



Orientation for International Students



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



Things Handed Out Today

- 1. Student ID card**
- 2. Keio.jp activation key**
- 3. Course Guidebook**
- 4. International Student Handbook**
- 5. Natural Disaster and Emergency Pocketbook**
- 6. Student Counseling Room**
- 7. Notice on Annual Health Check Up (Register from Friday, September 26)**
- 8. Urine container for Annual Health Check Up**
- 9. How to use the urine container**
- 10. Pledge for Security Export Controls**



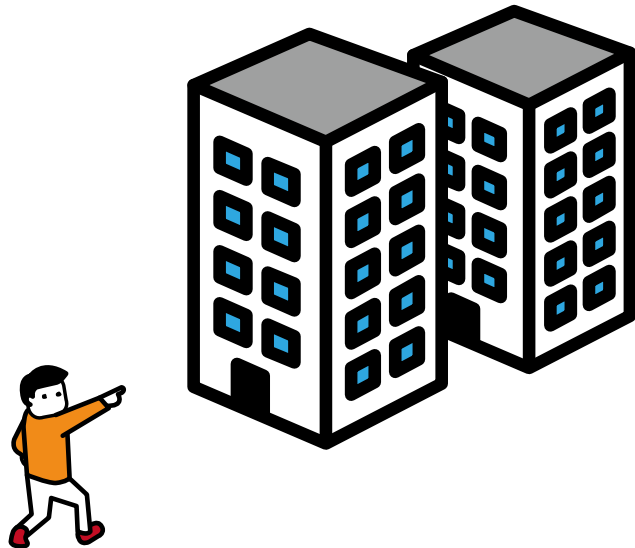
Information Website

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

The screenshot shows a web browser window displaying the Keio University website. The browser's address bar shows the URL `st.keio.ac.jp/en/students/Important_Information.html`. The page content includes a navigation menu with 'Home' and 'Information for International students (IGP, DD, JEMARO students)'. The main heading is 'Information for International students (IGP, DD, JEMARO students)'. Below this, a message states: 'The information is helpful to start your study in Keio University. Please check this page carefully.' There are three main sections: 'Guide for Before Departure and Upon Arrival', 'Guide for Before Departure and Upon Arrival' (with a blue arrow icon and a red 'x' icon), and 'Orientation and Guidance'. At the bottom, it says 'Orientation for International Students (2022 Fall)'. On the right side, there is a sidebar with the Keio University logo, 'Faculty of Science and Technology', and navigation links for Search, Maps, Language, About Us, Departments, Education & Research, Staff Profile, Admissions, and Students. A QR code with a smiley face is located on the right side of the page. The Windows taskbar at the bottom shows the date as 2022/09/12 and the time as 17:07.



Introduction of Keio University





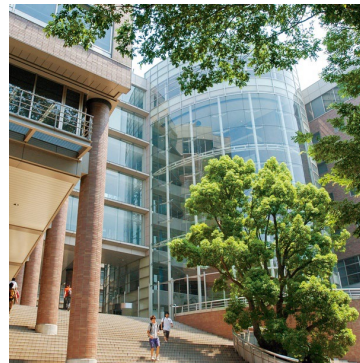
Mita
Humanities and Sciences



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)

Professors in Charge of International Affairs

➤ Chair of the Committee for International Affairs

Professor TAKEMURA, Kenjiro

Email: takemura@mech.keio.ac.jp





Office of Student Services (International)

Professors in Charge of International Affairs

- **Academic Coordinator for International Students**

Professor BEAUCAMP, Anthony

Email: beaucamp@sd.keio.ac.jp





Office of Student Services (International)

- Office Hours: **Monday–Friday 8:45–16:45**
- Telephone: 045-566-1468
- Fax: 045-566-1469
- Email: 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. Keiko ITAMOCHI (Research Internship@Keio.jp, Visiting students)**
- **Ms. Yuka MIYAJIMA (Short-term international students, Japanese course)**
- **Mx. Kentaro TOMA (Research students, Outgoing short-term program)**
- **Ms. Shouko KOGANEZAWA (Scholarship, Housing, Admissions)**



Office of Student Services (International)

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 2025

Now, please introduce yourselves!

