloadable information includes the "Handbook for International Students," "Scholarship Application Form," and the "Residency Procedures." The "news" section of the homepage will disseminate information to international students so please visit the site periodically.

**[6] International students society**

Tokai University International Students Society is an association comprised of all international students of Tokai University. They conduct fun events such as a welcome party, BBQ, sports festival, camping, etc. Let's join them!

### 3. Visa

#### [1] Residence card

A residence card will be issued to mid-long term residents when granted permission to stay in Japan. This card is very important for international students. Please remember that you can't stay in Japan after the "date of expiration".



The card contains your name, nationality, resident status, work restriction, etc. (IC chip embedded)

All mid-long term residents must register their address of residence at the city hall within 14 days after arrival. (You may be subjected to a fine of 200,000 yen or less if you don't adhere to this timeline). If you don't register within 90 days of arrival, your resident status may be cancelled.

#### [2] Certificate of residence

Once you register your address at the city hall, you will be officially registered as a resident of that city. Transportation maps for Hiratsuka City Hall and Hadano City Hall are available at the International Affairs Department (6F, Building No. 15)

#### [3] Regarding changes to the information recorded on your resident card

Information requiring change		Where to report the change	Period for reporting
Moving	If moving to a new municipality	Submit a notification (change) of place of residence to the appropriate window at your municipality and receive a certificate of exit. Submit a 'moving-in notice' to the municipal office of your new residence.	Within 14 days of moving submit the necessary documents and your resident card to the relevant window at the new municipal address. Your new address will be recorded on your resident card. At the same time you may request an address change for your National Health Insurance,
	If moving within the same municipality	Submit a change of address notice to your municipal office.	
Name, birth date, sex, nationality/region	Regional Immigration Office		Within 14 days of the change

#### [4] Application for the extension of period of stay

If your period of stay exceeds the granted period of visa, you must apply for an extension before the expiry date. An application for extension can be submitted three months before the expiry date to the

Immigration Bureau.

## Extension of period of stay

– Japanese language course students, undergraduate and graduate students

【The following documents are required when applying for the extension】

1. Application for Extension of the period of stay
2. Application for Extension of the period of stay (for organization)
3. Certificate of attendance (free)
4. Passport
5. Resident card
6. Photo (4cm×3cm no hat and blank background)
7. Student ID
8. Fee 4,000 yen (revenue stamp. You can purchase it at any post office or immigration office.)

～・～・～・～・**Only submit when applicable**・～・～・～・～

– Research students

【The following documents are required when applying for the extension】

1. Application for Extension of the period of stay
2. Application for Extension of the period of stay (for organization)
3. A copy of academic transcript from the school you attended prior becoming a research student (100 yen if your previous University Japanese Language Course)  
(Undergraduate and graduate students can receive this at the academic affairs department. If your school is other than school.)
4. Financial documents (certificate of money transmittance from home country/copy of banknote etc.)
5. Certificate of acceptance of application for a research student (100 yen) . . . Academic Affairs Department in the school
6. Research plan
7. Research guidance plan . . . written by your academic advisor  
(Must include the period of research and the content of research in documents 6. and 7.)
8. Photo (4cm×3cm no hat and blank background)

\*Passport, alien registration card/resident card, student ID and 4,000 yen fee are also required.

～・**In case your previous school is the Japanese Language Course, you will need**・～・～

9. Certificate of (expected) completion (100yen)
10. Certificate of attendance (free)

## [5] Temporary departure from Japan and re-entry (a special re-entry permit)

If you leave Japan before the original schedule due to unexpected reason and plan to come back within one year, check the space, “Departure with Special Re-entry Permission” on the embarkation card at the airport.

For more details, please visit the website of Immigration Bureau at:

[http://www.immi-moj.go.jp/newimmiact\\_1/en/point\\_3-4.html](http://www.immi-moj.go.jp/newimmiact_1/en/point_3-4.html)

### Attention!!

Consult with your homeroom teacher or academic adviser in advance before deciding to leave Japan.

## [6] Application for Permission to Engage in Activity other than that Permitted under the Status of Residence (Part-time jobs)

Your resident status (college student) only permits you to have activities related to your study. If you wish to have a part-time job, you must obtain permission from the Immigration Bureau.

\*You cannot be engaged in part-time work when you are taking leave of absence from school.

[Bringings]

1. Residence Card 2. Passport

After permission, a seal will be put on your residence card and a sticker will be pasted on the passport and you can begin to work.

\*Teaching Assistants and on-campus tutors are exceptions.

### [The type of jobs you cannot engage in]

Activities are limited to those that do not violate public customs and morals. For example, work related to the adult entertainment business are prohibited. For example, working at bars, cabarets, pachinko parlors, mahjong parlors are permitted regardless of the type of work it entails.

