

A large, stylized yellow envelope graphic with a white circular stamp area, positioned in the upper left background.

# Orientation for International Students



**Office of Student Services  
(International)  
Graduate School of Science and  
Technology, Keio University**



# Things Handed Out Today

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- 1. Student ID card**
- 2. Keio.jp activation key**
- 3. Course Guidebook**
- 4. International Student Handbook**
- 5. Natural Disaster and Emergency Pocketbook**



# Information Website

[https://www.st.keio.ac.jp/en/students/Information\\_for\\_exchange.html](https://www.st.keio.ac.jp/en/students/Information_for_exchange.html)

Information for International students (IGP, DD, JEMARO students)

The information is helpful to start your study in Keio University. Please check this page carefully.

## Guide for Before Departure and Upon Arrival

- [Guide for Before Departure and Upon Arrival](#) 📄
- [Access to Yagami Campus](#) 📄
- [Yagami Campus Map](#) 📄

## Orientation and Guidance

### Orientation for International Students (2025 Spring)

- Orientation for 2025 Spring will be held face-to-face.
- Date&Time: Friday, March 28, 2025 10:00am-11:15pm
- Venue: Yagami campus Seminar room 1 - 2nd floor of 14th Building (Sosokan)

### Media Center Guidance (2025 Spring)

- Date&Time: Friday, March 28, 2025 11:15am -12:00pm
- Venue: Yagami campus Seminar room 1 - 2nd floor of 14th Building (Sosokan)

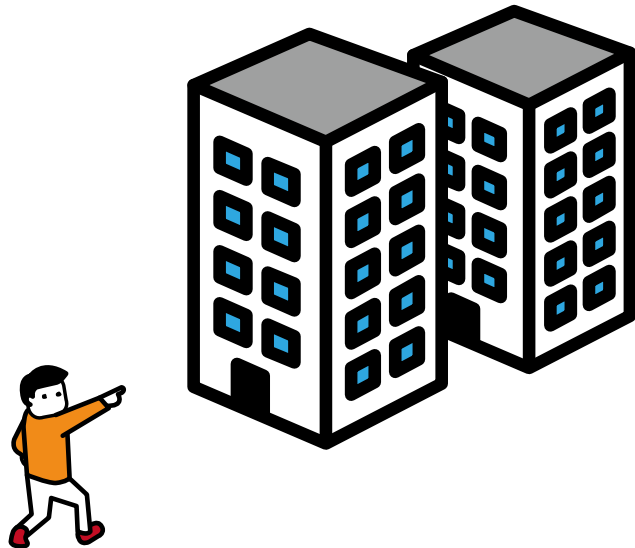
- [Online Orientation Slides for International Students \(2024 Fall\)](#) 📄
- [Academic Guidance \(Very Important\) \(ONLY for IGP, DD students\)](#) 📄
- [Kelo.jp Registration Guide](#) 📄
- [Internship Orientation \(ONLY for IGP, DD students\)](#) 📄

## Academic Information

Course Registration (April 3 (Wed) 12:30 - April 5 (Fri) 16:00)



# Introduction of Keio University





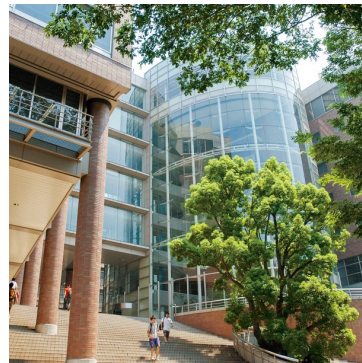
**Mita**  
Humanities and Sciences



**Hiyoshi**  
General Education



**SFC**  
Integration of Technology and  
Social Sciences/ Nursing



**Yagami**  
Science and Technology



**Shinanomachi**  
Medicine



**Shiba-Kyoritsu**  
Pharmacy



# Office of Student Services (International)

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## Professors in Charge of International Affairs

- **Chair of the Committee for International Affairs**

**Professor TAKEMURA, Kenjiro**

Email: [takemura@mech.keio.ac.jp](mailto:takemura@mech.keio.ac.jp)





# Office of Student Services (International)

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## Professors in Charge of International Affairs

### ➤ **Academic Coordinator for International Students**

**Professor BEAUCAMP, Anthony**

Email: [beaucamp@sd.keio.ac.jp](mailto:beaucamp@sd.keio.ac.jp)





# Office of Student Services (International)

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- Office Hours: **Monday–Friday 8:45–16:45**
- Telephone: 045-566-1468
- Fax: 045-566-1469
- Email: [ic-yagami@adst.keio.ac.jp](mailto:ic-yagami@adst.keio.ac.jp)