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





Status of Residence





What is Status of Residence?

→ 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?

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

A Residence Card will be issued at the airport to mid to long term residents who have landing permission in Japan.

日本国政府 在留カード 番号 AB12345678CD
 GOVERNMENT OF JAPAN RESIDENCE CARD No.

氏名 TURNER ELIZABETH
 NAME

生年月日 1985年12月31日 性別 女 F. 国籍・地域 米国
 DATE OF BIRTH Y M D SEX NATIONALITY/REGION

住居地 東京都千代田区霞が関1丁目1番1号霞が関ハイツ202号
 ADDRESS

在留資格 留学
 STATUS College Student

就労制限の有無 就労不可

在留期間(満了日) 4年3月(2018年10月20日)
 PERIOD OF STAY (DATE OF EXPIRATION) Y M D Y M D

許可の種類 在留期間更新許可(東京入国管理局長) MOJ
 許可年月日 2014年06月10日 交付年月日 2014年06月10日

このカードは 2018年10月20日まで有効 です。 法務大臣 法務大臣 官印

見本・SAMPLE

住居地記載欄

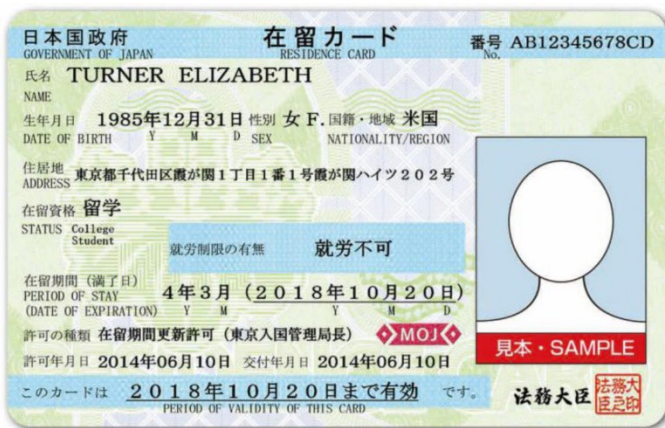
届出年月日	住居地	記載者印
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長
資格外活動許可欄	在留期間更新等許可申請欄	
許可: 原則週 28 時間以内・風俗営業等の従事を除く	在留資格変更許可申請中	



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.



住居地記載欄		
届出年月日	住居地	記載者印
2014年12月1日	東京都港区港南5丁目5番30号	東京都港区長
資格外活動許可欄	在留期間更新等許可申請欄	
許可: 原則週 28 時間以内・風俗営業等の従事を除く	在留資格変更許可申請中	



Change of Status and Extension of Stay

→ 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

→ 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

→ 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、該当するものに必ず記入し、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

次のいずれかに必ず記入してください。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、必ずして下さい。)
(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.