※◆What if work without obtaining the permission to engage in activities outside the scope of the status of residence?◆

There is the possibility that the resident status of “college student” will be revoked if the student is found working without obtaining the proper permission. Further, if it is discovered that the student is working part-time beyond the designated regulations, they will be found to be engaged in “illegal work” and can be subject to forced deportation or penalties (Maximum 3 years imprisonment or 3 million yen in fines or a combination).

## [7] On student visas after graduation

In case your visa expires before your graduation

Students whose “college student status” visa will expire by graduation it is necessary to either change their visa to “temporary visitor status” or renew their visa as a college student.

Students who require permission to engage in activities outside the scope of the status of residence must renew their visa from a “college student.”

### 1. Application for Change of Status of Residence (to temporary visitor)

- Application for Change of Status of Residence (prepared by applicant)

- Certificate of Expected Graduation
- Certificate of attendance/academic transcripts
- Financial documents

## **2. Application for Extension of Period of Stay (college student status)**

- Application for Extension of Period of Stay (Prepared by applicant and school)
- Certificate of Expected Graduation
- Certificate of attendance/academic transcripts
- Financial documents

## **3. In case you found a job in Japan**

(Please refer to the link below for details)

[http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU\\_HENKO/zairyu\\_henko10.html](http://www.moj.go.jp/ONLINE/IMMIGRATION/ZAIRYU_HENKO/zairyu_henko10.html)

When an international students start working in Japan, you need to change your status from college student to Specialist in Humanities/International Services or Skilled Labor etc.

### **Documents required for application (to be prepared by an applicant)**

- 1) Application for Change of Status of Residence (you can download forms from the immigration bureau's website.)
- 2) Letter of explanation (in any format)  
(Your purposes of entry into Japan, your activities in Japan and reasons for this application.)
- 3) Curriculum Vitae (including history of education and jobs)
- 4) Certificate of your latest education (Certificate of (expected) graduation)
- 5) Academic transcripts/certificate of attendance
- 6) Passport
- 7) Resident card/ Alien registration card

### **Documents to be prepared by employer**

- 1) Copy of the employment contract  
(Including job description, duration of employment, and salary)
- 2) Letter of reasons for employment (Explanation of employer's necessity of hiring the applicant.)
- 3) Copy of the company's registration
- 4) Company's financial statements
- 5) Certificate of corporation tax payments 1 and 2 (for the most recent one year)
- 6) Company profile (brochures)
- 7) List of foreign employees (nationality, name, gender, hiring date, job assignment, visa status and expiry date)

\* Stock exchange-listed companies do not require the submission of items③、④、⑤.

### **Important notice**

- All certificates must be no more than 3 months old.
- All items that are not in Japanese should have a Japanese translation attached.
- Originals must be submitted and will not be returned under any circumstances.

## **4. Continuing a job search after graduation**

Foreign students for whom employment in Japan was not gained before graduation who wish to stay in Japan and continue searching for employment must change their status of residence from "college student" to "designated activities". The period of stay is generally 6 months but may be renewed one time (maximum period of stay will thus be one year).

### **Application for change of status to designated activities**

**【Documents required for application】**

- 1) Application for Change of Status of Residence

- 2) Passport
- 3) Resident card/Alien registration card
- 4) Financial documents to show that you will be able to support yourself during your stay
- 5) Copy of diploma or certificate of (expected) graduation/completion from university
- 6) Letter of recommendation of continuation of job hunting from the university you enrolled in
- 7) Documents that shows you are being engaged in job hunting
- 8) Paste a revenue stamp of the fee on the payment form
- 9) Notification of accepting organization (Item of notification: Left the organization)
- \* Submit a acceptance letter from your employer to the immigration office

#### **5. If you found a job but date of joining the company is the following fiscal year**

Those who will graduate in September or those who have received a job offer during the “designated activities” period of stay but the date of joining the company is beyond the period of stay may continue to reside in Japan. They must renew the period of stay under the status of “designated activities (for job offer).”

##### **【Documents required for application】**

- 1) Application for Change of Status of Residence
- 2) Passport
- 3) Resident card/Alien registration card
- 4) Financial documents to show that you will be able to support yourself during your stay
- 5) Curriculum vitae (in any format. Include history of education and jobs.)
- 6) Letter of employment offer
- 7) Copy of corporation registration and financial statements of the employer (company)
- 8) Company’ s profile (brochures)
- 9) Certificate of (expected) graduation
- 10) 4,000 yen (revenue stamp)

#### **[8] Visas for visiting family members**

The application procedures to obtain visas for short-term stay in Japan vary by country. For nationals of some countries visas are not required at all, while for nationals of other countries, obtaining a visa is extremely difficult and require a Japanese guarantor for application. In cases where visas are required, please consult the Japanese consulate in your home country. You are responsible for preparing the necessary documents but please feel free to consult with the International Affairs Department if you need help.

