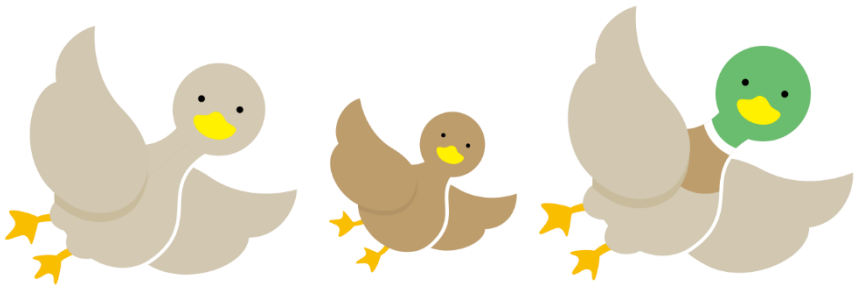
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Chapter 1

Before Coming to Japan



1 Before Coming to Japan

The purpose of this chapter is to help you prepare for your journey to Japan as an international student at Keio University Shonan Fujisawa Campus (SFC).

You will learn about the essential steps to take before leaving your home country and upon your arrival at the airport.

1-1 Welcome to Keio University SFC!



SFC (Keio University Shonan Fujisawa Campus)

Keio University prides itself on being Japan’s premier private institution of higher learning. In 1858, the renowned scholar Yukichi Fukuzawa opened a school for Dutch learning in Edo (present-day Tokyo) and later shifted its focus to English.
Established in 1990, SFC is Keio's fifth campus, located in northern Fujisawa City, Kanagawa Prefecture.






Shinanomachi
Campus
Yagami
Campus
Mita
Campus
Shiba
Kyoritsu
Campus
Hiyoshi
Campus
Shonan
Fujisawa
Campus





1-2 Welcome to Shonan, Fujisawa!

湘南（*Shōnan*）
Shonan

藤沢市（*Fujisawa-shi*）
Fujisawa-city

What is Shonan Fujisawa like?

"Shonan" is the nickname for the scenic coastal region along Sagami Bay, known as a popular beach resort with a relaxed atmosphere. Blessed with this beautiful natural environment, Fujisawa City is also conveniently located just 50 minutes from central Tokyo.
The climate is generally mild, with snowfall occurring only once or twice a year, and temperatures ranging from 3°C to 35°C throughout the year.



Tsujido beach park



Mt.Fuji and Enoshima island



Enoshima Sea Candle



Hikijigawa water park



Enoshima Aquarium



Fujisawa Enoshima Fireworks Show

1-3 Visa

在留資格認定証明書（*zairyu shikaku nintei shoumeisho*）
CoE, Certificate of Eligibility

CoE (Certificate of Eligibility)

All foreign nationals entering Japan are granted a status of residence at their port of entry. As an international student, you are required to hold a "Student" status. If you do not have the appropriate status of residence, you will not be permitted to enroll at the university.

To apply for a student visa, you must first obtain a Certificate of Eligibility (CoE). It is **a digital document** that certifies you meet the entry requirements for Japan as an international student. Keio University will apply for the CoE on behalf of students who are currently overseas.

留学生ビザ（*Ryugaku sei biza*）
Student visa

Procedure:

Applying for a CoE
Following the instructions sent from Keio University, fill out the CoE application form and upload it along with an ID photo and other necessary documents to the designated website.

Receiving your CoE
Once your electronic CoE is issued by the regional immigration bureau in Japan (which typically takes 2-3 months), Keio University will send it to you as an email attachment.

Applying for a student visa
Make an appointment at your local Japanese Embassy/Consulate. When you visit, you can present your electronic CoE on your smartphone, along with other required documents.

*Please note that a CoE is only valid for 3 months after it is issued.

Student visa page of the **Ministry of Foreign Affairs of Japan**

https://www.mofa.go.jp/j_info/visit/visa/long/visa6.html

What to bring to the Japanese Embassy

- ☐ Smartphone to show your digital CoE
- ☐ Completed visa application form
- ☐ ID photo
- ☐ Passport

Other necessary documents (if necessary)

Ministry of Health, Labour and Welfare

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryou/kenkou/kekkaku-kansenshou03/english.html

Japan Pre-Entry Tuberculosis Screening（JPETS）

Foreign nationals from the Philippines, Vietnam, or Nepal (Indonesia, Myanmar, and China are preparing to implement this screening) intending to stay in Japan medium- to long-term must undergo a chest X-ray, etc., at a designated Panel Clinic before traveling. When applying for the Certificate of Eligibility (CoE), you must submit a "TB Clearance Certificate" alongside standard documents to prove you are free from active TB. For details, see the page on the left.

Obtaining a Part-time job Permit

Students holding a “Student” status of residence are permitted to stay in Japan primarily for academic and research purposes. Therefore, you are not allowed to work by default. If you wish to take up a part-time job, you must first obtain “Permission to Engage in Activity Other Than That Permitted Under the Status of Residence Previously Granted”. *(*資格外活動の許可 *shikaku gai katsudo no kyoka*)

資格外活動の許可 *(shikaku gai katsudo no kyoka*)

Permission to engage in activity other than that permitted under the status of residence previously granted

This permit allows you to work up to 28 hours per week, and up to 8 hours per day during long academic breaks. However, under Japanese law, students are strictly prohibited from working in businesses affecting public morals, including adult entertainment and gambling industries.

How to apply:
You will receive the application form for this permit along with your electronic CoE via email from our Admissions Office.

Complete the form and submit it to the immigration officer at your port of entry upon arrival in Japan. Your passport will then be stamped with official permission on the spot.

For more details about **work permission**, please refer to **5-2.**

Bringing your family to Japan

Please consult directly with the Japanese Embassy/Consulate in your home country, as Keio University does not support family visas.

1-4 Money

While cashless payments are widely accepted in Japan, cash is still highly recommended. Even if you are a scholarship recipient, we advise bringing approximately 300,000 JPY in cash. This is because your first scholarship stipend typically takes 4 to 6 weeks to be processed and distributed.

Currency

円 (*en*) Yen

The currency of Japan is the yen (円, *en*) , denoted by the symbol ¥. Banknotes are issued in 1,000, 2,000 (rarely circulated), 5,000, and 10,000 yen denominations. Coins consist of 1, 5, 10, 50, 100, and 500 yen values.

Tipping

There is no tipping culture in Japan. Attempting to tip is unnecessary and may confuse the staff. If you accidentally leave extra cash behind, servers or drivers will often pursue you to return your "lost" money.

Payment methods

Cash:

現金（*genkin*） Cash

It is always wise to keep cash on hand. We suggest carrying about 3,000 JPY for your routine daily expenses, and at least 10,000 JPY for your arrival day to cover immediate transit and meal costs.

IC cards:



Suica card

An IC card is a prepaid transit card used for public transportation, vending machines, and shops by simply tapping it on a reader.

You can issue a digital version (Mobile Suica) on your smartphone for free. Alternatively, physical cards can be purchased with cash at train stations for a 500 JPY refundable deposit (no bank account or credit card required). You can easily recharge the card with cash at most station ticket machines. In the Tokyo area, the Suica card is the most used option.

Transportation IC cards sales are currently suspended

Please refer to **8-4** for **Commute**

クレジットカード

kurejitto kaado
credit card

Seven Bank

https://www.sevenbank.co.jp/intlcard/card2.html

Japan Post Bank

https://www.jp-bank.japanpost.jp/en/ias/en_ias_index.html

デビットカード

debitto kaado
debit card

スマホ決済

sumaho kessai
mobile payment

International Credit Cards and ATMs:

If using credit cards from your home country, please ensure with your issuer that they are active for international use.

Visa, Mastercard, JCB, and American Express are commonly accepted across Japan.

You can withdraw cash at Japanese convenience store and post office ATMs using overseas cards like VISA and Mastercard. However, some cards may not be accepted. Please check the websites on the left beforehand to verify your card's compatibility and withdrawal limits.

Debit Cards:

It can be difficult for international students to obtain a debit card, as they are issued by banks in partnership with credit card companies like VISA or MasterCard.

Mobile payment Apps (QR Code-based):

You can pay by scanning a merchant's QR code or by showing the barcode on your smartphone app to be scanned. Once you have a mobile phone and a bank account, you can install and use these apps.

1-5 Travel Arrangement

☐ **Passport**

Apply for a passport if you do not have one yet.

☐ **Airline Ticket**

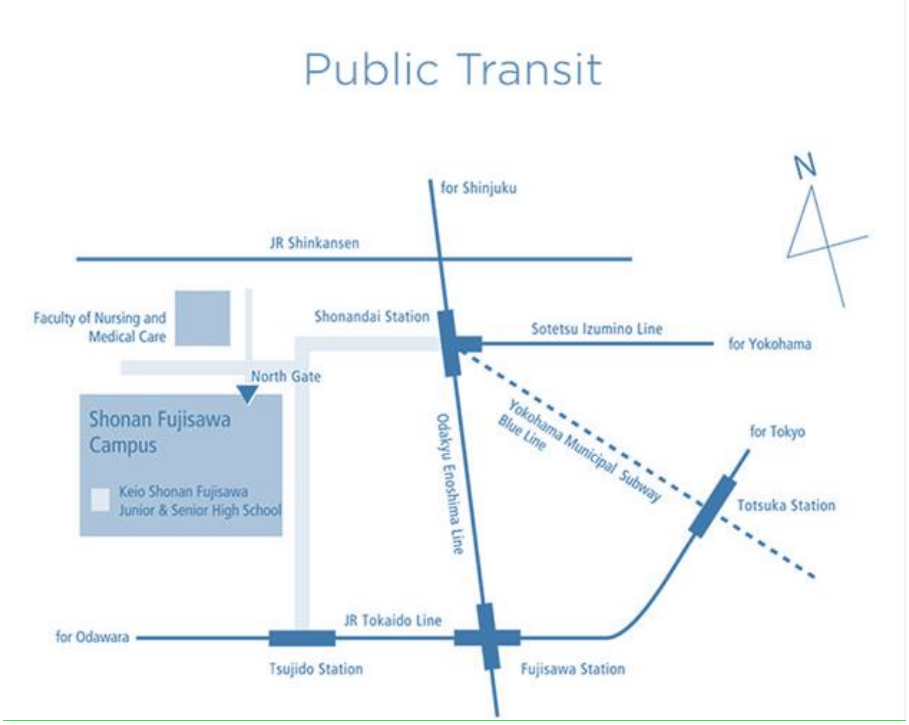
You must book your own airline ticket.
The closest international airports are
- Narita International Airport (approx. 3 hours to SFC)
- Haneda Airport/Tokyo International Airport (approx. 1 hour to SFC)

☐ **Travel Insurance**

While optional, travel insurance is highly recommended for your first few weeks until your enrollment in the National Health Insurance plan via residency registration.

☐ **Trains**

Check the route and transportation from your port of entry to your final destination.



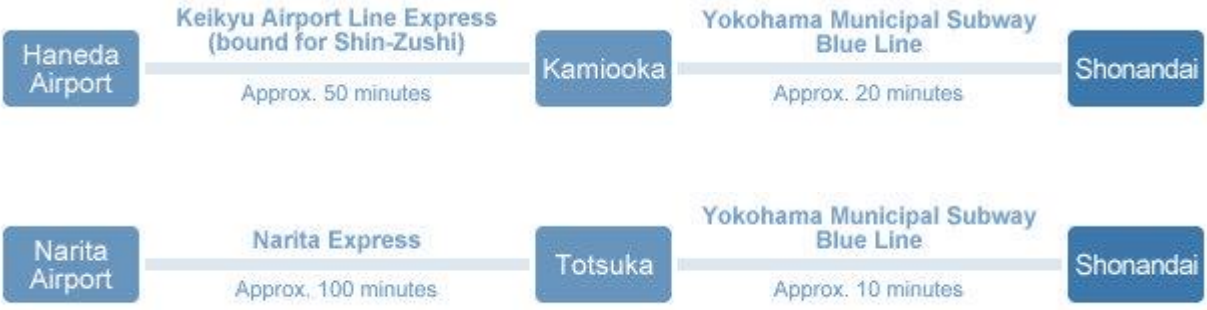
Map and Directions to SFC

https://www.sfc.keio.ac.jp/en/maps.html

Direction from Major Stations



Direction from Airports



Limousine bus services are also available to most major destinations in the Tokyo area. Please visit each airport's website for details.

Directions to SFC from the nearest train stations

From **Shonandai** station: 15 minutes by bus

From **Tsujido** station: 25 minutes by bus

Please see **8-4** for more details.

1-6 Necessary Documents

The following documents will be required after your arrival, so we recommend preparing them before leaving your home country.

Additionally, please make photocopies of your passport and visa, bring extra ID photos (4cm X 3cm), and look up the contact information for your embassy in Japan.

Documents to be prepared before coming to Japan

- ☐ Photocopies of your passport (biodata page and visa page)
- ☐ Extra ID photos (4cm X 3cm)
- ☐ Contact information of your embassy in Japan
- ☐ Documents to certify the income of your guardian for applying for scholarships

Necessary Documents for Financial Aid

Prepare documents that certify the income of your parent(s), spouse or any financial supporters.

- Documents for all financial supporters, including your parent(s) and spouse. If they do not earn any income, please state this in the Financial Supporter Report (prescribed form).

- If your parent(s), spouse, or financial supporters reside outside of Japan, they must submit copies of documents certifying their income. For documents written in languages other than English or Japanese, a translation in either language must be attached. Alternatively, you may write the English or Japanese translation directly on the document (the document name, year, income amount, period, recipient's name, and issuance date must be translated).

  Please refer to the Keio University International Center's webpage on the right for all required documents and guidelines regarding scholarship application registration.

Documents required for scholarship application registration
(Keio International Center)

https://www.ic.keio.ac.jp/en/life/scholarship/application.html

1-7 Medical

Visit your doctor

We advise you to see a doctor for a physical examination before coming to Japan. Bring a copy of your medical records in English, especially if you have a chronic illness or for use in an emergency.

Prescription medications

Importing medicines into Japan is regulated by the Pharmaceuticals and Medical Devices Act and Customs Law to ensure public health and safety.

輸入確認書(*Yunyu Kakunin-sho*)
Import Confirmation Application Form

You can bring your personal medications into Japan after completing the required procedures. You must apply for and receive an "**Import Confirmation Application Form**" ("*Yunyu Kakunin-sho*" in Japanese/輸入確認書), before leaving your home country, and present it to the customs officer upon arrival.

Ministry of Health, Labour and Welfare

See the Ministry of Health, Labour and Welfare website as shown on the left.

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryou/iyakuhin/kojinyunyu/topics/tp010401-1_00001.html

You can find the "**Q & A**" and "**Import Confirmation Application Form**" on the page.

1-8 Packing

Pack smart

While most things are readily available in Japan, some items may be more expensive, harder to find, or difficult to ship internationally. You may want to bring these specific items with you from your home country.

Recommendations include:

Clothes:

Temperatures in the Kanto region range from around 35ºF (1~2ºC) in winter to 100ºF (35ºC) in summer. Therefore, you will need a wide variety of clothing suitable for all four seasons.

Please remember to pack formal attire, such as a dark suit, which is suitable for ceremonies and official events.

If you prefer larger-sized clothing, we advise bringing it from your home country, as larger sizes can be difficult to find in Japan. For example, a Japanese “L” size may be equivalent to a “M” size in some countries.

Also, if your shoe size is larger than 28cm for men or 25cm for women, it may be difficult to find shoes that fit you in Japan.

*Recently, more size options are available online.

Over-the-counter (OTC) medicines & Contact Lenses:

You are allowed to bring up to a two-month (60-day) supply of over-the-counter medicines, vitamins, and contact lenses into Japan without prior approval.

Back-up glasses/contact lenses

You can buy both in Japan, but you need a prescription from an eye doctor to purchase contact lenses. Having back-up lenses is highly recommended for emergencies.

Also refer to **2-6**

Electric adaptors and voltage converters



US PLUG(100-110V)

Japan operates on a 100V supply voltage at 50 or 60 Hz, depending on the region. The outlets are Type A, which are two-pronged and the same as those in the U.S.

SIM / Wi-fi routers

Free Wi-Fi spots are limited in Japan, so you will need to sign up for a long-term phone plan once you settle in. Until then, you can use a short-term prepaid SIM or a pocket Wi-Fi router. These can be easily picked up at the airport upon your arrival.

Hand-carried baggage

- ☐ Cash (a credit card and a cash card if possible)
- ☐ Flight tickets
- ☐ Passport
- ☐ Smartphone to show your CoE
- ☐ Completed application form for part-time work permission
- ☐ Travel insurance certificate (if any)
- ☐ A pen
- ☐ Contact list (Contact information of your embassy in Japan, Keio University, your guarantor, and your accommodation)

Japan Customs

https://www.customs.go.jp/english/summary/passenger.htm

Prohibited articles

Please check the Japan Customs page as shown on the left.

1-9 Culture and Language

Learn About Japan Before You Go

Take some time to familiarize yourself with Japan. Understanding the culture, history, geography, economy, and government of your soon-to-be home will make your time there much more rewarding. Try talking to people who have visited, watching Japanese movies, or reading books to deeply immerse yourself in the culture before arrival.







Japanese Etiquette:

- Make sure to remove your shoes before entering a Japanese home.
- Refrain from making phone calls on trains and buses.
- No smoking while walking.

Japanese Language:

Learning essential greetings and mastering Hiragana and Katakana will jumpstart your life in Japan. Being able to read menus and signs will give you a huge advantage, as English communication can be challenging once you leave the major city centers.
Check out the Japan Foundation's webpages for beginner Japanese learners.

Also, make sure to carefully review all the admission guidelines from Keio SFC.

<MARUGOTO Japanese Learning>

Hiragana :

https://a1.marugotoweb.jp/en/hiragana.php

Katakana :

https://a1.marugotoweb.jp/en/katakana.php

1-10 Immigration

Visit Japan Web



https://vjw-lp.digital.go.jp/en/howto/

Visit Japan Web

Visit Japan Web is an online service that simplifies immigration and customs procedures for entering Japan. By using this service, you can complete your foreign immigration records and customs declarations in advance, ensuring a smoother and faster arrival.

Arrival procedure at Narita/Haneda Airports

Embarkation/Disembarkation card (E/D card) & Customs declaration card

An E/D card (Embarkation/Disembarkation card), and a customs declaration card will be given to you **on the plane**. Please fill them out before your arrival.

Passport Control

Present the following documents to the officer.

- Your passport
- A completed E/D card
- Application form for part-time work permission(資格外活動許可申請書) which was sent to you from Keio University with your CoE by email.

A Landing Permission stamp will be affixed to your passport and ***a residence card** will be issued.
Please double-check that both residence status and visa duration are accurate.
You will have your fingerprints recorded and your photograph taken.

Baggage Claim

Pick up your checked luggage from the baggage claim area.

Customs Inspection

Present your customs declaration card and undergo a customs screening.

Arrivals Lobby

Please take a train/bus to your designated accommodation.

***Residence card**（在留カード）.... Always carry this card with you. You may be required to present it for certain official procedures such as opening a bank account. Once you have found housing in Japan after arrival, you must register your place of residence at the local city/ward office within 14 days after moving in. Make sure to bring your residence card when you go to the city/ward office. If you fail to register your place of residence without a justifiable reason, your status of residence may be revoked.

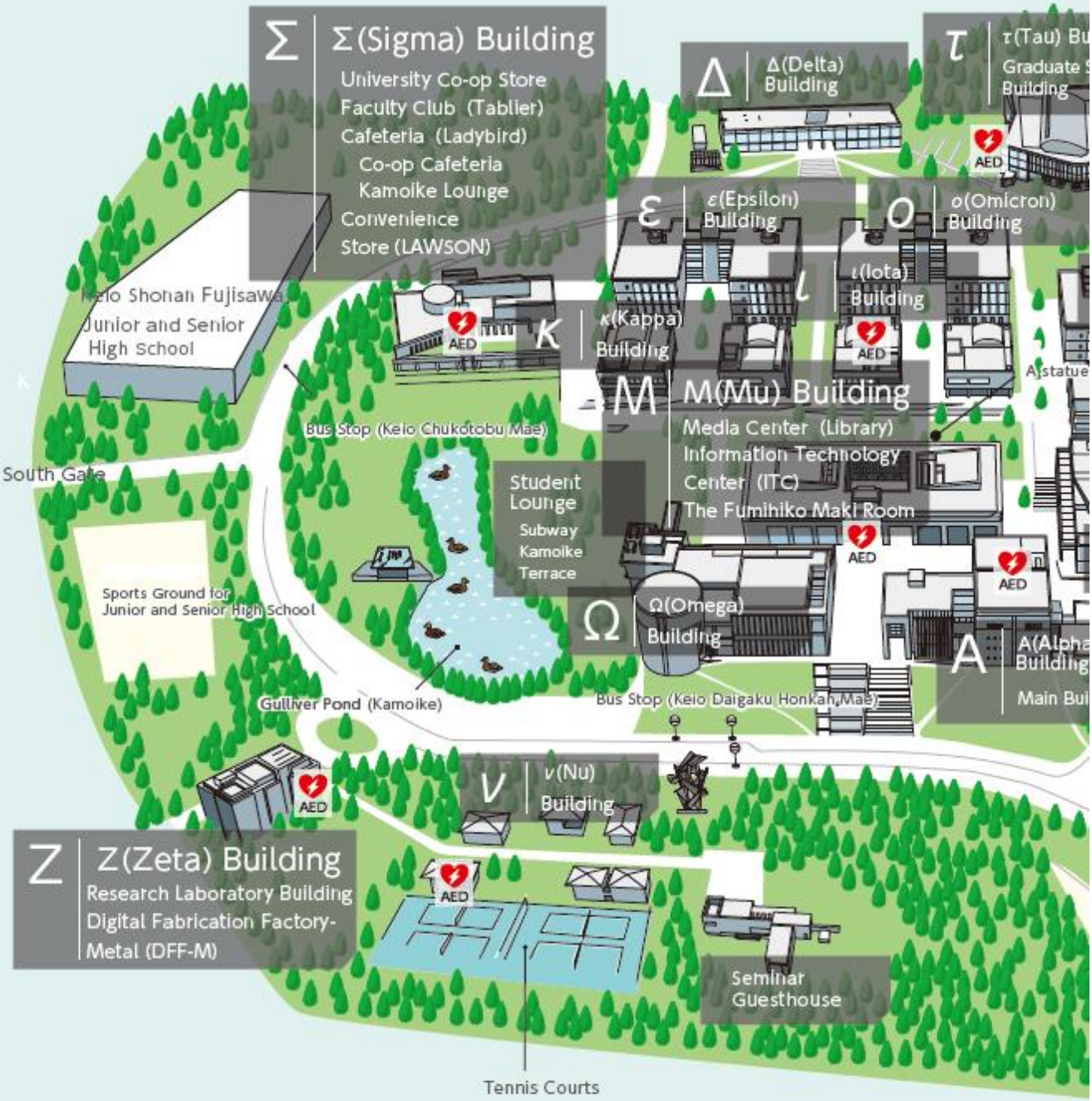
1-11 Delivery Service

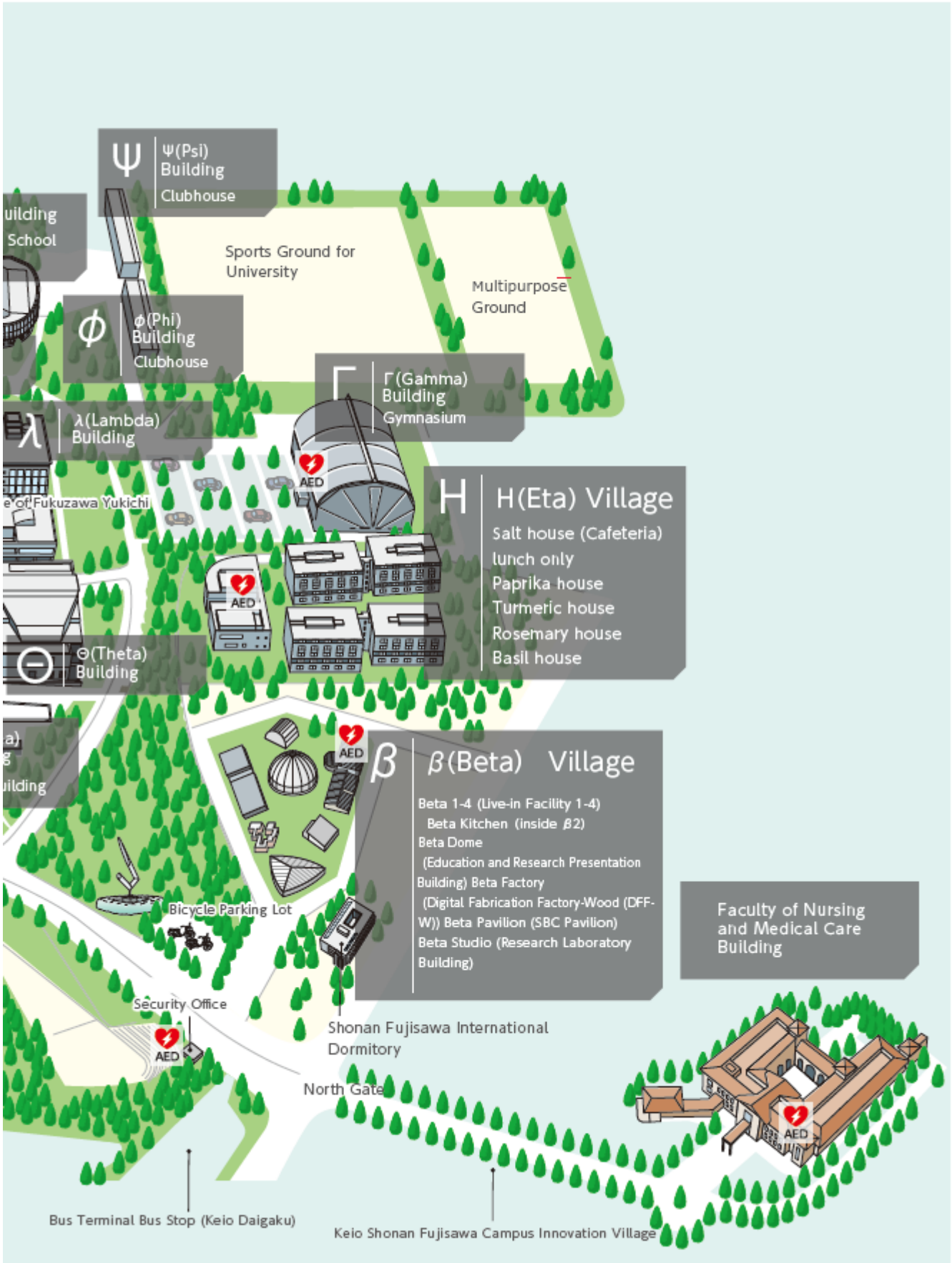
At the arrival floor at each international airport, you can find baggage delivery services (*Takuhaibin*/宅配便). If you have a lot of luggage or large suitcases, you can use the delivery service. Delivery is usually made the next day. The price depends on the type, size and weight of the package and the destination.