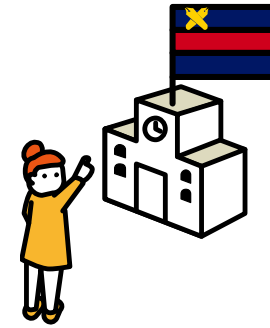


Special Re-entry Permit

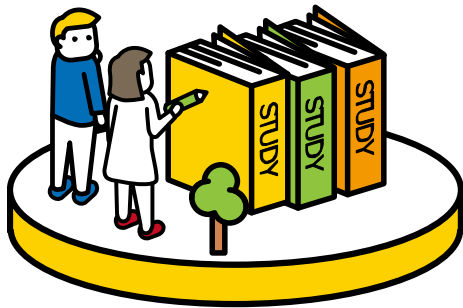
→ p.17–20

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



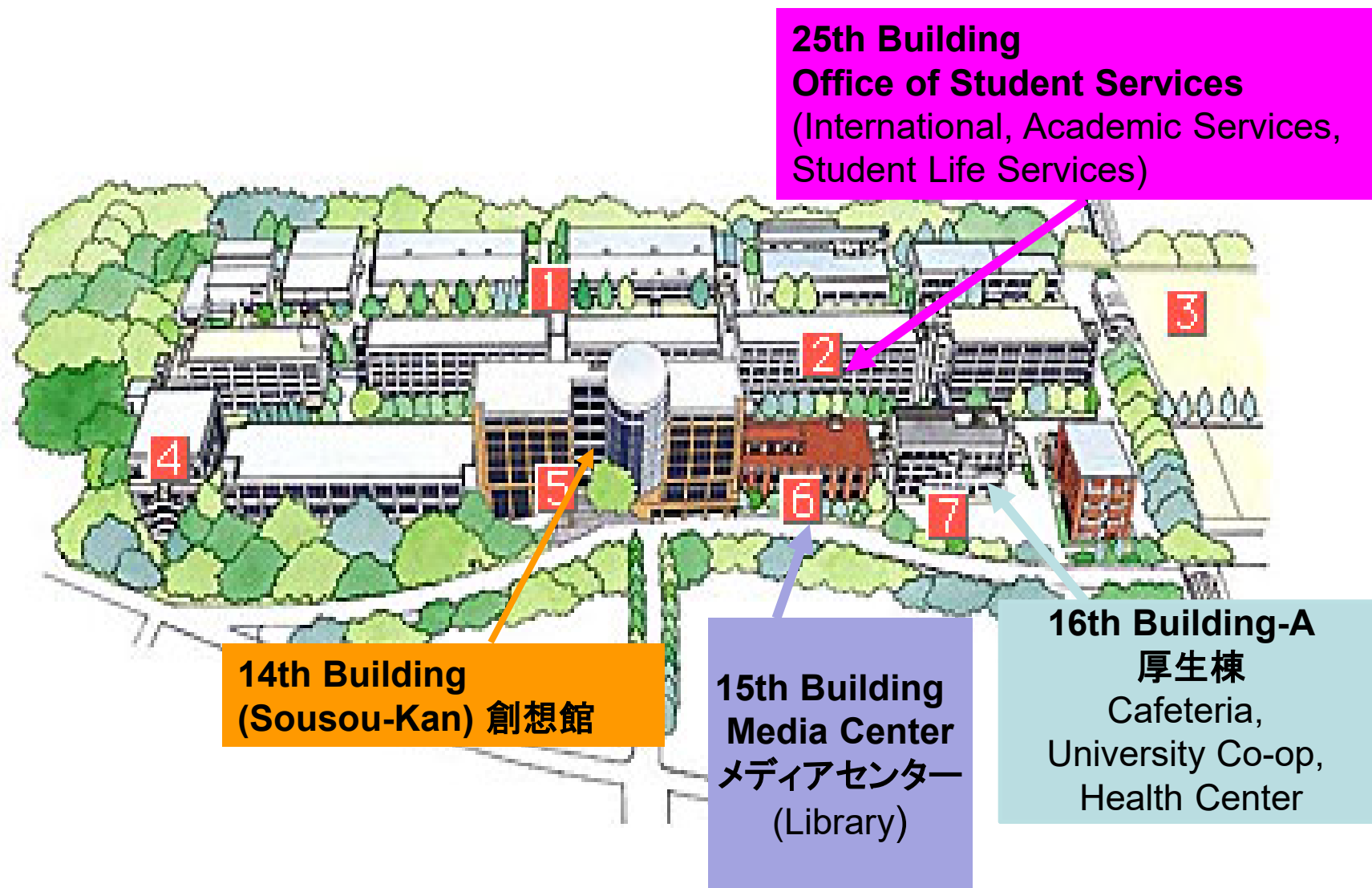
Office of Student Services

- **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



25th Building
Office of Student Services
(International, Academic Services,
Student Life Services)

14th Building
(Sousou-Kan) 創想館

15th Building
Media Center
メディアセンター
(Library)

16th Building-A
厚生棟
Cafeteria,
University Co-op,
Health Center



Office of Student Services Bulletin Board

- 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.



Scholarship Application

- International Students can apply for scholarships **through Keio University.**
- **Scholarship information** will be announced on the [International Center's HP](#) and the application form is available from the site. You can also check the information on the bulletin board in Yagami Campus.
- Please be sure to read "[Scholarship Information Guidebook for International Students](#)" carefully before you apply scholarships.