For details, refer to the Ministry of Foreign Affairs visa guides at

<http://www.mofa.go.jp/mofaj/toko/visa/index.htmlw>

#### **1) Short-term stay (90 days or less) visas**

For all countries requiring visas, a temporary visitor visa must be obtained before arriving in Japan. The temporary visitor visa is granted to visits from relatives and acquaintances that are not accompanied by compensation of any kind, and will be granted to those who will not reside in Japan for more than 90 days.

The visa application documents shall be submitted by the visitor to Japan at the Japanese consulate-general or embassy (hereafter overseas diplomatic mission) of their jurisdiction. Evaluation will be conducted at the overseas diplomatic mission but when necessary, the Ministry of Foreign Affairs Japan will intervene. Please allow adequate time for processing and evaluation of the application (the evaluation period generally takes between one week and one month).

#### **The following documents are required to apply for Temporary visitor status visa**

[Inviting visiting relatives/friends]

##### **a) In case of a foreign student inviting relatives/friends**

1. Certificate of booking of flights/boats (arrive in Japan and departing from Japan)
2. Itinerary
3. Letter of reasons for invitation (prepared by inviting student in Japan)



Attach any document to support your reasons for invitation, if any. For example, a medical certificate in the case of inviting a relative for medical care.

4. Documents about the inviting student
  - Certificate of alien registration issued by mayor (within three months)
  - Certificate of enrollment in university
  - Copy of passport (pages of name, photo and immigration stamps)
5. Documents to show that the applicant can pay the travel expenses of invitee such as applicant's certificate of deposit balance (when the inviter pays travel expenses.)
6. Certificate of income or tax payment issued by mayor (when the inviter pays travel expenses)
7. Letter of guarantee (certificate of Japanese government scholarship (KOKUHI) if the applicant is a KOKUHI recipient.)
8. Documents related to guarantor (same as above) \* University cannot serve as guarantor

**b) In the case that the inviter is a Japanese person**

- Certificate of residence (including all items on registration, within three month from issuance)
  - Certificate of employment or business license
  - The most recent certificate of tax payment issued by mayor or tax office, or copy of tax return form with a tax office's seal
- \*Total amount of income should be indicated. A withdrawal slip is not acceptable

**C) In the case that the inviter is a foreigner**

(He/she needs to have an eligible to work visa status with a term of three years or longer)

- Certificate of alien registration issued by mayor (within three months from issuance)
  - Certificate of employment or business license
  - The most recent certificate of tax payment issued by mayor or tax office or copy of tax return form with tax office's seal
- \* Total amount of income should be indicated. A withdrawal slip is not acceptable
- \*If the applicant is Chinese, documents listed on ⑦ and ⑧ must be submitted. For applicants other than Chinese, Japanese Embassy/consulate may still require them as supplemental documents.
- \*Proper format must be followed for the "Letter of reason for invitation," "Schedule of Stay" and "Letter of Guarantee."
- \*For details on the proper format and for the most recent information please refer to the Ministry of Foreign Affairs website.

**Procedure for international students of Chinese nationality to invite their relatives**

1. Items to prepare in Japan  
Required documents must have been issued within 3 months of the application  
↓
2. Send the required documents to the applicant in China  
Please be aware that you should not send the documents directly to the Ministry of Foreign Affairs, the Japanese Consulate-General, or the Japanese Embassy.  
↓
3. The applicant should also prepare their application form, passport, photograph and other necessary documents in China  
The required documents differ depending on the type of visa desired so consult with the Japanese Consulate-General or Embassy in China.  
↓
4. When all materials are prepared the applicant will be subject to the application process via a designated visa application office designated by the Japanese Consulate-General or Embassy in their jurisdiction. For details on the proper visa application office please consult with the Japanese Consulate-General or Embassy in applicant's jurisdiction. If necessary, the Embassy or Consulate-General may ask the applicant to attend an interview or submit additional documents.  
↓
5. Wait for examination results

If there are no problems with the application, the results will be determined within about a week.



6. If the examination is successful, entry will be granted.

The visa period will be three months

Visa extensions will not be granted

## **2) If the objective is long-term stay (to live with international student)**

If a foreign student studying in Japan under the residence status of “college student” wishes to bring family members to Japan to live together only his/her spouse and children are eligible. In that case, the resident status of the family member will be “dependent” and the activities permitted while in Japan will be limited to those related to daily activities like receiving childcare. The category of ‘daily activities’ does not extend to any paid activity. However, by obtaining permission to engage in activity that is outside the scope permitted, they may engage in part-time work under the same conditions as the college student.