宅配便(*Takuhai-bin*)
Baggage home delivery Service

e.g. For a suitcase of 80cm x 40cm x30cm would be 2000~3000 JPY from Narita Airport to your accommodation in Fujisawa.

1-12 Shonan Fujisawa Campus Map




Ψ(Psi) Building
Clubhouse
uilding
School
Sports Ground for University
Multipurpose Ground
ϕ(Phi) Building
Clubhouse
Γ(Gamma) Building
Gymnasium
λ(Lambda) Building
e of Fukuzawa Yukichi
AED
H(Eta) Village
Salt house (Cafeteria) lunch only
Paprika house
Turmeric house
Rosemary house
Basil house
Θ(Theta) Building
β(Beta) Village
Beta 1-4 (Live-in Facility 1-4)
Beta Kitchen (inside β2)
Beta Dome
(Education and Research Presentation Building) Beta Factory
(Digital Fabrication Factory-Wood (DFF-W)) Beta Pavilion (SBC Pavilion)
Beta Studio (Research Laboratory Building)
Faculty of Nursing and Medical Care Building
Bicycle Parking Lot
Security Office
Shonan Fujisawa International Dormitory
North Gate
Bus Terminal Bus Stop (Keio Daigaku)
Keio Shonan Fujisawa Campus Innovation Village

1-13 Announcements

Websites and Email Accounts

Latest announcements and important notices will be provided through websites and e-mails, so please check them daily.
The university assumes no responsibility for any disadvantages or missed opportunities caused by overlooked announcements.
Additionally, you will need to use specific platforms to register for courses and participate in classes. Some websites may also be required for other administrative procedures and applications.
For details on the functions and usage guidelines for each website and email service, please refer to the relevant user guides in advance.

K-Support

https://keiouniversity.my.site.com/students/s/

(1) K-Support

K-Support is the official portal site for current Keio University students. Through this platform, you can check announcements, receive personal messages, and submit various applications or inquiries. It also provides centralized access to various university web applications. A Keio ID and password are required to log in.

Keio University Students Website

https://www.students.keio.ac.jp/en/

(2) Keio University Student Website

This is the official student website for Keio University, widely known as the "*Jukusei* Site." It provides the latest news and information across all campuses, quick links to essential university websites, and a comprehensive FAQ page to answer your questions regarding academic and student life.

Keio International Center

https://www.ic.keio.ac.jp/en/

(3) International Center Website

This is the official website for international students at Keio University. Please check this page regularly for the latest information on scholarships, immigration procedures, and other essential updates.

(4) K-LMS(Canvas LMS)

K-LMS is a system designed to support your daily coursework. It has features for distributing class materials, submitting assignments, general notifications, discussions, etc.

Log in via K-Support>Select “K-LMS” at the top of the home screen.

(5) Email Accounts

Important notices from the university will be sent to your keio.jp email address (@keio.jp), so please check your email regularly.

Additionally, please use your keio.jp email address when contacting faculty members or university offices. Please note that they may not respond to emails sent from personal or external accounts due to security and verification policies.

Guidebook

SFC GUIDE 2026

This annual guidebook provides essential details on rules and regulations, the academic calendar, course registration, curriculum requirements, and the SFC facilities.

SFC GUIDE 2026

https://www.students.keio.ac.jp/en/sfc/pmei/guide.html

1-14 Academic Calendar

Academic Calendar for Keio Students

https://www.students.keio.ac.jp/en/com/class/schedule/academic-calendar.html

SFC Class Calendar

https://www.keio.ac.jp/files/e84186fe54ad1eeeca7ed23c0b1ed926578d8e711a1b076e55ab766283e4eb03

AY2026 Spring Semester Academic Calendar (as of November 10, 2025)

April Entrance Ceremony (Undergraduates and Graduates)	Apr. 1
Orientation (Undergraduates)	Mar. 26-Apr. 7
Orientation (Graduates)	Apr. 1-Apr. 7
Spring Semester Course Registration	Early Apr. – Mid Apr.
Spring Semester Classes Start	Apr. 8
Health Checkup	Apr. 2 - Apr. 8
Keio Foundation Day	Apr. 23
National Holiday (classes held)	Apr. 29
National Holiday (classes held)	Jul. 20
Spring Semester-end Exams	Jul. 22 – Jul. 29
Summer Break	Jul. 30 – Sep. 21
Spring Semester Makeup Exams	Aug. 5, Aug. 6
Commencement Ceremony (Undergraduate and Graduate)	Sep. 18

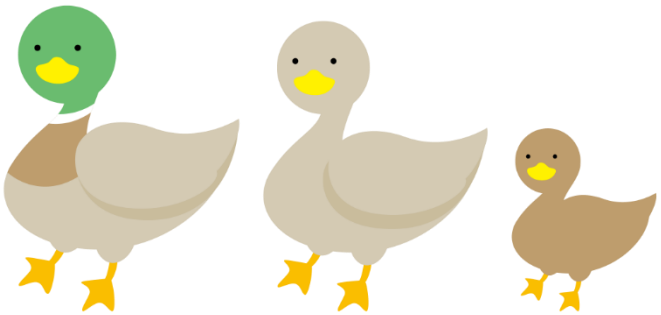
AY2026 Fall Semester Academic Calendar (as of November 10, 2025)

September Entrance Ceremony (Undergraduate and Graduate)	Sep. 24
Orientation (Undergraduates)	Sep. 15 - Sep. 30
Orientation (Graduates)	Sep. 24 - Sep. 30
Fall Semester Course Registration	End Sep. - Early Oct.
Fall Semester Classes Start	Oct. 1
National Holiday (classes held)	Oct. 12
National Holiday (classes held)	Nov. 3
No Classes Due to Mita Festival	Nov. 18 (PM) - Nov. 24
Winter Break	Dec. 26- Jan. 4
Classes Start	Jan. 5
Anniversary of Yukichi Fukuzawa's BD	Jan. 10
Fall Semester-end Exams	Jan. 26 - Feb. 2
Fall Semester Makeup Exams	Early of Feb.
Commencement Ceremony (Undergraduates and Graduates)	Mar. 23

The calendar may be subject to change depending on future circumstances.

Chapter 2

Housing



2 Housing

There are three common accommodation options for international students: dormitories, apartments, and shared houses. In this chapter, you will learn about these three types of housing and gain a better understanding of the Japanese housing system.

2-1 Keio University Dormitories

Keio University is expanding its student dormitories to better welcome and support students from outside the Kanto area and overseas. There are two student dormitories near SFC:

Shonan Fujisawa International Dormitory (SID) and **H Village**.

Shonan Fujisawa International Dormitory (SID)

湘南藤沢国際学生寮 *(Shonan Fujisawa Kokusai Gakusei Ryo)*

Shonan Fujisawa International Dormitory

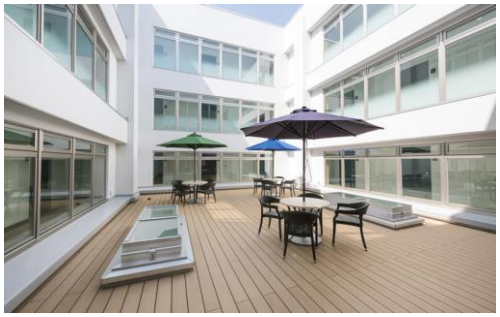
https://www.n-jisho.co.jp/shonanfujisawa/

*Japanese language only

Opened in 2021. This is the first Keio- exclusive dormitory at the Shonan Fujisawa Campus. It is a co-ed facility that provides morning and evening meals, featuring plenty of shared spaces for students to interact with each other.









H (eta) Village

Opened in the spring of 2023, H Village is our only on-campus international student dormitory, serving both undergraduate and graduate students.

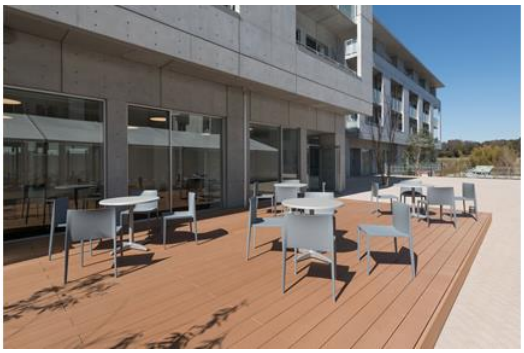
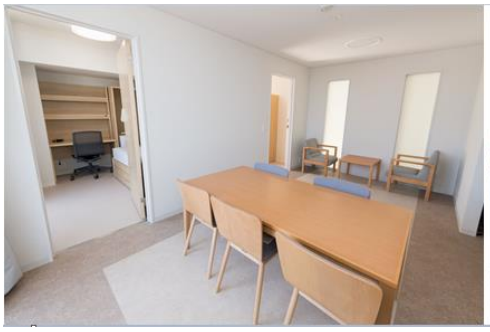
Each unit accommodates five students, combining both domestic and international residents. By living and studying together, students with diverse values from across Japan and around the world can foster deep global exchange.

The complex consists of a communal building and four residential buildings. To meet diverse student needs, the housing includes one all-male building, one all-female building, and two co-ed buildings.

This international dormitory brings to life a new lifestyle concept: "living while learning, and learning while living."

H Village

https://h-village.sfc.keio.ac.jp/en/


Student Dormitories near SFC for international students with "Student Visa"

https://www.students.keio.ac.jp/en/sfc/life/SFC-dormitories.html

Application Method

Applications for Keio University dormitories are accepted twice a year: in late January for those wishing to move in at the end of March, and in July for those wishing to move in September.

For more information, please refer to the webpage shown on the right.

* Depending on room availability, the selection of dormitories may be limited.

Period of Residence

The contract period is either six months or one year. However, please note that the contracts can be renewed annually for up to four years for undergraduate students (up to two or three years for graduate students), subject to passing the university's annual screening. (For Shonan Fujisawa International Dormitory, the maximum stay is two academic years for all students.)"

Inquiries

Nishimatsu-Jisho Co., Ltd. Yokohama Branch (Nishimatsu Construction Co., Ltd. Group)
Tel: 0120-533-669
Business Hours: 9:00a.m.-5:30p.m.
(Closed on weekends and national holidays)

Keio University Shonan Fujisawa Campus, Student Life Section
Email: sfc-housing@adst.keio.ac.jp
Office Hours: 9:15a.m.-4:30p.m. (Closed on weekends, national holidays, summer break, and the New Year holiday period)

The List of Keio Dormitories / Student Villages

1 Shimoda Student Village	2 Plume IS
3 Omori Student Dormitory	4 Tsunashima Student Dormitory
5 Motosumiyoshi Residence	6 Hiyoshi Intl. Dormitory
7 Motosumiyoshi Intl. Dormitory	8 Tsunashima SST Intl. Dormitory
9 Takanawa Intl. Dormitory	10 **H Village** (within SFC)
11 **Shonan Fujisawa International Dormitory** (1 min walk from SFC)	

The List of Keio Dormitories

https://www.keio.ac.jp/en/student-life/housing.html

Housing for International Students

https://www.ic.keio.ac.jp/en/life/housing/ryu_boshu.html



2-2 Local Student Dormitory







Dormy Shonan Fujisawa 2

Student Dormitory Guide 2026

https://keiolife.jp/news/p2302/

There are several local student dormitories near SFC operated by Kyoritsu Maintenance Co., Ltd. in cooperation with Keio University. These dormitories also accommodate students from other universities.

Around Shonandai area

Dormy Shonan Fujisawa

Dormy Shonan Fujisawa 2

Dormy Shonandai

Dormy Shonandai Lei (women only)

There are numerous Dormy dormitories located near other Keio University campuses in various areas.

Application Method

Please contact Kyoritsu Maintenance Co. Ltd.

Applications for all dormitories are processed on a first-come, first-served basis. Please note that applications will close once a dormitory reaches full capacity.

Contact: Kyoritsu Maintenance Co. Ltd.

int@gakuseikaikan.com

03-5295-7889

2-3 Private Apartments

Apartments

Renting an apartment requires a lengthy application process with a real estate company on your own. Also, most apartments come unfurnished.

However, if you seek complete privacy and an independent lifestyle, this is a great option.

Japanese accommodation is known to be costly, especially around big cities. Therefore, it is common for students to live far away from expensive business districts. Even around the SFC area, rent tends to be higher in popular areas, such as near train stations.

The average monthly rent for a student-sized apartment around the SFC area is approximately ~70,000 JPY.

Basic Knowledge of Renting an Apartment

Renting an apartment in Japan involves some unique procedures and customs. Please familiarize yourself with the following information and housing terminology before contacting a real estate agency.

House Terminology

敷金 *(Shiki-kin)*

rental deposit

礼金 *(Rei-kin)*

key money

Initial Costs

In addition to monthly rent, the following initial fees are required when signing the lease.

- *Shikikin* (rental deposit) is required for most apartment lease contracts and is usually equal to one-or two-months' rent. Your landlord will return your deposit to you when you vacate the property, after deducting cleaning costs and any damages beyond normal wear and tear.
- *Reikin* (key money) is a non-refundable gratuity paid to the landlord. It is typically equal to one or two months' rent, similar to *Shikikin*.
- An agent fee is paid to the real estate company as a commission for their services. It is usually equal to one month's rent.

In total, you may need to prepare at least six months' rent upfront to move into an apartment.

TIPS...Taking photos of your room before moving in is highly recommended. They serve as proof of the room's original condition, helping you maximize your *Shikikin* (deposit) refund later.

House Terminology

連帯保証人(*Rentai-hoshonin*)
a joint guarantor

Joint Guarantor

You need a joint guarantor (連帯保証人, *Rentai Hoshounin*) when signing a rental contract. A joint guarantor is a co-signer who takes legal responsibility in case the tenant defaults on payment of rent or damages.
Main requirements for a joint guarantor:

- Aged between 20 and 64
- A relative of the tenant (within the third degree of kinship)
- Has a stable income equal to or greater than the tenant
- Japanese national or permanent resident of Japan

If you don't have a joint guarantor, one option is to use a rent guarantee company designated by the realtor.
The guarantee fee is approximately 50% of the rent and is paid at the time of signing the contract. The current trend is that 90% of tenants use rent guarantee companies.

Comprehensive Renter's Insurance

https://www.jees.or.jp/en/crifs-en/

Comprehensive Renter's Insurance by Keio
留学生住宅総合保障制度 (*"Ryuhosho"*)

If you cannot find a guarantor, Keio University may co-sign your lease for the duration of your studies. However, roommates are limited to family members or other Keio international students. Additionally, applicants must not have any history of late rent payments. Depending on the circumstances, there is a possibility that your application may be rejected. Please note that applications from overseas are not accepted, as an in-person interview is required during the screening process.

How to subscribe

https://www.students.keio.ac.jp/sfc/life/intl-student/files/CRI.pdf

When signing any contract in Japan, **read the text carefully and make sure you fully understand it**. Contracts are legally binding; signing without complete comprehension may result in severe, unexpected consequences. If you have any trouble, be sure to contact the SFC Student Life Section or seek help from a knowledgeable Japanese friend.

Contact: Student Life Section at SFC

sl@sfc.keio.ac.jp

Layout & Measurement Terms

House Terminology

To describe the size of a room, there are 3 common measurement units that are frequently used.

- m^2,
- tsubo (about 3.3m^2)
- jō (about 1.65m^2, or 0.5 tsubo)

坪(*tsubo*)
measurement unit
3.3 m^2

"*jo*" is the most often used term. One *jo* size is equivalent to one tatami mat.

畳(*jo*)
measurement unit
1.65 m^2

The following is the list of acronyms used in floor maps.

Acronym	Type of Room	Term	Explanation
R	Single room	1R / Studio	A one-room directly connected to a kitchen and a bathroom.
K	Kitchen	1K	One main room with a separated kitchen
D	Dining	1DK	One main room with a kitchen/dining room combination
L	Living	1LDK	One separate living room and a bedroom.
S	Storage	1SLDK	1LDK with a storage

Japanese Room

While becoming less common, some apartments still feature traditional Japanese-style rooms called *washitsu*, 和室. The floors are covered with *tatami* mats (woven straw) and typically feature sliding *fusuma* doors made of wooden frames and thick, opaque paper.

和室(*Wa-shitsu*)
traditional Japanese-style rooms

Realtors

There are several English-speaking realtors near Shonandai Station as listed below. Some of their websites are available only in Japanese, but they have staff members who will be able to assist you in English.

【Request Form for Housing Referral】 for downloading

https://www.students.keio.ac.jp/en/sfc/life/intl-student/files/Request_form_for_housing.xlsx

Contact: Student Life Section at SFC

sfc-housing@sfc.keio.ac.jp

Request Form for Housing Referral

To request apartment information from the realtors listed below, please download "The Request Form for Housing Referral".
Once completed, please email it to the **SFC Student Life section**.
They will forward your form to all the realtors below. If any apartments match your criteria, the realtors will contact you directly. Of course, you are also welcome to contact the realtors yourself.

List of Realtors Located near Shonandai Station

- **Iiheya Net International Branch** (English website)
  https://global-eheya.net/en/index.html
  E-mail: room-daito@kentaku.co.jp
  ※Supported in 9 languages/ Online contract procedures available

- **Housemate** – Shonandai branch
  https://shop.housemate-navi.jp/shop/59
  E-mail: s-syonandai@housemate.co.jp

- **Mini Mini** – Shonandai branch
  https://minimini.jp/shop/10016/shonandai/index.html
  E-mail: shonandai@minimini.jp

- **Leopalace21**(English website)
  https://www.leopalace21.com/en

- **Able** (English/Chinese website)
  https://www.able.co.jp/international/

Please note that move-in can take up to one week, and room-sharing is strictly prohibited without prior approval from the real estate agency.

What to Bring When Visiting a Realtor

- ☐ Passport
- ☐ Residence Card
- ☐ Guarantor Form

2-4 Shared Residence

Shared House / Guest House

Besides living in a privately rented apartment or a dormitory, a shared house is another option you can consider. Living in a shared house will provide you with the opportunity to widen your circle of friends. Shared houses are ideal for people who desire a sense of warmth and community at home.

Several people (not necessarily students) live together in the same house and share common areas such as a kitchen, a living room and bathrooms while an individual can still enjoy their own private living space. Some shared houses have women-only properties available as well.

In terms of cost, shared houses typically have lower initial and monthly fees compared to regular rental accommodations.

They do not usually require a high deposit, key money, and/or other initial fees. Also, they are mostly furnished. Plus, the costs for gas/electricity/water/internet will be shared by all residents and regulated by the management company, so you do not have to apply for those services separately yourself. In most cases you do not need a guarantor, but some emergency contacts residing in Japan will be needed instead.

Please note that there is always the possibility of problems arising from sharing common spaces like the kitchen or living room with strangers. To avoid issues, it is important to respect the house rules and communicate openly with your housemate.

Management Companies for Shared Residence

NODE GROWTH SHONANDAI

https://growth.welcometonode.jp/en/

SUNNYSIDE INN SHONANDAI

https://www.hituji.jp/comret/info/kanagawa/fujisawa/sunny-side-inn-shonandai

SAKURA HOUSE

https://www.sakura-house.com

2-5 Pros and Cons of Each Type of Accommodation

We encourage you to explore all available housing options and choose the accommodation that best suits your needs.

Accommodation	Pros	Cons
Dormitories	• Furnished • More chances to make student friends • Safety • Internet/gas/water/ electricity included	• Limited number of rooms • Limited period of staying • Rules • Less Privacy • Some dormitories require upfront fees
Apartments	• Privacy • Independent lifestyle	• Expensive upfront fees • Need a guarantor • Unfurnished
Shared Houses	• Lower expenses • Furnished • More chances to make variety of friends	• Noise issues (there are non-students' tenants) • Less privacy



2-6 Gas, Water, and Electricity

First, you need to find out whether you are responsible for paying your own utility bills. Some landlords pay the utilities themselves and include the cost in the rent. In this case, everything should be working when you move into your apartment. If utilities are not included, you will need to contact the service providers and pay the bills yourself.

Gas

There are two common types of gas used in Japan: natural gas (city gas or 都市ガス, *toshi gas*), and propane gas (LP gas). When move into a new place, find out which type your apartment uses and contact the appropriate gas company; you can get this information from your realtor. At the scheduled time, the gas company will send a technician to check and activate your gas lines. Please note that you must be present for this appointment. If you live in Fujisawa City, city gas (*toshi gas*) is provided by Tokyo Gas Co., Ltd.

Please keep in mind that the improper use of gas can be very dangerous. If you smell gas, turn off any heating appliances and open the windows immediately. Then, call the gas company right away using their dedicated emergency hotline to report the leak.

Water

Water service is usually available the moment you move in, but you must contact the local water bureau to set up a billing account.

When you start using the service, you will need to notify them of your start date. You should also contact them if you experience any service disruptions. Your realtor will provide the correct telephone number, or you can use the number listed in the column on the right.