## **Staff Members:**

- **Ms. Yasuko SHIBATA (Outgoing Double Degree, Agreements with institutions)**
- **Ms. Reirei SEI (Incoming Double Degree, IGP, Scholarship, Admissions)**
- **Ms. Keiko TAKEUCHI (Outgoing Double Degree, Scholarship, Housing)**
- **Ms. Yuka MIYAJIMA (Short-term international students, Japanese course)**
- **Mx. Kentaro TOMA (Research students, Outgoing short-term program)**
- **Ms. Shouko KOGANEZAWA (Scholarship, Housing, Admissions)**
- **Ms. Ichikawa Junko (Outgoing Double Degree)**



# Office of Student Services (International)

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## Key Roles and Responsibilities

- Scholarships for international students and Japanese students studying abroad
- Student exchange programs and short-term study abroad programs
- Assistance in finding accommodation and visa applications
- Partnership agreements with academic institutions overseas

- Webpage:

<https://www.st.keio.ac.jp/en/students/ic/>



# **International Students 2026**

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**Now, please introduce yourselves!**

**Your Name, Home Country,  
and Short Greeting /  
Introduction of yourself!**





# Status of Residence





## What is Status of Residence?

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→ p.7-8

- All foreign nationals entering and staying in Japan are assigned a status of residence at the port of entry.
- Your Status of Residence (visa status) is “Student.”



## What is Status of Residence?

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Your Status of Residence (visa status) is “Student.”

- If your visa status is not “Student,” you may not be eligible for some of the privileges, services, or scholarships available for international students.
- Students who hold the “Student” status are not allowed to work unless they obtain permission from the Immigration Bureau to engage in other activities, such as taking part-time jobs.  
→ p.21. 22
- If you take a leave of absence or withdraw from Keio University, you will not be able to continue staying in Japan under the Status of Residence of “Student,” even if there is time remaining on your student visa.  
→ p.24-26

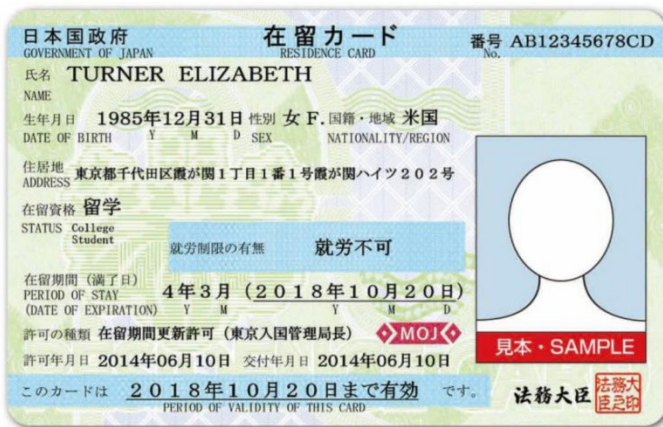




# Residence Card

→ p.7-8

- Always Carry your Residence Card and present it when requested by police officers or government officials.
- Notify your City/Ward Office any changes in your information within 14 days (change address, status of residence, visa extension).
- Inform the Office of Student Service of any Residence Card updates.





# Change of Status and Extension of Stay

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→ p.11–14

- Apply for an Extension of Stay at the Immigration Bureau before the expiry date on your Residence Card—staying beyond this date is not permitted.
- Request the application document from the Office of Student Services (International) at Keio University. One of the required documents must be completed and certified by the university.
- Submit a copy of your Residence card to the Office of Student Services after your period of stay is extended.





## Part-time Work

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→ p.21–24

- If you wish to engage in activities aside from your studies, such as part-time jobs, you must obtain permit from the Immigration Bureau **beforehand**.
- With permission, students are allowed to work up to 28 hours a week (up to 8 hours a day, 40 hours a week, during summer, winter, and spring breaks)—as long as the work is not deemed to be socially immoral.



# Special Re-entry Permit

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→ p.17–20

- When leaving Japan temporarily, make sure to take a valid passport and Residence Card.  
As a general rule, you will not be required to apply for a re-entry permit when re-entering Japan within 1 year of departure.
- If your permitted period of stay is due to expire within 1 year of your departure, please ensure that you re-enter Japan before the expiration of your period of stay.



# Special Re-entry Permit

→ p.17-20

- This is a sample of the Embarkation Card for Reentrant. Be sure to check the specified box on the Embarkation Card.

外国人用 (再入国) 再入国入国記録 DISEMBARKATION CARD FOR REENTRANT ② 【ARRIVAL】

氏名 Family Name  
Name Given Names

生年月日 Day/Month/Year 航空機便名・船名 Flight No./Vessel

以下の質問について、該当するものに☑を記入し、署名して下さい(特別永住者の方は署名のみ)。Please check the applicable items and put your signature. (For special permanent resident, please put your signature only.)