In order to obtain the “dependent” status of the holder of a “college student” visa, the following procedure must be followed.

### **[Documents required for application]**

\* In case a foreign student apply for the Certificate of Eligibility for Status of Residence in Japan

1. Documents that prove the relationship between the student making the application and his/her family member(s) being brought to Japan (At least one of the following)
  - Family register
  - Certificate of Acceptance of Marriage Report
  - Marriage certificate
  - Birth certificate
2. Copy of resident card/alien registration card or passport of the foreign student
3. Document verifying the income of the applicant (certificate of deposit balance, certificate of remittances, document verifying the receipt of a scholarship, etc.)
4. Certificate of enrollment in university
5. Other supplementary materials
6. 2 photographs of family member(s) being brought to Japan as “dependent.” (4cm x 3 cm)
7. 1 self-addressed standard-size envelope with stamps worth 430 yen affixed (for recorded delivery purpose)

### **[9] On changes to the Immigration Control Act from July 9, 2012**

1. Periodic reporting of students who have graduated, withdrawn, been expelled or whose whereabouts are unknown

Tokai University undertakes periodic reporting of our international students who have graduated, withdrawn, been expelled, or whose whereabouts are unknown to the Ministry of Education, Culture, Sports, Science and Technology and the Immigration Bureau. If you are planning to revise or renew your resident status or period of stay please conduct the necessary procedures as soon as possible at the International Education Department (Academic Services Department at each campus).

2. Revocation of Status of Residence

When a foreign national staying in Japan with the status of residence has failed to continue to engage in the activity corresponding to that status for three months or more, their status of residence will be revoked. If the holder of status of residence “college student” has not engaged in their studies at the university or remains in Japan following graduation, completion of study, withdrawal, expulsion or leave of absence, their status will be revoked. Please exercise caution, as if this happens, there is the possibility that the foreign national will be deported from Japan immediately, may not be able to re-enter Japan for five years and will not be able to continue their studies. In cases of withdrawal, expulsion or leave of absence from school, please contact the International

Education Department (Academic Services Department at each campus). Further, you may not continue job search activities with a status of residence of “college student.”

3. Submission of information about affiliated institution (and activities) by the international student (This is applicable for students who have received their residence status since July 09, 2012 or for those who have renewed their status since then.)

In the event that the name or location of your affiliated institution (university) changes or in the event that you are no longer affiliated at the institution (graduation, withdrawal, etc) and have enrolled in a new institution (new enrollment or transfer) it is necessary to report this to the Immigration Bureau within 14 days of the change. For example, when you graduate from the institution prior to the enrolling in Tokai University, you must submit a <ridatsu> notice and once enrolled at Tokai you must submit a <iseki> notice.

**【Applicable international students】**

- Those who entered Japan for the first time on or after July 09, 2012
- Those who changed their resident status on or after July 09, 2012
- Those who extended their period of stay on or after July 09, 2012

Reasons	Documents to submit
When leaving Tokai University Graduation, completion, withdrawal, or expulsion	<ul style="list-style-type: none"> <li>• Form 1 and 2 &lt;ridatsu&gt;</li> <li>• Copy of resident card/alien registration card</li> </ul>
When enrolling in other university/grad school Japan after leaving Tokai University	<ul style="list-style-type: none"> <li>• Form 1, 2 &lt;ridatsu&gt;, and form 1-3 &lt;iseki&gt;</li> <li>• Copy of resident card/alien registration card</li> </ul>

You can download the forms from their website.

[http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10\\_00014.html](http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri10_00014.html)

**【Address】 (For students of Shonan, Yoyogi, and Takanawa campus)**

**108-8255**

東京都港区港南5-5-30

東京入国管理局 在留管理情報部門 届出受付担当宛て

**\* Write 「届出書在中」 in red on the surface of the envelop.**

**\* You must take the necessary documents to the Ministry of Justice by submitting them in person to your regional Immigration Bureau or sending them to the Tokyo Immigration Bureau within 14 days of the date when cause has arisen.**

**[10] Application agent for residency**

Beginning in April 2013, we will serve as “application agent” for international students on Shonan Campus, Isehara campus and Takanawa Campus related to items like extensions of period of stay. The “application agent” refers to someone who conducts the residency procedures with the Immigration Bureau in lieu of the student in an effort to facilitate proper applications.

1. Eligible for “application agent” services

■ Application for permission to renew the residence status period of stay: Limited to renewing the status to “college student.”

- Application for permission to engage in activities outside the scope of status of residence: Limited to those seeking permission for part-time work as a “college student.”

