

# Schedule and Formalities after Completing Admission Registration

KEIO UNIVERSITY 2024

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The Keio University Student website



Notification System for New Students



This guide contains information regarding important events and formalities. Read this carefully in conjunction with the websites below.

The Keio University Student website

<https://www.students.keio.ac.jp/>

Notification System for New Students

<https://fresh.keio.jp/>

\*Registration on keio.jp is required for accessing (Refer to page 1).

## **I. Information Concerning Procedures After Admission**

### **1. Schedule of Events**

Date	Event	Remarks
September 24	Entrance Ceremony	Refer to page 1 “2. Entrance Ceremony”.
September 24-28	Orientation etc.	Refer to page 3.
September 26 - October 11	Online Questionnaire	Refer to page 9.
October 1	Classes start	
October 25 & 28 & 29	Health Checkup	Refer to page 9.

### **2. Entrance Ceremony**

Date : September 24 (Tue.), 2024

Venue : West School Building Hall, Mita Campus

\*Details will be announced on the Keio University website once they are decided. <https://www.keio.ac.jp/en/>

\* Please note that the details may be subject to change in case of unforeseen circumstances.

Refer to the website for the latest information.

### **3. Announcement of Class Groups, Student ID Numbers, and Foreign Language Classes on the “Notification System for New Students”**

The Notification System for New Students website details vital information for new students set to enroll at Keio University. Information covering classes, student ID numbers, and foreign language classes can be found on this site. Please prepare for the new semester and complete the following procedures by 15:00 on September 19.

#### **(1) Register on keio.jp (obtain your Keio ID and password)**

Registration Period: From 15:00 on September 10 to 15:00 on September 19

Please read through the attached sheet titled “Announcement of Classes Groups, Student ID Numbers, and Foreign Language Classes / keio.jp and ITC Account Registration Method” and complete your registration within the period listed above.

#### **(2) Confirm your classes, student ID numbers and foreign language classes on the Notification System for New Students (log in with your newly obtained Keio ID) after 15:00 on September 13.**

**Notification System for New Students**     <https://fresh.keio.jp/>



If you were unable to register on keio.jp within the period given in 3-(1) and could not confirm your classes, your student ID number or foreign language classes, you should obtain your account after 8:30 on September 22. If you do not have internet environment and can not complete the account registration, please come to the Hiyoshi Office of Student Services located on the first floor of the Fourth Building, Independence Wing (*Dokuritsukan*) on or after September 24.

#### 4. Getting your student ID card

- (1) Submit your Student Information Card (refer to page 7) when you go to receive your student ID card.
- (2) Refer to page 3 for your faculty regarding where/when you can receive your student ID card.
- (3) Student ID card can only be issued directly to the holder of the Student Information Card.
- (4) Make sure to check that the name and date of birth on your student ID card and the registration sticker (issued along with your student ID card) are correct. Your name as registered will be used when issuing a wide variety of certificates, so please check in detail the spelling, order of first and last names, and presence or absence of a middle name. If your name is spelled incorrectly, visit the General Affairs and Inquires Section at the Hiyoshi Office of Student Services on the first floor of the Fourth Building, Independence Wing (*Dokuritsukan*) to have it corrected.

#### 5. Orientation for New Students

- (1) Failure to attend the faculty events listed on page 3 can negatively impact students' chances of advancing to the next school year or their chances of graduating. Make sure to attend the events. Class orientation sessions will explain your curriculum in detail.
- (2) Keep any materials you receive at orientation on hand at all times during the orientation period.
- (3) Network orientation will explain how to use the university network account that is required for using laptops in class and course registration. The orientation will also cover the Hiyoshi Media Center (Library). Instead of the face-to-face guidance, we will upload materials in the News column on K-Support. It is your own responsibility to check for this information.

#### 6. Hiyoshi Media Center (Library)

Keio University Media Centers (Libraries) provide you with many resources and types of facility that are necessary for your study and research. Please refer to the following link for more information.

■For New Students : How to use Media Centers (Libraries)

[https://libguides.lib.keio.ac.jp/for\\_newstudents\\_en](https://libguides.lib.keio.ac.jp/for_newstudents_en)



Please check the following link for the latest information about Hiyoshi Media Center (Library).

■Hiyoshi Media Center

<https://www.lib.keio.ac.jp/en/hiyoshi/>



# PEARL (Faculty of Economics)

**Any changes to the schedule will be announced on the websites.**

**Before-Admission:** Keio University Student Website (<https://www.students.keio.ac.jp/en/>)  
The Notification System for New Students (refer to page.1)

**After-Admission:** Keio University Student Website  
K-Support ([refer](#) to page.4)

Dates	Campus	Events		
September 13 After 15:00	—	<b>Announcement of Class Groups, Student ID Numbers, and Foreign Language Classes:</b> Please go to the Notification System for New Students and complete the necessary procedures <b>by 15:00 on September 19. (refer to page 1)</b>		
September 24	Mita	<b>10:00-Entrance Ceremony</b> @West School Building Hall, Mita Campus  Refer to page 1 "2. Entrance Ceremony".	<b>11:00-11:30 Orientation</b> @ Room 526, West School Building	<b>Orientation about Student Life</b> @ (*1)  <b>Network Orientation</b> @ (*1)  <b>International Student Orientation</b> @ (*1) *All international students with foreign nationality  <b>Scholarship Guidance</b> @ (*1) As for eligible student, please refer to page 11
September 25	Hiyoshi	<b>IMPORTANT</b> <b>9:00-10:00</b> <b>Submission of Required Documents &amp; Distribution of Student ID card</b> @Room D202, Fourth Building Independence Wing (Dokuritsukan)  <b>10:00-12:00</b> <b>Class Orientation</b> @Room D201, Fourth Building Independence Wing (Dokuritsukan) (curriculum, course registration etc.)	<b>13:00-14:30</b> <b>Help Desk</b> @Room D201, Fourth Building Independence Wing (Dokuritsukan)	
September 25- 27	Hiyoshi	<b>First Course Registration Period</b> <b>:25<sup>th</sup> 12:30 - 27<sup>th</sup> 16:00 (*2)</b>	<b>26<sup>th</sup> and 27<sup>th</sup> 12:30-14:00</b> <b>Help Desk</b> @Room D201, Fourth Building Independence Wing (Dokuritsukan)	Please complete the course registration for all courses you wish to take during this period. After completing the registration, please make sure that there are no mistakes or omissions in courses and fields.  Students can delete the registered courses at the first registration during the second registration period scheduled later. Please be aware that students cannot register courses that have reached their quota for registered students due to the first registration results during the second registration period.
September 28	Hiyoshi	<b>Second Course Registration Period</b> <b>:28<sup>th</sup> 18:00 – Oct 8<sup>th</sup> 10:00 (*2)</b>		
October 1	Hiyoshi	<b>Classes start</b>		

\*1 Instead of providing face-to-face guidance, we will upload materials in the News column on K-Support, etc.