1 あなたは、日本国又は日本国以外の国において、刑事事件で有罪判決を受けたことがありますか？ Have you ever been found guilty in a criminal case in Japan or another country?  
 はい Yes  いいえ No

2 あなたは、現在、麻薬、大麻、あへん若しくは覚せい剤等の規制薬物又は銃砲、刀剣類若しくは火薬類を所持していますか？ Do you presently have in your possession narcotics, marijuana, opiates, stimulants, or other controlled substance, swords, explosives or other such items?  
 はい Yes  いいえ No

以上の記載内容は事実と相違ありません。  
I hereby declare that the statement given above is true and accurate.

署名 Signature

再入国出国記録 EMBARKATION CARD FOR REENTRANT ① 【DEPARTURE】

氏名 Family Name  
Name Given Names

生年月日 Day/Month/Year 主な渡航先国名 Destination

航空機便名・船名 Flight No./Vessel 出国予定期間 Intended period out of Japan  
 1年以内 Within one year  1年超2年以内 Over one year but within two years  2年超 Over two years

次のいずれかに☑を記入してください。Please check either one of the boxes below.

1. 一時的な出国であり、再入国する予定です。  
I am leaving Japan temporarily and will return.

2. 「再入国許可」の有効期間内に再入国の予定はありません。  
I do not plan to re-enter Japan while my re-entry permit is valid.  
(地方入国管理官署で「再入国許可」を受け付けた方、その有効期間内に再入国予定のない方は、☑して下さい。)  
(Check the box if you do not plan to re-enter Japan while your re-entry permit, which you have obtained at a regional immigration bureau, is valid.)

署名 Signature

- 1. 一時的な出国であり、再入国する予定です。  
I am leaving Japan temporarily and will return.
- 2. 「再入国許可」の有効期間内に再入国の予定はありません。  
I do not plan to re-enter Japan while my re-entry permit is valid.



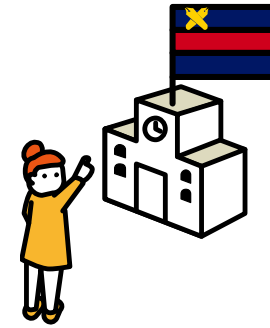
## Special Re-entry Permit

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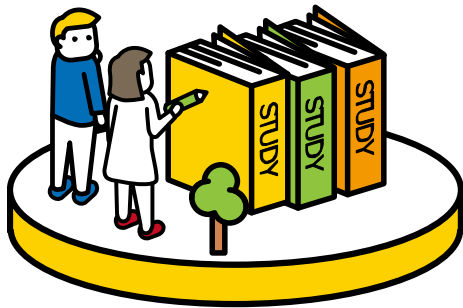
→ p.17–20

When you leave Japan...

- Be sure to check the specified box of the Embarkation Card for re-entry and present your Residence Card at departure.
- You cannot use this system if you forget your Residence Card when leaving Japan. You will then automatically lose your visa status and need to re-apply for your student visa. Make sure to take your “Residence card” with you.



# Student Life on Campus





# Timetable (Yagami, Hiyoshi, Mita)

→p. 43–44

1 <sup>st</sup> period	1時間目	9:00–10:30
2 <sup>nd</sup> period	2時間目	10:45–12:15
3 <sup>rd</sup> period	3時間目	13:00–14:30
4 <sup>th</sup> period	4時間目	14:45–16:15
5 <sup>th</sup> period	5時間目	16:30–18:00
6 <sup>th</sup> period	6時間目	18:10–19:40