\* In cases where student has particularly bad grades the application may not be accepted for processing. Applications for students who have repeated a year or have bad grades will be individually assessed at time of application.

## 2. Period of accepting application documents

Please confirm the dates through which applications will be accepted and submit the necessary documents to the International Education Department. Applications will be accepted from 3 months prior to the expiration of residence status.

### [10] Application agent for residency

In the case of students from the countries that have entered into the tax convention with Japan, there are cases where income tax is exempt. Please consult with your employer.

## 4. Income Tax Exemption Scheme

In the case of students from the countries that have entered into the tax convention with Japan, there are cases where income tax is exempt. Please consult with your employer.

## 5. Tuition Reduction and Scholarships

《Offices in charge》

International Education Center (Shonan campus)  
Academic Affairs Dept. (other campuses)

### (1) Tuition Reduction

Tokai University offers tuition reductions to alleviate financial burdens for international students studying at their own expense so that they may focus on their studies. Information on applications for the tuition reduction is available on the bulletin boards located in the International Affairs Department.

\* Certificate of recipient of tuition reduction shall be issued by the Student Services Department. (Certificate is free of charge.)

Tuition reductions will be granted under following proper evaluation procedures. Results will be posted on the bulletin board of the International Education Department and campus Academic Services Departments and at the international students website (<http://www.tsc.u-tokai.ac.jp/shonan/ckokusai/iss/index.html>).

If the application period for the change of the status has passed, eligibility will be reconsidered.

### [Change of Status]

**Leave of absence** : Leave of absence taken from school for 2 months or longer and less than 6 months for unavoidable reasons such as illness.

**Withdrawal** : If student withdraws from university due to his/her personal wishes or other reasons

### **Expulsion** :

1. Those who do not submit their tuition and other expenses by the designated date.
2. Those who have not submitted a petition for re-enrollment two months after the completion of the leave of absence period.
3. Newly enrolled students who do not indicate a desire to complete their courses after a given period following the start of classes.

《The following students will be considered eligible》

Privately financed undergraduate and graduate students enrolled in the normal course with the status of “international student” who are deemed eligible for economic assistance.

However, students fulfilling any one of these conditions will not be eligible.

- Undergraduate students who have taken 9 semesters or more
- Graduate students who have exceeded the standard term of study and those who have been readmitted to submit their dissertation
- Recipients of Japanese government-sponsored scholarships recognized by the Japanese government Scholarship program
- Students dispatched from their government to engage in studies
- Those whose tuition is paid for by a company or scholarship granting organization
- Students whose academic result is considered not good enough to complete the course of his/her study.
- Students that are financially stable
- Students who’ s taking a leave of absence

**Contact:**

Shonan campus: International Education Center (C-Wing, 1 Floor. Bldg.1)

Other campus: Academic Affairs Department

## 6. Tutor Program

At Tokai University, there is a tutor program aimed for freshmen and sophomore international students where a graduate student will support the international student. Please think of the tutor as more of a confidant than a private tutor. Applications are given only to those who are interested in participating in the tutor program.

《Objectives of the Tutorial Program》

The objective of this program is for tutors (in principal, graduate students) to provide individualized tutoring services and course support for international students in order to support their academic endeavors. Tutors will not write reports for students but will provide assistance for international students needing help writing the report or conducting research

《Who can become a tutor》

As a rule, tutors will be Japanese graduate students, but in some cases international graduate students can also become tutors.

《International students who can receive instruction from tutors》

International undergraduate students who wish to receive instruction and who are in their 1st through 4th semesters (first and second years) at Tokai University may take advantage of this service.

Only students who truly need this service should apply.

In cases where the number of requests exceeds supply, students may undergo an interview process to determine need.

《The content of tutor instruction and aid》

Tutoring will be directed toward items related to university education, Japanese language and daily life.

《Compensation for tutors》

Tokai University will be responsible for payment.

《Dates of implementation, hours of instruction》

The tutorial program will be in effect from May - middle of February and will be limited to 150 hours during that time.

### 《Tutor match-ups》

The University will pair up undergraduate international students who have submitted tutor requests and graduate students. We plan to match up pairs that have similar areas of study, but in cases where graduate students of a particular specialization are not available, the university will pair the student up with a different graduate student.

### 《Warning》

Tutors should not be understood as private teachers, but someone to consult with.

Further, please make an effort to meet regularly with your tutor (at minimum once a month) and form friendly relations. (In cases where it is not possible to meet even once a week, telephone communications should be maintained)

### 《Applying》

Those who desire instruction from a tutor should fill out the application form, have their academic adviser fill out and sign the relevant portions and submit to the responsible office by the deadline indicated below. In some cases it will take some time to obtain the academic adviser's signature and permission so please contact them as soon as possible.