都市ガス(*toshi gas*)

city gas

Tokyo Gas

https://www.tokyo-gas.co.jp/corporate/index.html?wovn=en

Tel: 0570-00-2211 or 0466-47-7130 (for Fujisawa), Mon-Sat, 9:00 a.m. - 7:00 p.m. (Japanese language only)

Exclusive phone for reporting gas leakages

Tel: 0570-00-2299 or 03-6735-8899
Available for 24 hours

Kanagawa Prefectural Waterworks

http://www.pref.kanagawa.jp/docs/r4a/okyakusamacc/main.html

Tel: 0570-00-5959

045-522-8820
(Japanese language only)

Electricity

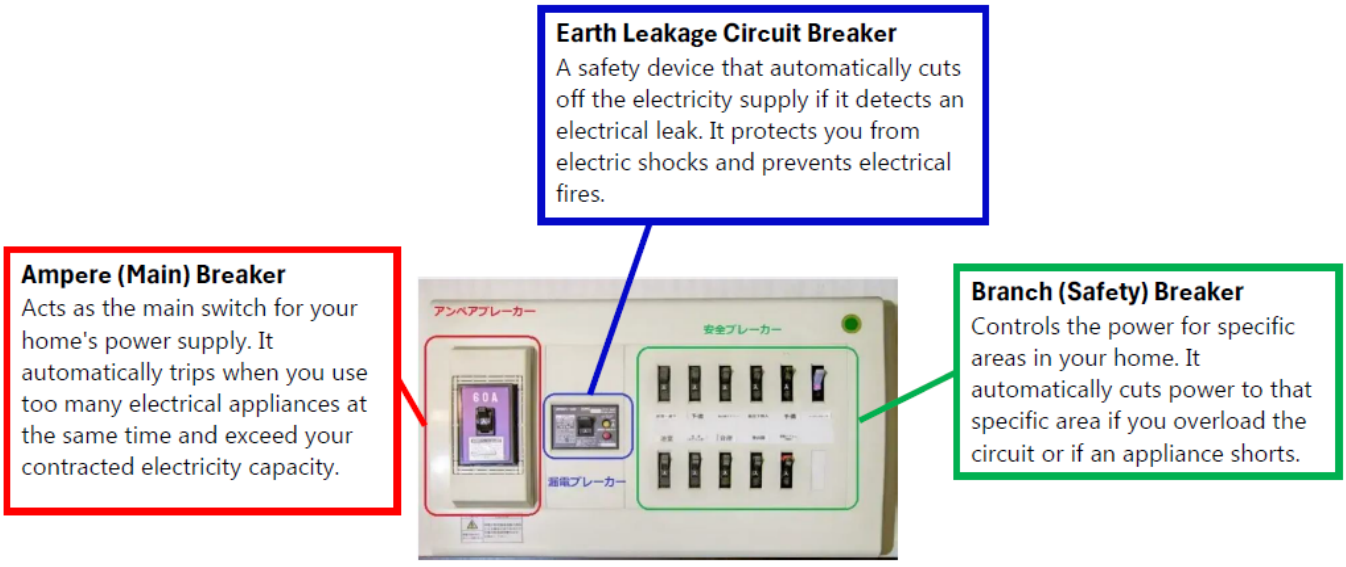
TEPCO

https://www.tepco.co.jp/en/ep/index-e.html#content02

Tel: 0120-995-113 or **046-408-5996**
（for Fujisawa area)
Mon-Sat, 9am. – 5pm.
(English)

There are several electricity companies in Japan, but the major provider in your area is likely Tokyo Electric Power Company (TEPCO).

If you do not have electrical power when you move in, you will need to find the apartment's circuit breaker (usually, located near the entrance). Flip all the switches to the "ON" position to see if the power turns on. Once confirmed, contact your local electricity company to provide your name, address, move-in date, and customer number. This number can usually be found on an envelope placed near the breaker or the meter. In some cases, you may find a small start-up card near the breaker instead. Simply fill it out and mail it back to the power company (the card is usually pre-addressed). This will allow them to set up an account in your name and bill you monthly.



How to reset the circuit breaker...

Flip the tripped breakers back to the "ON"(入) position.

If a circuit shorts or exceeds your home's electrical capacity, the breakers will trip and cut the power automatically. If this happens, reduce your appliance use before resetting the breaker. Please know your electrical capacity and avoid using too much electricity at once. For emergencies, call the electricity company using the number on your bill, and keep your bills and receipts for reference.

Electronics from your home country may require voltage and plug adapters. The electrical voltage in Japan is 100 volts – 50/60 Hz AC. 50 Hz is common in eastern Japan.



US PLUG(100-110V)

Note on Paying Bills

After your usage is calculated, the electricity, gas, and water bills will be mailed to your home. You can pay these and other utility fees at convenience stores, banks, and post offices. Simply hand the clerk your bill and the cash amount due to process your payment. Please note that if your payments are overdue, your utility services may be disconnected.

You can also arrange for payment via direct debit (銀行口座引き落とし/*ginkō kōza hikiotoshi*) from your bank account. Application forms for this service will be sent to you shortly after opening your utility accounts or you can ask each business operator for details. If you do so, the money will automatically be deducted from your account when the bill is due.

銀行口座引き落とし (*ginkō kōza hikiotoshi*) direct debit

To stop your utility services when you are planning to move out or relocate within Japan, notify each company at least **one to two weeks** before your departure. The electric and gas companies will send a technician to shut off your service and issue your final bill. The water bureau will send your final bill and close your account.

2-7 Phone Service

Some banks, including Japan Post Bank, now allow you to open an account online or through an app using only a mobile phone number, without requiring a landline. However, if you prefer to install a traditional landline at home, please contact your local NTT office or another telephone provider.

For more details about Smartphone Contracts, please refer to **4-3**.

NTT East

https://www.ntt-east.co.jp/en/

2-8 Internet

光ファイバー(*hikari-faiba*)
fiber-to-the-home

Internet Service Providers (ISP);

Sakura fiber internet
(English support)

https://support.sakuramobile.jp/hc/en-us

GTN Hikari
(Multilingual support)

NTT EAST

Au HIKARI

Softbank Hikari

docomo Hikari

NURO Hikari

Pocket Wi-Fi rental service:

Wi-FiRental.com

WiFiBOX

Sakura Mobile pocket WiFi

It is vital for students to set up a reliable internet connection for an online learning environment.

Broadband Internet

To set up home internet, many students choose a high-speed broadband connection. Fiber-to-the-home (FTTH or Fiber Optics) offers the fastest speeds and is the most popular choice.

Please note that line installation can take several weeks or even months if your apartment is not yet physically connected to a fiber network.

In Japan, the line provider and the Internet Service Provider (ISP) are often managed by separate companies. Therefore, you may need to apply to both a line provider and an ISP.

Pocket Wi-Fi

Renting a portable battery-powered Wi-Fi router is another popular option for international students.
Its big advantage is that it does not require cable installation. The contracting process tends to be simpler and faster and gives you easy access to the internet on the go.

Usually, a credit card will be needed for payment.

2-9 Furnishing Your Apartment

First, it is important to know that most apartments in Japan come completely unfurnished. While a basic kitchen unit is usually included, you may need to buy everything else, including curtains, light bulbs, a desk, a chair, and a bed. For this reason, furnishing your new home can be challenging at first, especially for those moving to Japan for the first time. Furthermore, while online shopping (such as Amazon or Rakuten) is convenient, some platforms may have limited English support or require a credit card for payment.

Here are some recommended furniture stores, ranging from budget-friendly to premium options, located near SFC.

Furniture Chain Stores

Two major furniture and lifestyle retailers in Japan are MUJI and NITORI. Both offer affordable, quality furniture that requires self-assembly, as well as home essentials like bed sheets, pillows, curtains, and dishware.

The nearest **MUJI** is located in Terrace Mall Shonan, a shopping mall right next to the north exit of Tsujido Station. Another branch can be found in **Shonan Fujisawa OPA**, a department building near the south exit of Fujisawa station.

There is a **NITORI EXPRESS** inside Ito-Yokado Shonandai, which is located conveniently between Shonandai Station and SFC.

Recycle Shops – Second-Hand Stores

Japanese second-hand stores are known as "recycle shops". They can be found in almost every city and are good for buying hefty appliances like fridges, washing machines and microwave ovens. Some have signs saying "*リサイクル*" (Recycle) and there are also franchise chains like **HARD-OFF** (primarily electronics and musical instruments) and its sister branch, **BOOK OFF** (books, CDs, DVDs, and games).

MUJI

https://www.muji.com/jp/ja/shop/detail/045528
(Japanese only)

NITORI

https://shop.nitori-net.jp/nitori/spot/detail?code=0000006488
(Japanese only)

HARD-OFF group

https://www.hardoff.co.jp/en/

Treasure Factory

https://www.treasure-f.com/shop/725/
(Japanese only)

Expert

https://reuse-expert.com/store/shonandai/
(Japanese only)

Sayonara Sales Craigslist
https://tokyo.craigslist.org/?lang=en&cc=us

Freecycle
https://www.freecycle.org/town/Tokyo

GaijinPotClassifieds
https://blog.gaijinpot.com/6-ways-to-find-furniture-for-your-japanese-apartment/

Keio Welcome Net

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

There is a large recycle shop called **Treasure Factory** (トレジャーファクトリー) at 1-14-6 Kameino, Fujisawa City.

It is within walking distance of Shonandai Station; you can either take the Odakyu Line for one stop or walk for about 20 minutes.

There is another recycle shop called **Expert** (エキスパート), which is approximately a 10-minute walk from Shonandai Station. Leave the station through Exit G and go straight until you reach Shonandai Park. Turn left and follow the road for about 450 meters, and you will see the shop on your right.
Address: 6-34-10 Shonandai, Fujisawa-city

Sayonara Sales

Since some foreigners live in Japan for only a limited period, there is a constant flow of "Sayonara" (goodbye) sales, where people look to sell their furniture and other belongings before they leave the country.

Check out the link on the right for great resources for affordable furniture.

100-yen Stores

If you are looking for tableware, cutlery, cleaning supplies, storage containers, small shelves, or other household items at an affordable price, you should check out 100-yen stores like **DAISO**, **Seria**, and **Can★Do**. In particular, the DAISO stores in Shonandai—both the one near Shonandai Station and the one inside Ito-Yokado—are highly popular among international students.

Keio Welcome Net

Keio Welcome Net is a volunteer organization run by Keio University alumni. It helps international students, researchers, and their families, settle into life in Japan.

E-mail welcomenetevent@gmail.com

2-10 Moving

After your dormitory contract ends, you may want to move to an apartment or another dorm. Once the moving date is finalized, you need to decide whether to use a moving company or take on the challenge of moving everything yourself.

If you choose a moving company, the cheapest months to move are June, October, and November. In contrast, you should try to avoid March, April, July, August, and the Golden Week holidays, as these are peak seasons due to company transfers and vacations.

Even if it is time-consuming, you should get multiple estimates from different companies. If you mention to the agent that you are comparing quotes, they are more likely to offer you a discount. Often, you can also lower the cost if you agree to use used boxes.

Tips to Make Your Moving Cheap

- ✓ Choose off-season (June, Oct., Nov.)
- ✓ Weekdays
- ✓ Afternoon
- ✓ Multiple estimates
- ✓ Take used cardboard boxes

How to Find a Moving Company

Moving companies in Japan offer all kinds of services from full-service movers where a team of professionals will pack and unpack every single item you own, to customer-assisted moves which have an incredible variety of options.

Here are some major moving companies which offer services in the Shonandai area:

Kuroneko Yamato

Nippon Express (Nittsu)

Akabo

Sakai Moving Service

Kurashi-no-Market:
An online platform specializing in home and lifestyle services. It allows customers to compare different providers for house cleaning, trash removal, and home repairs based on prices and customer reviews, and make reservations directly online.

Necessary Procedures for Moving Out

When you decide to move, there are plenty of things you need to take care of both before and after your moving date.

☐ **Apartment Contract**

If you live in a private apartment, you must give notice to your landlord at least **one month** before moving out, depending on your contract. If you fail to notify them in time, or if you have caused major damage to the apartment, your deposit (*shikikin*) may not be refunded.

☐ **Cancel Utility Services (Gas, Water, and Electricity)**

You will also need to notify the gas, electricity, and water companies of your moving-out date and request a final bill settlement. If you are moving within Japan, you can provide your new address at the same time so they can start your utilities as soon as you arrive at your new place.

☐ **Official Registration**

If you are moving within the same city or ward, you only need to submit a change of address at your local municipal office. Be sure to bring your Residence Card and My Number Card.

If you are moving to a different city or ward, your current city/ward office will issue you a " Moving-out Certificate (転出証明書/*tenshutsu shomeisho*)". You must bring it to your new city/ward office and file a " Moving-in Notification (転入届/*tennyu todoke*)" within 14 days of moving into your new residence.

Also, return your NHI (National Health Insurance) Certificate of Eligibility or your NHI Card (if you have one) to the city/ward office that issued it. Then visit the NHI counter at your new city/ward office within 14 days of moving in to complete the enrollment procedure.

For your national pension, visit the Pension Division counter at your new city or ward office. Bring your Pension Handbook (or Pension Notice) and an ID. Then, fill out the address change form. There are no specific procedures required at your old city or ward office.

If you plan to leave Japan, fill out the "Application for the Lump-Sum Withdrawal Payments form" and mail it to the Japan Pension Service. You must include your blue Pension Handbook (or Pension Notice), a copy of your Residence Card, and a photocopy of your passport.

What to Bring to Your City/Ward Office of Your Old Address

- ☐ Residence Card
- ☐ My Number Card
- ☐ Your seal (if any)
- ☐ New address
- ☐ NHI Certificate of Eligibility or NHI Card (Issued before December 2024, if you have one)

What to Bring to Your City/Ward Office of Your New Address

- ☐ Moving-Out Certificate
- ☐ Residence Card
- ☐ My Number Card
- ☐ Your seal (if any)
- ☐ New address
- ☐ Pension book

転出届 (*tenshutsu todoke*)
Moving-out Notification

転入届 *(tennyu todoke)*
Moving-In Notification

☐ Bank and Credit Card

Bring your cash card, passbook (if you have one), Residence Card, and personal seal (if registered) to your bank's branch to update your address. Don't forget to contact your credit card company to change your address as well.

☐ Postal Mail

Japan Post can forward mail and parcels sent to a former address for one year.
You can register for mail forwarding through the official Japan Post website (Japanese language only), or in person at your local Japan Post office.

Unfortunately, Japan Post is unable to forward mail overseas.

Post Office

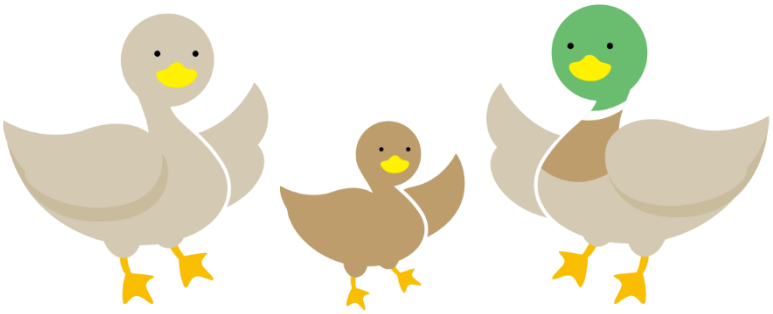
https://www.post.japanpost.jp/service/receive/relocation/

☐ **Notify the University**

Notify Keio University of your new address via K-Support. Log in to keio.jp and go to "Various changes" in the top menu, select "Confirmation/Change of Address", and enter your new address.

Chapter 3

Administrative Procedures



3 Administrative Procedures

This chapter provides legal procedures that will need to be completed at the city/ward office. There is no need to book your visit to the office beforehand. It may take up to 1-2 hours in total.

3-1 Fujisawa City Hall and Community Centers

Fujisawa City has its main city hall located near the north exit of Fujisawa Station, along with 13 community centers located throughout the city. The nearest one is the Shonandai Community Center, right next to the east exit of Shonandai Station.

3-2 Resident Registration

Moving-in Notification

What to Bring to Your City/Ward Office

- ☐ Residence Card
- ☐ Passport
- ☐ New Address

Once your new address is decided, please visit the city/ward office. You must report your new address in Japan (住民登録/*Jumin-toroku*) **within 14 days** of moving in. To do this, submit a moving-in notification form (転入届/*Tennyu-todoke*) which is available at the city/ward office.

If you fail to register your address without a valid reason, or if you submit a false address, your status of residence may be revoked.

住民登録(*Jumin-toroku*)
resident registration

Once your address registration is complete, your new address will be printed on the back of your Residence Card.

転入届(*Tennyu-todoke*)
moving-in notification

You will be required to report your new address to the local city/ward office within 14 days every time you change your address in Japan.

Certificate of Residence

住民票 *(jumin-hyō)*
Certificate of Resident record

Upon request, your local city/ward office will issue a "Certificate of Resident Record (住民票/*Juminhyo*) to confirm your current address. You may be asked to present or submit this certificate when purchasing a mobile phone or opening a bank account. The issuance fee is generally around 300 yen, though it varies by municipality.

3-3 National Health Insurance

国民健康保険(*kokumin kenko hoken*)
National Health Insurance

National Health Insurance (NHI)— 国民健康保険/*kokumin kenko hoken*, often abbreviated as *Kokuho* in Japanese—is a public health insurance system. It ensures that members can receive medical care without financial worry when ill or injured by sharing medical expenses between the government and the insured.

International students with a status of residence of more than three months must enroll in the NHI, unless they are covered by the insurance plan of a family member living in Japan. Please note that overseas travel or medical insurance is not accepted.

Under the NHI system, approximately 70% of your medical expenses will be covered when you receive treatment at medical institutions (most hospitals in Japan accept the NHI). You will only need to pay the remaining 30% of the costs.

Please note that the National Health Insurance does not cover expenses for cosmetic surgery, orthodontics, or childbirth.

How to Enroll in National Health Insurance (NHI)

When you register your address at the city/ward office, you'll be guided through the NHI enrollment process. There is no fee to join.

国民健康保険資格確認書(*Kokumin Kenko hoken shikaku kakunin sho*)

A " NHI Certificate of Eligibility " (国民健康保険資格確認書/*Kokumin kenko hokken Shikaku kakunin sho*)will be issued. You can request to have it issued on the spot or have it mailed to you at a later date.

NHI Certificate of Eligibility

When you receive it, check to ensure that all information is correct, and always present it at the reception counter whenever you visit a doctor.

⚠ Duplicated or expired NHI Certificate of Eligibility is invalid

This certificate can be used in exactly the same way as a standard health insurance card (though it is a paper document rather than a plastic card).

⚠ Failure to pay your National Health Insurance may lead to the denial of your visa renewal or status change

Deduction

The amount of your National Health Insurance premium is determined by your local city or ward office based on your income from the previous year. If your income is below a certain threshold, a premium reduction will be applied (please note that scholarships are not considered income).

If you wish to link your insurance card function to your My Number Card, **please refer to 3-5 My Number**

Please pick up**,** fill out, and submit an **Income Declaration for National Health Insurance form** (国民健康保険料申告書"*kokumin kenko hokenryo shinkokusho*") at your local city/ward office counter when applying for enrollment. Failure to submit this form may result in being charged the maximum insurance premium. From the following year, the form will be mailed to your home address.

国民健康保険料申告書(*kokumin kenko hokenryo shinkokusho*) income declaration form

Please note that your insurance premium starts from the month you become an eligible resident, not from the month you receive the enrollment notice. Since you must bear full medical expenses during any uninsured period, we highly recommend purchasing international travel insurance in your home country to cover your first few days in Japan. For more details, please contact the National Health Insurance counter at your local municipal office.

3-4 National Pension

国民年金(*kokumin nen-kin*)
National Pension

The National Pension is a pension system that all residents in Japan aged 20 to 59 years old are required to enroll in.

国民年金被保険者資格取得届書(*kokumin nen-kin hihokenha shikaku shutoku todokesho*)
Report of Acquisition of Qualifications for National Pension System

- **If you are 20 years of age or older when you enter Japan:** After completing your resident registration, you will need to enroll at the city/ward office or the Japan Pension Service office with jurisdiction over your residential area.

- **If you are 19 years of age or younger when you enter Japan:** No procedures are required at this point. You will receive a "**Report of Acquisition of Qualifications for National Pension System**"（国民年金被保険者資格取得届書 *kokumin nen-kin hihokensha shikaku shutoku todokesho*) one month before you turn 20 years old.

基礎年金番号通知書
(Kiso nenkin bango tsuchisho)
Basic Pension Number Notification Document

Approximately one month after you enroll, the Japan Pension Service will send you a Basic Pension Number Notification Document and National Pension Contribution Payment Slip. Please keep these documents in a safe place. They will be required for your future living or working in Japan, so please do not discard them.

国民年金保険料納付書
National Pension Contribution Payment Slip

National Pension Payment Exemption

学生納付特例制度
(*gakuei nofu tokuri seido*)
special payment system for students

The contribution amount for the National Pension is 17,920 JPY per month (for fiscal year 2026).

For students aged 20 or older who have a low income and find it difficult to pay the contributions, there is a **Special Payment System for Students**（学生納付特例制度/*gakuei nofu tokuri seido*), which allows students to postpone their payment upon approval.

https://www.nenkin.go.jp/service/pamphlet/kaigai/gakuseinouhutokurei.html

To become eligible for an exemption, you need to apply at the city/ward office where you reside and register. The application form is available at the city/ward offices or the Japan Pension System branch offices.

Please note that you must apply for the Special Payment System for Students every year. (every April)

3-5 Individual Number (My Number)

個人番号（マイナンバー）(*kojin bango*)
Individual Number
(My Number)



What is an Individual Number? (“My Number”)

The Individual Number (also called “My Number”) is a 12-digit number issued to each resident in Japan. It is used for administrative procedures related to social security, taxation, and disaster relief. Your Individual Number is valid for life, so please handle it with care, avoid sharing it unnecessarily, and ensure you do not lose any documents showing your number.
There are two types of card issuance: 'Standard Issuance' and 'Express Issuance'

■ Express Issuance

If you complete your resident registration in the morning and request your My Number Card urgently, you can apply for it on the spot as an Express Issuance Application.
(Depending on the system registration status, you may be asked to come back the next day or later.)
For example, if you complete your resident registration first thing in the morning, you'll be told to come back at a certain time in the afternoon to apply for your My Number Card.
The card will be sent out within one week of application.
(See the image below).





封筒イメージ（裏面）

■ Standard Issuance

1）Individual Number Notice

Normally, you will receive an Individual Number Notice (個人番号通知書/*kojin bango tsuuchisho*) by registered mail 2~3 weeks after you register your resident registration.
(See the image below).

個人番号通知書(*kojin bango tsuchisho*)
Individual Number (My Number)Notice



Since your Individual Number Notice will be sent by registered mail, someone must be present to receive it. If no one is at home, you will receive a delivery notice with instructions for redelivery. Please be sure to collect it within the retention period.
To request redelivery (external link: Japan Post)

Japan Post

https://www.post.japanpost.jp/index_en.html

2）How to apply for a Plastic My Number Card（Optional）

Please see the following website for the detailed application procedure.

https://www.kojinbango-card.go.jp/en/

To apply for a plastic My Number card, fill out the enclosed application form and attach your photo. Mail it using the return envelope. Alternatively, you can apply via smartphone, PC, or a town ID photo booth.

About one month after your application, a municipal office (City/Ward/Town) will mail an issuance notice (postcard) to your home address. You must pick up your card in person at the designated location by the deadline specified on the notice. Please bring all required items with you. The location for pickup will be indicated on the issuance notice.

Even after your new My Number Card is issued, it will not automatically function as a health insurance card. You must link it yourself. If you wish to use it as a health insurance card, please complete the registration via the Myna Portal app/website, at hospital receptions, or other designated locations.

*If you have extended your period of stay, you must update the information printed on your My Number Card. Please note that your My Number Card will become invalid if you fail to update it at your local municipal office before the card's expiration date.