# Office of Student Services

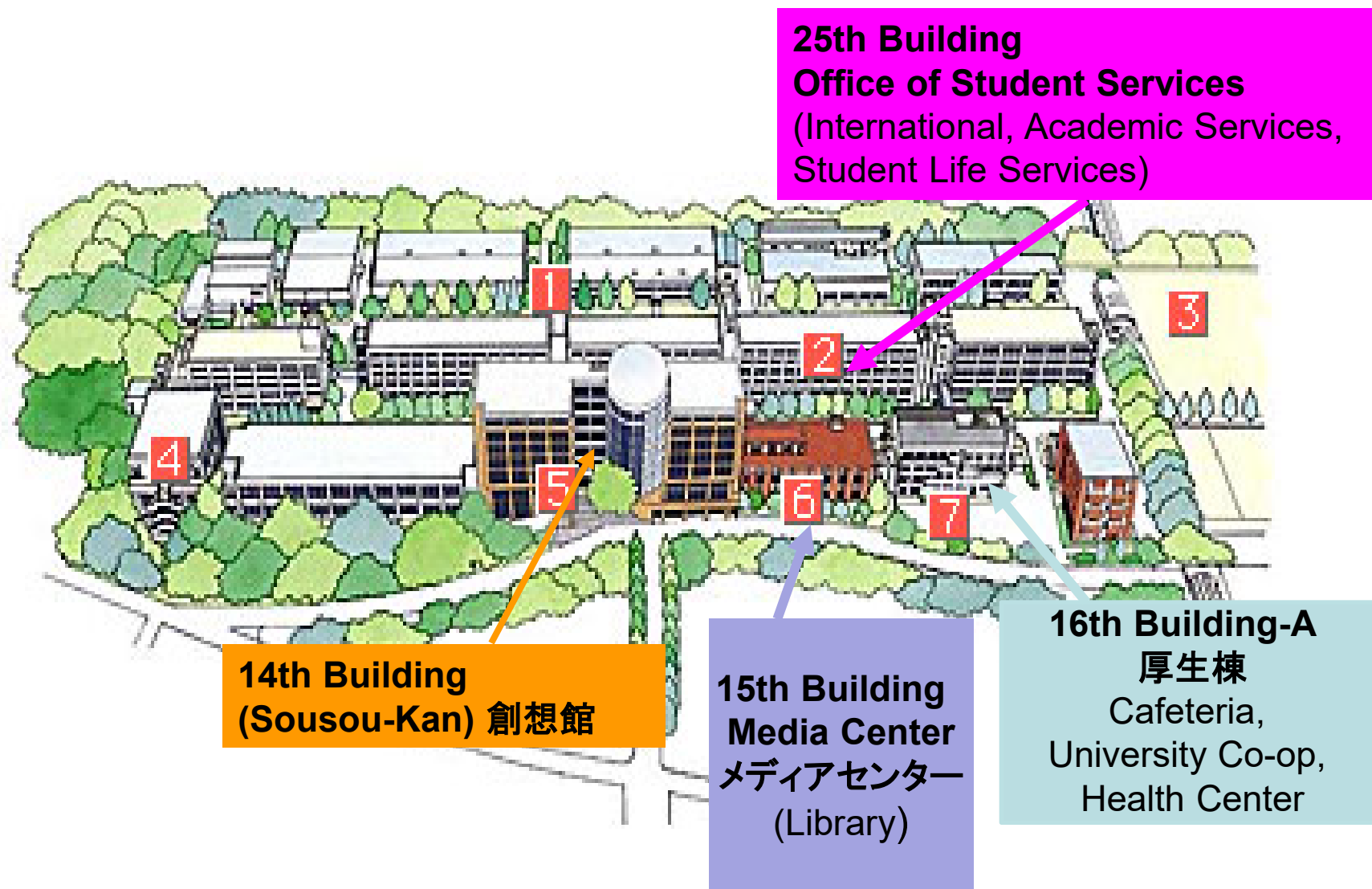
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- **International Affairs (*Kokusai-tantou* 国際担当)**
- **Academic Affairs (*Gakuji-tantou* 学事担当)**
- **Student Life, Scholarships, Career Services (*Gakusei Seikatsu-tantou* 学生生活担当)**
- **General Affairs and Inquiries**





# Yagami Campus Map





# Office of Student Services Bulletin Board

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- Important **announcements** including scholarship information, event information, etc., are posted on the Bulletin Board.
- Located in the corridors, in front of the Office of Student Services.



# University Library (Media Center)

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→ p.51–52

- Located on each campus
- Located on the 1st floor of the 15th building
- Present your Student ID Card at the entrance of the library.
- Opening hour of Yagami Media Center
  - Weekdays: 8:45 a.m.–9:30 p.m. (During Semester)
  - Saturdays: 8:45 a.m.–8:00 p.m.
  - Sundays (and specific days): closedPlease check the Library Calendar  
<https://www.lib.keio.ac.jp/en/scitech/calendar/>



# Keio Information Technology Center (KIC)

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→ p.53–54

Keio Information Technology Centers (KIC) provide computing and communications infrastructure, services, and support for Keio University's educational and research programs, located on each campus.

- University Computer Center on each campus.
- Located in the basement of the 14th building West
- E-mail account registration at KIC's Reception Counter
- Printing Service
- Access to Electronic Journals

For more information, visit the KIC website

<https://www.st.itc.keio.ac.jp/>



## **Web Services at Keio “keio.jp”**

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→ p.51-52

Keio Single Sign-On System (keio.jp) authenticates you to use online services operated by Keio University safely and conveniently. keio.jp is the general name for Keio Single Sign-On System.

- **Academic Affairs Web System: Information on class cancellations and makeup classes**
- **Education Support System**
- **Class Support**
- **Message / News**

**To login to keio.jp, you first need to obtain your KEIO ID, by entering “Activation Key” on the system.**



## Student ID Card

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→ p.65–66

You will need the student ID card when you:

- Take semester-end examinations
- Enter the university libraries
- Request certificates to be issued
- Purchase a student commuter pass
- Purchase the Student Travel Fare Discount ticket with Certificates (Gakuwari)



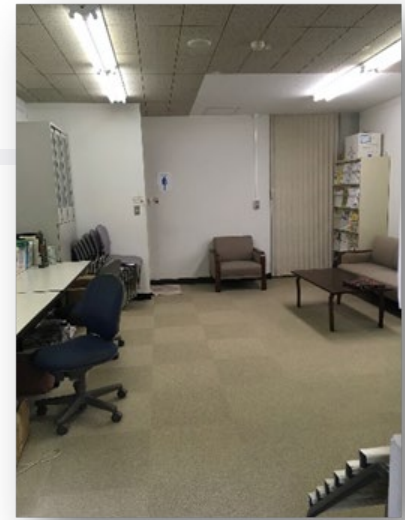
# Silence Room

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Room 12-201 (12<sup>th</sup> Building, 2nd Floor)

The room is intended for meditation and prayer.