\*2 Please refer to "Course Registration Guide" for details. (<https://www.students.keio.ac.jp/en/hy/econ/pearl/class/registration/>)

## **Help Desk:**

Consultation Session with the Academic Director for students seeking assistance with course registration and curriculum inquiries. Students who wish to consult should attend.

September 25 <sup>th</sup> 13:00-14:30 September 26 <sup>th</sup> 12:30-14:00 September 27 <sup>th</sup> 12:30-14:00	@Room D201, Fourth Building Independence Wing (Dokuritsukan)
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## II. Accessing the University Network

There are many instances while studying at Keio University when students are required to access or register certain information using the university's online network. These procedures can be done using your computer at home or the computers on campus.

This chapter provides an outline of the network services available to students and an explanation on how to use the on-campus computers, printers, etc. For more information on Keio's network services, refer to *CALAMVS GLADIO FORTIOR (Keio Campus Guide)* and this site.

Guide on using computers and the network

[https://secure.itc.keio.ac.jp/c/a/itc/en/fresh\\_index\\_hc.html](https://secure.itc.keio.ac.jp/c/a/itc/en/fresh_index_hc.html)

(The keio.jp account mentioned below will be required to view this page)



### 1. Types of Services

Here is a brief explanation of two types of accounts.

If you forget your username and/or password, please come to the following office with your student ID card

Account	Service	How to obtain	Username	Office
keio.jp Account	K-LMS:Keio Learning Management System K-LMS:CanvasLMS - Course registration - Web Entry System - Checking cancelled and make-up classes - Pre-Course Registration - Grade Report Google Workspace for Education (e-mail, etc.) Reviewing items on your library record Obtaining software licenses Accessing e-journals/databases Using of wireless LAN (Wi-Fi)	You can activate your ITC account and keio.jp account by using your serial key during the registration period. For information on how to register, please refer to the separate document titled "Announcement of Class Groups, Student ID Numbers, and Foreign Language Classes / keio.jp and ITC Account Registration Method" included with the materials that are handed out.	Your username is same as your e-mail address for Keio mail (e.g. keiotaro@keio.jp)	Hiyoshi KIC, B1F Seventh Building
	ITC Account - Use of on-campus computers - Use of wireless LAN (Wi-Fi)		8-character username (alphanumeric) starting with "u" (e.g. ub999999)	

\*Students can use wireless LAN (Wi-Fi) via both their keio.jp Account and ITC Account.

### 2. keio.jp

The Keio Single Sign-On System (keio.jp) is the system used to access the various online services that Keio University provides. Students enrolled at Keio University use keio.jp to register courses, view grade reports, etc. To use keio.jp, access the following website and input the ID and password for your keio.jp account to log in.

To use "K-Support" a portal site for current students that consolidates the above services, please access the following site and login with your keio.jp account ID and password.

After logging in, the "K-Support" top page contains the latest information (News/Messages), including various announcements, invitations to come to the school, and event information. Please check it on a daily basis. Important notices may also be sent directly to your keio.jp e-mail account.

<https://keio.jp/>



Select the service you wish to use from the “Application” menu, which will be displayed on the screen after you log in.

The login authentication screen will be changed from September 15 (Sun.). Though, the login method will remain unchanged.

Please refer to the following link for more details on “K-Support.”

<https://www.students.keio.ac.jp/en/com/class/system/index.html#ksupport>



### 3. Using the On-Campus Computers and Printers, Rental Laptops, and Wireless LAN (Wi-Fi)

There are 3 printers and 424 computers in the computer rooms and other areas on campus for your use. The computers provide Internet access and are installed with the necessary software for class work and study. Details of the various types of services listed below can also be found on the Hiyoshi ITC website.

[https://www.hc.itc.keio.ac.jp/en/top\\_hc.html](https://www.hc.itc.keio.ac.jp/en/top_hc.html)

These services can be availed of from September 24, 2024.

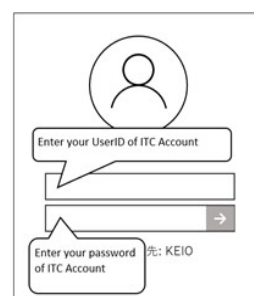
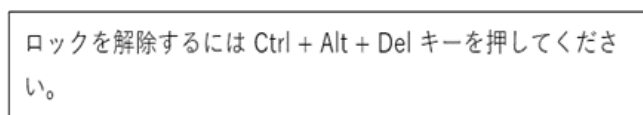


#### ① Number and location of computers

Building	Room	Number of Computers
Seventh Building	Study Space with PCs	19
	701	17
	702	35
	703	51
	704	121
Hiyoshi Media Center (Library)		51
Fourth Building Independence Wing	DB109	57
	DB110	73

#### ② Using the computers on campus

When using computers in the computer rooms, switch on the computer (if switched off), and when the image (see below image on the left) appears, press Ctrl+Alt+Delete to start. When the login screen appears (see below image on the right), enter your ITC account username (8-character username starting with “u”; e.g., “ub999999”) and your password, and then click the arrow button on the right.



#### ③ Using the printers

Printing charges are calculated by the number of pages printed and whether you print in black and white or color. Payment is accepted in cash only.

- Black and white (A3/A4):10 yen per side
- Color (A3/A4):50 yen per side

If you are printing from a university computer, the document can be printed out from any of the printers on campus.

You can also use your own computer to print out documents from the printers on campus. For details about using printers, see the following website.

[https://secure.itc.keio.ac.jp/c/a/hc/en/com\\_printcopy.html](https://secure.itc.keio.ac.jp/c/a/hc/en/com_printcopy.html)



#### ④ Wireless LAN (Wi-Fi)

Rental laptops, personal computers, and mobile devices can be connected to the Internet. Wireless LAN (Wi-Fi) will be available after setting up your devices.

You must have a keio.jp or ITC account to obtain the password for Wi-Fi connection.

How to connect to the wireless network:

[https://www.hc.itc.keio.ac.jp/en/net\\_connect\\_keiomobile2\\_peap.html](https://www.hc.itc.keio.ac.jp/en/net_connect_keiomobile2_peap.html)



#### ⑤ Rental laptops

When classes are held during the semester, Hiyoshi KIC (B1F Seventh Building) rents out laptops. Students can use these laptops when the computer rooms are closed or when they would like to work on their class assignments off campus. Please refer to the following link for more details.

[https://www.hc.itc.keio.ac.jp/en/com\\_rental\\_hc.html](https://www.hc.itc.keio.ac.jp/en/com_rental_hc.html)



### **III. Submitting Forms and Confirming and Updating Address**

#### **1. Student Information Card (Submission Required)**

Fill in every section of the card including the back side. Remember to attach two photos: one in each of the spaces provided.

The Student Information Card is an important source of information when the university needs to contact guarantors or relatives in the case of an emergency.

