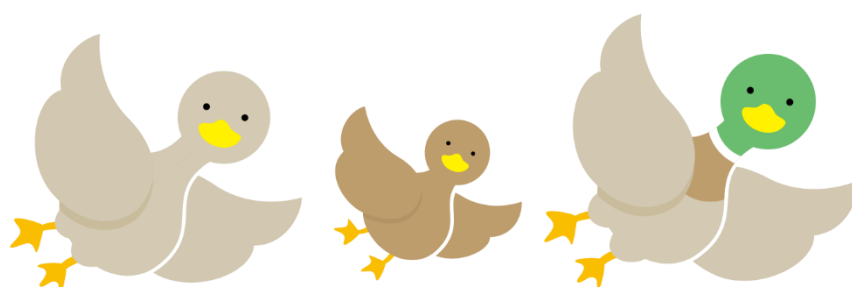


Chapter 1

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.



1-2 Welcome to Shonan, Fujisawa!

湘南 (*Shōnan*)

Shonan

What is Shonan Fujisawa like?

藤沢市 (*Fujisawa-shi*)

Fujisawa-city

"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

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.

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.

在留資格認定証明書
(*zairyu shikaku nintei*

shoumeisho)

CoE, Certificate of
Eligibility

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

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



[https://www.mofa.go.jp/
j_info/visit/visa/long/visa
6.html](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)



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

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

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

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)

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.

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:

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.



Suica card

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**

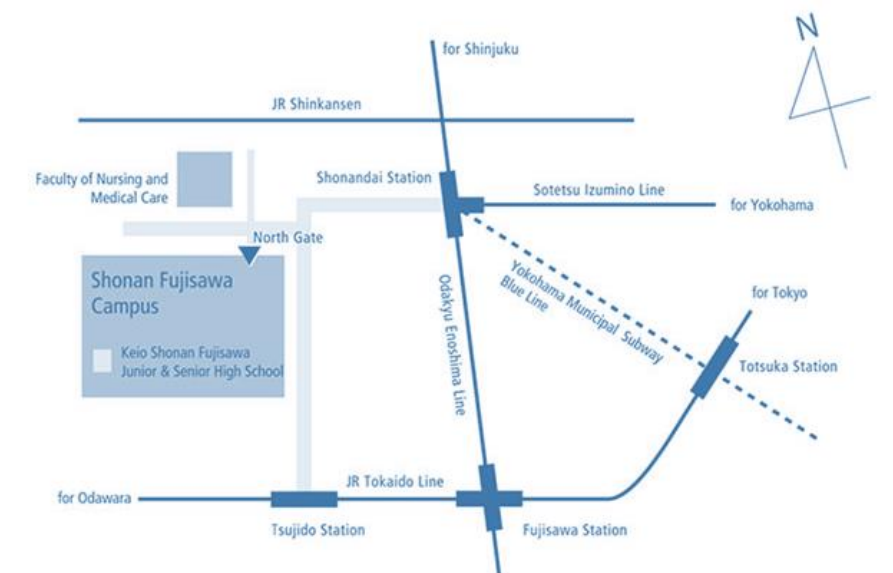
Check the route and transportation from your port of entry to your final destination.

Map and Directions to SFC



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

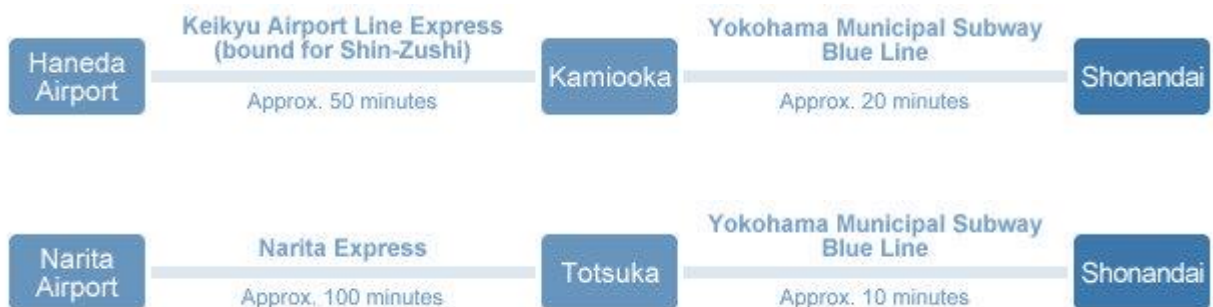
Public Transit



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.