Students are required to complete the registration process at the Office of Student Services, International Affairs, on the 1st floor of the 25th Building before use.





# Training Room

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→ p.58

- Kyoseikan Training Room in Hiyoshi Campus
- Training Room in Student Union Building Hiyoshi Campus
- GO GB GYM in Hiyoshi Commemorative Hall





# Course Registration





# Courses Available for Exchange Students

- 1. Courses offered by Graduate School (Faculty) of Science and Technology**
  - \* Classes will be held at Yagami campus
  - \* Japanese language courses are also available
- 2. International Center Courses**
  - \* English taught Courses focusing on Japan and East/Southeast Asia
  - \* Classes will be held at Hiyoshi or Mita campus

<https://www.ic.keio.ac.jp/en/aboutic/aboutcourse/>





# Japanese Language Class

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➤ **If you wish to take the Japanese Language Class, you need to do the course registration.**

➤ Classes on Wednesdays in Yagami Campus

➤ Elementary, Higher Elementary, Intermediate, and Higher Intermediate

➤ Credits earned do not count toward your degree requirement

➤ JAPANESE 1(C) and 1(D) are consecutive courses. You need to take both courses.

[https://www.st.keio.ac.jp/en/docs/%28Final%29%202025S\\_Japanese\\_Yagami\\_Timetable\\_ENGOnly\\_2.pdf](https://www.st.keio.ac.jp/en/docs/%28Final%29%202025S_Japanese_Yagami_Timetable_ENGOnly_2.pdf)

➤ **For students who wish to know their Japanese level to select courses, please take the self-assessment test.**

<https://forms.gle/n2TNx7CX5ijhkhY26>



## Basic Rules -1

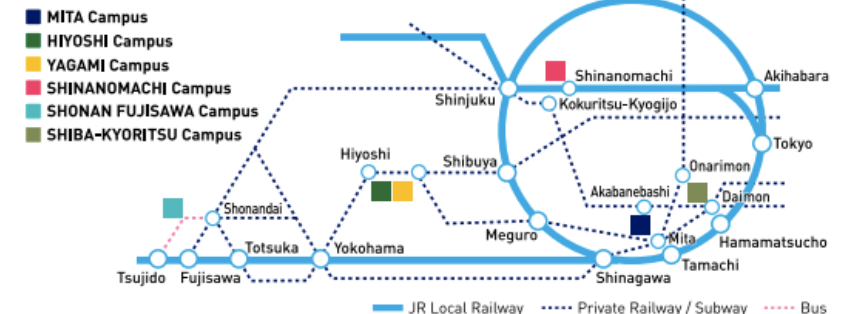
- “Course only” students must **register for a minimum of 7 courses per semester.**
  - No requirements on the number of **credits** and no upper limit.
  
- “Research only” and “Research and courses ” students
  - Your research will be registered by us as  
    **“Independent Study A for Exchange Students”**
  - Your research will be graded S, A, B, C or D (Fail)
  - 2 credits will be given for your research



## Basic Rules -2

- Students cannot register for 2 or more courses offered at the same time slot on the same day.
- Students cannot take courses back-to-back, one class at Yagami or Hiyoshi, and the next class at Mita Campus, or vice versa.
- \* 1st Yagami → 2nd Mita : **NOT** Acceptable if both courses are “**In-person**” courses  
2nd Yagami → 3rd Mita : Acceptable (**since there is a lunch break.**)  
1st Yagami → 2<sup>nd</sup> Hiyoshi: Acceptable

**Access** ▶ Approximately 40 minutes by train from Hiyoshi to Mita.





## Basic Rules -3

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- Some international center courses have **limitations on number of students** and **have lottery for courses**
- **Lottery result will be available on April 7, 16:00~ via “K-Support”**



# Transcripts

**Grade Report (Unofficial transcript)** is scheduled to be available to students online through “keio.jp”;

Spring semester → September 4, 2026

Fall semester → March 10, 2027





**“K Support” can only be used during your enrollment**, so make sure to obtain the syllabus details, Grade Report, or etc. during the accessible period.