Take note of the followings:

- (1) Address: Write the address at which you will reside during the school year including the apartment name and room number. Also, if you are living with relatives or friends, write your address including c/o (name of householder) to ensure that any mail is delivered.
- (2) E-mail address: Write clearly so that it is easy to read.
- (3) Guarantor: Make sure that the guarantor listed on your student information card is same as the one written on your pledge that was registered online when you carried out the enrollment procedures.
- (4) Emergency contact: Please write down the phone numbers of persons who can be easily contacted in an emergency (friends residing in Japan, etc.). Please write the contact information for at least two people other than the person whose details appear on the front of the card.
- (5) Relationship with student: Write the nature of your relationship with your guarantor and emergency contacts. Please write “father,” “mother,” “grandfather,” “uncle,” etc.

#### **2. Confirming and updating your address**

◆ Check the table below and complete all necessary procedures.

Target Students	Procedures	Methods
Students who live with their guarantor	-Confirm your current address, Register contact information	-Confirm and register via K-Support (refer to ①)
Students living separately from their guarantor who resides <u>in Japan</u>	-Change your current address, Register contact information	-Update and register via K-Support (refer to ②)
Students living separately from their guarantor who resides <u>overseas</u>	-Change your current address, Register contact information -Register emergency contact in Japan	-Update and register via K-Support (refer to ② and ③)

\*You can confirm, update, and register your current address via K-Support starting after 9:00 on September 24 (tentative). Please be sure to complete procedures ① and ② by September 27.

[Important!] If these procedures are not completed, you will experience various obstructions in your student life including not receiving important communications from the university. Please promptly carry out the required confirmations, updates, and registrations.

##### **① Confirming your current address and registering of contact information**

- (1) Log in to K-Support (the landing page when logging in to keio.jp) and select “Confirmation/Change Address” under “Applications” in the right-hand menu (upper right menu button for smartphones).
- (2) By default, your current address is registered as the address for your guarantor that was submitted for admission registration.
- (3) If the address is correct, click the "Change" button, and register your contact information (mobile phone, email address).



**② Updating your current address and registering contact information**

- (1) Log in to K-Support (the landing page when logging in to keio.jp) and select “Confirmation/Change Address” under “Applications” in the right-hand menu (upper right menu button for smartphones).
- (2) By default, your current address is registered as the address for your guarantor that was submitted for admission registration. (If the guarantor resides overseas, the address is blank.)
- (3) Click the "Change" button and register your new address and contact information (mobile phone, email address).

**③ Registering your emergency contact in Japan (for those whose guarantor lives overseas)**

If your guarantor is residing overseas, you will need to register the address and information for someone living in Japan for us to contact in the event of an emergency.

- (1) Log in to K-Support (the landing page when logging in to keio.jp) and select “Emergency contact in Japan” under “Applications” in the right-hand menu (right-hand menu button for smartphones)
- (2) Click the "Apply" button and register the address and contact information (mobile phone, email address) of someone living in Japan to contact in the event of an emergency.

## IV. Health Care

### 1. Annual Health Checkup

1. Period for completion of online questionnaire: September 26 (Thu.) to October 11 (Fri.)

※Please ensure that you complete the questionnaire within the specified period.

An announcement will be made on the university portal site (K-Support).

2. Health checkup examinations including physical measurements:

[Venue /date and time]

Health Center Headquarters at Hiyoshi

October 25 (Fri) • October 28 (Mon) • October 29 (Tue)

[Checkup Items]

Body measurements (height/weight), urinalysis, visual acuity, Blood pressure/Pulse rate, physical examination, electrocardiogram (\*1), chest X-ray (\*2)

\*1 Only for new undergraduate students and those instructed \*2 Only for new students and those instructed

### 2. Health Center

Keio University established the Health Centers and the Clinics, which are available to all Keio students for health checkups, health management, health consultations, and education on environmental health and hygiene.

### 3. Keio Gijuku Clinic

You are able to see doctors (physicians and psychiatrists) for consultations and treatments, as well as have certificates issued at the clinics on the Hiyoshi, Mita, Yagami, and Shonan-Fujisawa Campuses. Please make sure to check the information guide about the clinic before coming to see a doctor. Also, we ask that you bring your student ID card to show at the front desk.

Keio Gijuku Clinics

<https://www.hcc.keio.ac.jp/en/clinic/index.html>



The treatments received at the Keio Gijuku Clinics must be paid for at your own expense (100% of cost), you will only be billed for 50% (tax included) of the cost as the remaining 50% is subsidized by the Student Health Care Mutual Aid Association (*Gakuseikenpo*).

Notice: Clinics may be closed temporarily due to events, etc. If you are planning to visit a clinic, please confirm beforehand whether it will be open that day via the website.

### 4. Prevention of Infectious Diseases

We request that those on campus report when they suffered from symptoms of infectious diseases such as measles, rubella, mumps, chickenpox, whooping cough, influenza, and COVID-19.

Students who contract an infectious disease specified in the School Health and Safety Act should not come to campus. If you have contracted an infectious disease, please file a report online with the Keio University Health Center immediately. (<https://www.hcc.keio.ac.jp/en/infection/index.html>)



Once you have recovered and plan to come back to campus, please fill out the required field of the “Permission of Return to Campus” (available for download at <https://www.hcc.keio.ac.jp/en/infection/report.html>) and submit it to the Health Center on the day you start attending classes again. Depending on the infectious disease, you may need to present a medical certificate from your physician or undergo a consultation with one of the school doctors at the Health Center. For more information, please visit the Keio University Health Center website.

#### **5. Medical Care Benefits through the Keio Student Health Care Mutual Aid Association (*Gakuseikenpo*)**

Under the medical care benefit system at Keio University, students who receive medical treatment covered by Japan's National Health Insurance scheme will be reimbursed a portion of the co-payment amount. If the student performs the prescribed procedures at the appropriate office on the campus where he/she is registered (at the Student Life Services of the Hiyoshi Office of Student Services) within the specified period, they will be eligible to receive the benefit. For more details, refer to the Guidebook for the Keio Student Health Care Mutual Aid Association (*Kenpo-no-tebiki*), which is available at the link below.

[https://www.students.keio.ac.jp/com/life/health/files/en\\_tebiki.pdf](https://www.students.keio.ac.jp/com/life/health/files/en_tebiki.pdf)

## V. Student Life

### 1. Scholarships

Two types of scholarships are available at Keio University. Students qualify for scholarships based on the student's nationality and status of residency.

**Type 1 : ◆ Scholarships for Japanese students and international students whose status of residence is either “Permanent resident”, “Special Permanent resident”, “Long-term resident”, “Dependent” or “Child or spouse of Japanese national (Permanent resident)”.**

\* Students who possess the status of “Dependent” may only apply for internal scholarships with a duration of one academic year.

or

**Type 2 :◆ Scholarships for international students whose status of residence is “Student”**

**Type 1 : ◆ Scholarships for Japanese students and international students whose status of residence is either “Permanent resident”, “Special Permanent resident”, “Long-term resident”, “Dependent” or “Child or spouse of Japanese national (Permanent resident)”.**

Applications for all of the scholarships are accepted after entering Keio University. Most of the scholarships will become open for applications in April and May, but there are also several internal scholarships that accept applications in the Fall Semester.