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 to be prepared before coming to Japan

- ☐ Photocopies of your passport (biadata 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

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.

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.

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

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

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

Ministry of Health,
Labour and Welfare



https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/iyakuhin/kojinyunyu/topics/tp01_0401-1_00001.html

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 35°F (1~2°C) in winter to 100°F (35°C) 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**



US PLUG(100-110V)

Electric adaptors and voltage converters

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.





***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.

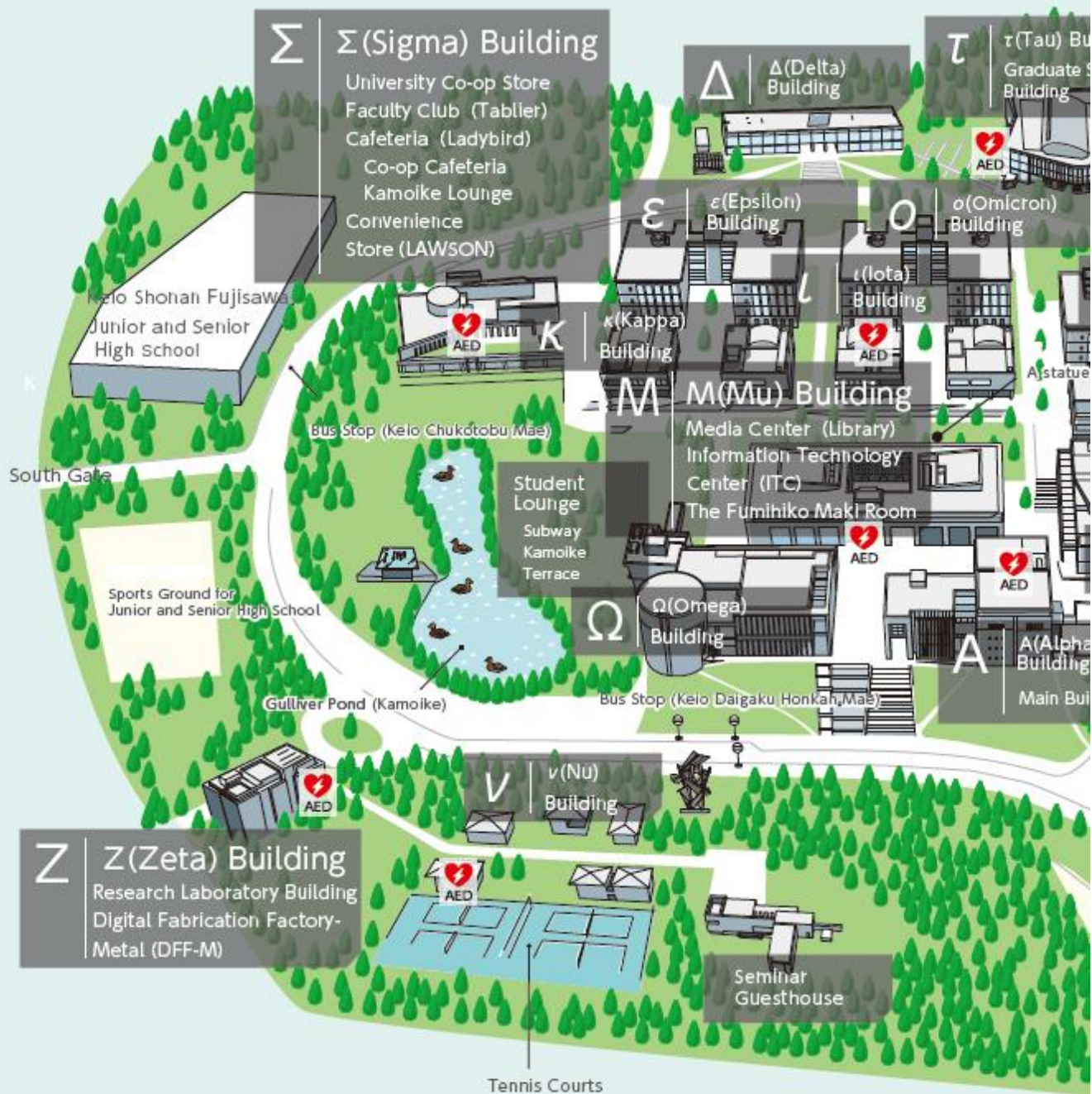
1-11 Delivery Service

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.

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

宅配便(*Takuhaibin*)
Baggage home delivery
Service

1-12 Shonan Fujisawa Campus Map





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.