What to Bring to Your City/Ward Office

- ☐ Residence Card
- ☐ Passport
- ☐ Issuance notification (postcard)

特定在留カード
（Tokutei Residence Card）

Specified Residence Card



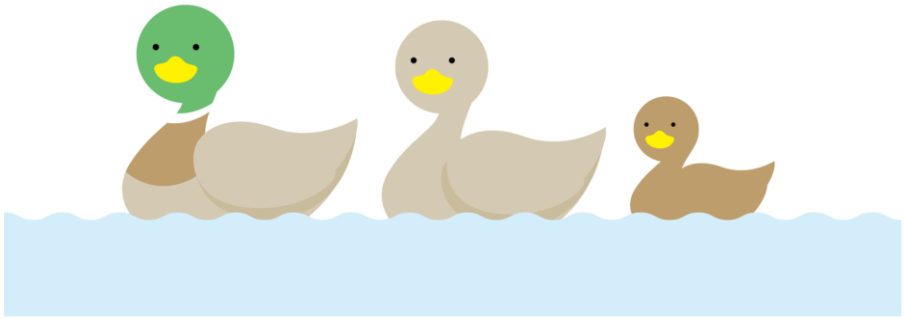
https://www.moj.go.jp/isa/tokutei.html

Specified Residence Card (Tokutei Residence Card)

This is an IC card that integrates the functions of the standard Residence Card and the My Number Card into a single card. It offers advantages such as smooth use of Myna Portal and the ability to obtain various certificates at convenience stores. Obtaining this card is optional. You can apply for it at the same time as procedures such as extending your period of stay or changing your address. It is also possible to apply at your local municipal office.

Chapter 4

Other Procedures



4 Other Procedures

4-1 Opening a Bank Account

通預金(*futsu yokin*)
a general account

通帳(*tsucho*)
a bankbook

キャッシュカード
(*kyasshu kado*)
a cash card

Under the Foreign Exchange and Foreign Trade Act, international students are classified as “non-residents” for their first 6 months in Japan. During this period, you cannot open a standard bank account, except at JP Bank or Seven Bank or Suruga Bank.

Here is a comparison table of the account opening methods and available services for these three banks.

	JP BANK ゆうちょ銀行	SURUGA BANK	BANK セブン銀行
At a branch	✓ (Personal Seal required)	✓ (Personal Seal required)	×
Account opening app or Convenience store ATM (No Personal Seal required)	Account Opening App	Account Opening App	 Convenience Store ATM
Issuance of card and bankbook	At a branch: on the spot App: No passbook / Cash card in about 2 weeks	At a branch: on the spot App: No passbook / Cash card in about 2 weeks	No passbook / Cash card in about 2 weeks
Available Services	Deposits and withdrawals until your 6th month. *After residing in Japan for 6 months, you need to visit the bank branch to change your “Non-Resident account” to a “Resident account”	Deposits and withdrawals until your 6th month. *After residing in Japan for 6 months, you need to visit the bank branch to change your “Non-Resident account” to a “Resident account”	Classified as a "Resident" from day one, allowing you to use all standard services. (Deposits, Withdrawals, Transfers, Debit Card, and Overseas Remittances)

*MEXT scholarship recipients are required to open a JP Bank account in person at a branch counter to receive their scholarship.

*Account opening at Seven Bank ATMs is currently available only for Residence Cards issued on or before June 14, 2026. Support for Residence Cards issued after that date are scheduled for December 2026. For the latest information, please check the Seven Bank ATM Account Opening website. https://www.sevenbank.co.jp/english/personal/atm/madoguchi.html

Personal Seal 

You will need a personal seal when opening an account at a branch, so please prepare one in advance at a seal shop. (around 400 JPY~)
Seals can be made using kanji, hiragana, katakana, or the alphabet.

印鑑 (*Inkan*) or 印 (*In*)
a personal seal

Seal Shop near Shonandai-Station:

Yumekobo
(On the first floor of Ito-Yokado)
(Japanese Only)
https://www.ekiten.jp/g0337/st4188/

Which Bank to Choose After 6 Months in Japan?

Banks in Japan are primarily divided into three types: major banks (mega-banks), regional banks, and highly convenient, modern "internet banks" like Seven Bank. Major banks—such as Mizuho Bank, MUFG Bank, and SMBC—have their head offices in large cities like Tokyo and operate branches nationwide. On the other hand, regional banks, including Suruga Bank and the Bank of Yokohama, focus on providing financial services within specific prefectures or regions.

Students usually choose their banks based on convenience, but please keep in mind that some scholarship providers designate specific banks for their payments.

There is a "Lawson" convenience store on campus that has an ATM inside. Although you cannot open an account at that ATM, you can withdraw cash there once you have set up your account at an off-campus branch. (You can find bank branches near major train stations such as Shonandai, Tsujido, and Fujisawa.)

Mega Banks

Mizuho Bank
みずほ銀行

Bank of Mitsubishi UFJ
三菱 UFJ 銀行

Sumitomo Mitsui Bank
住友三井銀行

JP Bank
ゆうちょ銀行

Local Banks

Yokohama Bank
横浜銀行

Suruga Bank
スルガ銀行

English Friendly Banks

SBI Shinsei Bank
SMBC Trust Bank
Sony Bank
Rakuten Bank
Seven Bank

Closing Your Bank Accounts

Please make sure to close all your bank accounts when you leave Japan.
If your unused account is exploited for wire transfer fraud or other scams, you could be held criminally liable.

Bank Terminology

口座開設(*koza kaisetsu*)
opening a bank account

預け入れ(*azukeire*)
Deposit

振替(*furikae*) Transfer

通帳記入(*tsucho kinyu*)
Update bankbook

引き出し(*hikidashi*)
Withdrawal

振込み(*furikomi*)
Remittance

残高照会
(*zandaka shokai*)
Checking Balance

残高照会後お引き出し
(zandaka shokaigo ohikidashi)
Withdrawal After Checking Balance

外貨両替
（*gaika ryogae*）
Money Exchange

海外送金(*kaigai sokin*)
Overseas Remittance

手数料(*tesuryo*)
Handling Charge

大黒屋（*Daikokuya*）
discount ticket shop
https://shop.e-daikoku.com/info/spot/detail?code=0000000370

Bank Services

A wide range of banking services—including deposits, savings, utility bill payments, credit card auto-debits, and remittances—are available at banks and post offices (ゆうちょ銀行/*Yucho Bank*). If you need to send money to family or overseas, please consult your financial institution, as fees and available options vary. Please note that a valid photo ID (such as a Residence Card or Health Insurance Card) is required for any domestic or international remittance exceeding 100,000 JPY.

When making a cash withdrawal at a bank counter, you will need either your registered personal seal or your signature, depending on how you opened your account. If you use a bank card, cash can be withdrawn from ATMs. However, please be aware that there may be daily limits on both the number of withdrawals and the amount you can withdraw.

Bank counters are normally open 9:00–15:00 and are usually closed on weekends and holidays.

As each financial institution has different service hours and fees at their branches and ATMs, please check their websites for more detailed information.

Foreign Currency Exchange

Bank branches outside of Tokyo rarely handle foreign currency exchange.
Instead, you can find currency exchange shops, such as World Currency Shop, in major cities. Currency exchange machines are also available at major train stations like Akihabara, Ginza, Shinjuku, and Kamakura. For example, there is a Travelex shop just outside the JR ticket gates at Fujisawa Station, as well as a currency exchange ATM in Enoshima.
You can also exchange currency at discount ticket shops, and some places even offer great rates. Be sure to check out (大黒屋/*Daikokuya*) near Shonandai Station.

4-2 Credit Card

There are many choices of credit cards, but those issued by banks are subject to strict screening. Consequently, it is considered difficult for foreigners who have been in Japan for less than one or two years to get approved by credit card companies.

The following credit cards are easy for international students in Japan to apply for and get approved for. Additionally, they have no annual fee.

Rakuten Card

EPOS Card

Life Card

Rakuten Card
https://www.rakuten-card.co.jp/
(Japanese language only)

https://grp01.id.rakuten.co.jp/rms/nid/registfwdi

Keio Card

Keio University also offers its own credit card services. You can find more information about these cards at the Keio Co-op store inside the Sigma Building at SFC.

Keio Card
(Japanese language only)

https://www.keiocard.com/

Items required when applying for a credit card

- ☐ Bank account
- ☐ Address
- ☐ Mobile phone or fixed-line phone number
- ☐ Residence card
- ☐ Parents' consent for students under 18 years old

Please note that all the application needs to be done in Japanese language only.

4-3 Smartphone Contract

What to Bring When Signing a Smartphone Contract

- ☐ Residence card
- ☐ Passport
- ☐ Bank card
- ☐ Personal Seal

Getting a smartphone contract is often one of the first challenges international students face when moving to Japan, for the following reasons.

- Inability to purchase phones in installments due to a period of stay under 24 months
- Requirement of a credit card in most cases
- Contract and customer support available only in Japanese

We recommend that newly arrived students initially use a foreigner-friendly mobile carrier like GTN, which does not require a bank account or a registered seal for setup. After settling in for a few months and obtaining the required documents, you can easily switch to a standard Japanese carrier.

GTN mobile

https://gtn-mobile.com/en/uni_plans/

mobal

https://www.mobal.com/japan-sim-card/?source=3289

Sakura Mobile

https://www.sakuramobile.jp/

Rakuten Mobile Shonandai Shop

https://network.mobile.rakuten.co.jp/shop-detail/7776/?wovn=en

Smartphone Service Companies

The Big 3

Softbank
AU
Docomo

The Budget SIMs

Rakuten Mobile!
Y!Mobile
UQ Mobile etc.

International students friendly

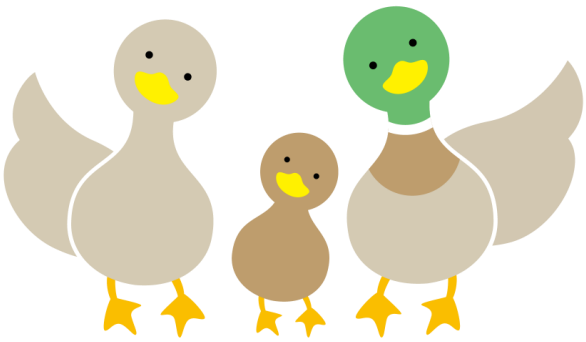
GTN
mobal
Sakura Mobile

Rakuten Mobile Shonandai Shop

There is a Rakuten Mobile shop located near Shonandai Station. As English assistance is available, you may consider visiting the store in person.

Chapter 5

Status of Residence



5 Status of Residence

This chapter outlines the legal procedures at the Immigration Bureau for changing your status of residence.
You are required to notify the authorities if there are any changes to your registered information or other specific matters during your period of stay.

If you change your place of residence, you must notify your local municipality (city/ward office) as instructed in **Chapter 3**.
Changes to items other than place of residence must be notified at the Regional Immigration Bureau in person.

Online Application
Foreign nationals can apply for residence procedures online if they have a My Number card.
For details, please check the Immigration Services Agency website.
https://www.moj.go.jp/isa/applications/guide/onlineshinsei.html

【Caution ⚠】 Staying in Japan without a valid residence status means that you are violating Japanese immigration law and there are various types of penalties for overstaying, like deportation, a fine, or imprisonment. The simple reason that you forgot to extend your status of residence is not accepted, and it will also be treated as a violation of Japanese law.

5-1 Extension of Period of Stay

When you first arrive in Japan, you will receive a residence card at the airport, which has your period of stay listed on the front. The possible periods of stay for those with a "Student" status range from three months up to a maximum of four years and three months.

If you wish to remain in Japan as a student beyond your designated period of stay, you must apply for an extension of your period of stay at the Immigration Bureau with jurisdiction over your area of residence.

You may apply for an extension starting three months prior to the expiration date of your status of residence. You will receive a new residence card once the extension is approved.

Application Process

1 Download the "**Application for Extension of Period of Stay**" form from the Ministry of Justice website.
The form consists of 5 pages. Please complete the first 3 pages ("For applicant"). The remaining 2 pages ("For organization") must be filled out by Keio University.

2 Please request the above 2 pages ("For organization") to be issued by Keio University as a certificate through K-Support. Log in to K-Support and follow the links: Applications → Issuance of Certificates (Strictly Sealed Certificates, Special Certificates, etc.) In principle, payment (300 JPY) must be made online. Please check the payment method on K-Support.

3 Use the automatic certificate issuing machines to obtain your "**Certificate of Enrollment**" and "**Transcript of Academic Record**". They cost 300 JPY each.

4 Bring all the necessary documents and items to the Immigration Bureau to submit your application.

- ☐ Application for Extension of Period of Stay form
- ☐ Certificate of Enrollment
- ☐ Transcript of Academic Record
- ☐ Passport
- ☐ Residence Card
- ☐ ID photo (4 x 3cm, taken within 6 months)
- ☐ Documents certifying your ability to cover all expenses while staying in Japan
- ☐ If you are receiving a scholarship, a certificate related to it
- ☐ Various Confirmation Forms * To be prepared by the University：If your previous residence-related application (e.g., COE application, extension of period of stay, etc.) was submitted under an institution other than Keio university, please arrange for issuance procedures at the office of your faculty or graduate school.
- ☐ 6,000 JPY application fee (a revenue stamp)

Application for Extension of Period of Stay Form (PDF)

https://www.moj.go.jp/isa/content/930004106.pdf

Extension of Period of Stay

https://www.ic.keio.ac.jp/en/life/visa/extension.html

Information about Certificates

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

*You can purchase a 6,000 yen revenue stamp (収入印紙 *shunyu-inshi*)

at either a post office or the Immigration Bureau.

5. After a few weeks, you will receive a notification postcard stating that your renewed residence card is ready to pick up at the Immigration Bureau.

   *Your work permit for part-time jobs will expire as soon as your visa expires. Please do not forget to renew your visa and work permit together.

6. Once your new residence card is issued, please submit a copy of it (both front and back) to the Student Life Section at SFC through K-Support.

原級(*genkyu*)
repeating the previous year

If you fail classes and are deemed to repeat a year

When a "Student" visa holder fails to fulfill their obligations as a student (i.e., study or research) for 3 consecutive months or more without a valid/good reason, their visa will be subject to revocation.

Once your status of residence is revoked, you will be forcibly deported from Japan in malicious cases. Furthermore, you will be barred from re-entering the country and resuming your studies for a period of 5 years.

If you are deemed to repeatedly repeating a year, the Immigration Services Agency of Japan may judge that you are not fulfilling your original purpose of "Student" status. Consequently, your application to extend your period of stay could be refused, or granted only for a shorter period. If your extension is denied, you will no longer be able to stay in Japan to continue your studies.

5-2 Work Permission for Part-Time Jobs

Students who hold the "Student" status of residence are permitted to stay in Japan primarily for study and research purposes. Therefore, you are in principle not allowed to work under this status alone.

If you wish to engage in secondary activities aside from your studies, such as a part-time job and internship, you must obtain "Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted" (資格外活動許可/*Shikakugai-katsudo-kyoka*) beforehand. This permission can be applied for at the airport upon arrival or at the regional Immigration Bureau that has jurisdiction over where you live.

資格外活動許可
(*Shikakugai-katsudo-kyoka*)
Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted

With this permit, you are allowed to work for up to **28 hours a week** (and up to 8 hours a day during official school vacation periods), provided that the work is not related to adult entertainment businesses.

Application Process

〈Upon Arrival in Japan (First Entry with Student Visa)〉

Submit the application form (available on the Immigration Services Agency website) to the immigration officers at the port of entry.

Immigration Services Agency of Japan

https://www.moj.go.jp/isa/applications/procedures/16-8.html

〈If You Are Already in Japan〉

Application at the Immigration Bureau counter

1 Prepare the following documents and apply at a nearby Immigration Bureau.

- ☐ Application Form (available on the Immigration Services Agency website)
- ☐ Passport
- ☐ Residence Card
- ☐ A document which specifies details of your part-time job (Submit only if you have already secured a job)

2 Once your application is approved, a verification sticker will be placed on your passport. In addition, the permission will be endorsed on the back of your Residence Card and updated in its IC chip.

Please note that it may take approximately two weeks to one month to process your application.

3 Submit a copy of your residence card (both front and back) to the Student Life Section at SFC through K-Support.

5-3 Change in Your Status of Residence

休学(*kyu gaku*)
temporary leave of absence

Temporary Leave of Absence

If you take a temporary leave of absence from the university, you will not be able to remain in Japan with the status of residence of "Student."

In this case, you are required to either leave Japan or have your status of residence changed as appropriate without delay.

Note:

1 You are required to return your residence card to an immigration officer at the airport of departure when you leave Japan during your temporary leave of absence.

2 If you plan to remain in Japan during your leave of absence, please consult directly with a Regional Immigration Bureau for details on changing your status of residence.

Furthermore, activities such as part-time work will not be permitted during the temporary leave of absence.

復学(*fuku gaku*)
returning to study after a temporary leave of absence

Returning to Study After a Temporary Leave of Absence

You are required to reapply for a status of residence appropriate for resuming your studies following a temporary leave of absence overseas.

Before entering Japan, you must obtain a Certificate of Eligibility (COE) and apply for a "Student" visa at the Japanese Embassy in your current country of residence.

Contact the Office of International Affairs for procedures to apply for a COE at least 3 months prior to returning to Japan.

The required documents differ by student (e.g. an original medical certificate from a doctor or a Certificate of your Military Service, etc.)

Withdrawal

退学*(tai gaku)*
withdrawal

If you withdraw from the university, you will not be able to remain in Japan with the status of residence of "Student".

Please submit the "Notification of the Accepting Organization (left the organization)" to the Immigration Bureau within 14 days after withdrawing from Keio University and promptly leave Japan or have your status of residence changed as appropriate.

Notification of the Accepting Organization (left the organization)　離脱届

https://www.moj.go.jp/isa/content/001343886.pdf

You are required to return your Residence Card to an immigration officer at the airport of departure when you leave Japan after your withdrawal from Keio.

If you decide to continue to stay in Japan after your withdrawal from Keio, consult with the Immigration Bureau for more details about changing your status of residence.

Notification of the Accepting Organization (left the organization and transfer to a new organization)
「活動期間からの離脱」及び「新たな活動期間への移籍」

http://www.moj.go.jp/isa/content/930002913.pdf

Transfer

If transferring to another university, you will need to change the accepting organization on your status of residence.

Please submit the "Notification of the Accepting Organization (left the organization and transfer to a new organization)" to the Immigration Bureau within 14 days after the change takes place.

Graduation

A) For those planning to work in Japan after graduation, you will have to change your status of residence from “Student” to the appropriate status of residence according to the type of job.

   For working for a company, in most cases, your status of residence will be “Engineer/Specialist in Humanities/ International Services.”

   For working at a university/research institute as a researcher, your status will usually be “Professor” or “Researcher”.

Google Form to request an interview for issuing the letter of recommendation

https://forms.gle/EUo4TpHyw134Trcb7

Necessary documents to change your status of residence from "Students" to "Designated Activities"

- ☐Certificate of Expected Graduation/ Completion
- ☐Recommendation letter from the university
- ☐Documents that prove your financial support
- ☐Documents that prove your job-hunting
- ☐Application for Change of Status of Residence which can be downloaded from the Immigration Service Agency website
- ☐Passport and Residence Card

If you are due to start work in April, the Regional Immigration Bureau accepts applications for a change of visa status from December of the previous year. It usually takes one to two months for your application to be processed. Make sure to consult with the HR section of your company and apply in advance so that you have the appropriate status of residence by the time you start working.

B) For those continuing job-hunting after graduation, your status of residence needs to be changed to "Designated Activities" which grants a six-month period of stay.

This status of residence may be extended once, meaning that you will be allowed to stay for a period of up to 1 year after graduation to find employment.

You will need recommendation letter from Keio University to obtain this status of residence. Please submit the Google Form to request an interview for the issuance of the letter before your graduation is confirmed. The deadline will be announced on K-support in July and February.

The staff from the Office of International Affairs will conduct an interview in order to issue a letter of recommendation.

In case you cannot find a job within 6 months, please submit the same Google form again for another interview for the next 6 months.

C) For those planning to move to other countries after graduation, you will be required to leave Japan even if there is time remaining on your status as a "Student".

Changing from Family Visa to Student Visa

Bring the following items to your local Immigration Bureau:

1. Application for Change of Status of Residence (Download the form from the Immigration Service Agency website)

2. An ID photo (4cm x 3cm) taken within the past 6 months. Write your name on the back and paste it onto the application form.
3. Passport
4. Residence Card
5. A Written statement of the reasons for the change (one or two A4 pages; There is no set format for this statement, but it must be written by you with your signature at the end)
6. Documentation certifying your ability to cover all necessary financial expenses while a resident in Japan
7. Various Confirmation Forms *To be prepared by the University：
   Please arrange for issuance procedures at the office of your faculty or graduate school.
8. Fees for applications
   6,000Yen (you must pay the fee when your application is approved. You can purchase revenue stamps at either a post office or the Immigration Bureau.)

Application for change of status of residence

https://www.moj.go.jp/isa/content/930004076.pdf

Immigration Service Agency

https://www.moj.go.jp/isa/applications/status/student.html

※If you are a current student at Keio University, please also submit a Certificate of Enrollment and a Certificate of Course Registration (which can be obtained from the certificate issuing machine near the Office of Academic Affairs).
※These details may be subject to change. Confirm in advance with the Immigration Bureau and the Office of International Affairs.

~Note~

- After changing your residence status from "Student" to "Temporary Visitor", you will no longer be considered a mid- to long-term resident. Please check with your local city office beforehand regarding any changes to your eligibility for municipal benefits.
- If you have already been granted extra time after your graduation or completion to prepare for departure, changing your status to a "Temporary Visitor" for further departure preparation will, in principle, not be allowed.

- Once your status of residence has been changed to a “Temporary Visitor,” you will not be permitted to change it to any other status of residence.

5-4 Temporary Leave and Re-entry

If you intend to travel abroad or return temporarily to your home country during vacations or other periods, you must obtain a re-entry permit prior to departure. If you depart without this, your current status of residence will be forfeited, and you will have to apply for a new visa to re-enter Japan.

みなし再入国許可 *(Minashi Sainyukoku Kyoka)* Deemed re-entry permit

Deemed re-entry permit *(Minashi Sainyukoku Kyoka)*

Foreign nationals in possession of a valid passport and residence card who will be leaving and re-entering Japan within one year of departure and during their granted period of stay, are, in principle, not required to apply for a re-entry permit (this is called a deemed re-entry permit).

When you leave Japan, fill out an Embarkation Card and present it along with your residence card at the airport of departure.
Please ensure you check the box next to “I am leaving Japan temporarily and will return” on the card.
This card is available at the passport control section at the airport.

Please note that you must re-enter Japan before your period of stay expires, otherwise, you will lose your status of residence.



Re-entry permit

If you will be leaving Japan for more than one year, please apply for a re-entry permit at your local Immigration Bureau counter before departure.
The re-entry permit will be issued on the same day.

Application for Re-entry Permit

https://www.moj.go.jp/isa/content/930004122.pdf

5-5 Visas for Your Family

If you plan to have family members from your home country live with you in Japan, they must obtain either a "**Dependent" status of residence** (for stays longer than 90 days) or a **"Temporary Visitor" visa** (for short-term visits).

"Dependent" status of residence

A Certificate of Eligibility (COE) for a "Dependent" status of residence can only be obtained for your dependent spouse and children.
International students already residing in Japan can apply for this COE on behalf of their family members.
Those with a "Dependent" status are not permitted to work in Japan. They must obtain permission from the Immigration Bureau if they wish to work in Japan.

Keio University does not lodge a proxy application on behalf of students' families.

Application Process

① Download the "Application for Certificate of Eligibility" form from the Immigration Service Agency website.
② Fill out the form and prepare other necessary documents.
- Application Form for each member of your family
- A copy of your Passport (photo page, visa page, and landing permission page)
- A copy of your spouse's/children's Passport (photo page)
- A copy of your residence card (both sides)

Application for Certificate of Eligibility (COE) for a "Dependent status of residence

https://www.moj.go.jp/isa/content/930004048.pdf

- One photo for each relevant family member taken within the last 6 months (4cm x 3cm with plain background)
- Certificate of Enrollment
- Document certifying financial support (scholarship certificate or balance statement from your bank)
- An original marriage certificate (spouse) or an original birth certificate(child) with English translation
- Document showing proof of address (a copy of rental agreement. If currently living alone, a written proof showing that your accommodation can legally accommodate the family you wish to bring over or that you are actively looking for family accommodation.）

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

③ Apply for a digital CoE at the Immigration Bureau

④ Receive the digital CoE from the Immigration Bureau. (It takes 1.5~2 months to issuance)

⑤ Send the digital CoE via email to your family in your home country.