Scholarship Application

- **Scholarship Application Registration:**
“Scholarship Application Registration” must be completed every semester. Please visit the International Center’s HP for details.

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

- **Scholarship Application Registration Period for 2025 Fall Semester:**

New students: September 22 (Mon.) - 11:00 AM on September 29 (Mon.), 2025.



Scholarship Application

Popular scholarships for international students

- **Monbukagakusho Honors Scholarship offered by JASSO**

Monthly Amount: 48,000 yen from October 2025 to March 2026

- **Keio Graduate School Scholarship 500,000 yen annually**

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



University Library (Media Center)

→ 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)

→ 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”

→ 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

→ 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)

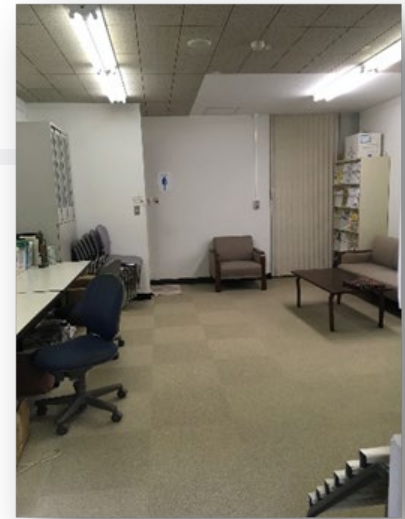


Silence Room

Room 12-201 (12th 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

→ p.58

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





Japanese Language Class

- **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(A) and 1(B) are consecutive courses. You need to take both courses.
https://www.st.keio.ac.jp/en/docs/最終版_2025F_Japanese_Yagami_Timetable_ENGonly_1.pdf
- **For students who wish to know their Japanese level to select courses, please take the self-assessment test.**
<https://forms.gle/5J6437HUZFK8CcRk9>

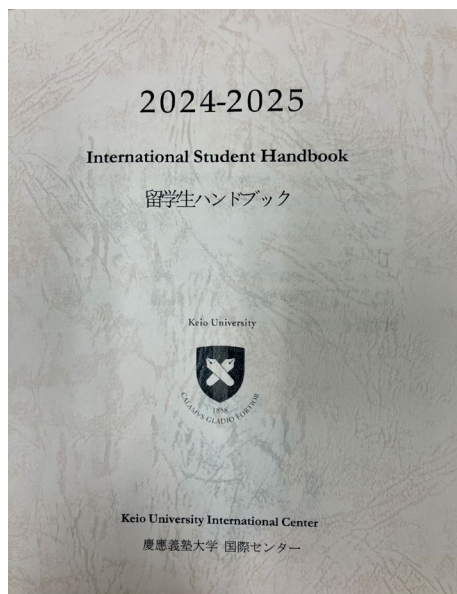


Living in Japan





International Student Handbook



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



Transportation

→ 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.





Opening a Bank Account

→ p.89–92

Regular Business Hours: Weekdays 9:00–15:00

ATM operating times may vary depending on location.

- ATM at convenience stores are usually open for 24 hours, but additional fees may be charged.
- To apply for JASSO scholarship, open a bank account at Japan Post Bank.
- To open an account at Japan Post Bank, fill out the application form beforehand.





Housing Guarantor System

→p.35–38

- If you would like to rent an apartment:
 - You should find a guarantor.
 - When you cannot find a guarantor, Keio University can be a guarantor for the lease for the duration of your study at Keio University.
 - Visit the Office of Student Services (International) for more information.