Check the *Jukusei Site* (Keio University Students Website) for information on applying and submitting the required documents for the scholarship of your choice by the specified deadline. Refer to the *Shogakukin-Annai* (Keio University Scholarship Information Guidebook) for information on the different types of scholarships available, how to apply, and what documents are required.

#### **The *Shogakukin-Annai* (Keio University Scholarship Information Guidebook)**

The *Shogakukin-Annai* (Keio University Scholarship Information Guidebook) booklets are available at the links below.

##### Japanese Version

The *Shogakukin-Annai* (Keio University Scholarship Information Guidebook)

[https://my.ebook5.net/keio-shogakukin/annai-gakubu\\_2024/](https://my.ebook5.net/keio-shogakukin/annai-gakubu_2024/)

##### English Version (A partial translation of the Japanese version)

Keio University Scholarship Information Guidebook

[https://kif2.keio.jp/jukunai/hiyoshi/scholarships/en\\_\\_guidebook\\_2024.pdf](https://kif2.keio.jp/jukunai/hiyoshi/scholarships/en__guidebook_2024.pdf)

### **What to prepare before your application**

When applying for scholarships, you will need to submit various types of documents (proof of income, academic transcript, etc.). The documents related to academic performance that applicants should prepare well in advance are listed in the next page.

## Documents related to academic performance

There are different requirements for applicants who graduated a Japanese High School and those who graduated High School in another country as given below.

### Japanese High Schools

- Please make sure to submit the original copy of an Official School Report (*Chōsasho*).
- If your school uses a ten-point grading scale, ask for an Official School Report (*Chōsasho*) with a five-point grading scale.
- Official School Reports (*Chōsasho*) of expected graduation are not valid.
- If your high school provides both Official School Report (*Chōsasho*) and transcript of academic record, make sure you submit the Official School Report (*Chōsasho*).
- Applicants who passed the Upper Secondary School Equivalency Examination or the University Entrance Qualification Examination may submit the score report for those exams instead.

### High Schools abroad

- Persons who graduated from a high school overseas should submit a document that certifies their grades for each year. If possible, have the document issued in English. In addition, if your high school is an affiliated school with the headquarters in Japan, and if it is possible, request for a transcript that follows the same format of an Official School Report (*Chōsasho*).

## Documents related to academic performance when applying for multiple scholarships

Applicants need to prepare separate sets of application documents for JASSO's scholarships and for other types of scholarships. If you are planning to apply for a JASSO's scholarships as well as other types of scholarships, you will need to prepare two original copies of documents related to academic performance and documents related to guarantor's income.

\*For information on other necessary documents (e.g. proof of income), refer to the *Shogakukin-Annai* (Keio University Scholarship Information Guidebook).

### **Inquiries:**

Student Life Services/Scholarship Section of the Hiyoshi Office of Student Services (Counter 12, 1F, Fourth Building Independence Wing)

E-mail: [hiyoshi\\_gakusei@info.keio.ac.jp](mailto:hiyoshi_gakusei@info.keio.ac.jp)

\*When you send an e-mail, make sure to write your name and student ID number in the title (subject).

## **Type 2 :◆Scholarships for International Students whose status of residence is “Student”**

To receive scholarships targeted at privately financed international students, students must submit a “Scholarship Applicant Registration” by the specified date at the beginning of each semester. You will need to submit various types of documents (proof of guarantor's income, academic transcript, etc.). The detailed information for upcoming fall semester will be provided in the International Center Website in the early August.

The International Center Website (Scholarship) <https://www.ic.keio.ac.jp/en/life/scholarship/application.html>



Please also read the website at the link below for new PEARL students with foreign nationality.

[https://www.ic.keio.ac.jp/en/international\\_undergraduate\\_student\\_at\\_hiyoshi\\_full-time\\_degree\\_student.html](https://www.ic.keio.ac.jp/en/international_undergraduate_student_at_hiyoshi_full-time_degree_student.html)



### **Inquiries:**

Office of Student Services (International) (Counter 10, 1F, Fourth Building Independence Wing)

E-mail: [hiyoshi\\_ic@info.keio.ac.jp](mailto:hiyoshi_ic@info.keio.ac.jp)

## 2. Support for Study Abroad

The Keio University International Center manages and provides various programs such as the Keio University Student Exchange Programs, Short-term Study Abroad Programs (Spring and Summer), and the International Center Courses conducted in English where Keio students are able to study together with students from overseas universities.

The Keio University Student Exchange Programs are study abroad programs based on university-wide exchange agreements between Keio University and overseas institutions. For these programs, Keio University and its partner universities aim to broaden students' horizons by offering an opportunity to experience university life in a foreign country for one academic year.

Short-term Study Abroad Programs (Spring and Summer) are conducted at overseas universities during the summer and spring breaks for periods ranging from two weeks to one month.

The International Center provides various materials on study abroad and advice on student exchange programs. Every year in June, the Keio Study Abroad Fair is held at Hiyoshi Campus. This fair features booths and seminars hosted by relevant embassies and external organizations, as well as seminars introducing the student exchange programs run by the International Center. Information on studying abroad is also provided at the Hiyoshi Communication Lounge. For details on partner universities and scholarships for study abroad, visit the International Center website.

([https://www.ic.keio.ac.jp/keio\\_student/exchange/en.html](https://www.ic.keio.ac.jp/keio_student/exchange/en.html)) Read the Application Guidelines.



The Faculty of Economics and Graduate School of Economics have their own faculty-wide exchange agreements with overseas universities. These programs are exclusively for the students of the Faculty and Graduate School of Economics and are run independently from those offered by the International Center. For further details about these exchange programs, refer to the faculty bulletin board and website: <https://www.econ.keio.ac.jp/en/>

## 3. Support for Studying Foreign Languages

“I want to learn advanced language skills that can be used on the international stage”; “I want to prepare myself for study abroad”; “I am interested in cross-cultural communication.” The Research Center for Foreign Language Education is an organization that aids the realization of these dreams and aspirations. With a wide array of programs for undergraduate and graduate students, the Center will offer support for all your language learning endeavors.

### (1) Classes

The Center offers Special Courses that provide students with advanced-level foreign language subjects as well as subjects that are distinctive unlike those available at undergraduate faculties. The Center also jointly holds Open Courses at the Hiyoshi Campus. Open Courses are language courses that are run by individual faculties at Hiyoshi, but are open to students from other faculties as well as graduate students.

\*It is possible to register for the Special Courses in the Fall Semester of the 2024 academic year.

### (2) Study Room

The Study Room is located in the Third Building on Hiyoshi Campus—which is also home to the Center's office—and contains computers and audiovisual equipment that can be used for studying.

### (3) Workshops and the Academic Writing Contest

The Center runs various foreign language-themed programs, lectures, workshops and an Academic Writing Contest open to high school, undergraduate, and graduate students. For details, refer to the Center's website (<http://www.flang.keio.ac.jp/>) and bulletin boards.

### (4) Keio Gaigo Open Courses

These are paid Open Courses run by the Center to learn with students from outside the university.