⑥ Your family members bring the issued digital CoE to the Embassy of Japan in your home country with other necessary documents to apply for their visas. (It takes 1 to 3 months to issuance.)

List of 74 countries and regions for visa exemptions

https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

Temporary Visitor Visa

If you would like to invite family members for a temporary stay from countries that do not have a Visa Exemption Agreement with Japan, they must apply for a Temporary Visitor Visa in person at the Japanese Embassy or Consulate in their countries.

Visa for your newly born baby

If you or your partner gives birth, please submit a Birth Notification (*Shussho-todoke*) to your local city office within 14 days, and apply for a COE at the Immigration Bureau within 30 days of birth.

Please contact the Immigration Bureau for more details.

5-6 Lost/Stolen/Damaged Residence Card

If your residence card is lost, stolen, or damaged,

1. Go to the nearest police station.
   Submit a lost property report or stolen property report. They will issue a document certifying the loss or theft of your residence card, such as a Lost Property Certificate (遺失届証明書), or a Stolen Property Certificate (盗難届出証明書).

2. Visit the regional Immigration Bureau to apply for reissuance of the card within 14 days of discovering the loss or theft.

Documents to be submitted:

- Application for Reissuance of a Residence Card (due to loss or damaged)
- An ID photo (4 x 3 cm, taken within 6 months prior to the date of application)
- Passport (Original)
- A document certifying the loss (such as a Certificate of Lost Property, including the receipt number issued by the police)
  *If you are unable to submit a certificate, please prepare a document indicating the reason and the details of the loss.

Application for re-issuance of a residence card

https://www.moj.go.jp/isa/applications/procedures/nyuukokukanri10_00010.html

The card will be reissued on the same day.
The Application is free of charge.

Information for Immigration and Visa Consulting Services

Free consulting and Japanese visa application processing services are available for international students, researchers, faculty, staff and Japanese students currently studying or working at Keio University.

IMS Legal Professional Corporation

03-5402-6191

keio-visa-support@attorney-office.com

5-7 Immigration Bureau Nearby （Yokohama/Kawasaki）

Yokohama District Immigration Services Office (90 mins from Shonandai station)



10-7 Torihama-cho, Kanazawa-ku,
Yokohama-City, Kanagawa 236-0002

0570-045-259 (IP phones and calls from overseas)
045-769-1729 (domestic)

Open from 9:00 a.m. to 4:00 p.m. (weekdays)

Visiting and giving items to detainees is from 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m.

Access



1 The nearest train station JR Shin-Sugita station(新杉田駅).

The only exit on the 2nd floor is directly connected to a shopping mall. Follow the directional signs to the bus stop for the Immigration Bureau.



2 At the end of the shopping mall, turn left as indicated by the sign.

3 Follow the sign and go downstairs.





4 You will see Bus Stop No. 1 once you go outside.



5 Take the bus bound for the Immigration Bureau (入国管局) from Bus Stop No.1.

220 JPY (Prepaid) / 14 minutes



Yokohama District Immigration Kawasaki Branch Office (60 mins from Shonandai station)



1 Chome-3-14 Kamiasao, Asao-ku,
Kawasaki-City, Kanagawa 215-0021

044-965-0012 (domestic)

Open from 9:00 a.m. to 4:00 p.m. (weekdays)

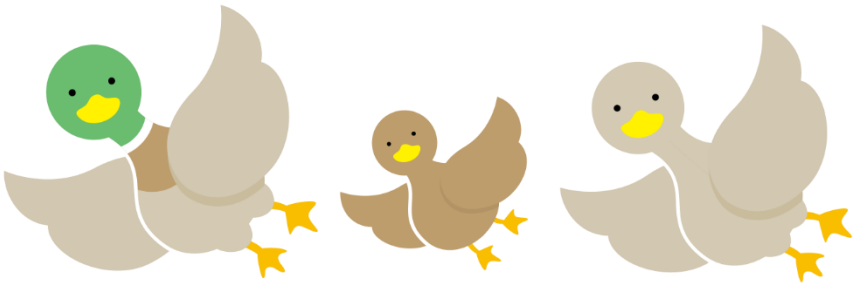
Access

5 mins walk from the south exit of Shin-Yurigaoka station (Odakyu line)

*Please note that the immigration offices in Yokohama and Kawasaki are for residents of Kanagawa Prefecture. Tokyo residents must go to the Tokyo Regional Immigration Bureau in Shinagawa, Tokyo.

Chapter 6

Financial Aid



6 Financial Aid

Scholarship programs provide assistance to students who have difficulties in pursuing their studies for financial reasons or those who demonstrate particular excellence in their studies.

Through the award of grants or loans, scholarships help to foster an environment in which students can fully devote themselves to their studies, so that undergraduates may develop into successful professionals with an active role in society, and graduate students may acquire a high level of expertise to enable them to contribute to society.

This chapter introduces the general application process for scholarships available after enrollment at Keio SFC. Details vary depending on the scholarships, so applicants should refer to the Scholarship Information Guidebook (奨学金案内/*Shōgakukin Annai*) and the application guidelines for each of the scholarships.

In general, there are two types of scholarships:

1. Scholarships for International Students (persons living in Japan under the status of residence "student")

2. Scholarships for Japanese Students and international students whose status of residence is either "Permanent resident", "Statutory Special Permanent resident", "Long-term resident", "Dependent", or "Child or spouse of Japanese national (permanent resident)".

6-1 Scholarships for International Students

Scholarship Registration

Before being able to apply for scholarships, you will have to complete the Scholarship Registration at the beginning of each semester.

Scholarship Registration can be completed online. More information on the exact registration period will be announced on the Keio University International Center's webpage.

There are some documents you have to prepare while you are still in your home country, and since you will be very busy after your arrival, it is highly recommended that you prepare the prescribed forms before arriving in Japan.

Undergraduate and graduate students entering Keio University in September 2026 will be able to download the necessary forms from the Keio University International Center webpage on the right column.

The list of necessary documents for the 2026 Fall Semester Scholarship Registration can also be found on the same webpage. The required documents must be submitted to the Student Life Section through an online form during the designated period.

Information for the 2027 Spring Semester Scholarship Registration will be announced on the same webpage around late January to early February 2027.

Procedures of Scholarship Registration

https://www.ic.keio.ac.jp/en/life/scholarship/application.html

Scholarships Now Available (Keio.jp) (for current and new privately financed international students)

https://www.ic.keio.ac.jp/en/life/scholarship/available.html

Search for scholarships

Announcements will be made sequentially on the Information on Scholarships page of the Keio University International Center 's Website (as on the left) for each campus when scholarships make calls for applications. Please be sure to read the scholarship outlines, application guidelines, and other relevant information.

Scholarship recruitments and application submissions mostly take place from April to May. If you are considering applying for a scholarship, make sure that you do not miss the deadlines.

Scholarships are categorized as

① **Scholarship provided by the Japanese government**

② **Scholarships provided by the Independent Administrative Institution Japan Student Services Organization (JASSO)**

③ **Scholarships provided by Keio University**

④ **Scholarships provided by private foundations/local governments**

Though the scholarship providing organization may differ, you have to apply through Keio University for any scholarship in these four categories.

Application periods, deadline dates, submission times and venues differ for each scholarship. Please check the Information for each scholarship.

Applying for Scholarships

Applications must be made by the applicant through the designated online form. We do not accept submissions from guarantors, friends, etc., on a student's behalf.

Furthermore, under no circumstances will applications be accepted for scholarships for which the deadline (date and time) has already elapsed.

The last day of the application period is always very busy. Applicants must take into consideration the times of classes, and make sure that they have sufficient time to apply. Under no circumstances will the documents that have been submitted be returned to applicants.

Selection

Because all scholarships have a quota for recommendations and the number of students accepted, not all applicants will be successful in their applications. Each scholarship has a selection process, and in some cases, students are required to submit an essay or undergo an interview. The time frame from recruitment to the selection of applicants is often quite tight, so if an application is incomplete or contains errors, it may not be considered for selection.

You will in principle be contacted regarding scholarships (interviews, announcements of nominees and officially selected students, etc.) via email or K-Support “Message”. Please pay due attention to a message from the SFC office when making an application for a scholarship.

Selection and Payment of Funds

The scholarship will be transferred to an account made out in the student's name. Some scholarships will require students to carry out a prescribed set of procedures after selection. Please follow the instructions that are provided.

If the scholarship recipient repeats the previous year, takes a temporary leave of absence, studies abroad, or withdraws from the university, the provision of the scholarship or loan may be terminated, or part of the stipend already received may have to be returned. If any of the above cases apply, the student must swiftly report this to the scholarship section on their campus and complete the necessary procedures.

6-2 Scholarships for Japanese Students

If you are a Japanese student, or an international student whose status of residence is “Permanent resident,” “Statutory Special Permanent resident”, ”Long-term resident”, ”Dependent,” or “Child or Spouse of a Japanese national”, you are not eligible for scholarships aimed at privately financed international students. In this case, please refer to the「慶應義塾大学奨学金案内」(*Keio Gijuku Daigaku Shougakukin Annai* = Keio University Scholarship Guide) and 「慶應義塾大学大学院奨学金案内」(*Keio Gijuku Daigaku Daigakuin Shougakukin Annai*= Keio University Graduate School Scholarship Guide) to obtain precise information on the application process, financial aid and scholarship types.

Please download them from the URL in the right column. A few prescribed forms are available in Japanese only. Even if you do not understand Japanese, you are required to fill them out in Japanese if necessary.

Please keep in mind that most scholarships start in April, but the application period may begin up to one semester prior to that.

In principle, you cannot apply for scholarships if you are taking a temporary leave of absence from the university even if you are a regular student at Keio University.

Before deciding on which scholarship you want to apply for, you should review the different eligibility requirements and types of financial aid. First, you need to choose whether you want to apply for a grant (non-repayable) or a student loan.

Under the loan program, you will be required to repay the funds after graduation. Depending on the specific loan program you receive, the repayment may accrue interest.

Scholarships Information

https://www.students.keio.ac.jp/en/sfc/scholarships/unique/pmei-gsmg.html

慶應義塾大学奨学金案内(K*eio Gijuku Daigaku Shougakukin Annai*)
Keio University Scholarship Guide

慶應義塾大学大学院奨学金案内(*Keio Gijuku Daigaku Daigakuin Shougakukin Annai*)
Keio University Graduate School Scholarship Guide

Keio University Scholarship Information Guidebook

https://www.students.keio.ac.jp/en/com/scholarships/apply/form.html#anchor01

If you wish to apply for scholarships, you can choose from the following categories:

1) Scholarships provided by Keio University

2) Financial aid provided by Independent Administrative Institution Japan Student Services Organization (日本学生支援機構奨学金, JASSO)

3) Scholarships or financial aid provided by private foundations/local governments.

Though the scholarship providing organization may differ, you have to apply through Keio University for any scholarship in these three categories.

Also, be aware that some scholarships do not allow you to receive two or more scholarships/financial aid support at the same time.

Internal Scholarships (Scholarships Offered by Keio University)

https://www.students.keio.ac.jp/en/com/scholarships/guideline/internal.html

1) Scholarships Offered by Keio University

Scholarship Applications: Announcements of available scholarships are usually made on short notice, and application periods also tend to be short. Therefore, please make sure to check the Keio University Student Website regularly. To get an overview of all scholarships provided by Keio University, please follow the link in the left column of the website.

Submission of Application Forms: Submit all required documents, which are summarized in the 慶應義塾大学奨学金案内(*Keio Gijuku Daigaku Shougakukin Annai*) and the 慶應義塾大学大学院奨学金案内 (*Keio Gijuku Daigaku Daigakuin Shougakukin Annai)*.

First Screening: Screening of submitted documents.

Announcement of Results of the First Screening: Please check the Online Scholarship Application System and K-Support "Message" for your results. For some scholarships, an interview is required after the first screening. In this case, you will receive information regarding the time and place of the interview.

Second Screening: If an interview is required for a scholarship and you fail to attend, you will be immediately disqualified from the selection process.

Announcement of Successful Applicants: Please check the Online Scholarship Application System and K-Support "Message" for your results.

Payment: The entire amount of your scholarship will be transferred to your bank account.

2) Japan Student Services Organization (JASSO)

Please follow the link in the right column of the website.

3) Scholarships or financial aid offered by private foundations/local governments

Scholarship Applications: Announcements of available scholarships are usually made with very short notice, and application periods also tend to be short. Therefore, please make sure to check the website in the right column.
You will need a keio.jp account to access this website.

Note: Information regarding the application period, application counter, and other details is available only on this website.

Submission of Application Forms: Please submit all documents summarized in the 慶應義塾大学奨学金案内(*Keio Gijuku Daigaku Shougakukin Annai*) and the 慶應義塾大学大学院奨学金案内 (*Keio Gijuku Daigaku Daigakuin Shougakukin Annai*).

Japan Student Services Organization (JASSO)

https://www.jasso.go.jp/en/index.html

Scholarship Information for SFC students

https://www.students.keio.ac.jp/en/sfc/scholarships/unique/pmei-gsmg.html

First Screening: Screening of submitted documents.

Announcement of Results of the First Screening: Please check the Online Scholarship Application System and K-Support "Message" for your results. For some scholarships, an interview is required after the first screening. In such cases, you will receive information regarding the time and place of the interview.

Note: Interviews may take place immediately after the day of the announcement, so please make sure to check your results.

Second Screening and Recommendation by Keio University: After the interview, those who were successful will be recommended to the scholarship organization. In this case, it will be necessary to submit further documents to the organization.

Screening by the Organization: Most of the organizations will invite applicants to interview. Please be aware that you are invited to these interviews as a representative of Keio University, so please wear a suit and be on time.

Announcement of Successful Applicants: Please check the e-mail from the organization or the university for your results.

Payment: The time period and method of payment differ depending on the organization.

To find the right scholarship for you, first make sure which of the screening criteria you fulfill best. Scholarships will mainly be awarded to students who either show academic excellence or who are in need of financial support due to their financial situation. Required documents vary depending on the scholarship. Please refer to the brochures mentioned above for detailed information.

6-3 Student Loan

Most of the loan programs are only for Japanese students or students with visa statuses such as "permanent resident", "long-term resident", "spouse or child of Japanese national" or "spouse or child of permanent resident". Paperwork should be done in Japanese only as well.

Please try to find student loan programs in your home country.

Educational Loans by Keio University Partner Banks

The Educational Loans by Keio University Partner Banks are provided to students currently enrolled at the university in partnership with four financial institutions. Through this system, students are able to borrow money to cover academic fees and expenses such as tuition and admission costs from the partner banks.

For further details regarding this system, refer to the webpage in the left column.

Financial aid other than scholarships

https://www.students.keio.ac.jp/en/com/scholarships/support/

Government Educational Loans (Japan Finance Corporation)

This is an official system that provides loans to guardians for the payment of school fees (admission fees, tuition fees, facility installation costs, etc.). It is possible to use this loan in combination with JASSO's scholarship loans.

Japan Finance Corporation

https://www.jfc.go.jp/n/english/

Welfare and Education Support Funds (Japan National Council of Social Welfare)

The Social Welfare Loan System provides low-income households (families not paying residence tax) with loans covering the necessary expenses to study at university.

Japan National Council of Social Welfare

https://www.shakyo.or.jp/guide/shikin/index.html

（Japanese Only）

6-4 Student Discounts

学割(*Gakuwari*)
Student Travel Fare Discount

Please Note:
The use of *Gakuwari* is strictly regulated by JR railways. You will be penalized if your *Gakuwari* is used illegally, and JR may take disciplinary action to suspend the discount for all Keio University students. Please be aware of these serious consequences when using your Gakuwari.

Tokyo National Museums

https://www.tnm.jp/modules/r_free_page/index.php?id=167

Student Travel Fare Discount (*Gakuwari*)

If you are planning to travel a long distance via JR railways (more than 101 km one way), you can get a 20% discount by showing your "Student Travel Fare Discount Certificate (*Gakuwari*)" and student ID card when purchasing railway tickets. (This does not apply to express and limited express fares.) When boarding, you have to carry your student ID card. Research/Non-degree Students are not eligible for *Gakuwari*.

You can obtain *Gakuwari* at the Certificate Issuing Machines. The machine at SFC is located in front of the Academic Affairs Office on the first floor of the Alpha Building. To obtain *Gakuwari,* you must log in to the online certificate issuance service and complete the application in advance. It is recommended to obtain certificates as soon as the schedule is finalized since more students will use the machines as the vacation season approaches.

Gakuwari are valid for three months.

Using Galleries/Museums

Keio University participates in the National Museum of Nature and Science (University Partnership) and Tokyo National Museum/National Museum of Art (Campus Members) Systems.

Under these systems, entry to permanent exhibitions is free of charge and special discounts can be applied for special exhibitions at the above art galleries and museums by Keio students on presenting their student ID card.

Other Discounts / Deals

You may be able to find some other student discounts and deals. Please research which shop can offer you the discounts beforehand. Check their conditions as well. Most places will ask you to show your student ID card.

Chapter 7

Health



7 Health

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

●Employees' Health Insurance (generally covers individuals who are employed by a company)

●National Health Insurance (covers individuals who are not eligible to join employees' health insurance) In addition, insurance is provided by mutual aid associations to those who work for public schools or the government.

Most international students are required to enroll in National Health Insurance unless they are covered by the Employees' Health Insurance of a family member who lives and works in Japan.

7-1 National Health Insurance (NHI or *Kokuho*)

国民健康保険
（*Kokumin Kenko Hoken*）
National Health Insurance

National Health Insurance (NHI)—*kokumin kenko hoken*, often abbreviated as *Kokuho* in Japanese—is a health insurance system in Japan that allows the insured to receive medical care without financial concern when ill or injured by splitting the medical care expenses between the local or national government and the insured.

Please refer to **3-3** for **National Health Insurance**

With NHI, approximately 70% of your medical expenses will be covered when you receive treatment at hospitals or clinics that are NHI medical service providers (most hospitals in Japan accept NHI). You pay the remaining 30% of the costs.

Please note that National Health Insurance does not cover expenses for cosmetic surgery, orthodontics, or normal childbirth.

National Health Insurance Benefits

When you get sick or injured, you can receive the following medical care for only a part of the medical costs by presenting your NHI card at the reception of medical institutions:

・Medical consultation

・Medical treatment

・Medication, injections, and other treatments

・Hospitalization and nursing (excluding meals while hospitalized)

・Home care (home-visit by a regular doctor) and nursing

・Home-visit nursing (if a doctor judges it necessary)

You are still able to receive NHI benefits when you are injured due to an act by a third party, such as a traffic accident. However, if you receive medical expenses from the person who caused the accident or settle it out of court, you may not receive NHI benefits. If you sustain damage, be sure to consult the NHI office.

In the circumstances described below, you will be required to bear the full amount temporarily, but after an application is made at the NHI counter and a decision is made through screening, you may be reimbursed for the amount excluding your co-payment.

1) Medical treatment you received without your My Number Card or NHI Card/ NHI Certificate of Eligibility because of an unforeseeable accident or illness

2) Cost of a corset or other prosthetic devices (applicable only if a doctor presents a diagnosis as necessary)

3) Treatment for a broken bone or sprain received from a Judo Therapist who does not accept NHI

4) Cost of blood from a blood transfusion used in a surgical operation, etc. (applicable only if a doctor presents a diagnosis as necessary)

5) Cost of acupuncture, moxibustion, massage, and other treatment (applicable only if a doctor presents a diagnosis as necessary)

6) Medical treatment you received while you were traveling overseas (excluding travel for treatment purpose)

7-2 Keio Student Health Care Mutual Aid Association (*Gakuseikenpo*)

学生健康保険互助組合
（学生健保）
（Gakusei Kenpo）
Keio Student Health Care Mutual Aid Association

The Keio Student Health Care Mutual Aid Association (hereafter "*Gakuseikenpo*") is a mutual aid organization established with the aim of supporting student life from a health perspective.

The *Gakuseikenpo* will reimburse a portion of the co-payment of a member's medical expenses when they receive treatment at a medical institution upon presenting a health insurance card.

Regular undergraduate and graduate students at Keio University are eligible to apply for a partial reimbursement of medical expenses.

All treatments (inpatient, outpatient, pharmacy and clinic treatments) within the same month are added together and treated as one application.

The application must be completed online.

Dental treatments are not covered by the medical care benefit system (excluding oral and maxillofacial surgery).

Amount borne by patient: For each application, 2,000 yen will be deducted as the applicant's share. *GakuseiKenpo* can be used in conjunction with NHI.

Reimbursement limit: 50,000 JPY per application. 150,000 JPY per person per year.

For more information, please access the link for the guidebook on the right column.

Please Note: Non-degree students are not members of the Keio Student Health Care Mutual Aid Association, and are therefore not eligible for this insurance coverage.

Guidebook for the Keio Student Health Care Mutual Aid Association

https://www.students.keio.ac.jp/com/life/health/files/en_tebiki.pdf

7-3 Personal Accident Insurance for Students Pursuing Education and Research ("*Gakkensai*") / Liability Insurance coupled with "*Gakkensai*" ("*Gakkenbai*")

学生教育研究災害傷害保険（学研災）（*Gakkensai*）
Personal Accident Insurance for Students Pursuing Education and Research

Keio University is a member of Japan Educational Exchanges and Services (JEES), and through it, Keio SFC pays for "Personal Accident Insurance for Students Pursuing Education and Research," and "Liability Insurance coupled with *Gakkensai*" insurance plans that cover students who suffer physical injury from an unexpected accident or bear legal liability for damages arising from inflicting injuries to third parties in the course of their educational and research activities.

This insurance is for regular undergraduate and graduate students, research students, short-term international students (MEXT scholarship students and designated exchange students only), Japanese Language Program students, and Keio International Program students.

"Educational and research activities" means regular curricular activities on- and off-campus, participation in university events, and extracurricular activities (advance submission of "Notification of Off-campus Student Activities" to the university is required for off-campus activities).

Accidents that occur on the way between a student's residence and the university, or while traveling between university facilities, are also covered.

However, cases related to "illness" are not covered by this insurance. In addition, depending on the number of hospital visits it takes to recover, you may not qualify for this insurance.

Student Liability Insurance

学研災付帯賠償責任保険*(Gakkenbai)*

Student Liability Insurance is supplementary to *Gakkensai*. It offers coverage against injuries caused to a third party or damages made to property of another person.

Making an Insurance Claim Following an Accident

1. Notify the Student Life Section at SFC in the Alpha Building of the accident: After contacting the Student Life Section, the student must fill in and submit an accident notification.

   *The student must submit the notification within thirty days of the accident to the Claims Service Division of Tokio Marine Nichido (property/casualty insurance company) using one of the following methods:

(1) Accident Notification System

【PC/Smartphone】 (Only available in Japanese)

【Cell Phone】 (Only available in Japanese)

(2) FAX 050-3730-6915

The fax form can be downloaded from the URL in the right column. (Only available in Japanese)

(3) Accident Notification Card

Please collect the card from the Student Life Section at SFC.

Accident Notification System

PC /Smartphone Page

https://f.msgs.jp/webapp/form/15429_lvw_1/index.do

Cell Phone Page

https://f.msgs.jp/webapp/form/15429_lvw_4/index.do

FAX Form

https://www.jees.or.jp/wp-content/uploads/2025/09/0a0461ba4e3b1fc1754dae7c34314335.pdf

{Treatment and after completion of treatment}

2. Completion of insurance claim request: The student obtains and completes the required items on an "Insurance Claim Request" form from the Student Life Section at SFC and obtains the university seal on the form. A medical certificate from a physician may be required, depending on the amount requested in the insurance claim.
3. The student sends the form to the insurance company.
4. Receipt of payment of insurance claim: The insurance company deposits payment of the insurance claim in a designated bank account.

Submission of "Notification of Off-campus Student Activities"

"Notification of Off-campus Student Activities" must be submitted for an activity to be recognized as an activity for which the university has received notification. For activities taking place in non-university facilities, the student must submit this form at least 4 days prior to the activity. Please apply via the Keio.jp portal.