Submission location : International Affairs Department (Building no. 15, 5th floor)

※For campuses other than Shonan submit to your campus' s Academic and students affairs Department.

### 《Meeting between tutors and students》

We are planning a face-to-face meeting in the middle of May, 2014. ※For campuses other than Shonan please refer to the announcement from your campus' s Academic and student affairs Department.

### 《Contact》

International Education Center

Shonan campus: C-wing, 1<sup>st</sup> Floor, Building 1

Other campus: Student Affairs Department

## 7. Information from the university

### [1] Campus Life Engine

Campus Life Engine is a web system that provides important information for students (see below). Please access the site periodically or set up automatic message forwarding.

[Types of information on the engine]

- Messages from your teachers
- Class cancellations
- Visa extension
- Scholarship
- Your academic performance
- Emergency messages, etc.



★ID and password are required to login. (Provided at the orientation)

PC : <https://cleweb.tsc.u-tokai.ac.jp/>

Mobile phone: <https://cleweb.tsc.u-tokai.ac.jp/k/>

Smart phone : <https://cleweb.tsc.u-tokai.ac.jp/sp/>

### [2] Campus bulletin boards

Campus bulletin boards are also used to provide you of information. Please check the board

periodically. (For the locations, please ask your homeroom teacher or academic adviser.)

### [3] Wireless LAN (Wi-Fi)

(1) Wifi area : Bldg. #1, #5(1st floor), #6, #8 (Cafeteria), #13 (2<sup>nd</sup> floor), #14, #16 (except for 4<sup>th</sup> floor), Bldg. #B (1<sup>st</sup> floor), Com-Square (2<sup>nd</sup> floor), Lawson, Cafe (Doutor)

(2) Set-up instructions:

<http://www.cc.u-tokai.ac.jp/FAQ/Wireless/WPA/index.html>

## 8. Healthcare

### [1] Health Care Promotion Center (15<sup>th</sup> Bldg., 2F)

If you become sick or injured on campus, you can get initial treatment at the Health Care Promotion Center. (They will provide you with a referral to a clinic or a hospital.)

Once a year (spring or fall depending on your entrance timing), the Health Care Promotion Center offers medical checkups (free) for full-time students. Confirm the checkup schedule in advance (Available on certain days only). A health report can be issued upon your request (100 yen).

Please check the website or bulletin board of the Health Care Promotion Center periodically. They have information on epidemic diseases and its preventions.

Campus	Place	周知方法
Shonan campus Health Promotion Center	2nd floor Bldg. 15	Bulletin board
Takanawa campus Health Promotion Center	1 <sup>st</sup> floor Bldg. 1	Bulletin board
Yoyogi campus Health Promotion Center	1 <sup>st</sup> floor Bldg. 4	Bulletin board
Isehara campus Health Promotion Center	1 <sup>st</sup> floor Bldg. 3	Bulletin board
Shimizu campus Health Promotion Center	2 <sup>nd</sup> floor Bldg. 2	Bulletin board
Sapporo campus Health Promotion Center	1 <sup>st</sup> floor Bldg. 2	Bulletin board
Kumamoto campus Health Promotion Center	1 <sup>st</sup> floor Bldg. 1 (new)	Bulletin board

### [2] National Health Insurance

Medical costs in Japan are expensive. For example, it



would cost 5,000 yen for a simple diagnosis. To reduce the burden, Japan has a National Health Insurance system that would cover 70% of the general medical treatments. International students who are staying in Japan for more than 3 months have an obligation to purchase the insurance.

1. How to register for National Health Insurance

Apply at the city hall of your residence. (Bring your residence card and student ID card)

2. National Health Insurance Card

After several weeks, National Health Insurance Card will be sent to you by postal mail. Please always bring it with you..

3. Cost

In general, foreign students need to pay around 2,000 per month. An invoice will be sent to you by postal mail. You can pay at almost any convenience stores and banks around the campus. Be sure to pay it before the deadline indicated on the invoice.

4. Support for high medical expenses

National Health Insurance has a system to reimburse the medical expense above 35,400 yen/month (e.g hospitalization). (It does not cover the expense other than general medications such as meals, cleaning, and private room charges. Reimbursement process shall be completed at a city hall.

**[3] Student Health Insurance Mutual Union (Gakusei Kenpo)**

Tokai University has a Student Health Insurance Mutual Union that was established to help cover the costs of medical expenses.

Under the National Health Insurance system, when you receive medical care to treat illnesses or injuries the patient usually covers 30% of total costs.

The Student Health Insurance Mutual Union provides this 30% to the student, in effect rendering the medical treatment free. Be advised that dental care is not covered.