For the latest information on the course content and start of classes, visit the Keio Gaigo website (<https://www.fls.keio.ac.jp/>) where regular announcements are made. (These courses are mainly conducted in Japanese).

The Center is firmly committed to providing programs that enable students to improve their communication skills

while learning about foreign languages and cultures. Please visit the Center's website for the latest information.

#### 4. Certificates

**(1) Certificate of Acceptance**

Those who require this certificate can obtain one at the Admissions Center (Mita Campus). To request a certificate, contact the Admissions Center in advance by calling 03-5427-1566.

**(2) Proof of Admission Registration Completion**

Those who have registered can have one at the Admissions Center (Mita Campus). To request a certificate, contact the Admissions Center in advance by calling 03-5427-1566.

**(3) Certificate of Enrollment**

You can obtain these certificates using a Certificate Issuing Machine located on the first floor of the Fourth Building; Section B. Certificates can also be issued at convenience stores nationwide. For details, please check the Keio University Student Website (<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>).

**(4) Student Travel Fare Discount Certificate (Gakuwari)**

You can print out certificates from the Certificate Issuing Machine located on the first floor of the Fourth Building; Section B. For details, please check the Keio University Student Website (<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>).

Certificate Issuing Machine operating hours: 8:45–20:00(Monday to Saturdays)

\*No service on Saturdays when there are no classes

\*No service on Sundays, national holidays, or University holidays

\*Information about machine maintenance, malfunctions, etc. will be posted on K-Support, etc. as needed.

**(5) Certificate of Annual Health Checkup/Certificate of Health**

These certificates, which may be necessary for scholarships, part-time jobs, or study abroad, etc., are issued at the Keio University Health Center and Keio Clinics. You must have undergone a health examination in fall to obtain a certificate. It sometimes takes several days to issue certificates and some certificates cannot be issued due to their content. Make sure to check in advance at the Health Center reception desk. An announcement will be made via K-Support regarding the issuance of certificates as soon as the details have been finalized.

#### 5. Student Commuter Pass

Please follow the steps below to obtain a hard copy “commuter certificate” before purchasing a student commuter pass.

① Log in to the Certificate Issuance Service to apply for a student commuter certificate (access through the “Keio University Student Website” → “Procedures” → “Certificates” → “Information about Certificates” drop-down menus).

② Print the “Student Commuter Certificate” at a convenience store or a Certificate Issuing Machine on campus.

③ Fill out the relevant stations on the commuting route section of the certificate and present it, along with your student ID card, to the station office or commuter pass purchasing window in order to buy a commuter pass.

\*While there are no transaction fees for generating a “student commuter certificate,” printing the certificate costs 60 yen at convenience stores.

\*The “commuting route” is the most economical route option from the station closest to your residence to the station closest to your campus (or nearest bus stops for those commuting by bus). If a student is found to have falsified information, the issuance of the student's commuter certificate may be suspended, and the student may be punished in accordance with the school regulations.

\*If you will change your home address, please make sure to register this on K-Support by submitting the form for “Confirmation / Change of Address.” Your newly registered address will be reflected on your student commuter certificate beginning 7:00 a.m. the morning after you receive email confirmation of your change of address.

The procedures for commuting to other campuses besides a student's main affiliated campus in order to take classes will be announced separately on the Keio University Student website.

#### **6. Notice from the university**

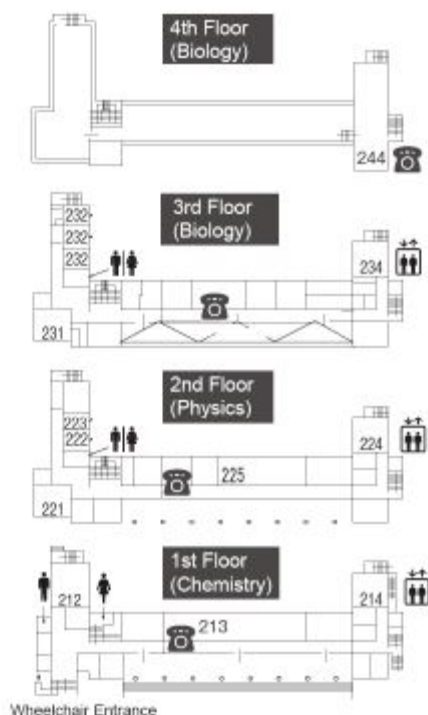
Please be sure to regularly check K-Support and the Keio University Student Website (<https://www.students.keio.ac.jp/en/>) where all types of notifications will be posted. This will include timetables for courses taught at Hiyoshi Campus, classroom changes, class cancellations / makeup classes, implementation guidelines for all examinations, the academic calendar, emergency notices, and calls to students.



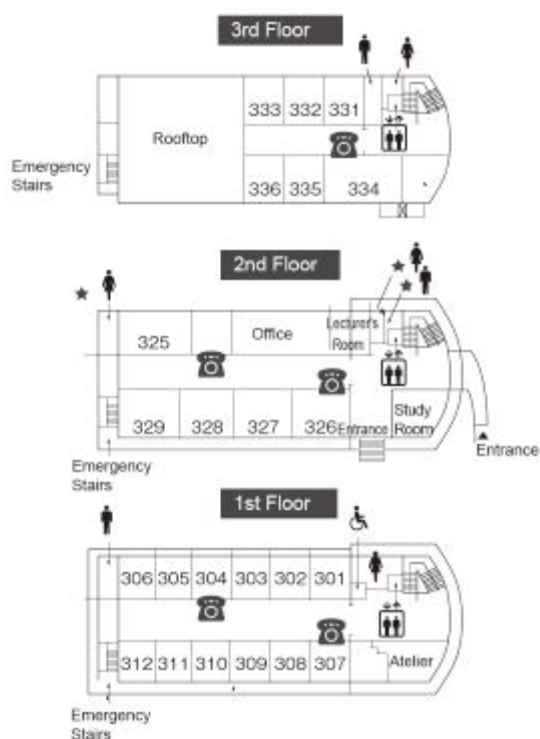
## VI. Others

### Classroom Layout and PC Location

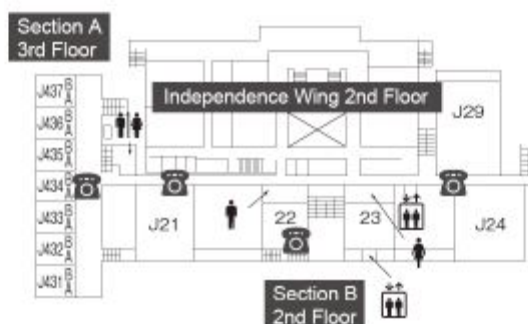
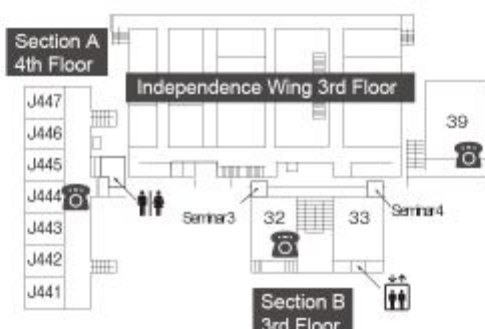
#### 2nd Bldg.