# Important Dates for 2026 Spring Semester



Registration	Period	Notes
<b>1<sup>st</sup> Course Registration Period</b> 	<b>Apr 3, 12:30 – Apr 6, 16:00</b>	<ul style="list-style-type: none"><li>- <b>Register all courses</b> you wish to take in the Fall semester (<u>including 2nd-half courses</u>).</li></ul>
<b>Course Registration Confirmation</b>	<b>Apr 7, 16:00 –</b>	<ul style="list-style-type: none"><li>- Result of the "Lottery" and "Selection by the instructor" will be announced. Check your official course registration and approved courses.</li></ul>
<b>2<sup>nd</sup> Course Registration Period</b> 	<b>Apr 7, 16:00 – Apr 15, 10:00</b>	<ul style="list-style-type: none"><li>- Students can <b>add</b> courses during this period. <b>Course cancellation is also available.</b></li><li>- Make sure to finalize your course registration by the deadline.</li></ul>
<b>2<sup>nd</sup> Course Registration Confirmation</b>	<b>Apr 20, 16:00 –</b>	<ul style="list-style-type: none"><li>- Check your official course registration and approved courses.</li></ul>
<b>Cancellation Period (for Regular &amp; 1st-Half-Semester Courses)</b>	<b>Apr 29, 10:00 – Apr 30, 16:00</b>	<ul style="list-style-type: none"><li>- Check your official course registration.</li><li>- Students must check all the course registration is correct during this period. If there are errors with your registration, please fix them during this period.</li></ul>
<b>Cancellation Period (for 2nd-Half-Semester Courses)</b>	<b>Jun 24, 10:00 – Jun 25, 16:00</b>	<ul style="list-style-type: none"><li>- <b>Students are responsible for all consequences caused by not properly checking their course registration.</b></li></ul>

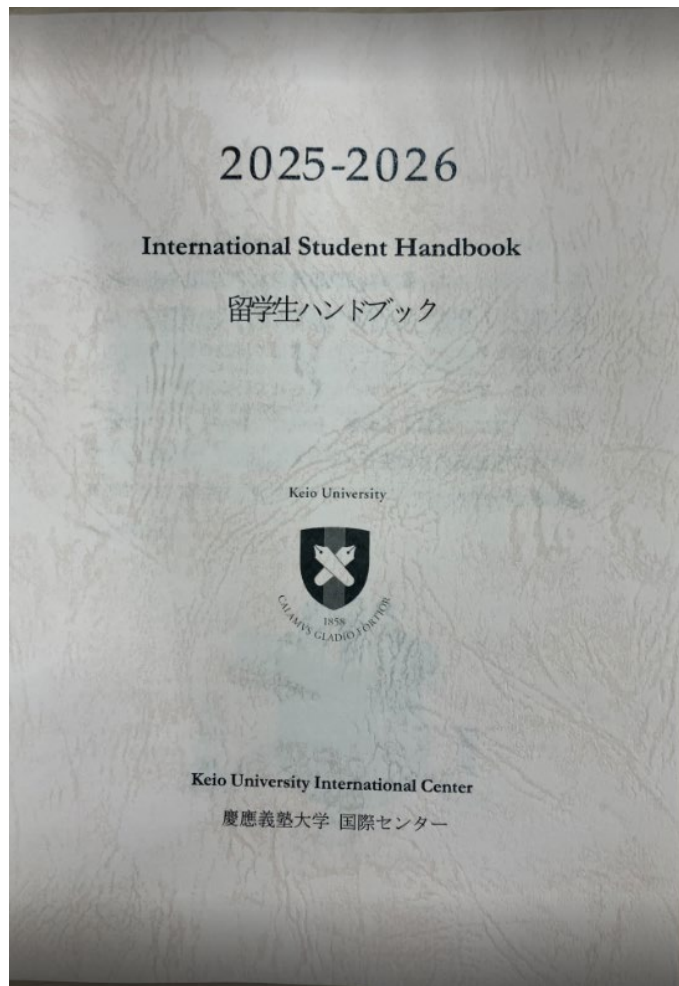


# Living in Japan





# International Student Handbook



- Useful information for you.
- Consult this handbook whenever you have a question.
- PDF version is also available online.



# Social Security and Tax Number System (MSy Number System)

→ p.89–90

**From October 2015, the Japanese government started issuing unique Individual Numbers under the new Social Security and Tax Number System (the My Number system). From December 2024, My Number Card can also be used as the Health Insurance Certificate.**

**After you receive it:**

- Keep the notification in a safe place.
- Do not tell or show the card number to others; although when required, you must provide your number to your employer or municipal offices.





# Transportation

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→ p.69–70

- A well-developed public transportation system eliminates the need for private cars in the city.
- JR (Japan Railways), subways, private railways, and buses.
- **Student discounts** for student commuter pass



# Student Commuter Pass

→ p.71-72

- International students can purchase a student commuter pass (*TSUGAKU TEIKI* 通学定期)  
You can obtain a “Student Commuter Certificate” from certificate issuing machines in the 14th building.
- Apply online:  
<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>
- ◆ IC commuter passes (Suica/PASMO):  
Even if you use multiple railway lines (JR, Tokyo Metro, or other railway companies) to commute to the university, one IC card (Suica or PASMO) is sufficient to cover all transfers involved in your commute.