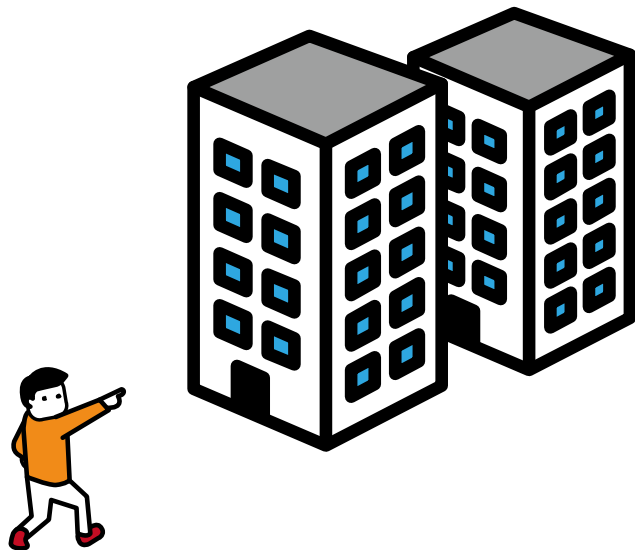


Things to Do When Moving

→p.39–40

- When moving, make sure to do:
 - Settle all outstanding bills at your previous accommodation such as rent, gas, electricity, water, etc.
 - Notify the post office near you by filling out the relocation form (*Tenkyo-todoke* 転居届). Postal items sent to the former address are redirected to the new address free of charge for one year.
 - Notify the City/Ward Office in the area of your previous and new addresses within 14 days of moving out and moving in.
 - Notify the Keio's Office of Student Services at Yagami Campus of your new address.

Medical Care System





National Health Insurance (NHI; Kokuho 国保)

→ 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)



Student Health Care Mutual Aid Association (Gakuseikenpo) Medical Care Benefit System

→ p.103–104

- International students at Keio University are members of the Association (Gakusei-Kenpo).
- As a member of this, you can receive **reimbursement** of your medical costs when the cost exceeds 1,010 yen.
- Note that 1,000 yen will be withheld from each reimbursement as co-payment.
- Apply at the Office of Student Services (Gakuseiseikatsu 学生生活).



Personal Accident Insurance for Students Pursuing Education and Research

→ p.105–106

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





Health Center

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



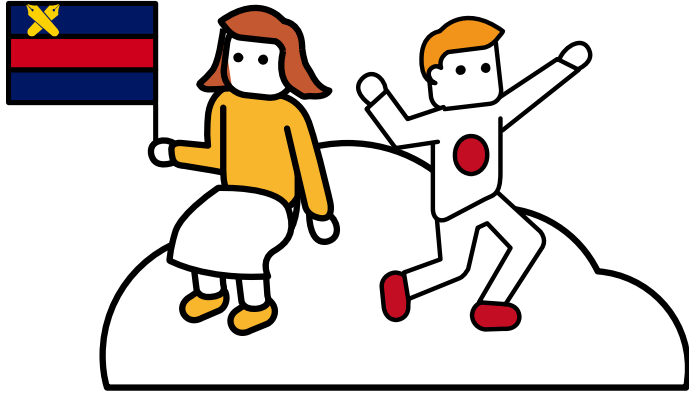


Student Counseling Room

- Room 101, 1F 26th Building.
 - 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

→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”

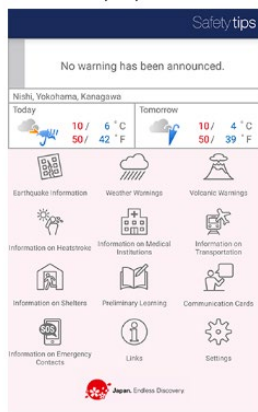




“Safety tips” Mobile App

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

- 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

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

- Please read “Traffic Safety Guidelines (for Pedestrians and Cyclists)” on “Important Information website” thoroughly and understand Japanese traffic rules.





WELCOME TO JAPAN!



We hope you will have a great time in Japan!





Announcement

Venue: HERE

Media Center Guidance (2025 Fall)

•11:15am -11:45am

Guidance for Student Counselling Room (2025 Fall)

•11:45am -12:00pm

Academic Guidance (ONLY for IGP, DD students)

•13:30pm -14:00pm



Welcome gathering!!

With Food in Buffet-style

Date: Friday, October 7, 2025

Time: 6:00pm - 8:00pm

**Venue: Forum, Sosokan 14th
Bldg Yagami Campus**





Things to Submit Today

- **Copy 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.**

- **Pledge for Security Export Controls**

- **IGP Students Only(if you have not graduated when you applied for admissions)**

1. An original Certificate of Graduation
2. A final academic transcript
3. Online Verification Report of Higher Education Qualification Certificate(教育部學歷證書電子注冊備案表) only for students who have graduated from mainland China