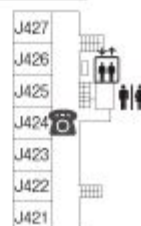
#### 3rd Bldg.



#### 4th Bldg. Section A / Section B



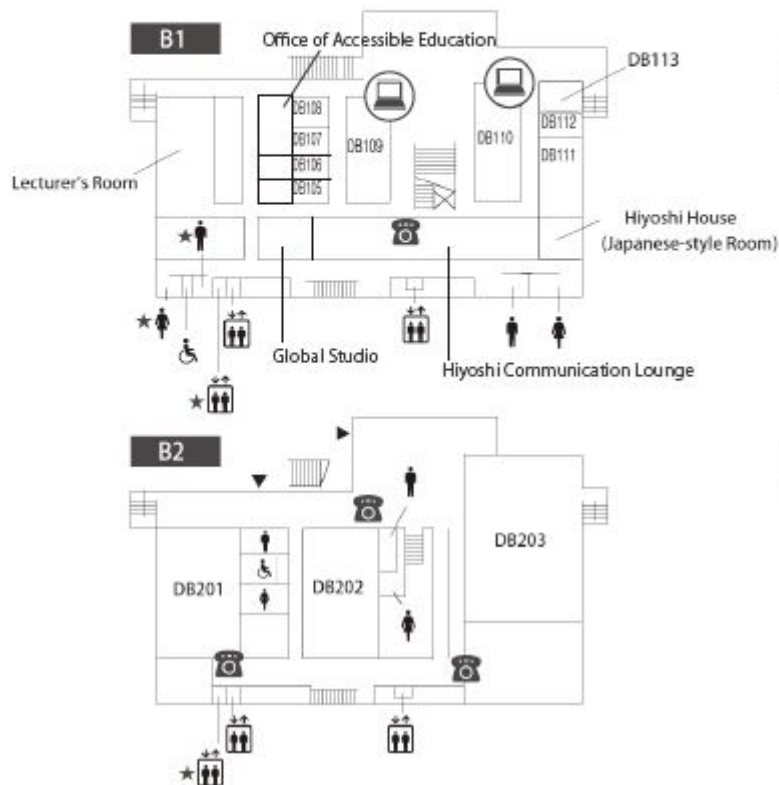
#### Section A 2nd Floor



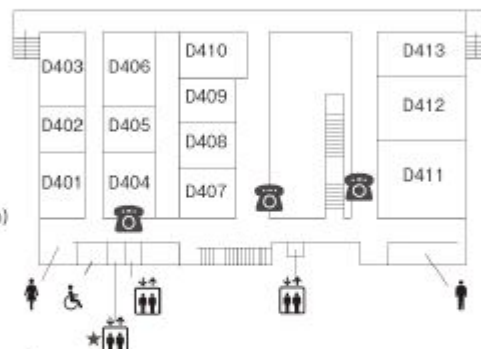
#### Section A 1st Floor



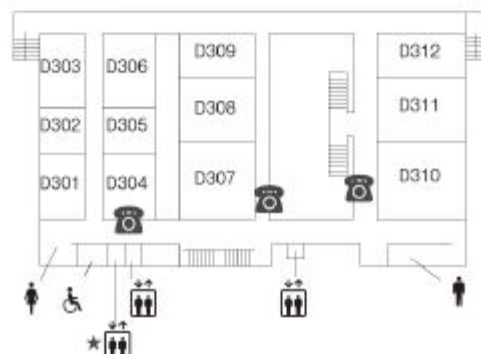
## 4th Bldg. Independence Wing



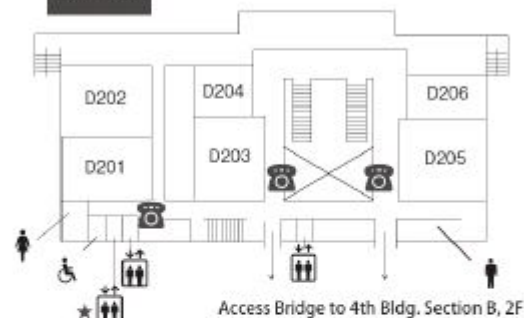
### 4th Floor



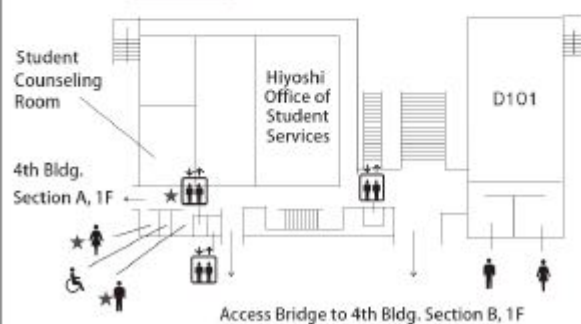
### 3rd Floor



### 2nd Floor



### 1st Floor



### Emergency Internal Phones Location

Please use the phone only if you notice any suspicious object or person.

### Faculty and Staff only

Please refrain from using these areas.

### PC Locations

#### 4th Building Independence Wing

Room	(Floor)	[Room Category]	PC	Printer
DB109	(B1)	[Classroom]	57	0
DB110	(B1)	[Classroom]	73	0

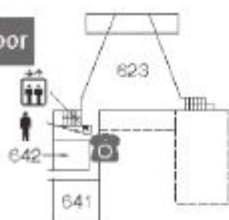
#### Room Categories

Classroom: available only when there is no class

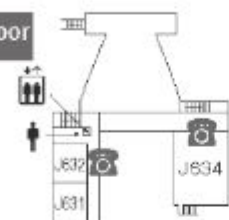
Open Room: available at all times within period of use

## 6th Bldg.

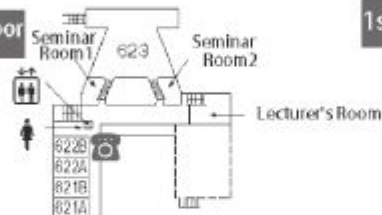
### 4th Floor



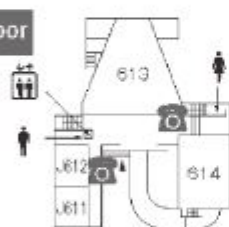
### 3rd Floor



### 2nd Floor



### 1st Floor

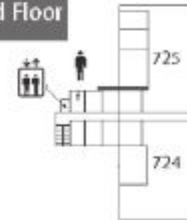


## 7th Bldg.

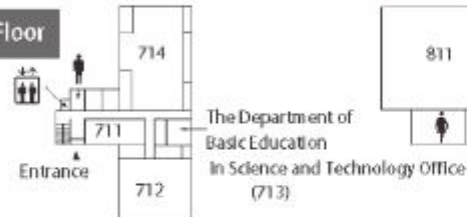
### 3rd Floor



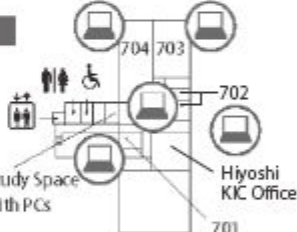
### 2nd Floor



### 1st Floor



### B1



### B1

Green's Terrace

## 8th Bldg.

### 4th Floor



### 3rd Floor



### 1st Floor



## Fujiyama Memorial Hall

\*Currently undergoing renovation



## PC Locations

### 7th Bldg.

Room	(Floor)	[Room Category]	PC	Color Printer
Study Space with PCs	(B1)	[Self-study Room]	19	1
701	(B1)	[Classroom]	17	0
702	(B1)	[Self-study Room]	35	0
703	(B1)	[Classroom]	51	0
704	(B1)	[Classroom]	121	0