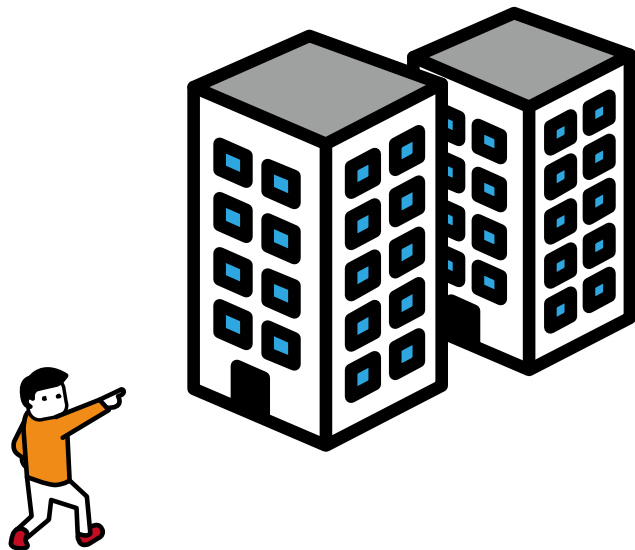
# Gakuwari

## Student Travel Fare Discount Certificate

→ p.73–74

- If you travel a long distance via JR railways (more than 101 km one way), you can get a 20% discount by showing your Student Travel Fare Discount Certificate (*Gakuwari* 学割) and Student ID when purchasing railway tickets.
- You can obtain the Student Travel Fare Discount Certificate (*Gakuwari* 学割) from certificate issuing machines in the 14<sup>th</sup> building.
- Apply online:  
<https://www.students.keio.ac.jp/en/com/procedure/certificate/issue.html>

# Medical Care System





## National Health Insurance (NHI; Kokuho 国保)

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→ p.101–100

- Full-time international students who will be studying in Japan for more than **3 months** must join the **NHI** unless otherwise covered by the insurance plan of a family member who lives in Japan. Overseas medical insurance is not accepted.
- Please apply for NHI at City/Ward Office.

<https://www.city.yokohama.lg.jp.e.sj.hp.transer.com/kurashi/koseki-zei-hoken/kokuho/>

- Annual premiums: vary according to the districts.

Premiums: approx. ¥1,500/month for international students without income in the previous year in Japan



# National Health Insurance (NHI)

→ p.101–102

At hospitals/medical institutions:

You pay 30% of the bill at medical institutions, and the NHI covers the remaining 70%. (Normal childbirth, general health check-ups, and plastic/cosmetic surgery are not covered.)

Total amount for medical care (covered under the National Health Insurance Law) 100 % (¥10,000)	
Amount covered by the NHI 70 % (¥7,000)	Individual payment using the NHI 30 % (¥3,000)



# Personal Accident Insurance for Students Pursuing Education and Research

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→ p.105–106

- You automatically join this insurance whose premium is paid by Keio University. (Gakkensai 学研災)
- Periods during which the insured is attending lectures, laboratory work, etc.
- Illness is not covered by this insurance.





# Health Center

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- Basic medical and referral services available at the Keio Health Centers.
  - Yagami Campus (3F, Bldg. # 16-A)
  - Hiyoshi Campus
- Medical fee is required.
- English speaking doctors available off campus.





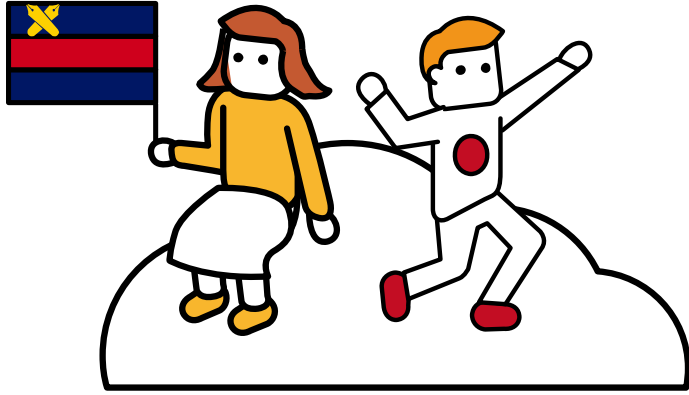
# Student Counseling Room

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- Room 101, 1F 26th Bldg.
  - Consult with a counselor on various issues
  - English consulting is available (Mondays at Yagami Campus)
  - Every consultation is kept confidential

## The Counseling Room provides advice regarding:

- Academic studies
- Extracurricular activities
- Life planning and career guidance
- Interpersonal relationships
- Queries regarding personality/behavioral concerns
- Physical and mental health issues
- Other issues that arise as part of student life



# Life in Japan Emergencies and More





# Ambulance, Fire Department, Police

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→p.95–96

## Number to call in case of emergency

- Fire/Ambulance: Call **119**
- Police: Call **110**

There is no charge for calling 110 and 119 from public phones and mobile-phones.