7-4 Medical Consultations in Various languages

NPO AMDA International Medical Information Center

https://www.amdamedicalcenter.com/

Medical information net (NAVII)

https://www.iryou.teikyouseido.mhlw.go.jp/znk-web/juminkanja/S2300/initialize

Search for Medical Institutions

https://www.jnto.go.jp/emergency/eng/mi_guide.html

The following associations offer medical consultations in various languages.

NPO AMDA International Medical Information Center

English/Chinese/Korean/Thai/Spanish/Portuguese/Tagalog/Vietnamese
03-6233-9266 （10:00–16:00）

*No service on public holidays and Dec. 29–Jan. 3

The AMDA Center offers free medical consultations over the telephone in eight languages. Multilingual staff offer information about medical institutions, explain the Japanese health care system, and offer free interpreting services over the phone during consultations with medical professionals.

Medical information net (NAVII)

This website offers a search system to find a medical institution and to find a pharmacy in the whole country. (English/Chinese/Korean)

Search for Medical Institutions (Japan National Tourism Organization)

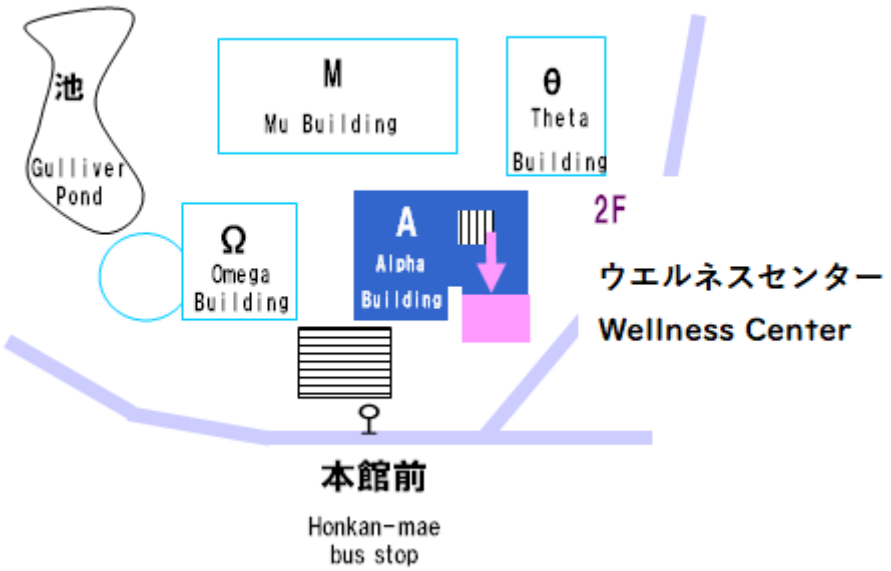
English/Chinese/Korean

This website offers a search system for medical institutions in multiple languages.

7-5 Medical Treatment on Campus

Wellness Center (weekdays, 9:00–17:00)

Students at SFC may receive medical treatment and counseling at the Wellness Center located on the second floor of the Alpha building.



The Wellness Center was established to improve the physical and mental health of students, faculty members, and the administrative staff at Keio University SFC. It is equipped to handle temporary conditions like colds and coughs as well as chronic conditions like hypertension. Physicians, nurses, and public health nurses are available for examination, medication, and treatment (including first aid). Counseling on academic, career, personal, and social issues is also available.

Medical consultation and counseling are available in English.

Shonan Fujisawa Clinic (weekdays 9:15-12:00 / 13:00-16:15)
Medical checkups are available between Mondays and Fridays. Shonan Fujisawa Clinic is located inside the Wellness Center.

Wellness Center

☎ Ext 52201 or 52207
or
0466-49-3411

AED

https://www.hcc.keio.ac.jp/en/health/health/emergency/kyukyukega.html

SFC Clinic

http://www.hcc.keio.ac.jp/en/clinic/sfc-schedule.html

Student Counseling Room

At the Wellness Center, experienced clinical psychologists are available for counseling services for students. This service is a valuable resource at SFC to promote better mental well-being, a fulfilling university life, and personal development. Do not hesitate to seek their support. Feel free to consult on anything that relates to student life, including your studies, relationships, career, and future plans.



gakuseisoudan@
sfc.keio.ac.jp



0466-49-3411

English-speaking counselors are available. We strictly protect the confidentiality of information shared during counseling sessions. Without your consent, we will not disclose to other people any private information that you share. This includes your family, friends, or faculty members. The information shared during the session will in no way affect your academic record.

Please inquire at the Wellness Center. You can also make an appointment by phone or email.

Payment

If you receive medical treatment at one of Keio's clinics, half of the cost of treatment and medication will be paid by the Keio Student Health Care Mutual Aid Association. You are responsible for the remaining amount.

- Research Students, JLP Students, KIP Students, and Short-term International Students will be required to pay all medical fees.
- The counseling service will be offered free of charge.

Security Staff

☎Ext 52190 or 52191
or
0466-47-5114

During Nighttime, Holidays, and Outside of Wellness Center Office Hours

Security staff will handle the following procedures：make calls for the ambulance, lead the ambulance to where the patient is located, check and keep a record of the patient's ID, call the police if necessary, and provide basic first aid.

Annual Health Checkup

Every year the Health Center/Clinic carries out annual health checkups free of charge. The date of your checkup will depend on your faculty or graduate school, year, and gender. Please check the date on the Keio University Students Website. Please note that you can only take this health checkup on the designated date.

Students taking the checkup can print out a Certificate of Annual Health Examination from the certificate issuing machines (300 JPY per copy) throughout the academic year.

Health Checkup

https://www.hcc.keio.ac.jp/en/health-checkup/index.html

7-6 Hospitals/Clinics

病院(*byouin*) hospitals

クリニック（*kurinikku*） clinics

紹介状（*Shokai jo*）
a referral letter

Which Institution to Visit

Medical institutions in Japan are divided into:

Large hospitals

- University-affiliated hospitals
- Public hospitals operated by prefecture or city
- Large private hospitals

Small clinics

- Local clinics

内科(*naika*)
internal medicine

外科(*geka*)surgery

心療内科(*shinryo-naika*)
psychosomatic internal medicine

眼科(*ganka*)
eye clinic/ ophthalmology

耳鼻科(*jibika*)
ENT(Ear, Nose, and Throat)/otolaryngology

歯科(*shika*) dentist

皮膚科(*hifuka*)
Skin clinic/dermatologist

泌尿器科(*hinyokika*)
urology

婦人科(*fujinka*)
OB-GYN (obstetrics and gynecology)

Large hospitals are equipped with hospitalization facilities and checkup tools. National and public hospitals maintain high level medical systems for each of their specialized medical departments. At hospitals with 200 beds or more, patients will be charged extra fees (7,000 JPY or more for the first visit) unless they visit with a referral letter(紹介状/*Shokai jo*) from a doctor. Also, walk-in patients usually have to wait quite a long time (almost a full day) before being able to see a doctor.

Small clinics are medical institutions with hospitalization facilities of 19 beds or fewer. Many of them have no hospitalization facilities at all. They are suitable for minor conditions.

It is advised to visit a clinic (doctor's office) first and further receive specialized treatment at a large hospital upon necessity.

Which Department to Choose

If you have an idea of what is wrong, you can select the specialist clinic that is best suited to your needs. However, most people will go to a general clinic for what's called "Internal Medicine" (内科/*naika*) which functions similarly to a General Practitioner (GP).

Contact Lenses/Prescription Glasses

You can buy prescription glasses without visiting an eye doctor. Most glasses shops give you a free eye examination.

However, many shops will not sell you contact lenses without a prescription issued by an ophthalmologist. When you buy disposable contact lenses, it is recommended to visit an ophthalmologist every 3 months to renew the prescription. This often applies to online shopping as well.

HIV Testing and HIV/AIDS Counseling

In Japan, some public health centers nationwide offer free, anonymous HIV testing and counseling.

Languages

Outside of Tokyo, it might be difficult to find hospitals/clinics with English-speaking staff. It is recommended to go with a person who speaks Japanese for communication support. If you need to make an appointment, the staff at the Office of International Affairs at SFC can assist you with the booking.

Most doctors usually can read and write English, so bringing notes about your medical information in English might be helpful.

Multilingual Medical Questionnaire

The website in the right column provides multilingual medical questionnaires to help people from overseas explain their injuries and symptoms to doctors and other medical personnel.

HIV Testing and HIV/AIS Counseling Map

https://www.hivkensa.com/language/en

Important Medical Information

- ☐ Name
- ☐ Blood type
- ☐ Any illnesses currently being treated
- ☐ Any medicines you are taking
- ☐ Allergies
- ☐ Medical history
- ☐ Your religion
- ☐ Emergency contact information

Multilingual Medical Questionnaire

http://www.kifjp.org/medical/

What to Bring to a Hospital/Clinic

- ☐ My Number Card or NHI Card/ NHI Certificate of Eligibility
- ☐ Notes with your medical information
- ☐ Cash (5,000JPY~)
- ☐ Medicine you are now taking (if any)
- ☐ A referral letter (if you have one)

Examination Procedure

① Make an appointment

If you visit a doctor without an appointment, you may have to wait for a long period of time. However, some small clinics do not take reservations and see patients on a first-come, first-served basis. In such cases, please try to arrive at least 10 minutes before their opening time to reduce your waiting time.

Typically, clinic opening hours are 9:00–11:30 and 15:00–17:30.

At the reception desk, hand in your My Number Card, NHI Card, or NHI Certificate of Eligibility, along with your medical notes. Some medical institutions may refuse to see you if you do not have any of these. You may then be asked to fill out a medical questionnaire.

② When your name or number has been called, go into the examination room to see the doctor.

診察券(*shinsatsu-ken*)
A patient registration card

③ You may be asked to undergo additional tests, such as an X-ray, blood analysis, urine analysis, and/or ECG (electrocardiogram), per the doctor's instructions.

処方箋(*shohosen)*
A prescrption

④ After the doctor has examined your condition, you will return to the waiting room to be called for payment. Most small clinics only take cash.

処方箋薬局(*shohosen yakkyoku*)
A prescription pharmacies

⑤ When you settle your bill at the cashier (usually at the same reception desk), you will receive a patient registration card (診察券/*shinsatsu ken*) and a prescription (処方箋/*shohosen*).

The patient registration card is used to find your medical records easily upon your next visit.

*A few clinics have an in-house dispensing system. where you will receive your medicine directly after payment.

⑥ Take your prescription to a dispensing pharmacy to receive your medicine. You will need to pay for the medicine separately. Please be aware that prescriptions are strictly valid for only 4 days, including the date of issue.

Medication

At the pharmacy/drug store, you may be asked if you prefer generic drugs (後発医薬品/*kohatsu iyaku hin*), which are interchangeable with brand-name drugs(先発医薬品/*Senpatsu iyaku hin*). They both have the same active pharmaceutical ingredients, dosage forms, strength, quality, indications, effects, directions, and dosage. Generic drugs are usually less expensive than the original drugs because the development cost is lower.

後発医薬品・ジェネリック(*kohatsu iyaku hin*)
generic drugs

先発医薬品(*Senpatsu iyaku hin*)
brand-name drugs

Doctors will usually prescribe medicine that is covered by your insurance and available at local pharmacies. You may find yourself going home with a bag full of medication for just a three-day supply. If the doctor does not explain the efficacy of each medicine, do not be afraid to ask for clarification about what the medication t is for.

Over-the-Counter Medicine (OTC)

You can buy non-prescription medicine at drugstores from pharmacists without visiting hospitals/clinics. If you experience a cold, headache, stomach issues, or get wounded, OTC (over the counter) medicine can be purchased at drugstores or large supermarkets.

7-7 Medical Institutions Nearby for International Students

Fujisawa Zengyo Family Clinic

https://www.fzfc.jp/

Kobayashi International Clinic

http://5884-international-clinic.com/

Fujisawa City Hospital

https://www.city.fujisawa.kanagawa.jp/hospital/index.html

Shonan Keiiku Hospital

https://keiiku.gr.jp/

The following hospitals/clinics near SFC offer treatment in languages other than Japanese.

Fujisawa Zengyo Family Clinic
7-4-9 Zengyo, Fujisawa-city
English-speaking doctors available (Limited / Prior confirmation required).
TEL 0466-80-5815
6 km away from SFC

Kobayashi International Clinic
3-5-6-110 Tsuruma, Yamato-city
Medical treatment in English, Korean, Filipino, Thai, Spanish, and Vietnamese available. Schedule differs by language, so please check the website. (Japanese Only)
TEL 046-263-1380
13 km away from SFC

Fujisawa City Hospital
(Emergency hospital)
2-6-1 Fujisawa, Fujisawa-city
Volunteer interpreters are available for Spanish, Portuguese, Chinese, English, French, and Italian. An appointment is required. This hospital accepts new patients with a referral. New patients without a referral letter (紹介状 / *Shokaijo*) will be charged an additional fee from 7,700 JPY. Please note that referrals can be obtained at the University Health Service Center (medical consultation fees apply).
TEL 0466-25-3111
7.7 km away from SFC

Shonan Keiiku Hospital
4360 Endo, Fujisawa-city
Possible to request an English-speaking staff to assist you. Please book your visit beforehand.
TEL 0466-48-0050（9:00-17:00）
200m away from SFC

7-8 Pregnancy and Delivery

This is a procedure in case of pregnancy and delivery.

Pregnancy Registration at the city/ward office
You will receive a Maternal and Child Health Handbook and vouchers for free prenatal checkups

妊娠届(*ninshin-todoke)*
Pregnancy Notification Form

母子手帳(*boshi-techo*)
Maternal and Child Health Handbook

Select your delivery hospital and secure your reservation for childbirth

Contact your home country's embassy or consulate to check the procedure for obtaining a passport for your baby

Attend your prenatal checkups regularly

Giving Birth

Claiming the **Childbirth Lump-Sum Allowance**
In the event of a Cesarean section, you may eligible for the **"High-Cost Medical Expense Benefit System"** (高額療養費制度).
(Inquire at the National Health Insurance department of your city/ward office.)

Childbirth Lump-Sum Allowance
500,000 yen per child

Register your child's birth at the city/ward office within 14 days (including the date of birth)
Obtain the **Birth Certificate.**

出生届(*shusshotodoke)/*
出生届記載事項証明書
(*shusshotodoke kisai jiko shoumeisho*)
birth certificate

Apply for a Status of Residence at the **Immigration Bureau** and register the birth at your **embassy** within 30 days of birth (including the date of birth)

Apply for your baby's passport

7-9 Mental Health

Wellness Center Student Counseling Room



gakuseisoudan@sfc.keio.ac.jp



0466-49-3411

Japan Helpline

toll free: 1-202-239-1240
or 050-6879-9956
team@jhelp.com

Tell Lifeline



http://telljp.com/lifeline/

TEL: 0800-300-8355
Saturday 09:00 – Monday 23:00
(Continuous service)

Tuesday – Thursday
09:00 – 23:00
Friday 09:00 – 02:00

Mental Health

Many aspects of university life have the potential to cause stress, including adjusting to a new living environment, fulfilling academic requirements, developing friendships, and preparing for and taking exams.

If you feel persistently unhappy or that you can no longer cope with the stress caused by everyday life, talking to someone such as a friend, counselor, staff, or faculty member about your anxiety may help you feel relieved.

Whether about academics or your future, regarding relationships with family, friends or significant others, or concerning anxieties of a general nature, please feel free to visit the Wellness Center Student Counseling Room. Counselors there will listen to your problems regarding any aspect of your student life and strict confidentiality will be maintained. For more information on appointments and inquiries, please contact the Wellness Center.

List of Helplines

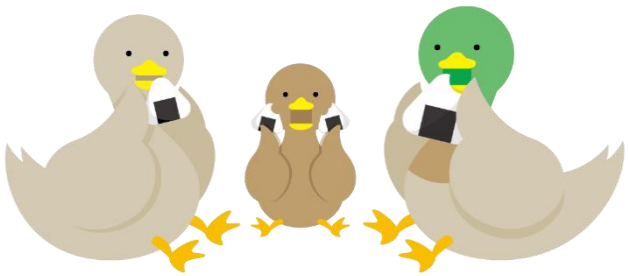
If you wish to talk to someone outside of university, or if you need support outside of office hours, please **feel free to use** any of the services below:

Japan Helpline
Japan Helpline is Japan's 24-hour non-profit, nationwide emergency assistance service. Whether it is an earthquake, a toothache in the middle of the night, or you feel depressed, Japan Helpline offers a 24- hour, nationwide assistance service for the international community.

Tell Lifeline
Tell Lifeline is a free, confidential telephone counseling service, offering anonymous, non-judgmental, and caring support for teens, students, and adults in English.

Chapter 8

Daily Life



8 Daily Life

Life in a foreign country with different cultures and habits can be challenging, but a wonderful experience. This chapter provides some useful information for living in Japan.

8-1 Living Cost

Currency

円(*en*)
Japanese yen

The currency in Japan is the yen (JPY).

The yen notes are divided into 4 bills: ￥1,000, ￥2,000, ￥5,000, ￥10,000. On the other hand, yen coins are divided into 6: ￥1, ￥5, ￥10, ￥50, ￥100, ￥500.
Although cashless payments are becoming more popular, there are still shops which only accept cash, especially outside of Tokyo. Therefore, you need to carry a certain amount of cash all the time.

Consumption Tax

消費税（*shouhi-zei*）
consumption tax

The Consumption tax rate in Japan is 10%, except for food and beverages which is 8%. The 10% consumption tax is applied when you eat and/or drink at the eating space of suppliers like fast food chains, convenience stores, and others. Price tags have to include the consumption tax amount.

Tipping

If you are from a country where tipping is common, you will need to get used to the fact that tipping is relatively rare in Japan. Tipping is not expected and will be turned down in most situations.

Living Expenses in Japan

Monthly living expenses in Japan for a student from overseas on average nationwide come to about 130,000 JPY.

Moreover, the cost of living varies depending on factors such as housing expenditure, food budget, lifestyle, etc.

Examples of the monthly budget and spending (student/living alone)

Example: 2nd year student, female

Budget	Support from parents	￥60,000
	Scholarship	￥40,000
	Part-time job	￥40,000
	Total	￥140,000
Spending	Rent	￥70,000
	Food	￥25,000
	Electricity, water, gas	￥12,000
	Social expenses	￥10,000
	Phone	￥8,000
	Books	￥5,000
	Transport	￥20,000
	Miscellaneous	￥10,000
	Total	￥160,000

Example: 2nd year student, male

Budget	Scholarship	￥50,000
	Part-time job	￥60,000
	Total	￥110,000
Spending	Rent	￥68,000
	Food	￥30,000
	Electricity, water, gas	￥8,000
	Social expenses	￥10,000
	Phone	￥8,000
	Books	￥5,000
	Transport	￥15,000
	Savings	￥10,000
	Total	￥154,000

Foods	Bottle of water ￥130
	McDonald set meal ￥650
	Lunch box ￥600

Transportation	Bus from SFC to Shonandai ￥270
	Subway to Yokohama ￥370
	Train to Tokyo ￥1,090

8-2 Free Wi-Fi

List of Japan Connected-free Wi-Fi Hotspots

https://www.ntt-bp.net/jcfw/area/index.html

Free public Wi-Fi in Japan

Free public Wi-Fi networks in Japan are available in large cities but are sparse in the countryside and mountainous regions.

While the number of Wi-Fi hotspots is increasing, there are not enough free Wi-Fi services available for regular usage.

The following facilities provide free Wi-Fi service. Some require pre-registration via the service providers' website.

- International airports (Narita, Haneda)
- Hotels
- Some cafes/restaurants (Starbucks, McDonald's, etc.)
- JR and subway stations in large cities
- Shopping malls (Terrace Mall etc.)
- Supermarket (Ito Yokado, etc.)

Wi-Fi at SFC

Keio University offers wireless LAN services on campus. Once configured, you can easily connect to the internet using your computer, tablet, or smartphone. To protect yourself and other users from cyber threats, please ensure your devices have appropriate security measures installed.

8-3 Postal Service (*Takuhaibin*)

Japan Post, one of the main delivery services in Japan, provides a range of postal services including the delivery of postcards, letters, parcels, and registered mail, as well as banking and insurance services.

Takuhaibin Delivery Services are convenient for sending parcels, luggage, and various other types of goods from door to door nationwide. You can even use *takuhaibin* service for your moving unless you have lots of belongings.

You can send *takuhaibin* any time of the day from any convenience store while most post offices are only open from 9:00 to 17:00 on weekdays (Some large-scale post offices are open on Saturdays).

Delivery is usually made by the next day, and costs are moderate. You will receive mail and packages through either Japan Post or *Takuhaibin* Delivery Services. If you are not at home upon delivery, delivery staff will take them back and leave a notice of delivery instead.

You can request re-delivery by phone or online (depending on the delivery company).

Instructions on how to schedule a redelivery are usually written on the slip. The delivery companies usually keep your item for 1 to 2 weeks before it is returned to the sender if no redelivery request is made.

For international mail service, you have EMS from Japan Post, DHL, and FedEx.

Postal Service

Japan Post

https://www.post.japanpost.jp/index_en.html

Takuhaibin

Nippon Express

https://www.nipponexpress.com/

Yamato Transport

https://www.kuronekoyamato.co.jp/en/

Sagawa Express

https://www.sagawa-exp.co.jp/english/

8-4 Commute

Campus Access

https://www.sfc.keio.ac.jp/en/maps.html

As SFC is located 3.5 km away from Shonandai, the nearest train station, many students commute by bus or bicycle.

For students living in Shonandai.....by bus/bicycle to SFC
For students living outside of Shonandai....
by train/subway to Shonandai
by bus from Shonandai to SFC

Bus from Shonandai to SFC (*Kanachu* Bus)

神奈中バス
Kanachu Bus

It takes approximately 15-20 minutes to reach the campus. Bus fare is 270 JPY. (as of April 4, 2026)

Buses for Keio University depart from Bus Stop #1, at the West B Exit of Shonandai Station. The following bus routes are bound for Keio University:

☆ Sho23 [湘 23] bound for Keio University [慶応大学]

☆ Sho24 [湘 24] bound for Keio University [慶応大学] via Sasakubo [笹久保]

☆ Sho25 [湘 25] express (Twin Liner) bound for Keio University [慶応大学]

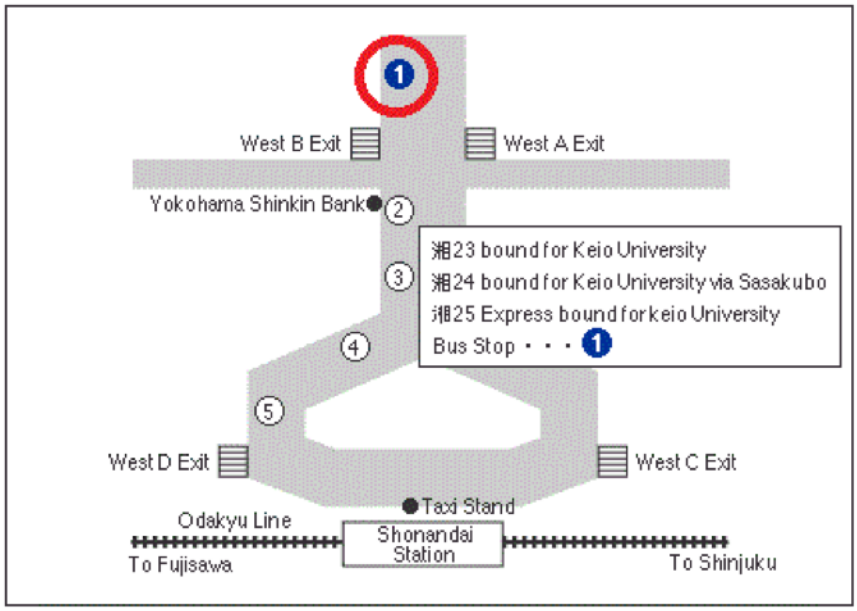
<Note>

*Buses do not stop at Keio Daigaku Honkan-mae [慶応大学本館前] and Keio Chukotobu-mae [慶応中高等部前] on Sundays and holidays.