### Room categories

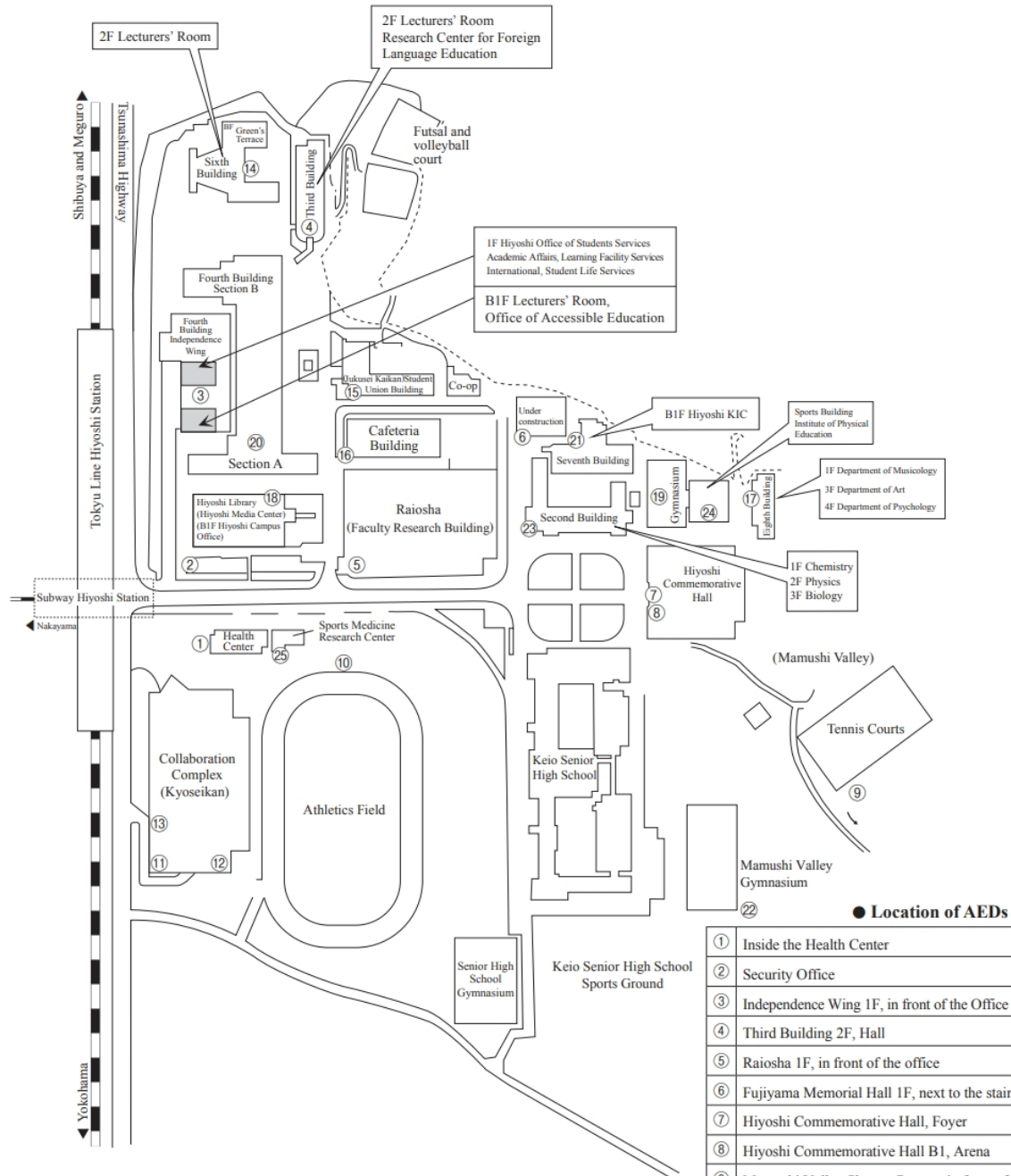
Classroom: available only when there is no class

Open Room: available at all times within period of use

### Hiyoshi Media Center (Library)

Room	(Floor)	PC	Color Printer
Internet Area	(1st Floor)	51	2

## Guide to the Hiyoshi University buildings



### ● Location of AEDs

①	Inside the Health Center
②	Security Office
③	Independence Wing 1F, in front of the Office of Student Services
④	Third Building 2F, Hall
⑤	Raiosha 1F, in front of the office
⑥	Fujiyama Memorial Hall 1F, next to the stairs
⑦	Hiyoshi Commemorative Hall, Foyer
⑧	Hiyoshi Commemorative Hall B1, Arena
⑨	Mamushi Valley Shower Rooms, in front of the men's showers
⑩	Athletics Field facility building 1F
⑪	Collaboration Complex (Kyoseikan) 1F Security Center
⑫	Collaboration Complex (Kyoseikan), underground university fitness facility entrance
⑬	Collaboration Complex (Kyoseikan) 7F, Hall in front of the elevator
⑭	Sixth Building 1F, entrance hall
⑮	Jukusei Kaikan Student Union Building 1F (Extracurricular facilities building)
⑯	Cafeteria Building student plaza (inner courtyard), side entrance
⑰	Eighth Building 1F, glass entrance
⑱	Library (Media Center) 1F, reception counter
⑲	Gymnasium (Judo hall), Hiyoshi Commemorative Hall, annex entrance
⑳	Fourth Building Section A 1F, entrance hall
㉑	Seventh Building 1F, front entrance
㉒	Mamushi Valley Gymnasium, entrance hall
㉓	Second Building 1F, glass entrance
㉔	Sports Building, entrance
㉕	Sports Medicine Research Center

As of April 2024

## Student Counseling Room

The Student Counseling Room was established to give all students the opportunity to consult with a counselor on various issues that may arise during the course of their studies at Keio University. It is a place where students can freely visit to seek guidance, and every consultation is kept confidential.

Students can talk about absolutely anything: their academic performance, extracurricular activities, future direction or occupation, relationships, personal issues, physical and mental health issues, or just about general wellness. In principle, consultations must be reserved in advance. However, every effort is made to accommodate students whenever they visit the room. Students can bring a friend or family member. If necessary, counselors can refer students to other institutions inside and outside university for follow-up assistance.