Further, there is a maximum limit to the coverage of 40,000 yen per month for outpatient and hospital care, for a maximum of 480,000 yen each year.

If you have any questions or require details about the distribution of medical expenses or procedural issues please contact the Student Support Department or your campus's Student Services Department.



Status	Total cost of medical care	Amount covered by National Health Insurance (70%)	Amount covered by Student Health Insurance Mutual Union	Final costs paid by student	Method of enrollment
Undergraduate, graduate student	¥10,000	¥7,000	¥3,000	¥0	Automatically upon enrollment
Japanese Language Course for International Students	¥10,000	¥7,000	¥3,000 (if enrolled)	¥0	Enrollment possible. Contact the International Affairs Department for details.
<p>• You must complete your paperwork within three months of the month following the receipt of treatment (after three months you will no longer be eligible for support)</p> <p>• Some types of care, such as dental treatment are not covered by the Student Health Insurance Mutual Union.</p> <p>Students enrolled in the Japanese Language Course for International Students must pay 2,200 yen to enroll in the Student Health Insurance Mutual Union (coverage for 6 months)</p> <p>You may extend your enrollment after 6 months.</p> <p>《Department in charge of accepting applications for medical care reimbursement》  Student Support Department (Shonan campus)  For other campuses see your Student Services Department</p>					

## 9. Career Support

<http://www.u-tokai.ac.jp/career/index.html>

The nearest bank to open an account is the Bank of Yokohama. (1min. walk from Tokai-daigakumae Station.)

The first job you obtain after university is an important starting point for you as working adult and can greatly impact the rest of your life.

The secret to a successful job search lies in understanding your strengths and working while you are a student to obtain your goals.

Each campus has a Career Support Department and Student Services Department that can provide consultation regarding your future employment, assistance with obtaining information about companies, and providing introductions. Further, each fall, we hold a “Job path guidance” during which we explain the job search process. International students thinking about starting this process should attend.

We know that as international students you have many worries and doubts about conducting a job search in a foreign land, and Career Services is here to alleviate these concerns.

### [How to find a job]

The job search process for international students is basically the same as Japanese students but there are some differences.

#### 1. The job search process begins with a self-analysis.

Ask yourself why you came to Japan to study, what you learned in Japan, and why you want to work in Japan.

#### 2. Please think about your future plans: for example, whether you plan on working in Japan for the rest of your life or if you plan to return to your home country.

Companies hiring full-time (regular) employees are making personnel decisions based on the company’ s long-term plans.

#### 3. Research of industries

Think concretely about what type of work you would like to do at the desired company. Further, it is necessary to bring your ideas close to what the company at hand desires from international students. To do this, it is necessary to pay close attention to hiring conditions and compensation.

#### 4. Research of types of work

International students conducting a job search in Japan must obtain work in a field that is directly related to their area of specialization at university or one that requires specialized language skills. Following the receipt of a job offer and before beginning work it is necessary to change your residency status from “college student” to “specialist in humanities/international services,” “engineer,” etc. In order to prevent the rejection of this change in residency status it is necessary to confirm the content of the work and request the preparation of necessary documents from the company.

#### ■ Reasons that Japanese companies hire international students

The main reasons given for Japanese companies to hire international students include most commonly, “in order to secure talented personnel regardless of nationality”, “in order to internationalize our endeavors” or “because foreign language skills are vital to the type of work we engage in.”

■ Japanese language ability required of international students

68% of companies answered “the ability to create reports and business letters” and 26.2% answered “the ability to communicate in business.” In this way, 95% of companies answered that they require a Japanese language ability that exceeds daily conversation levels.

Centers	Services
Employment service center for foreigners	Providing job information and career consultation. Places : Tokyo, Osaka, and Nagoya URL : Tokyo <a href="http://tokyo-foreigner.jsite.mhlw.bo.jp">http : //tokyo-foreigner.jsite.mhlw.bo.jp</a> Osaka <a href="http://osaka-foreigner.jsite.mhlw.bo.jp">http://osaka-foreigner.jsite.mhlw.bo.jp</a> Nagoya <a href="http://aichi-foreigner.jsite.mhlw.bo.jp">http://aichi-foreigner.jsite.mhlw.bo.jp</a>
Immigration bureau Information center	Consultation on visa procedures Places : Sendai, Tokyo, Shinjuku, Yokohama, Nagoya, Osaka, Kobe, Hiroshima, and Fukuoka URL : <a href="http://www.immi-moj.go.jp/ingo/i_main.html">http : //www.immi-moj.go.jp/ingo/i_main.html</a>
Employment support for foreign students	JASSO <a href="http://www.jasso.go.jp/job/index.html">http://www.jasso.go.jp/job/index.html</a>

## 10. Other information

### [1] Bank account

The nearest bank to open an account is the Bank of Yokohama. (1min. walk from Tokai-daigakumae Station.)