Within the campus, buses will stop at:

☆ Keio Daigaku [慶応大学] (Bus Stop A on the campus map; closest to the Faculty of Nursing and Medical Care Building)
☆ **Keio Daigaku Honkan-mae [慶応大学本館前]** (Bus Stop B on the campus map) **PLEASE GET OFF HERE!**

☆ Keio Chukotobu-mae [慶応中高等部前] (Bus Stop D on the campus map; closest to Keio Shonan Fujisawa Junior and Senior High School)



※ We ask that students take personal responsibility for their actions and avoid becoming a nuisance to others such as talking loudly on public transportation.

Bus from Tsujido to SFC (*Kanachu* Bus)

It takes approximately 25-30 minutes to reach the campus. Bus fare is 430 JPY. (as of April4, 2026)

Buses for Keio University depart from Bus Stop #2, at the North side of Tsujido Station. The following bus route is bound for Keio University:

☆ Tsuji 34 [辻 34] bound for Keio University [慶応大学]



(Twin-liner bus)

Time Table for 辻 34 from Tsujido

https://transfer-cloud.navitime.biz/kanachu/courses/timetables?busstop=00023901&course-sequence=0008002330-1

<Note>

*Buses do not stop at Keio Daigaku Honkan-mae [慶応大学本館前] on Sundays and holidays.

Pasmo



Issued by subway and train companies other than JR, and is fully compatible with Suica.

Suica



Issued by JR East and is fully compatible with PASMO

How to Pay Bus Fares

The bus fares can be paid by cash or by prepaid IC card. (such as Suica or PASMO).

When paying with cash, it is recommended to prepare the exact fare amount before boarding. Some buses do not dispense change even if you insert an amount higher than the fare into the fare box. It is also possible to break your money into smaller coins by inserting 1,000-yen bills, 500-yen coins, or 100-yen coins into the changer attached to the fare box.

Prepaid IC cards are rechargeable transit cards that can be purchased at ticket vending machines in train stations. When buying a new card, a ¥500 refundable deposit is included in the initial cost. (You can receive this deposit back when you return the card to a station ticket counter).

When using a prepaid IC card on a bus, simply tap it over the contactless reader when boarding and getting off. You can top up the card at ticket vending machines in train stations, or you can ask the bus driver to top it up for you on the bus.

Here are some tips from previous new students on how they dealt with this problem.

- Obtaining Suica/Pasmo cards from acquaintances, or buying spares available online.
- Using a mobile payment system (e.g., Apple Pay) which does not require a physical Suica/Pasmo card.
- Paying cash for paper tickets at each station destination (which is quite inconvenient).
- Using Suica/Pasmo cards that the students themselves or their relatives had kept from past trips to Japan.
- Buying a one-month student commuter Suica/PASMO pass for the shortest available distance and then topping it up (the card can still be used even after the pass expires).

Taxi

A taxi ride from the west side of Shonandai Station to Keio University will take approximately 10 to 15 minutes. Taxi fare is approximately 1,500 to 2,000 JPY.

To hail a taxi, go to a taxi stand in front of train stations or flag one down at a location where it is safe for it to stop. It is easy to find taxis on the street in Tokyo, but not in the SFC area. Please call a taxi by phone or via the Go App when there is no taxi stand around you.

When you board a taxi, note that the vehicle's left rear door opens and closes remotely by the driver. You are not supposed to open or close the door by yourself.

Taxi companies in SFC area

Kanachu-Taxi
0120-777-701

Shonan Taxi
0120-01-8801
0466-50-8801

Soai Kotsu
0120-87-2610

Minami Shokai
0120-04-4373
0466-44-0010

Go App

https://go.goinc.jp/lp/inbound

Train/Subway

Shonandai station is an express stop on the **Odakyu Enoshima Line**. It's also the terminus of both the **Yokohama Subway Blue Line** and **Sagami Railway (Sotetsu) Izumino Line**.

Student Commuter Pass

Students can purchase a student commuter pass (*tsugaku teiki-ken*), which allows them to take unlimited rides between the station nearest to their residence and the station nearest to the campus.

通学定期券(*tsugaku teiki-ken*)
student commuter pass

Your student commuter pass can be issued onto your current Suica or PASMO card.

Additional fares apply when traveling outside the designated route. This pass is strictly non-transferable and may only be used by the registered cardholder.

Passes are available in one-, three-, and six-month durations. (Please note that while longer periods offer higher discounts, they also carry a greater financial risk in the event of loss.)

Student commuter passes can only be issued for a single, most economical route between your residence and the campus.

Update your address via K-Support before applying if it has changed.

*Please Note: Research students are eligible only for regular commuter passes (*tsukin teiki-ken*), not student commuter passes. Although the regular pass rates are higher, they remain more economical than standard daily fares.

How to Purchase a Student Commuter Pass

通学証明書（*Tsugaku shomeisho*）
a Student Commuter Certificate

Purchasing method for Student Commuter Pass

https://www.students.keio.ac.jp/en/com/procedure/pass/

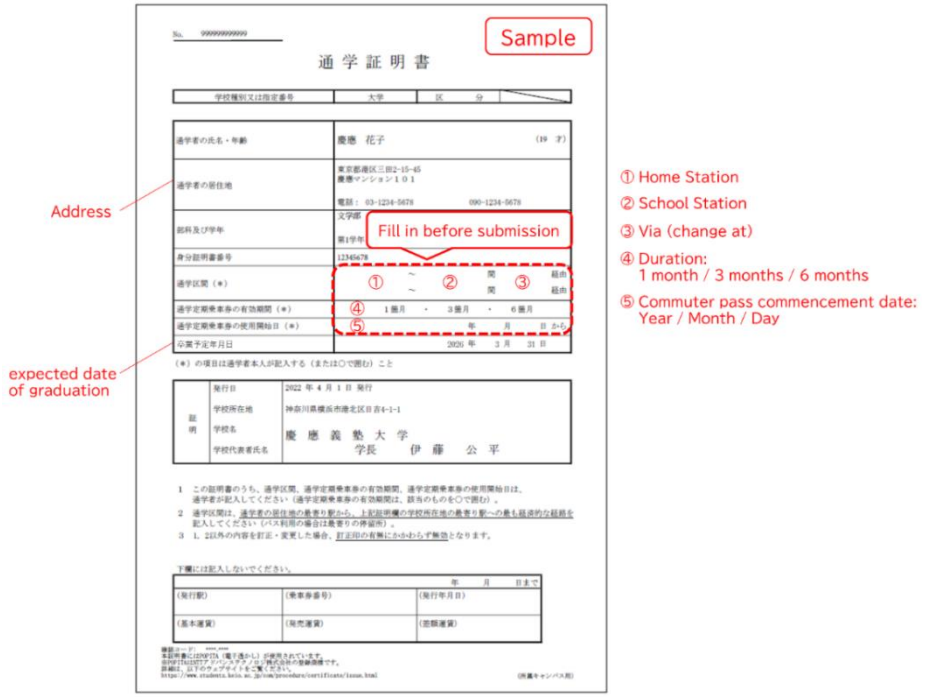
<For trains/subways/buses>

① Log in to the Certificate Issuance Service and apply for "03_Student Commuter Certificate for issuance of student commuter pass."

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

③ Fill out the required details (route, validity period, and start date) on the certificate, and submit it to a station ticket office or bus ticket counter to purchase your pass.

④ * To purchase a combined pass for two different lines (e.g., Sotetsu Line and Tokyu Line), you must visit Yokohama Station.



Bicycle

Commuting by bicycle is a great alternative if you want to avoid long queues and overcrowded buses. By riding a bicycle, you will never have to worry about missing the start of your class due to bus delays. The distance from Shonandai Station to SFC is about 3 km along a hilly road, which takes approximately 20 minutes by bicycle.

Bicycle Registration

自転車防犯登録（*jitensha bouhan touroku*）
bicycle registration

It is mandatory to register your bicycle.

While the crime rate is low in Japan, bicycles and umbrellas are exceptions to the rule—they are frequently stolen. You might be stopped by the police when riding your bicycle at night. However, there is no need to panic, as you can easily prove ownership using the registration number on your bike.

When you buy a new bicycle from a local shop, the staff will help you with the registration. Simply fill out the form and pay 600 JPY. The staff will then place a registration sticker on your bike. This is issued by the local police, and its expiration date varies depending on the prefecture (for example, it is 7 years in Kanagawa Prefecture).

自転車譲渡証明書（*jitensha joto shomei-sho*）
Bicycle Transfer Certificate

If you purchase a bicycle online, visit the nearest designated bicycle shop to register it. You will need to bring your ID card, your bicycle warranty or proof of purchase (which is usually included with the bicycle), and the bicycle itself.

https://www.kanajibou.jp/download.html
Download the top PDF (Japanese Only)

If you receive a bicycle from a friend or someone else, you need to register it at the nearest bicycle shop. In addition to your ID and the bicycle, you must bring a "Bicycle Transfer Certificate" (*Joto Shomeisho*) signed by the previous owner.

Bicycle Insurance

自転車損害賠償責任保険等（*jitensha songai baisho sekinin hoken to*）
bicycle liability insurance, etc.

Kanagawa Prefecture requires all bicycle riders to have liability insurance (such as bicycle casualty insurance) to ensure they can cover compensation for damages or injuries caused to others in an accident. Please review your current insurance policies and make any necessary adjustments or sign up for a bicycle insurance plan. It costs approximately 3,000 JPY per year.

*Any accidents occurring during your commute to and from the university are covered by Gakkenbai. **(Please see 7-3 for details)**

*If the rider is a minor (under 18 years old), a parent or guardian is required to enroll on behalf of the rider.

Parking Bicycles at SFC

Students who commute to SFC by bicycle must park in the parking lot located across from the security office at the North Gate. It is free of charge and notification to the university is not required. Please use a double lock to prevent bicycle theft. Keio University shall not be responsible for any loss, damage, or troubles in the parking space. Abandoned bicycles will be removed, so please look after your own bicycle.

Bicycle-Sharing Service

Daichari

The shared bicycle service "Daichari" is an electric bicycle (e-bike) rental service. There is a station near the North Gate of SFC. You can book an e-bike from your smartphone.

https://daichari.hellocycling.jp/
(Japanese language only)

30 min/160 JPY
up to 12 hours/2,500 JPY

Traffic Rules for Bicycles

Effective April 1, 2026, cyclists aged 16 or older will be issued blue tickets for traffic violations and subject to fines

Blue Ticket Penalties

https://www.city.fujisawa.kanagawa.jp/documents/34144/english_2025.pdf

- ✓ Ride on roadways in principle. Riding on sidewalks is allowed only in exceptional cases.
- ✓ Keep to the left on roadways.
- ✓ At crossings, make sure to obey the traffic lights, come to a complete stop, and check it is safe
- ✓ Do not ride under the influence of alcohol.
- ✓ Do not carry a passenger.
- ✓ Use your front light after dark.
- ✓ Do not ride a bicycle that is not equipped with a front light and brakes.
- ✓ Wear a helmet (strongly encouraged).
- ✓ Do not ride while holding a mobile phone or similar device to make calls or operate it, or stare at the screen.
- ✓ Do not ride while using earphones or similar devices that prevent you from hearing surrounding sounds or voices.
- ✓ Do not ride with one hand, such as while holding an umbrella.

8-5 Part-Time Jobs

Many international students look for part-time work to cover their tuition and living expenses. However, the "Student" visa status is strictly granted for educational purposes. Therefore, to engage in any paid employment, international students must obtain official authorization known as the "Permit to Engage in Activity other than that Permitted by the Status of Residence Previously Granted" from their local regional immigration bureau.

Information on how to obtain a work permit from the immigration bureau can be found in chapter "**5-2 Work Permission for Part-Time Jobs**".



Limit to Work Hours

With this permit, students are allowed to work part-time for up to 28 hours per week (up to 8 hours per day during summer, winter, and spring holidays). However, students are not allowed to engage in employment prohibited by the Immigration Control Law, such as jobs at entertainment business venues like bars where servers sit with customers, pachinko parlors, etc. It is prohibited to work there even as kitchen staff. Any violations of the conditions of the part-time work permit may result in a fine or deportation.

Paid Internships

If you intend to pursue a paid internship, it is necessary to obtain a permit from the Immigration Bureau to engage in part-time work. The permitted working hours are the same as for part-time jobs. Before you start your internship, it is your responsibility to check in advance about the duration of the internship and whether you will be compensated. If you will not receive compensation for the internship, you do not need to apply for this permit.

Job Search Sites

Gaijinpot:
https://jobs.gaijinpot.com/index/index/lang/en

Craigslist
http://tokyo.craigslist.org

Job@chikyujin
https://job.chikyujin.jp

Disputes

Tokyo Metropolitan Labor Consultation Center Offices

http://www.hataraku.metro.tokyo.jp/soudan-c/center/e/index.html

Kanagawa Labor Bureau

https://jsite.mhlw.go.jp/kanagawa-roudoukyoku/madoguchi_annai/soudanmadoguchi/_95955/_119910.html

How to Find a Part-Time Job

How easy it will be to find a part-time job largely depends on your language ability and the kind of job you wish to do. If you have some proficiency in Japanese, it will be easier to find a job as a translator, or at a restaurant or in another position in customer service. These roles offer the opportunity to improve your Japanese and get a sense of the Japanese work ethic. Language cafes or places frequently visited by foreign customers often hire English-speaking staff without requiring Japanese language skills.

Another popular part-time job is language teaching, either private lessons or helping out at elementary schools.

You can also ask faculty members if they are looking for a student assistant (S.A.) or teaching assistant (T.A.), or if they could introduce you to companies they work with. T.A.s and S.A.s assist faculty members in running classes smoothly by helping with class preparation, providing in-class guidance for experiments and exercises, and offering advice to students regarding course content. If you already have a particular job in mind, you can directly take your CV to the employer and ask whether they have any open positions.

Please also use the websites listed on the left column to search for available jobs.

Disputes at Part-Time Jobs

The Kanagawa Labor Bureau offers free consultation services in English. These services cover work-related issues such as labor contracts, working conditions, paid holidays, and working hours.

8-6 Food

Besides fine-dining restaurants and cafes, you can eat out at casual-dining restaurants including fast-food chain restaurants. Fast food chain restaurants have wide varieties from ramen to hamburgers, from gyudon to conveyor belt sushi. Family restaurants are popular among students as well.

Also, you can buy small snacks such as lunch boxes, sandwiches, and onigiri at any convenience store.

ラーメン(*ramen*)



とんかつ(*Tonkatsu*)
Pork Cutlets



たこ焼き(*Takoyaki*)
Octopus balls



Supermarkets

The cheapest way to eat is always to cook for yourself. Buying food at supermarkets is very economical. Wholesale supermarkets (業務スーパー/*Gyomu Suu paa*) are known to be even cheaper than ordinary ones. Don't forget to bring your own shopping bag, as they charge a fee for plastic bags.

Pro-tip: Fresh and cooked items are often marked down by 10-70% near closing time.

スーパー(*suu paa*)
supermarket

業務スーパー(gyomu *suu paa*)
wholesale market

Vegetarian Food

Vegetarian food can be difficult to find in Japan. Most restaurants do not offer vegetarian menus unless they specialize in vegetarian cuisine. Some restaurant staff may remove meat from your dish upon request, but please note that many places cannot accommodate custom orders due to pre-prepared ingredients.
Please use the vocabulary on the right to ask the staff about your dietary options. We also recommend using search engines or dedicated apps to find vegan and vegetarian-friendly restaurants.

ベジタリアン
(*bejitarian*)
vegetarian

肉なし(*niku nashi*)
no meat

Vegan & Vegetarian restaurants in Fujisawa

https://www.happycow.net/asia/japan/fujisawa/

Muslim Friendly Restaurant Guidebook Kanagawa

https://www.yokohamajapan.com/muslim/restaurants/

Halal Gourmet Japan

https://www.halalgourmet.jp/

Halal Food

Halal food can be even harder to find than vegetarian food. The concept of "halal food" itself is not yet widely recognized by the general public in Japan.

A wholesale supermarket (業務スーパー) near Shonandai Station sells a variety of Halal-certified products.

For more options, please refer to the Muslim-friendly restaurant information available on the websites listed on the left.
Additionally, using search engines and dedicated apps for halal food will be useful.

Vegetarian / Halal Food at SFC

We have a Halal food section inside the co-op store on campus.
Also, our on-campus dining facilities, such as Tablier and Ladybird, can prepare Halal meals with prior notice. Several vegetarian options are available at the co-op cafeteria.



8-7 Garbage

Garbage (*gomi*) disposal is carried out at the municipal level. Please check with your landlord or your dormitory manager for the local garbage rules.

Fujisawa Garbage sorting app



for Android



for iPhone

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

Roughly speaking, there are three broad categories of garbage for disposal purposes:

- Combustible trash (kitchen and other food garbage, etc)
- Non-combustible trash (metals, glass, porcelain, rubber products, etc)
- Recyclable trash (plastic, paper, bottles, cans, magazines, etc.)

Each type of garbage is collected on a specific day. Please make sure to leave your garbage in the designated spot to keep crows and cats away.

For Fujisawa city, you need to use designated garbage bags for combustible and non-combustible trash. (e.g. 400 JPY for a roll of ten sheets of 20-liter bags). You can buy bags from convenience stores, drug stores, and supermarkets within the town.

可燃ゴミ(*kanen gomi*)
burnable garbage

不燃ゴミ(*funen gomi*)
non- burnable garbage

リサイクルゴミ
(*risaikuru gomi*)
recyclable garbage

粗大ゴミ(*sodai gomi*)
large-sized garbage

For large-sized garbage (*sodai gomi*), like furniture, bedding, and home appliances, municipalities have different ways of collecting it. In some places, certain days are set for collecting oversized garbage. In other places, you need to notify the municipal administrative office in advance and then dispose of the garbage on the assigned day. There are also some places that require you to pay collection fees in advance. Collection fees may vary according to the size and kind of garbage. Therefore, please confirm with the municipality or sanitation office on how to dispose of oversized garbage. Please note that the following seven appliances are not considered oversized garbage:

air conditioners, televisions, refrigerators, freezers, washing machines, clothes dryers, and computers.

8-8 Avoiding Troubles

Noise Caution

騒音(*sou-on*) noise

Even if you have your own space in your apartment, it does not mean you can do anything anytime in your place.

The walls and floors of some apartments are very thin and you can hear the sound of TVs and other noises from neighbors and vice versa.

Try to avoid using a washing machine and/or vacuum cleaner, watching TV very loud, jumping, or playing musical instruments from 8:00 pm to 9:00 am the following day.

When playing online games using headphones, you tend to raise your voice without realizing it. Please refrain from playing games with voice chat functions during the midnight or early morning.

When your neighbors make noise, try not to contact them directly. Make your complaints via your landlord to be anonymous. And when you receive a complaint, please try to reduce noise as you may not be able to continue the apartment contract for the next contract period.

Garbage

Trash-related issues could easily become a cause of trouble with your neighbors. To establish a good relationship with your neighbors, you should follow the local rules for disposal.

Safety

Japan is known as relatively a safe country, however, the crime against young women is not few. Always make sure your door is locked. Do not sleep with your windows open. You can also put the cover on the door scope.

Theft on campus

Unfortunately, theft does occur on campus. Never leave your wallet, computer, or other valuable items unattended, even for a short time. Additionally, bicycle theft in the campus parking areas is not uncommon, so please make sure to lock your bike securely.

Visitors

Do not open your door to strangers!
Visitors without an appointment are almost door-to-door salespeople.

Safety Inspections: Be aware of scams. For instance, a visitor might claim they are "from the fire station" and ask to inspect the fire alarm system in your apartment. Legitimate safety checks are always announced in advance by your landlord, management company, or through a posted notice. Never allow a stranger into your room.

NHK Representative

Under the Broadcast Law of Japan (1950), all residents in Japan, regardless of nationality, who own a television set and/or a device capable of receiving TV signals, are required to conclude a Broadcast Receiving Contract with NHK and pay the receiving fee. An NHK representative may visit your home to request a contract. However, students with limited income or those who meet specific financial exemption criteria (such as originating from a tax-exempt household) may be eligible for a fee exemption. For details and online application, please refer to the NHK official website.

Salesperson from Internet provider companies

They will ask you to switch your internet service provider, but sometimes your landlord might have made a contract with a single provider for a whole apartment building. If you would like to switch your internet service provider, you may need to ask the landlord first for the change.

Delivery

You can ask a delivery person to leave parcels outside of the door.

NHK...Japanese public broadcaster

1ch and 3ch in the Kanto area.

It has satellite channels as well.

https://pid.nhk.or.jp/jushinryo/multilingual/english/index.html

NHK Student Exemption System

https://www.nhk-cs.jp/jushinryo/StudentExemBranch.do

Consumer Counseling Service in Kanagawa in Multiple Languages

外国籍住民相談窓口（神奈川中央消費生活センター）

http://www.pref.kanagawa.jp/docs/k2w/cnt/f11914/index.html

Public Transportation

Please avoid talking loudly and listening to loud music on public transportation.

Alcohol and Smoking

The legal age for drinking and smoking is 20 years old in Japan.

Drugs

The use or possession of illegal drugs is strictly prohibited by law.

Responsible Use of PC and Social Media

Acting responsibly online is essential, particularly when using social media. For instance, posting a photo of yourself or underage friends holding alcoholic beverages on social media can lead to serious consequences.

Drones

Flying drones without permission is strictly prohibited by law.

Cults

There are many cult groups in Japan that recruit university students. They may contact you near the campus or even on campus. They target new students who feel lonely without family or friends in a new environment. These religious recruiters pretend to be students. They will approach you and ask if you are interested in a "self-improvement group" or an "international students' information exchange group." They even disguise themselves as members of Keio University student groups.

Please be aware that there are many dangerous cult groups targeting new students around April and October. If you are unsure about an invitation from someone you don't know well, ask upperclassmen or faculty members. Do not give them your personal information.

Involving in Special Fraud

特殊詐欺(*tokushu-sagi*)
special fraud

“Special fraud” is a crime in which suspects telephone victims and pretend to be police officers, victims' family members, etc. to have victims transfer cash to the suspects' bank account. In other cases, a suspect visits a victim's house after such a phone call and directly receives the victim's cash and/or cash cards.

Kanagawa Prefectural Police

https://www.police.pref.kanagawa.jp/kurashi/kodomo_jyosei/mesd5050.html

These criminals recruit university students as fraud group members. You might be offered a suspiciously high-paying job by friends or people who pretend to be university students.

Once you get involved in a crime, you are considered a criminal regardless of your circumstances. Even if you did not know it was a crime or were threatened into doing it, you will still be arrested and expelled from Keio University.

Fraud Targeting Chinese Students

Recently, there have been many cases where individuals claiming to be from the Chinese Public Security Bureau, Chinese embassies, the Immigration Services Agency of Japan, or other official overseas institutions tell Chinese students that they are involved in a crime and will be arrested, or that they need to pay a security deposit to avoid arrest. Some of these cases have involved the fraudulent payment of a large sum of money as a deposit.

Immigration Service Agency

https://www.moj.go.jp/isa/publications/others/nyuukokukanri01_00142.html

In some cases, scammers not only present fake identification (such as passport information) to make recipients believe it is from a public institution, but they also send a forged document bearing an official-looking seal. If you receive a suspicious phone call posing as an overseas public institution, please do not make a decision on your own; instead, consult with the university or the nearest police station. Never give out your personal information and never transfer or give money to them.

Bank Account

It is a CRIME to sell or transfer a bank account without just cause. If there is any change in your information such as address, period of stay, status of residence, or place of work, you should promptly contact the bank with which you have an account. When you leave Japan after graduation from Keio University, make sure to complete the account closing procedure of your financial institution to prevent your account from being used by criminals.