The Student Counseling Room also hosts workshops and events to promote a positive approach to university life. Please check the Student Counseling Room website or the bulletin boards for details and contact the office if you are interested in attending any of the events.



Student Counseling Room

<https://www.students.keio.ac.jp/en/com/life/consult/counseling-room.html>

Student Counseling Room	Location	Office Hours (Weekdays)	English-Speaking Staff Available
Hiyoshi Campus	1F, Fourth Bldg., Independence Wing	9:30–16:30	Tuesday, Thursday, Friday 9:30–16:30
Mita Campus	B1F, South School Bldg.	9:30–16:30	Monday, Wednesday, Friday 9:30–16:30
Yagami Campus	Room 101, 1F, 26 <sup>th</sup> Bldg.	10:00–17:00	Monday, Tuesday, Wednesday 10:00–17:00 Thursday 10:00–12:00 (*morning only)
Shiba-Kyoritsu Campus	1F, Bldg. No.2	Refer to the website.	Not available.

## About the Office for Equity, Diversity, and Inclusion (Office of Accessible Education)

The Keio University Office for Equity, Diversity, and Inclusion implements projects related to work-life balance, barrier-free access, and diversity, and promotes various initiatives aimed at realizing an inclusive society where people of diverse backgrounds respect and cooperate with each other. In order to promote barrier-free access, the Office of Accessible Education was established within the Office for Equity, Diversity, and Inclusion.

When a student with a disability seeks consultation regarding troubles or problems faced in the course of their studies arising from their disability, the Office of Accessible Education, together with their affiliated faculty and the Office of Student Services, will engage in constructive dialogue with the student concerned. Through this, the necessary and appropriate adjustments (deemed “reasonable accommodation”) would be introduced to assist the student in resolving their problems.

Students who wish to apply for “reasonable accommodation” should first refer to the flowchart of the application process on the website of the Office of Accessible Education listed below.

Download the application form from the website and submit the completed form to the Office of Student Services of your undergraduate faculty/graduate school.

Office of Accessible Education) Website

<https://www.diversity.keio.ac.jp/bf/index.html>

Also, the Office for Equity, Diversity, and Inclusion organizes events related to work-life balance, barrier-free access, and diversity. These events will be posted on the above website and on the k-support news. We look forward to your participation.

Office for Equity, Diversity, and Inclusion

<https://www.diversity.keio.ac.jp/>

### **Be Prepared for a Disaster**

1. Carefully read the university disaster and emergency pocket guide.
2. When coming to the university, try to wear comfortable clothes and shoes that are easy to walk in.
3. Prepare for the unexpected by keeping a mobile phone, flashlight, drinking water, snacks, and first-aid medicine on hand.
4. Check on-campus evacuation sites in advance in the General Information for Students (CALAMVS GLADIO FORTIOR), etc.
5. Be prepared for situations where you cannot use public transportation, check the route from the university to your home, and discuss with your family how you can contact them.
6. Do not stay on campus at night if you do not have a reason to be there.

### **The Management of Personal Information at Keio University**

At Keio University, personal information is managed safely and appropriately in compliance with the university's "Basic Policy Concerning Protection of Personal Information" and "Rules to Protect Personal Information."

Personal information provided when completing admissions procedures, and issuing notifications following graduation, including names, addresses, and other details, will be used at each department of Keio University for 1) admission procedures; 2) administration, correspondence, and procedures relating to academic affairs, including academic activities to which the student contributes; 3) administration, correspondence, and procedures relating to general student life; 4) administration, correspondence, and procedures relating to the use of university facilities and equipment; 5) communications for soliciting donations, notification regarding school bonds, and inviting recipients to join the Keio Iji-kai (Support Group) or apply for the Keio Card; 6) sending documents to students and guarantors and other communications; and 7) dispatching documents related to the Mita-kai (alumni association); and any other matters accompanying these tasks. Additionally, the data of personal information that has been statistically processed so that individuals cannot be identified will be used as survey and research material for the selection of entrants to the university.

Specific duties will be undertaken by contractors commissioned by Keio University (hereinafter "commissioned contractors") to perform the tasks outlined above. When outsourcing tasks, all or part of the personal information provided by applicants may be shared with commissioned contractors to the extent that it is necessary to carry out their duties. Keio University may also share personal information following graduation, within the extent that this is required for procedures and screenings, upon request from the Mita-kai (Alumni Associations), as part of its support for the Mita-kai's activities.

Exceptions may be made to share personal information with third parties in cases where there is a legal obligation to disclose information, or when it is deemed necessary to protect the life, physical wellbeing, property, or other rights and interests of the student or a third party and it is not possible to obtain the consent of the student in question. Keio University will not provide personal information to a third party in any circumstances other than those described above.

Note however, that a student's academic transcript will be provided to their guarantor. Keio University provides the guarantor with the student's academic transcript solely to ensure that the guarantor has an understanding of the student's academic progress, with due respect to the autonomy of each student.

You will hereby be deemed to be in agreement with the above matters, in undertaking all procedures. Please read and consider these factors thoroughly before consenting.



## Hiyoshi Campus Operating Hours

### Hiyoshi Campus Office Operating Hours

Administrative offices

Offices across the campuses are closed on weekends, public holidays, and predetermined school holidays such as Founder's Birthday (January 10) and Keio Foundation Day (April 23). In addition, offices are closed during administrative holiday periods determined by the university.

In case when an office must close for reasons other than mentioned above, notifications will be made. Please check the *Jukusei* (Keio University Student) website for such announcements (<https://www.students.keio.ac.jp/en/hy/flet/>).

Office of Student Services (Hiyoshi Campus)	During semesters (Weekdays)	8:45-16:45
	During breaks and makeup examination periods (Weekdays)	8:45-11:30 12:30-16:45
Keio Research Center for Foreign Language Education	Opening hours (Weekdays)	8:45-16:45
Health Center	Opening hours (Weekdays):	8:30-17:00
	*For the consultation hours of Hiyoshi Clinic, please check the following website: <a href="https://www.hcc.keio.ac.jp/en/index.html">https://www.hcc.keio.ac.jp/en/index.html</a>	
Hiyoshi Information Technology Center (Hiyoshi KIC)	During semesters (Weekdays)	8:45-17:15
	During breaks and makeup examination periods (Weekdays)	8:45-16:45
	*For the opening hours of Hiyoshi KIC, please check the following website: <a href="https://www.hc.itc.keio.ac.jp/en/top_hc.html">https://www.hc.itc.keio.ac.jp/en/top_hc.html</a>	

### Hiyoshi Media Center (Library) Hours

The Media Center is closed on Sundays, public holidays, Keio holidays (open if holidays fall on a day when students would normally have classes), for a fixed period during summer and winter breaks, and during entrance exams.

Check the Hiyoshi Media Center website (<https://www.lib.keio.ac.jp/en/hiyoshi>) for the latest information on opening hours.

	Weekdays	Saturdays
During semesters	8:45-21:00	8:45-18:00
During breaks and makeup examination periods	8:45-18:00	8:45-16:00