Inform the operator what happened (fire or emergency, etc.) and where it happened.



# Earthquakes

→p.97–98

Earthquakes (*jishin*) occurs on a regular basis in Japan and you should prepare accordingly.

Try not to panic and protect yourself when it happens.

- Preparation for an emergency
  - Do not store items on top of tall cabinets.
  - Secure furniture that could topple over with safety devices (available in home improvement stores. You must ask the owner of your apartment, as installations may involve alterations.).
  - Make sure to know the public evacuation areas and shelters (usually parks or schoolyards).
- Read carefully and always carry “Emergency Pocketbook”



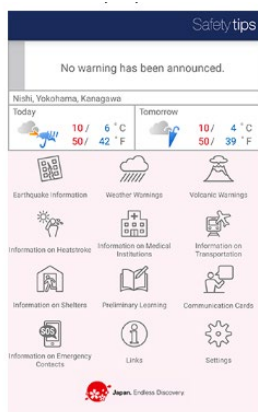


# “Safety tips” Mobile App

The Safety tips notifies disaster information in Japan.

This is a free app developed under the supervision of the Japan Tourism Agency.

<https://www.rcsc.co.jp/safety-tips-en>



Operating systems  
iOS 9.0 or later  
Android 5.0 or later  
Download links





**KOBAN 交番**

**(small neighborhood police station)**



**There are over 220 Kobans in  
Yokohama city alone**

**Look for the KOBAN 交番 sign  
whenever you need police help with:**

- **Directions if you are lost**
- **Reporting a loss or theft of items**
- **Reporting an accident**
- **Other helps in emergencies**





# Liquor Laws and Rules in Japan

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- The legal drinking age in Japan is **20**.
- Keio University strictly prohibits reckless alcohol consumption. Never chug alcohol. Pressuring or forcing anyone to drink alcohol is prohibited. If it causes harm, it may result in criminal charges. Alcohol abuse must be avoided under any circumstances.



## Drug Laws in Japan

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Possession of any illegal drugs, include some “soft drugs” (Cannabis, LSD, MDMA, magic mushrooms, and many synthetic drugs) and hard drugs and other controlled substances is strictly prohibited in Japan. Penalties for possession, use, or sale, distribution of any illegal drugs in Japan are very strict, and convicted offenders face long jail sentences and fines.





# Traffic Safety in Japan

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- Please read “Traffic Safety Guidelines (for Pedestrians and Cyclists)” on “Important Information website” thoroughly and understand Japanese traffic rules.
  
- Registration is required:
  - ① Owner registration “Bouhan touroku” (anti-crime registration):

You will be assigned a number at the shop where you purchased your bicycle. Every bicycle must be registered to the police it is meant to help recover stolen bicycles.
  - ◆ Necessary items for the “Bouhan touroku” procedure
    - Residence card
    - Registration fee ¥ 700





# Traffic Safety in Japan

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- ② Bicycle parking registration: Register at the Student Affairs Office  
You are required to obtain a parking permission sticker and put it on your bicycle if you want to park your bicycle on campus.  
You must park your bicycle ONLY at the location where you have registered it (do not leave your bicycle unattended, even for a short time, anywhere other than the designated bicycle parking areas on the Yagami Campus).





# Traffic Safety in Japan

- If the owner changes, the registration must be updated

«Owner» Fill out the "譲渡人" (Transferee) section of the "Transfer of ownership certificate" and go to bicycle shop to have your bicycle's security registration cancelled. Bring your ID card (Passport or Residence card) and "Security Registration Card (Owner's Copy)", in Japanese "防犯登録カード(所有者控え)".

Hand the completed "Transfer of ownership certificate" and "Security Registration Cancellation Certificate" to the person to whom the bicycle is transferred.



«The one who is given» After the owner has been processed, fill in the "Transferee (new owner)" section, in Japanese "譲受人(新しい所有者)" of its "Transfer of ownership certificate". Bring the bicycle, ID card (Passport or Residence card), new registration fee, and a completed "Bicycle Transfer Certificate" to a bicycle shop. In addition, you will also receive the "Security Registration Cancellation Certificate" from the owner and submit it as well.



# WELCOME TO JAPAN!



We hope you will have a great time in Japan!





# Announcement

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**Date: March 30 Venue: HERE**

**Media Center Guidance (2026 Spring)**

•11:15am -11:45am

**Guidance for Student Counselling Room (2026 Spring)**

•11:45am -12:00pm



# **Thing to Submit Today**

- **Photocopy of Residence Card (Front & Back)**

**Please write down your Student ID Number on the top-right-hand side of the copy and your mobile phone number if you have one.**