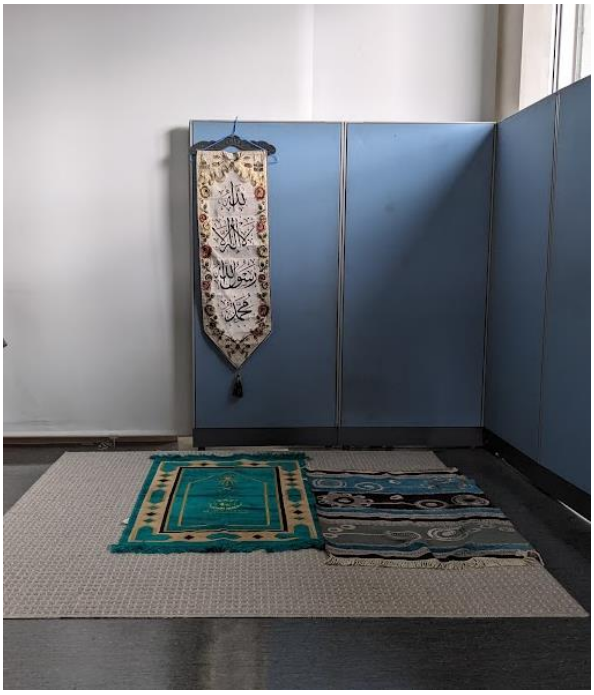


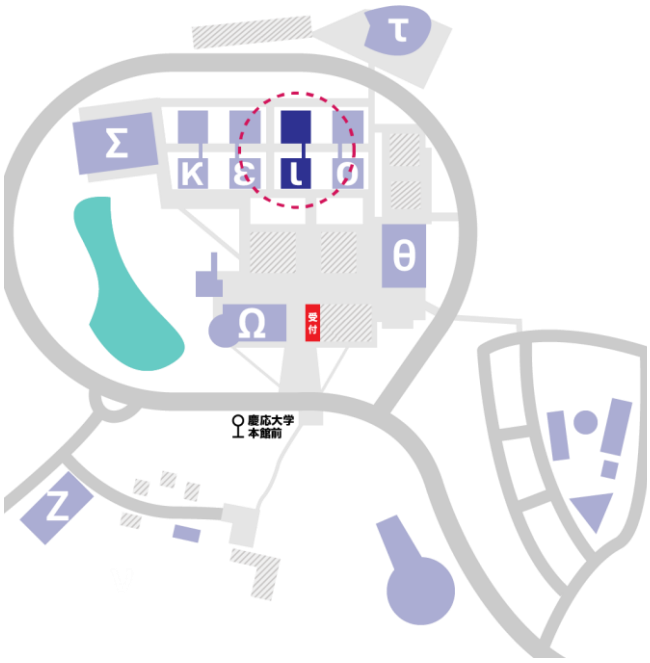
8-9 Religious Facilities

Mosques in Kanagawa

Grand Masjid Yokohama	31-13 Hayabuchi 1-chome, Tsuzuki-ku, Yokohama-city, Kanagawa Tel: **090-3510-2798**	https://yokohamamasjid.com/ **info@yokohamamasjid.com**
Ebina Masjid	3-12-1 Kamigo, Ebina-shi, Kanagawa Tel: **046-205-2121**	https://muslim-guide.jp/mosque/ebina-mosque/

A prayer room is available on the second floor of the Iota Building at SFC.





Christian Churches with English Service in Kanagawa

Yokohama International Baptist Church	60 Nakaodai, Naka-Ku, Yokohama Tel: **045-621-6431**	https://www.yibc.org/
Japan Union Conference of Seventh-day Adventist Church	＊Yokohama English Church ＊Fujisawa Church	https://adventist.jp/international-ministries/
Sacred Heart Cathedral	44 Yamate-cho, Yokohama Tel: **045-641-0735**	https://catholicyamate.org/welcome_e/
Catholic Fujisawa Church	1-1-17 Kugenuma Ishigami,Fuijsawa Tel: **0466-27-2787**	https://catholicfujisawa.org/

8-10 Student Organizations

Circle Square

https://orientation.keio-zenkyo.net/for-english-person

The List of Official Student Groups

https://www.keio.ac.jp/fixed-files/2026-official-student-groups.pdf

*Japanese language only

The Keio University Athletics Association

http://www.uaa.keio.ac.jp/

Keio University has a rich community that revolves around over 470 official student organizations – 68 of which are specific to SFC – across its six campuses. The Keio Arts and Culture Federation complements these with 90 organizations that encourage students to expand their cultural literacy and social awareness. With clubs encompassing countless interests, from contemporary and traditional dance and music, religion and Japanese cultural arts, to debate and philanthropy, students are guaranteed to find a community where they can make lifelong friends.

Clubs and Circles

The word "circle" is often used to refer to students' clubs. "Circles" are also student clubs, but often require less of a time commitment than so-called "clubs." To join a club or a circle, you can either go to their information events held at the beginning of the spring semester or contact them directly by searching for their website or social media profiles (such as Instagram or X).

For sports at Keio University, the Keio University Athletics Association organizes the university's intercollegiate athletic teams, and provides them with coaching staff, medical aid, and training facilities. The league includes over 40 varsity sports clubs.

The Waseda-Keio Games

Keio University and Waseda University have long been friendly yet fierce rivals in academic and athletic pursuits. The Waseda-Keio baseball games in spring and fall are so popular with students, alumni, and the wider public that they are broadcast on TV.

8-11 International Student Support Groups

Support Groups Run by Students

The Association for International Students (AIS) is a Student Association in SFC organized in 2016. Its goal is to bring all students together to make SFC a better place. Contact it for more details.

KOSMIC (Keio Organization of Student Members of the International Center) is run by Keio University students and facilitates opportunities for international students to receive support from fellow students, and is mainly active at Mita Campus.

Support Groups Run by Alumni

Keio Welcome Net is a volunteer organization of Keio's alumni that supports international students.

Nihongo Club has been offering free Japanese conversation sessions for over 20 years to international students and visiting scholars on the Mita and Shinanomachi campuses.

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

Support from Government

The Ministry of Education, Culture, Sports, Science and Technology (MEXT) provides useful information to support the lives of international students.

AIS (Keio Association for International Students)

AIS Official Website:
https://ais-official.sfc.keio.ac.jp/

KOSMIC

https://www.ic.keio.ac.jp/en/organization/support_org.html

Keio Welcome Net
https://sites.google.com/site/welcomenethomepage/

Nihongo Club@Mita

https://www.ic.keio.ac.jp/intl_student/organization/nihongo-mita.html

Nihongo Club @Shinanomachi
https://www.ic.keio.ac.jp/intl_student/organization/nihongo-shinanomachi.html

Tokyo Mita Club

http://www.tmc.gr.jp/
*Japanese only

MEXT

https://www.mext.go.jp/en/index.htm

8-12 List of Helplines

Harassment Prevention Committee (Keio)

http://www.harass-pco.keio.ac.jp/en/committee.html

Office for Equity, Diversity, and Inclusion

https://www.diversity.keio.ac.jp/index.html

Human Rights Counselling Service online by Ministry of Justice

https://www.moj.go.jp/JINKEN/jinken21.html#01

LGBT jukuseikai

https://sites.google.com/view/lgbtjukuseikai/

Keio University Harassment Prevention Committee

The Keio University Harassment Prevention Committee is a body under the direct authority of the Keio President which aims to plan, liaise, coordinate, and conduct public relations activities for the prevention of harassment as well as consultation, surveys, mediation, and arbitration relating to acts of harassment at Keio University.

Keio University Office for Equity, Diversity, and Inclusion

Keio University established the Office for Equity, Diversity, and Inclusion in 2018, toward building an environment conducive to staff, faculty members, and students of all ages cooperating and coexisting in a spirit of mutual respect and acceptance for one another's individual personalities and various values, and to facilitate prompt responses to challenges relating to welcoming diversity.

keiodiversity@info.keio.ac.jp

Human Rights Counselling Service Online by Ministry of Justice

You can consult about human rights issues online. The service is free of charge.

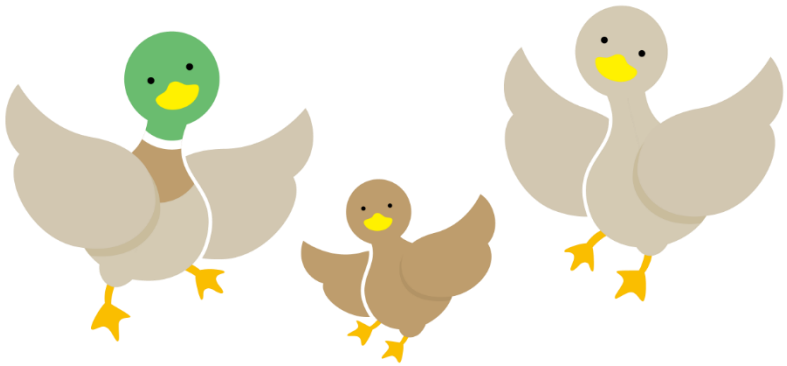
LGBTQ

LGBT jukuseikai is an unofficial LGBTQ student group at Keio University.

lgbt.jukuseikai@gmail.com

Chapter 9

Emergency



9 Emergency

9-1 Emergency Contacts

110 for Police　警察*(keisatsu)*

119 for Ambulance or Fire　救急/消防*(kyu-kyu/sho bo)*

English Hotline
from Monday to Friday
08:30 – 17:15

☎

(**03) 3501 0110**

交番(*koban*)
police box

盗難届(*tonan todoke*)
a theft report

泥棒(*doroboo*)
a thief

紛失届（*funshitsu todoke*)
a lost property report

Nearby Police Stations and Koban

Theft

If you have been a victim of theft, such as pickpocketing, luggage theft, burglary, or purse snatching, dial 110. No area code is necessary. Tell the operator slowly and clearly your name, address, the location of the accident or incident, and what happened. Or contact a nearby koban. Koban, police boxes, are located in most towns/cities and are commonly located near train stations. You will be asked to submit a theft report. Clearly state your name and address and report the incident. If it happens on campus, report it to the SFC Academic Affairs Office. During night hours, contact the Security Office on campus. If your bank or credit card gets stolen, notify the bank or credit card company immediately so they can prevent any unauthorized transactions.

lost property

If you lose your belongings, please submit a lost property report (紛失届/*Funshitsu-todoke*) to the police. If your items are found, the police will contact you.

🚓**Fujisawa Kita Police Station　　TEL: 0466-45-0110**

🚓**Shonandai West Exit Koban　　TEL: 0466-45-0110**

Vehicle Accidents

交通事故(*kotsu jiko*)
vehicle accidents

If you happen to be involved in a vehicle accident, contact the police immediately by dialing **110**. If anyone has been injured or wounded, dial **119** for an ambulance. Even if you believe you only have a minor injury, some injuries may become more serious with time. Do not try to diagnose the injury yourself and tell the people around you that you are fine.

Consult a doctor as soon as possible, as the onset of pain may be delayed or there may be other complications later on.

Do not forget to inform the Student Life Section at SFC about the accident.

Fire

火事(*kaji*)
fire

In the event of a fire, first alert the people around you by yelling "*Kaji da! (Fire!)*", then immediately call the fire department by dialing **119**.

Since the number is the same for both fire engines and ambulances, you must clearly state that there is a fire "*Kaji desu*!", and then tell them your address.

Always speak clearly and slowly when making an emergency call, since not all operators understand English.

Sudden Illness/Serious Injury

If you have been severely injured or suddenly feel ill (especially during the night), immediately call 119.

In the case that you are still able to move around after the call, below are the recommended items to prepare while you wait for the ambulance.

- ☐ My Number Card or NHI card/NHI Certificate of Eligibility
- ☐ Your ID (Residence card, student ID card, passport, etc.)
- ☐ Cash (~20,000 JPY)
- ☐ Mobile phone and charger
- ☐ Medical records (if any)
- ☐ *Shoes and change of clothes

The ambulance staff will ask for your emergency contact in Japan. You can tell them either your guarantor's or friend's name. If you don't have anyone to contact, tell them to call the Student Life Section at SFC.

9-2 Natural Disasters

Classes may be cancelled in cases where public transport services are suspended due to large-scale accidents or natural disasters, such as typhoons, heavy rain/snow, or earthquakes. An announcement will be made to all students about the cancellation of classes through the **Keio University Student Website** and/or **keio.jp** email.

Earthquakes

地震（*jishin*）

earthquake

As you may know, the country of Japan is prone to many earthquakes (*jishin*). Please be sure to be physically and mentally prepared when one occurs.

SFC Disaster Prevention Guide

https://www.sfc.keio.ac.jp/emergency/disaster_management.html

If you are indoors: Strong tremors will usually continue for about a minute. Do not panic and stay inside your home rather than rushing outside.

1) Protect yourself: Quickly duck under a sturdy table or desk to protect yourself from falling objects. If there is nothing to hide under, protect your head with a cushion or a backpack.

2) Secure a safe exit: Doors and windows may become inaccessible due to distortion of the frames from tremors. When a strong earthquake occurs, go open your front door or a nearby window to secure a way out.

3) Put out any flames: Turn off the stove or any appliances that may use gas after the shaking subsides to prevent fires.

4) Be aware of aftershocks: After a big earthquake, aftershocks (*yoshin*) may occur so be cautious around furniture such as drawers, bookshelves, and refrigerators. Turn on the TV or radio (if you have one), listen to the Emergency Broadcast System, and follow instructions.

If you are outdoors: Stay away from narrow streets, garden walls, cliffs, and riverbanks. Beware of falling objects if you are near any building, protect your head (by holding something like a backpack over your head and quickly flee to a safe area.

Daily Countermeasures



Neighbor relations

Having simple everyday face-to-face relationships with neighbors can help you in the event of a disaster.

Preventing the fall of furniture

We strongly recommend you secure furniture to the wall using anti-tipping equipment, such as braces which fit between the ceiling and the top of shelving units.)

避難場所(*hinan basho*)

evacuation areas and shelters

Find your closest evacuation facility and/or wide-area evacuation site

Make sure you know the location of the emergency exit of your apartment along with public evacuation areas and shelters (*hinan basho*--usually parks or schoolyards) closest to your home and university.

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

https://www.pref.kanagawa.jp/docs/k2w/saigaiji-english.html

An evacuation map will be given to you when you register your address at the city/ward office.

The gymnasium (Gamma Building) is designated as the main evacuation site at SFC. The second evacuation site is Akihadai Culture and Gymnastics Hall (秋葉台文化体育館) which is approx. 2 km from SFC.

Evacuation drill

Try to attend any local evacuation drill. (It's usually held around early September.)

Prepare an Emergency Pack

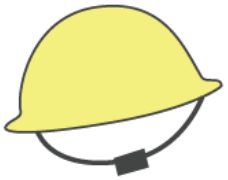
In case of an emergency, it is recommended that you have a disaster preparedness kit including the following items:



- ☐ first-aid kit
- ☐ bottled water for a week
- ☐ canned or packaged foods for a week (with a can opener)



- ☐ portable radio (with working batteries)
- ☐ flashlight, spare batteries
- ☐ copy of your ID card/passport/My Number Card or NHI Eligibility Certificate
- ☐ cash (including coins)
- ☐ savings passbook/wallet/personal seal
- ☐ medicine
- ☐ emergency contact list



- ☐ towels/wet wipes/tissues/sanitary items/ toothbrush and toothpaste/masks
- ☐ rain gear
- ☐ pens
- ☐ phone charger



- ☐ spare glasses (if you wear glasses or contact lenses)
- ☐ a helmet
- ☐ thick cotton gloves
- ☐ sports shoes (roads might be full of debris or broken glass)



- ☐ plastic bags for garbage
- ☐ plastic container (you can keep water in the container when water is distributed.)
- ☐ survival blanket (you may spend a few weeks on the floor of a gymnasium)



- ☐ a whistle (This will let responders know you need help and lead them to you, even if you are under a building and can't shout for help.)

Some disaster preparedness kits are sold on Amazon.com and other e-commerce sites.

津波（*tsunami*）

tsunami

Tsunami

Although the area surrounding Keio SFC is not included in the tsunami disaster alert area, the coastal side of Fujisawa City is designated as a tsunami disaster alert area.

If you are on the coast and feel a strong earthquake, move immediately to a safe place that is as high and as far inland as possible.

RUN!! LEAVE EVERYTHING BEHIND!

A tsunami may be coming within minutes. Move quickly to higher ground away from the coast, at least ten meters above sea level, or if possible, move at least one kilometer inland from all coastal edges.

If you cannot find a way to leave the area, run to the upper story of the closest concrete multi-story building or a tsunami evacuation tower along the shoreline.

When going to the beach, check the locations of evacuation buildings along the coastline beforehand. For example, the rooftop of the Enoshima Aquarium is an evacuation point.

Some utility poles in coastal areas have signboards indicating the height above sea level.

If you happen to be on Enoshima Island at the time of the earthquake, do not try to cross back to the mainland. Run straight to the top of the island.

After fleeing to a safe place, tune in and/or check your emergency sources for further information.

Fujisawa City Hazard Map for Tsunami

https://bosaiinfo.city.fujisawa.kanagawa.jp/file/attachment/544.pdf



Tsunami Evacuation Building Sign

Latest Tsunami Information by the Japan Meteorological Agency (JMA)

https://www.jma.go.jp/bosai/map.html#5/37.979/135/&elem=warn&contents=tsunami&lang=en

Typhoons and Floods

台風（*taifu*） typhoon

洪水（*kozui*） flood

To prepare for a typhoon, you should keep yourself informed of its progress and take precautions to minimize any damage.

Don’t forget to secure outdoor items or move them inside. Make sure potted plants and laundry poles won't be blown away by the strong winds.

If the storm becomes severe, move to an area in the house with the least exposure to glass windows.

Make sure not to approach dangerous places such as beaches, rivers, steep slopes, and underpasses.

J-Alert System (Nationwide Warning System)

J-Alert is a nationwide alert system. If the Government of Japan deems that there is an urgent need to protect residents' lives, bodies, and property—such as from a missile threat—it will issue warnings and promptly notify prefectural governors. If it is necessary to evacuate residents, the government will instruct prefectural governors to take evacuation measures. The prefectural governors will then announce warnings and issue evacuation instructions, and communicate this information to residents through community loudspeakers, emergency mobile alerts, or municipal publicity vehicles.

Based on the Civil Protection Law, the national and local governments will also occasionally conduct civil protection drills, such as those concerning evacuation and relief measures. Please visit the link in the left column for more detailed information on J-Alert.

In the event of an armed attack, etc., it is critical that information is communicated promptly and reliably. For this reason, the government has secured multiple means of communication.

Civil Protection Portal Site by Cabinet Secretariat

http://www.kokuminhogo.go.jp/en/pc-index_e.html

Protecting Ourselves against Armed Attacks and Terrorism

http://www.kokuminhogo.go.jp/en/pdf/protecting.pdf

Disaster Prevention Apps

Some public organization/ local governments provide disaster prevention apps. These apps contain useful information on preparation and what to do in the event of the disaster. In some cases, they are available in multiple languages. Below is an example:

Safety tips

https://www.jnto.go.jp/safety-tips/eng/app.html

Android:

iPhone

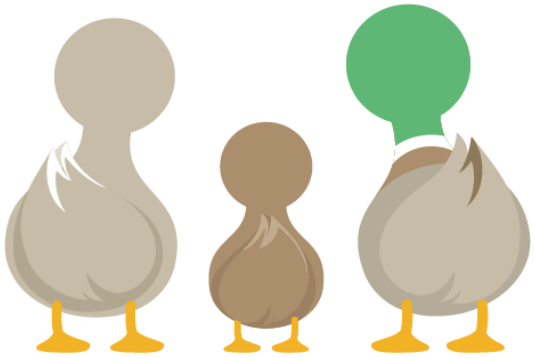
Safety tips

This app was developed by the Japan Tourism Agency. You can receive disaster notifications and view information about earthquakes, tsunami warnings, heat illness and typhoons. It also features flowcharts of actions to take in the event of a disaster, a communication sheet, etc.



Chapter 10

Leaving Japan



10 Graduation/Completion of Studies and Preparing to Leave Japan

10-1 Before Leaving Japan

It is important to do the following before leaving Japan:

Things to do at the University

(1) If necessary, apply for an official transcript, certificate of graduation, etc.

(2) Check the information provided by the SFC Academic Affairs Office (Academic Services). When you receive your diploma, a hole is punched in your student ID card, but you don't have to return it and you can keep it.

(3) Return any library books or other materials you have borrowed.

進路届
（*Shinro-todoke*）
a Career Notification

Submission of Plans After Graduation

https://www.students.keio.ac.jp/en/com/career/report/

(4) Submit a Career Notification (進路届/*Shinro-todoke*).
Please register your career path and employment after graduation or completion in a "Career Notification" before graduating or completing your studies. Submission of this form is mandatory for all graduating students including those who are not planning to start working or who already have working experience. For details, please check the K-Support News, the "Employment/Career" section on the student website, or contact the employment/career support department at your campus.

Other things to do regarding your daily life

(1) Inform your property owner of your departure date 1or 2 months in advance.

If you are in a university dormitory, register your move-out date at least one month before your desired departure date. If you fail to register a full month in advance, you will be charged rent for one month starting from the date you complete your move-out registration. You can register your move-out date via the "My Page" section of the Dormitory System. Registration becomes available three months prior to the end of your contract.

(2) Contact your utility provider in advance to let them know the date you will be cancelling your service.

(3) Cancel your mobile phone and internet provider contracts.

(4) Pay any remaining utility charges at a convenience store or via automatic bank withdrawal.

(5) Close your bank account after making sure all automatic payments and final bills are complete. Please check the final direct debit date if you have used a credit card.

(6) Clean your room thoroughly and dispose of all garbage at the specified area.

(7) Confirm the procedures for disposing of oversized garbage (bulky waste) and specified home appliances (e.g., refrigerators, TVs, etc.). Disposal of these items is not free and requires advanced procedures. Please check your local municipality's official website to confirm the rules and disposal locations.

Garbage&Recycling

https://honyaku.j-server.com/LUCFUJISW/ns/tl.cgi/https://www.city.fujisawa.kanagawa.jp/kurashi/gomi/index.html?SLANG=ja&TLANG=en&XMODE=0&XCHARSET=utf-8&XJSID=0

転出届 (*tenshutsu-todoke)*
a moving-out notice

At the City/Ward Office

(1) Submit a "Moving-Out Notice" (転出届/*tenshutsu-todoke*)to your local City or Ward Office.

(2) Return your My Number Card, NHI Card or NHI Certificate of Eligibility to the Office and settle any outstanding payments.

If you have contributed to the National Pension System, complete the procedures for withdrawal and for receiving the Lump-Sum Withdrawal Payment.

Lump-sum Withdrawal Payments

* Once you receive this payment, your pension enrollment period used to calculate the amount will no longer be counted toward future Japanese pension benefits. For more details, please refer to the Japan Pension Service website.

https://www.nenkin.go.jp/international/japanese-system/withdrawalpayment/payment.html

At the Airport

(1) You must return your Residence Card to the immigration officer at the airport upon departure.

Contacts

Inquiries about Admissions

For Undergraduate Program
Admissions Office (Faculty of Policy Management /
Faculty of Environment and Information Studies)
ao-request@sfc.keio.ac.jp

For Graduate Program
Admissions Office (Graduate School
of Media and Governance))
gao-request@sfc.keio.ac.jp

Inquiries about Career Support

Career Services Section (CDP office)
cdp@sfc.keio.ac.jp

Inquiries about Course registration, Certificates, and Student ID card

Academic Affairs Office
sfc-kyomu@sfc.keio.ac.jp

Inquiries about Dormitories / Housing

Student Life Section
sfc-housing@adst.keio.ac.jp

Inquiries about Media Center (Library)

Media Center (Library)
mc-lib@sfc.keio.ac.jp

Inquiries about Scholarships

Student Life Section
sl@sfc.keio.ac.jp

Inquiries about Tuition fees and Payment from overseas

Accounting Section in Mita office
keio_tuition@info.keio.ac.jp

Inquiries about Physical and Mental Wellness

Student Counseling Section
gakuseisoudan@sfc.keio.ac.jp

Health Services Section
health-sfc@adst.keio.ac.jp

Inquiries about Visa

Student Life Section / Office of International Affairs
sfc-visa@adst.keio.ac.jp

Other Inquiries from International Students

Office of International Affairs
apd-global@sfc.keio.ac.jp