Things to prepare:

- Student ID card
- Residence card
- Hanko (Name stamp)
- Some money
- Social security number (for US citizens)



You will receive your bankbook at the counter after completing all the procedures. Your cash card will be sent to you by postal mail after 1-2 weeks.

### [2] Mobile phone

A mobile phone agent will come to the orientation session and introduce you the plans especially set for international students of Tokai University.

Things to prepare:

- Student ID card
- Residence card
- Credit card etc.



### [3] Post Office

The nearest post office is about 5 min. walk from the north gate of the campus.

Open hours:

Mon. - Fri. (9:00-17:00)

(Some post offices open on weekends)

For more details, please see: <http://www.post.japanpost.jp/english/index.html>

### [4] Transportation

Prepaid cards (PASMO and Suica) are very convenient. You can buy them at any train station. They can be used for train fares, bus fares, and even buying things at some shops.



#### A) How to pay the bus fare

1. Prepare a prepaid card (strongly recommended!). Confirm that the card has been refilled.
2. Get on the bus and place your prepaid card over the card reader.
3. When you hear the announcement of the bus stop you want to get off at, press the button nearby to notify the driver.
4. Place your prepaid card over the card reader next to the driver and get off.



[Note]

- You can also use cash for the fare.

For more details, refer to Japan National Tourism Organization's website at:

<http://www.jnto.go.jp/eng/arrange/transportation/auto/bus.html>

#### B) How to pay the train fare

1. Prepare a prepaid card.
2. Place your prepaid card over the card reader at the gate when you enter/exit the station.

[Note]

- You can buy a ticket and ride the trains too.
- It takes approx. 70 min. from Shinjuku station to Tokai-daigakumae station (Odakyu line)

For more details, refer to Odakyu line's website at: <http://www.odakyu.jp/english/traffic/>

### [5] Emergency

#### [Fire] 119: (free call)

1. ACTIVATE THE FIRE ALARM IF IT IS NOT ALREADY SOUNDING. Knock on doors and shout on your way out to notify other residents.
2. LEAVE THE BUILDING from THE NEAREST EXIT
3. Call the fire engine. (Tell them slowly and clearly that you need a fire engine (Shoubou sha). Tell them your location, a nearby building and your name.

### **[Ambulance] 119: (free call)**

1. Call 119 and tell them that you need an ambulance (Kyukyu sha).
2. Describe the situation as much as possible (sickness, injuries, unconscious, bleeding, etc.)
3. Tell them your location, a nearby building and your name.

If your injury or sickness is not serious enough to call an ambulance and you think you can go to the hospital by yourself, use a taxi.

### **[Police] 110: (free call) (Theft, traffic accident, violence)**

1. Describe the situation as much as possible. (Theft, accident, violence, injured, etc.)
2. Tell them your location, a nearby building and your name.

### **[Police box] (Koban) (Lost and found, minor problems)**

If you have lost or find something in a public space, visit the nearest police box to report it. You can also ask for directions if you get lost.

### **[Earthquakes]**

Japan has many earthquakes. Be prepared and stay calm when it occurs.

- Protect your head and body by going under a table or by a pillow or cushion. Do not move until the main quake ceases.
- Turn off all heat sources such as gas (close the valve), stoves, dryer (unplug), etc.
- Secure a way to evacuate the premises.
- Evacuate! (There may be small shakes following the main quake. Wear shoes to avoid injuries. Don't use elevators or vehicles. Travel on foot. Stay away from walls.)
- When evacuating, follow the instructions of teachers, university staff, dorm manager, RA, etc.

For more information on earthquake, refer to the website of Kanagawa Prefecture:

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

## **[6] Others**

### 1) Part-time job:

Students who have a visa status of "Student" are not permitted to work. (Tokai University does not allow international students coming under exchange programs to work.)

If a privately-funded international student wishes to have a part-time job, please come to the International Affairs Department. He/she will need to obtain permission from the immigration office. (Part-time in adult entertainment business including Pachinko parlors are prohibited. Working over 28 hours/week is also prohibited.)

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

### 2) Smoking and drinking

Smoking and drinking under 20 years old is prohibited under Japanese law.

### 3) Downloading

Illegal downloading of music or movies through the internet is prohibited under Japanese law.

### 4) Safety

Although many people think Japan is a safe country, crimes do frequently occur

- Do not leave your wallet or bag in a classroom or public space.
- Do not walk alone late at night.
- Protect yourself from fraud.



# Shonan Campus Map

